

AGREEMENT TO RECEIVE COMPENSATORY TIME OFF

Pursuant to the Fair Labor Standards Act (FLSA), the Monroe County Board of Education has a policy of granting compensatory time off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. A copy of the policy dated Oct. 25, 2005 has been provided to me.

I understand that I must obtain my supervisor's express written authorization to work overtime prior to working in excess of 40 hours in any workweek. I understand that I will earn compensatory time at a rate of one and one-half (1.5) hours for each hour of overtime worked. I further understand that I may not earn more than 60 hours of compensatory time (40 hours of actual overtime work), that I must take the time earned within 60 days after it is earned, and that I must take the time before using any personal, annual, or leave without pay. I also understand that if I am unable to use all compensatory time earned during the allotted time due to the work requirements, that I will receive compensation for the unused compensatory time at my current regular hourly rate of pay, but may be disciplined for failure to comply with the Board's overtime policy.

I hereby knowingly agree and consent to the use of compensatory time in lieu of overtime pay for any time worked in excess of 40 hours in any workweek.

This agreement will continue in force until terminated.

Employee Signature

Date

Supervisor Signature (or designee)

Date