

Compensatory Time Agreement

In accordance with the Fair Labor Standards act, the Community College of Denver has established a policy of granting FLSA non-exempt employees, compensatory time off in lieu of compensation for hours worked in excess of 40 hours per week. A copy of the overtime policy is available on the CCD Human Resources web page.

I understand that I may request a paper copy of this policy from my supervisor. I also understand that compensatory time may be granted in lieu of overtime payment for all hours worked in excess of 40 hours per week at the discretion of my supervisor. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of the CCD policy and applicable law and regulations of the U.S. Department of Labor.

The undersigned parties have agreed that overtime as reported on the time sheets from time to time may be taken as compensatory time off or paid as overtime as determined by the supervisor. I agree that this compensatory time agreement is binding and was entered into without coercion or pressure, and that the provision of time off as compensation for overtime work is a condition of my employment. I consent to the use of compensatory time in accordance with CCD's policy.

Employee:	_____	_____	_____
	Print Name	Signature	Date
Supervisor:	_____	_____	_____
	Print Name	Signature	Date