

**COMPENSATORY TIME OFF AGREEMENT  
FOR  
NON-EXEMPT EMPLOYEES**

In compliance with the Fair Labor Standards Act (FLSA), the City of Grand Junction has adopted a policy of granting non-exempt employees compensatory time off, in lieu of compensation. Hours worked in excess of 40-hour workweek, eighty (80) hour work period or 56-hour workweek, two hundred twelve (212) hour work period shall be compensated with overtime pay or compensatory time. A copy of this policy dated July 18, 2017, Policy Number 2.400 Revision Number 008, from the City of Grand Junction Human Resources Policy Manual, can be found on Cityweb at:

<http://trimview.ci.grandjct.co.us/?=POLPROEV/194>

I understand that overtime compensation may be either in the form of one and one-half times the regular hourly rate of pay or in the form of compensatory time off, at the rate of one and one-half times the overtime hours worked for all hours worked, in excess of 40 hours per week or other established work schedules. I further understand that compensatory time may be limited, preserved, used or converted to monetary compensation consistent with the provisions of City policy and applicable law(s), rule(s) and regulation(s).

I knowingly and voluntarily agree to accept time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with City policy. I understand that the City may require the utilization of compensatory time as deemed necessary. I further understand that in the event any phrase, clause, term or provision of the City policy, or applications thereof, is interpreted, construed or adjudicated to be invalid, unenforceable or in conflict with the FLSA, its regulations, or other law(s), rules and/or regulations, that the phrase, clause, term or provision shall be stricken and the validity and enforceability of the remaining provisions, or applications thereof, shall not be affected.

Employee Name: \_\_\_\_\_  
(Please Print Legibly)

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

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_