



The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010
Telephone: (256) 329-2201 Fax: (256) 329-6535

OVERTIME PAYMENT AGREEMENT

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees who work in excess of 40 hours in a work week may choose to receive a cash payment or compensatory time for overtime hours.

ONE-TIME ELECTION

I will incur overtime the week of _____ . I choose to receive:

_____ Cash Payment _____ Compensatory Time

I understand that compensatory time must be used within three (3) months of accrual or I will receive its equivalent as a cash payment. This time limit does not apply to any accrued compensatory time earned prior to January 23, 2013.

This Agreement is only effective for the specific work week listed below.

Date

Donna K. Gabel
Human Resources Manager

Date

Sample

STANDING ELECTION

For all overtime I may incur, I elect the following payment on a standing basis:

_____ Cash Payment _____ Compensatory Time

I understand that compensatory time must be used within three (3) months of accrual or I will receive its equivalent as a cash payment. This time limit does not apply to any accrued compensatory time earned prior to January 23, 2013.

This Agreement shall remain in effect until I, _____, rescind it in writing.

Date

Donna K. Gabel
Human Resources Manager

Date