



# The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010  
Telephone: (256) 329-2201 Fax: (256) 329-6535

## OVERTIME PAYMENT AGREEMENT

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees who work in excess of 40 hours in a work week may choose to receive a cash payment or compensatory time for overtime hours.

### ONE-TIME ELECTION

I will incur overtime the week of \_\_\_\_\_ I choose to receive:

\_\_\_\_\_ Cash Payment                      \_\_\_\_\_ Compensatory Time

*I understand that compensatory time must be used within three (3) months of accrual or I will receive its equivalent as a cash payment.*

This Agreement is only effective for the specific work week listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Dept.

\_\_\_\_\_  
Date

### STANDING ELECTION

For all overtime I may incur, I elect the following payment on a standing basis:

\_\_\_\_\_ Cash Payment                      \_\_\_\_\_ Compensatory Time

*I understand that compensatory time must be used within three (3) months of accrual or I will receive its equivalent as a cash payment.*

This Agreement shall remain in effect until I, \_\_\_\_\_, rescind it in writing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Dept.

\_\_\_\_\_  
Date