

**EXEMPT AND NONEXEMPT EMPLOYEES**  
*(Compensatory Time)*

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Pursuant to the Fair Labor Standards Act (FLSA), the Boonville R-I School District Board of Education has a policy of granting compensatory (comp) 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 hours of paid time off for each one hour of overtime worked. I further understand that I will be allowed to use comp 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 comp time within a certain time period, may prohibit the use of comp time on certain dates, may require that comp time be cashed out after a particular time period or may otherwise limit the use of comp time.

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

\_\_\_\_\_  
Date

\* \* \* \* \*

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

Implemented: June 21, 2017

Revised:

Boonville R-I School District