



## **Compensatory Time Agreement (For New Employees)**

In accordance with the Fair Labor Standards Act, I understand that my employment with Mobile County Public School System (MCPSS) may require me to work more than forty (40) hours in a work week, and it is the practice of MCPSS to provide compensatory time in lieu of over-time pay for non-exempt positions other than for those positions in which the employees typically work over forty hours in a work week as determined by MCPSS. Compensatory time off will be earned in one and a half hour (1.5) hour increments for each hour worked over forty hours in a work week. I understand that I am not to work any overtime unless it is specifically requested and approved by my supervisor (or their designee) in advance, and I may be subject to discipline for working overtime without such approval.

I understand that compensatory time may be accrued up to a maximum limit as defined by MCPSS, subject to applicable law, and may be used by me upon reasonable notice, unless the absence will unduly disrupt the operations of the school or school system. I further understand that the Board reserves the right to require me to use compensatory time as necessary to reduce my compensatory time balance and further reserves the right to pay out any compensatory time balance at its discretion.

I knowingly and voluntarily agree to sign this Agreement and I understand that this Agreement is a condition of my employment.