

Compensatory Time Agreement Form

Compensatory Time Agreement. - The federal wage and hour laws require a prior agreement or understanding before compensatory time may be given to employees in lieu of cash payment for overtime. The following is an example of a compensatory time agreement, although there are other acceptable methods of evidencing an agreement.

In accordance with the Fair Labor Standards Act, Campbell County has a policy of granting employees compensatory time off in lieu of compensation for time worked in excess of 40 hours in a workweek (or other permissible schedules for law enforcement, firefighters, and certain other employees). A copy of this policy is on file in the office  
the County Court Clerk. I understand that compensatory time will be granted at time and one half for all time worked in excess of 40 hours (or other permissible work schedules). I further understand that accrued compensatory time may be used in accordance with county policy and the applicable laws, rules and regulations of the U.S. Department of Labor. I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for overtime work and to the use of accrued compensatory time off in accordance with the county's policy and the laws, rules and regulations of the U.S. Department of Labor.

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

\_\_\_\_\_  
Date

Notice: Three copies of this form should be prepared. One copy should be placed in the employee's personnel file. One copy should be given to the employee. One copy should be given to the Department of Finance.