



## Understanding Concerning the Use of FLSA Compensatory Time

I acknowledge and agree that as part of the terms and conditions of employment for nonexempt employees with the Department of Natural Resources, I understand that a nonexempt employee may be required to work more than 40 hours in a work week. I further understand that, in lieu of overtime compensation in cash, a nonexempt employee may receive compensatory time off at the rate of one and one-half hours for each hour of employment for which overtime compensation is required by the Fair Labor Standards Act of 1938 (FLSA).

I understand that the compensatory time may be preserved, used, or cashed out consistent with the provisions of the FLSA.

I understand that all work performed by DNR employees is compensated and no supervisor may authorize work 'off the clock'. I further understand that I must accurately record time worked and if I work 'off the clock' and do not record the time worked, I will be subject to disciplinary action.

Date: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Division: \_\_\_\_\_

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

Employee's Signature: \_\_\_\_\_