

APPENDIX A

**DIVISION OF AGRICULTURE
UNIVERSITY OF ARKANSAS**

Compensatory Time Off Agreement

In accordance with the Fair Labor Standards Act (FLSA), the Division of Agriculture has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week.

I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy.

I knowingly agree and understand that as an employee that I must have prior approval before performing any overtime work and that if I perform any overtime work without prior approval, I may be subject to discipline, up to and including termination.

I further agree and understand that it is my responsibility as an employee that I will submit for approval a time sheet that accurately reflects my hours worked for each pay period and that I acknowledge with my signature on such time sheet that the time sheet is true and accurate.

Printed Employee Name

Employee Signature

Headquarters

Date