



**Colorado School of Mines
Agreement Regarding
Compensatory Time in Lieu of Monetary Payment
For Overtime**

In accordance with the Fair Labor Standards Act, the Colorado School of Mines has 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, or other permissible work schedules for law enforcement, seasonal and other employees. A copy of the [Workweek, Compensatory Time and Overtime](#) policy is available on the CSM Human Resources web page.

I understand that I may request a paper copy of this policy from my supervisor who will provide it to me. 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 or other permissible work schedules 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 CSM policy and applicable law and regulations of the U.S. Department of Labor.

Pursuant to Colorado State Personnel Board Rule 3-28, 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 CSM's policy.

Employee's Signature

Date

Supervisor Acknowledgement:

Supervisor's Signature

Date