

COMPLIANCE WITH FAIR LABOR STANDARDS ACT

It is the policy of the Cambridge School Committee and Cambridge Public Schools to prohibit improper deductions from employees in a manner inconsistent with the Fair Labor Standards Act. If an employee believes that an improper deduction has occurred, he/she should verify the basis of the deduction with the Payroll Office. If after receiving information from the Payroll Office, the employee continues to believe that an improper deduction has occurred, he/she may bring his/her concern to the attention of the Office of the Chief Financial Officer by submitting a letter to the attention of the Chief Financial Officer setting forth his/her reasons as to why he/she believes an improper deduction has occurred. The Office of the Chief Financial Officer will review the complaint and may request additional documentation and consult with other individuals in order to resolve the complaint. A letter will be provided to the employee within fifteen (15) days informing the employee of the results of the investigation. If it is determined that an improper deduction has occurred, the appropriate adjustment will be made.

Adopted: September 7, 2004