



State of Oklahoma  
Oklahoma Department of Agriculture, Food, and Forestry  
Oklahoma Horse Racing Commission  
Oklahoma Conservation Commission

Established Individual Workweek Form

Employee's Name: \_\_\_\_\_ [please print]

Employee's Job Title: \_\_\_\_\_ [please print]

Employee is classified as \_\_\_ **EXEMPT** / \_\_\_ **NONEXEMPT** [check one] under the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq. "Exempt" employees are exempt from certain overtime requirements of the Fair Labor Standards Act, 29 U.S.C. § 201 et seq. (FLSA). Typically, "exempt" employees work in a supervisory role or in a professional capacity as defined by the FLSA. All other ODAFF employees are classified as "non-exempt," meaning the employee is not exempt from the overtime requirements of the FLSA.

Effective \_\_\_\_\_ [date], and until further notice, employee shall adhere to the following work schedule. Employee and supervisor shall maintain and report accurate weekly records for time actually worked.

**Workweek:** The ODAFF work week begins at 12:00 a.m. each Sunday morning and ends at 11:59 p.m. each Saturday evening. All hours actually worked during any given workweek shall be reported accurately and honestly.

**Leave:** The employee is responsible for requesting leave and obtaining approval from a supervisor in advance of taking leave. If the employee is unable to report to work, or must arrive late, the employee is required to contact a supervisor immediately. Failure to do so may result in disciplinary action.

**Routine Daily Work Schedule:** Employee agrees to be present at his or her assigned duty station or some other location as directed by his or her supervisor, as follows:

Days: \_\_\_\_\_ [weekday] through \_\_\_\_\_ [weekday].

Time: \_\_\_\_\_ [a.m./p.m.] through \_\_\_\_\_ [a.m./p.m.]

Lunch: \_\_\_\_\_ [a.m./p.m.] through \_\_\_\_\_ [a.m./p.m.]

Breaks: Two 15-minute breaks per day; one in the morning and one in the afternoon.

Morning: \_\_\_\_\_ [a.m./p.m.] / Afternoon: \_\_\_\_\_ [a.m./p.m.] (A fixed break time is optional)

**Assigned Duty Station:** \_\_\_\_\_ [please print]

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date