Configuring Wage and Hour Training (US and California)

Wage and Hour Training

Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single page is used or just one, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options while newer, updated courses have additional fully-configurable pages throughout the content. These options allow you to tailor the learning experience to your unique organization. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization put thought and intention into the training.

We recommend reading through and printing out the full guide to understand the course learning objectives and to plan what content you want to use at your organization. There are suggestions from our subject-matter experts throughout the guide and areas to make notes and collaborate with other colleagues or departments who may have content to contribute.

What you can find in this guide:
1. Configurations Layouts
2. Course Overview
3. Course Map
4. Configuration Options per Module

Configurations Layout: Welcome to the Course page

Important to note: All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1. Title

The title appears in the top left corner of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

2. Body Text

This open text field is positioned under the Title on the left half of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

3. Image

Images appear in the top right corner of the page.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.

1 — Sample Custom Page Title

3

2 — This page can be used to provide custom information to employees of your organization.

← Back   Next →

Configurations Layout: Video Page

Important to note: All elements per page (Title, Body Text, and Video) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1. Title

The title appears at the top of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

2. Body Text

This open text field is positioned under the Title and spans the full length of the page.
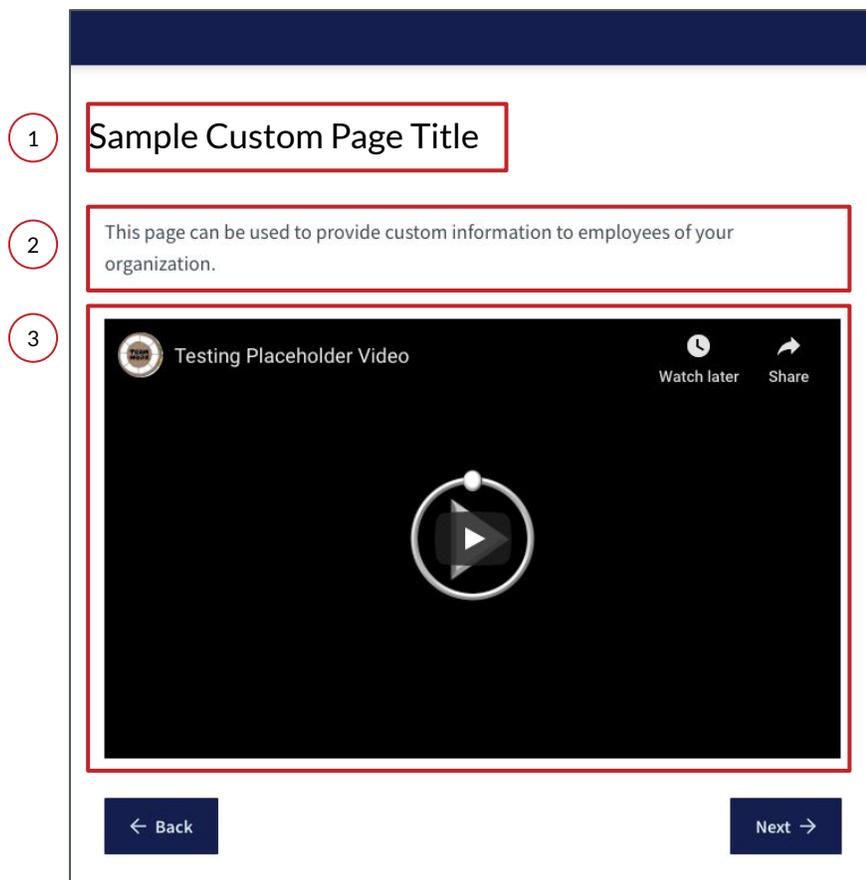
There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

3. Video

Uploaded videos appear below the Body Text.

Requirements:
- YouTube URL input
- Use the highest quality possible (HD)
- Quality adjusts per connection speed
- Enable Closed Captioning

1 Sample Custom Page Title

2 This page can be used to provide custom information to employees of your organization.

3 Testing Placeholder Video   Watch later   Share

← Back   Next →

Configurations Layout: Policy / Resource Page

1. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page and in the course navigation menu.

To configure this element go to the Policies or Resources sections of the Admin Dashboard or through the Configurations menu.

2. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign (for policies only). For the policy in this course, it will appear on the content page within the course. For the resource, they will appear in the navigation window.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

Wage and Hour Training

Course Overview

This course provides an overview of federal wage and hour laws. This course identifies common problem areas such as paying overtime, classifying employees, and offering breaks in the work day, intersecting the law and real-world examples.

