

FLSA Training for Trainers

Objectives:

1. Shared understanding of California's IHSS implementation of FLSA requirements for overtime and travel time pay.
2. IHSS trainers will become familiar with tools and information available to assist them to train IHSS recipients and providers to: (1) complete and return required forms; (2) correctly complete and mail timesheets and travel claim forms; and (3) avoid violations.
3. IHSS trainers will have an opportunity to reflect on approaches to sharing information that maximize learning and retention.

T4T Participant Agenda

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| <p>1. Welcome/Introductions/Purpose of the Meeting
Carrie Stone, Bureau Chief, Adult Services Division, CDSS</p> | <p>9:00 - 9:10</p> |
| <p>2. Review Agenda, Objectives & Materials
Introduction to IHSS Training Academy at SDSU
Lori Clarke, Director, IHSS Training Academy at SDSU</p> | <p>9:10 - 9:30</p> |
| <p>3. Dry Run FLSA Requirements for IHSS Recipients and Providers</p> <ul style="list-style-type: none"> ▪ Overview New FLSA Requirements ▪ New FLSA Requirements: A detailed look at... <ul style="list-style-type: none"> ▪ Key Terms ▪ Revised and New Forms ▪ Adjusting Maximum Weekly Hours ▪ Overtime Approval/Exception Process ▪ Timesheet Completion and Scenarios ▪ Travel Time & Travel Claim Form ▪ Violations | <p>9:30 – 11:00</p> |
| <p>4. FLSA Informational Video</p> | <p>11:00 – 11:30</p> |
| <p>5. Questions & Answers/Wrap-Up</p> <ul style="list-style-type: none"> ▪ Where do you need more clarification? ▪ What are your personal next steps? | <p>11:30 - 12:00</p> |