

NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS
(District Uses Compensatory Time)

Employee's Name: _____

Position: _____

Pursuant to the Fair Labor Standards Act (FLSA), the Clinton School District #124 Board of Education has a policy of granting compensatory time off to nonexempt employees in lieu of overtime pay for hours worked in excess of 40 in any workweek. A copy of the policy is available in the superintendent's office.

I understand that I must obtain my supervisor's express authorization to work overtime prior to working in excess of 40 hours in any workweek and that failing to obtain authorization will result in discipline. I understand that I will earn one and one-half (1½) hours of paid time off for each one (1) hour of overtime worked. I further understand that I will be allowed to use compensatory time within a reasonable period after requesting such use. However, I also understand that pursuant to Board policy and applicable FLSA regulations, the Board may require me to use the compensatory time within a certain time period, may prohibit the use of compensatory time on certain dates, may require that compensatory time be cashed out after a particular time period or may otherwise limit the use of compensatory time.

Signature of Employee

Date

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 08/29/2005

Clinton School District #124, Clinton, Missouri