Learning Outcomes

In this course, employees will learn how to:
- Define the term "employees"
- Recognize the difference between exempt and nonexempt employees and identify common exempt categories
- Recognize what duties may qualify employees for the exemption
- Recognize and adhere to regulations on wage payment, expense reimbursement, paycheck deductions, and timely pay
- Identify the workday as it applies to your organization
- Recall how to calculate overtime, identify rules about employees earning overtime, and recall how to calculate premium pay
- Defining work hours and identify what qualifies as off-the-clock time, travel time, standby time, and waiting time
- Recognize employer limits on setting schedules and the need for breaks in the work day

Course Details

- **Audience:** Supervisors
- **Course Length**: 35 minutes (California version is 40 minutes)
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction
- Wage & Hour Training
- Standard Custom Page*
- Custom Video Page*

Module 2: Classifying Workers
- Classifying Workers
- Who is an Employee?
- Employee or Independent Contractor?
- Test Your Knowledge
- Exempt and Nonexempt Employees
- Exemption Categories
- Qualifying for Exemption
- Test Your Knowledge
- Standard Custom Page*
- Summary

Module 3: Paying Wages
- Paying Wages
- Wages Are Required
- Minimum Wage
- Test Your Knowledge
- Job Expenses
- Test Your Knowledge
- Standard Custom Page*
- Test Your Knowledge
- When Employees Must Be Paid
- Test Your Knowledge
- Timely Payment
- Paycheck Deductions
- Standard Custom Page*
- Summary

Module 4: Overtime and Premium Pays
- Overtime and Premium Pays
- Workday and Workweek Hours
- When Does Working Long Hours Earn Overtime?
- Test Your Knowledge
- Flexibility with Daily Overtime
- Calculating Overtime Pay
- States May Require Additional Premium Pay
- Test Your Knowledge
- Split Shift Payments
- Test Your Knowledge
- Standard Custom Page*
- Summary

Module 5: Hours Worked
- Hours Worked
- What is "Hours Worked"?
- Test Your Knowledge
- Tracking Off-the-Clock Work
- Test Your Knowledge
- Are Employees Working While Driving?
- Test Your Knowledge
- Overnight Trips
- Standby Time Can Be Hours Worked
- Whose Standby Time is Not Hours Worked?
- Paid Wait Time
- Standard Custom Page*
- Standard Custom Page*
- Summary

* indicates a configurable page

Course Map (cont.)

Module 6: Work Schedules
- Work Schedules
- Limits on Setting Schedules
- Work Schedules
- Test Your Knowledge
- Workday Breaks
- When Time Off to Eat is Not Required
- Test Your Knowledge
- Time Off to Rest
- Test Your Knowledge
- Test Your Knowledge
- Employees Must Keep Accurate Records
- Record-keeping Practices
- Standard Custom Page*
- Summary

Module 7: Conclusion
- Conclusion
- Policy Acknowledgement*
- Policy Acknowledgement*
- Policy Acknowledgement*
- Custom Resource Page*
- Custom Resource Page*
- Custom Resource Page*
- Standard Custom Page*
- Custom Video Page*
- **Course Complete**

* indicates a configurable page

Module 1: Introduction

Topics:

- Introduction to the topic of wage and hour training

Learning Objectives:

- Start the course with an understanding of what to expect topically

Configuration Name	Layout	Suggested Content
Welcome Letter Page 2 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● Introduce the course topic and learning objectives ● Set expectations, goals, deadlines ● Contact info for EVERFI tech support and an organization contact ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Image Dimensions: ● 575px H by 495px W
Welcome Video Page 3 ● Custom Page Title ● Custom Page Text ● Custom Page Video	**Video Page**	● This page can be used in place of the Welcome Message ● Use any existing videos you have or create a quick talking head interview with Executives ● Keep the video short, 30-45 seconds ● Video upload must be a YouTube URL with Closed Captioning

Module 2: Classifying Workers

Topics:
- Employees and Independent Contractors
- Exempt and Nonexempt Employees

Learning Objectives:
- Define the term "employees"
- Recognize the difference between exempt and nonexempt employees
- Identify common exempt categories
- Recognize what duties may qualify employees for the exemption

Configuration Name	Layout	Suggested Content
Page 9 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● List specific examples of roles in your organization that fall under exempt and nonexempt employees and the benefits that may differ ● If you have any independent contractors, volunteers, students, trainees, partners, or joint ventures, outline how compensation may be handled ● State your commitment to a safe and fair working environment ● List any resources, contacts or additional information your organization may have if learners have questions

