



# Overtime Compensation Verification

Employee Name: \_\_\_\_\_

Month: \_\_\_\_\_

Total Overtime Hours Worked:

## Overtime Agreement

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Overtime pay at 1.5 times the regular hourly rate. Number of actual overtime hours to be paid.
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AND/OR

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Compensatory time off (CTO) at 1.5 times the overtime hours worked. Number of actual overtime hours worked to be taken as compensatory time off.
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