



Non-Exempt Non-Represented Employees Compensatory Time Agreement

In accordance with the Fair Labor Standards Act (FLSA), the City of Lawrence may provide employees compensatory time off in lieu of overtime compensation for hours worked in excess of 40 hours a workweek through a voluntary and revocable agreement. Compensatory time means hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate.

Compensatory time shall accrue at a rate of one and one-half hours for each hour of overtime worked. Departments may establish lower maximum accruals than allowed by federal regulations. Once the established maximum accrual has been met, the employee shall receive overtime compensation for all additional overtime hours worked. It is the responsibility of the immediate supervisor to monitor the accrual of compensatory time.

- A maximum of _____ hours of compensatory time may be accrued, which is equivalent to _____ hours of work.

If compensatory time will be accrued for overtime hours worked in lieu of payment at the overtime rate, an understanding must be reached between the employee and the supervisor and approved by the Department Director prior to the authorization to work overtime hours. In the absence of an understanding, employees will be paid overtime compensation at a rate of one and one-half times their regular hourly rate of pay for overtime hours worked.

The use of accrued compensatory time off must be approved by the immediate supervisor.

If the City of Lawrence provides compensation to an employee for accrued compensatory time off, such compensation shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination, an employee who has accrued compensatory time off shall be paid for the unused compensatory time at the appropriate rate in accordance with the FLSA. Payments for accrued compensatory time may be made at any time.

- Unused accrued compensatory time off will/will not be allowed to carry over annually. Accrued compensatory time off must be used by _____.

At the discretion of the city, compensatory time may be limited, preserved, used, or cashed out consistent with the provisions of the FLSA.

I hereby acknowledge that I have read and understand this Compensatory Time Agreement and

- I agree to receive compensatory time off in lieu of overtime compensation.
- I do not agree to receive compensatory time off in lieu of overtime compensation.

Employee ID	Employee Name (Print)	Department/Division
Employee Signature		Date
Department Director Signature		Date