Module 3: Paying Wages

Topics:
- Minimum Wage
- Job Expenses
- Paycheck Deductions

Learning Objectives:
- Recognize and adhere to regulations on wage payment and expense reimbursement
- Recognize and adhere to regulations on paycheck deductions and timely pay

Configuration Name	Layout	Suggested Content
Page 12 • Custom Page Title • Custom Page Text • Custom Page Image	**Standard Page**	• State what the minimum wage is in your state or what it is at you organization • If employees are paying for their own job expenses, explain your process for reimbursement or conditions where employees need to pay for their own expenses • What is the pay period for your employees and what are the exceptions • Again, add a contact's name and information for employees to go to with additional questions or point to available resources, such as an employee handbook or where to find it in your HRIS

Module 4:
Overtime and Premium Pays

Topics:
- Workday
- Overtime Pay
- Premium Pay

Learning Objectives:
- Identify the workday as it applies to your organization
- Recall how to calculate overtime
- Identify rules about employees earning overtime
- Recall how to calculate premium pay

Configuration Name	Layout	Suggested Content
Page 11 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● Stance and policy on overtime ● How overtime is calculated ● What the workweek hours are

Module 5: Hours Worked

Topics:
- Hours Worked
- Off-the-Clock Work
- Travel Time
- Standby Time

Learning Objectives:
- Defining work hours
- Identifying what qualifies as off-the-clock time, travel time, standby time, and waiting time

Configuration Name	Layout	Suggested Content
Page 12 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● How off-the-clock work is defined at your organization, if it is allowed, and what employees need to do to prevent or track their time ● Statement on pay for travel time, overnight trips, and being on standby ● Direct link to resources to log/track hours ● Define the differences between wait time and off-duty breaks ● Explain repercussions for breach of policy; refer to policy acknowledgement later in the course
Page 13 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	

Module 6: Work Schedules

Topics:
- Setting Schedules
- Break Times

Learning Objectives:
- Recognize employer limits on setting schedules
- Recognize need for breaks in the work day

Configuration Name	Layout	Suggested Content
Page 12 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● What, if any, limits are on schedules and work hours for exempt, nonexempt, and minors ● Policy and stance on off-duty breaks, what qualifies as an off-duty break, and reiterate that no work can be done during these types of breaks ● What to track and how for hours worked; link to any portals or other resources employees need to log this information ● Add a download or URL of a cheatsheet of what to record

Module 7: Conclusion

Topics:
- Conclusion to the course

Learning Objectives:
- Review course content
- Policy acknowledgement

Configuration Name	Layout	Suggested Content
Page 2 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	● Use the policy name or other clear call-to-action for learners to e-sign the policy ● Outline context and company expectations to adhere to the policy
Page 3 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	● Reiterate protocol if there is suspicious activity, violation of policy, and how to report ● Provide organization point of contact in case of questions
Page 4 ● Custom Page Title ● Custom Page Text ● Custom Page Policy	**Policy Page**	● Upload 1 policy per page ● Using a URL makes it easier to be sure they are up to date for participants ● Any page without a policy will not appear in the course for the learner

Configuration Name	Layout	Suggested Content
Page 5 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● These pages can be used to compile any additional resources you want learners to review in summary of the course ● Add links to existing guidance, resources, contact information that are updated in real time
Page 6 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● Quick guide or checklist they can download to easily remember how to identify red flags and when to report ● Reporting channels and protocols; anti-retaliation statement
Page 7 ● Custom Page Title ● Custom Page Text ● Custom Page Resource	**Resource Page**	● Employee handbook, repercussions if found in violation ● Using a URL makes it easier to be sure they are up to date for participants
Page 8 ● Custom Page Title ● Custom Page Text ● Custom Page Image	**Standard Page**	● A closing message for learners ● Have the letter come from the CEO, other leadership, or the person who wrote the Welcome Letter ● Reiterate the goals and takeaways of the experience, community expectations ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Stay away from using stock images

Page 9
● Custom Page Title
● Custom Page Text
● Custom Page Video
	Video Page	● A closing message for learners
		● Have the letter come from the CEO, other leadership, or the person who wrote the Welcome Letter
		● Reiterate the goals and takeaways of the experience, community expectations
		● Requirements:
		  ○ Needs to be a Youtube Video
		  ○ Enable Closed Captioning

EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

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Learn more about EVERFI Conduct & Culture at www.everfi.com/wcn