

The University of Kansas, Lawrence Campus
Overtime/Compensatory Time Policy Agreement

The federal Fair Labor Standards Act (FLSA) describes how eligible employees (i.e. those designated as “non-exempt”) can be compensated for hours worked beyond a forty hour work week. Within those guidelines, the University of Kansas established a FLSA overtime/compensatory time policy as noted below.

The University of Kansas, Lawrence Campus, reserves the option to either allow compensatory time or to pay overtime for which an employee is eligible under FLSA. A non-exempt employee must have supervisory authorization to work beyond his/her normal forty hour work week. The University will generally compensate a non-exempt employee for any time worked over forty hours with compensatory time (1.5 hours for worked). Overtime pay may be granted to a non-exempt employee with the appropriate authorization from University administration. This policy may be superseded by specific arrangements established in existing Memorandum of Agreement when applicable. A non-exempt employee may accrue, use or cash out compensatory time consistent with FLSA provisions and University policy.

As a new employee hired after February 1, 1991, you are hereby informed of the University’s FLSA overtime/compensatory time policy. Your signature below signifies your understanding of the policy and willingness to accept and to comply with it during your employment with the University.

Employee’s Signature

Date