



NEW MEXICO
**LAW OFFICES OF THE
PUBLIC DEFENDER**

Chief Public Defender
Bennett J. Baur

FLSA Compensation Agreement

Employee Name (Printed): _____ Job Title: _____

- FLSA Non-Exempt.** This means that:
- ✓ You will be compensated for all hours worked over 40 hours in a work week (begins on Saturday).
 - ✓ You must request and receive approval from your supervisor.
 - ✓ You are eligible for premium overtime which is 1.5 times your regular hourly wage.
 - ✓ You may accrue up to 240 hours of compensatory time.
 - ✓ The department compensates with compensatory time in lieu of cash payments.
 - ✓ You may decline overtime.
 - ✓ Your accrued hours of compensatory time will be paid out upon leaving the department.

Signature _____ Date _____

- FLSA Non-Exempt-Bargaining Unit** This means that:
- ✓ You will be compensated for all hours worked over 40 hours in a work week (begins on Saturday).
 - ✓ You must request and receive approval from your supervisor.
 - ✓ You are eligible for premium overtime which is 1.5 times your regular hourly wage.
 - ✓ You may accrue up to 240 hours of compensatory time.
 - ✓ The department compensates with compensatory time in lieu of cash payments.
 - ✓ You may decline overtime.
 - ✓ Your accrued hours of compensatory time will be paid out upon leaving the department.

Signature _____ Date _____

- FLSA Exempt – Bargaining Unit.** This means that:
- ✓ You may be compensated for all authorized hours worked over 80 hours in a pay period (begins on Saturday).
 - ✓ You must request and receive approval in advance from your supervisor.
 - ✓ You are eligible for compensatory time at straight time or 1.0 your regular hourly wage.
 - ✓ You may accrue up to 80 hours of compensatory time.
 - ✓ You are not eligible for cash payments for extra hours worked.
 - ✓ Compensatory time may be paid out upon leaving the department depending on budget availability
 - ✓ You are encouraged to work with your supervisor on a plan to utilize your accrued compensatory time.

Signature _____ Date _____

- FLSA Exempt – Managers, Supervisors.** This means that:
- ✓ You may be compensated for all authorized hours worked over 80 hours in a pay period.
 - ✓ You are eligible for compensatory time at straight time or 1.0 your regular hourly wage.
 - ✓ You may accrue up to 80 hours of compensatory time.
 - ✓ You are not eligible for cash payments for extra hours worked.
 - ✓ Compensatory time may be paid out upon leaving the department depending on budget availability
 - ✓ You are encouraged to work with your supervisor on a plan to utilize your accrued compensatory time.

Signature _____ Date _____

You may contact your supervisor and/or the HR Administrator if you have questions in relation to your FLSA status.