

875—220.50(91D) Records to be kept of compensatory time. For each employee subject to the compensatory time and compensatory time off provisions of the federal Fair Labor Standards Act, 29 U.S.C. 207(o), a public agency shall maintain and preserve records containing the basic information and data required by rule 875—216.2(91D) and:

220.50(1) The number of hours of compensatory time earned pursuant to the federal Fair Labor Standards Act, 29 U.S.C. 207(o), each workweek, or other applicable work period, by each employee at the rate of one and one-half hour for each overtime hour worked;

220.50(2) The number of hours of compensatory time used each workweek, or other applicable work period, by each employee;

220.50(3) The number of hours of compensatory time compensated in cash, the total amount paid and the date of payment; and

220.50(4) Any collective bargaining agreement or written understanding or agreement with respect to earning and using compensatory time off. If the agreement or understanding is not in writing, a record of its existence must be kept.

SOURCE: 29 CFR 553.50.