

Employee Name and ID Number: \_\_\_\_\_

Department and Department Head's Name: \_\_\_\_\_

To provide an alternative to overtime pay for Regular Non-Exempt Staff and in accordance with the Fair Labor Standards Act, the following conditions govern the Regular Non-Exempt Staff compensatory time program which allows compensatory time to be earned in lieu of cash overtime.

1. Participation in the program must be voluntary and approved by the Department Head prior to the start of the overtime.
2. Compensatory time is leave earned at the rate of time and one-half for all hours worked over forty (40) in a pay week. Each pay period, eligible staff must record the actual hours worked on the time sheet.
3. Compensatory time earned in lieu of paid overtime must be mutually agreed upon for each occurrence.
4. Eligible staff, including eligible police employees, may earn a maximum of 240 hours of compensatory time at any time throughout the calendar year. Any overtime worked in excess of 240 hours must be compensated as paid overtime at the rate of time and one-half.
5. Earned compensatory leave that is unused as of the end of the last pay period of the year, shall be paid in cash overtime. The cost of such overtime shall be borne by the department.
6. Eligible staff who work overtime in a department other than their regular department will always receive overtime pay at the rate of time and one-half. The cost of such overtime shall be borne by the non-regular department.
7. Earned compensatory leave that is unused as of the last day of employment, shall be paid in cash overtime. The cost of such overtime shall be borne by the department.

I have read and understand this agreement, USM Policy VII-6.10 – Policy on Work Schedules for Regular Non-Exempt and Exempt Staff Employees, and Towson University Policy 07-06.12 – Compensatory Leave.

Employee Signature and Date: \_\_\_\_\_

Approved    Denied

Department Head Signature and Date: \_\_\_\_\_