In order to comply with FLSA’s updated regulations pertaining to the Overtime Exemption Rule, effective December 1, 2016, identified job basis employees who earn less than $913 a week ($47,476 a year) will be considered hourly employees and entitled to overtime pay.

I, _________________________________ acknowledge that I have been advised by my supervisor that I will be considered an hourly employee and entitled to overtime pay until my yearly earnings exceed $47,476. I further acknowledge that I will comply with the following work requirements, and all other applicable departmental policies and procedures:

- **Work Scheduling/Overtime** – Pay is based on the actual hours worked. Overtime compensation is only granted for authorized hours worked beyond an 8 or 10 hour work schedule/shift assignment.

- **Lunch Break** – Per County practice, lunch breaks (non-paid) will be granted. Lunch breaks typically lasting 30 minutes or 1 hour within a designated time period to ensure staff coverage.

- **Breaks** – Two 15 minute work breaks (paid) will be granted. Breaks will be coordinated and must be authorized by Supervisors. However, unauthorized and/or extended work breaks will result in the deduction of leave and/or possible administrative action.

- **Leave Usage** – All leave requests must receive prior authorization/approval for all hours requested. All leave hours are to be properly charged/deducted from the employee's leave balance(s).

My signature below acknowledges receipt of this document and that I understand the contents noted.

Employee Signature

Date

Supervisor Signature

Date