

Overtime Leave Employee Agreement

Overtime Pay Definition: Pay for physically working beyond 40 hours per workweek (beyond 80 hours for law enforcement and employees under different work periods per the FLSA).

By signing below, I certify that I am a Non-Exempt employee eligible for overtime pay. I have also reviewed the **Compensatory Leave and Overtime Guidelines** posted in the Human Resources and Payroll website.

I agree that when I am required by management to work overtime, I will accept, at management's discretion either (choose one):

- Pay (pay at time and one-half regular rate)
- Leave (accrue 1.5 hours for each hour worked)

This election will remain in effect for one year.

Employee Name (Print) _____

G# _____ Department _____

Employee Signature _____

Date _____

Supervisor Name (Print) _____

Supervisor Signature _____

Phone number _____

Date _____

This form must be signed by both parties and returned to Human Resources & Payroll, MSN 3C3.

NOTE:

Employees who elect to receive leave, will only accrue up to a maximum of 240 hours (480 for law enforcement). Once the limit is reached, any additional overtime worked will be paid. Employees moving from a “non-exempt” position to an “exempt” position, will receive payment in full of their overtime leave balance at the time of the change.