



# HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

## Fair Labor Standards Act (FLSA) Understanding

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I \_\_\_\_\_, do hereby acknowledge that as part of the terms and conditions of my  
(Print Name)

employment with the agency selected below, I may be required to work more than forty hours in a workweek.

State Properties Commission     Georgia State Financing & Investment Commission     Georgia Building Authority

I understand that if I am an employee designated as “non-exempt” in accordance with the FLSA, I will receive compensatory time in lieu of overtime payment at the rate of one and one-half hour for each hour of employment for which overtime compensation is required by the FLSA.

I further understand that I must at all times maintain an accurate and truthful record of my hours worked each day and each work period. I am to record the exact time that I start work, take a meal break and end work each day as defined by my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date