



**LSU ALEXANDRIA**  
**STATEMENT OF AGREEMENT OR UNDERSTANDING**  
(Classified Employees Only)

RE: Compensation of Overtime Work

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Department: \_\_\_\_\_  
Title: \_\_\_\_\_  
FSLA Classification: \_\_\_\_\_ Exempt: \_\_\_\_\_ Non Exempt

**Overtime Policy**

Per the LSU Alexandria Overtime Policy, all overtime worked regardless of employee classification or overtime will compensated with compensatory time off in lieu of cash payment.

**Definitions**

FSLA: Fair Labor Standards Act, is the federal law dealing with minimum wage rates and overtime. The law is administered by the Wage and Hour Division of the Department of Labor.

OVERTIME: Time worked once an employee exceeds 40 hours during a workweek. Overtime is categorized as follows:

FLSA OVERTIME (time and one-half rate): Overtime calculated for non exempt employees who have actually worked in excess of the forty hour work week.

STRAIGHT TIME: Overtime that applies to non exempt employees who have worked in excess of the regular work day, BUT only under circumstances when the FLSA does not apply. FLSA does not apply unless the employee actually physically worked the normal 40 hour work week. If leave is taken or a holiday observed the employee to work fewer than 40 hours in a week, straight overtime would apply until such time as the employee actually worked 40 hours for that week. Overtime remaining after the 40 hours have been met will be considered FLSA overtime.

NON-EXEMPT EMPLOYEES: is a term used to categorize employees who earn a salary less than \$455 per week, \$23,660 annually, as set forth by FLSA. Employers are required to compensate employees in these jobs for overtime at a rate of time and one-half. If leave is taken or a holiday observed causes the employee to work fewer than 40 hours in a week, straight overtime would apply until such time as the employee actually worked 40 hours for that week. Overtime remaining after the 40 hours have been met will be considered FLSA overtime and earned at the time and one-half hour rate.

EXEMPT EMPLOYEES: is a term used to categorize employees performing work that has been classified as executive, administrative, professional, computer employee, outside sales or other exempt categories set forth by FLSA at a salary above \$455 per week, \$23,660 annually. Agencies have the option of granting no overtime compensation at all to exempt employees. However, LSU Alexandria does compensate classified employees categorize as exempt with straight time.

PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION: Compensatory leave earned will be paid upon separation from the University up to 240 hours.

**I have read the above and agree to accept compensatory leave as compensation for overtime work.**

Printed or typed name: \_\_\_\_\_

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

HRM Staff: \_\_\_\_\_ Date: \_\_\_\_\_