



Kentucky Christian University

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Dear _____:

This is to advise that you have been placed on a basic salary of \$ _____ per _____ and paid bi-monthly. You will be paid overtime on a system known as the fluctuating workweek method as follows:

Monthly salary times 12, divided by 52, equals average weekly base salary. Average weekly salary divided by the exact number of hours worked equals average hourly rate for the purpose of overtime. Hours over 40, times one-half the average rate equals the overtime premium to be paid for the week.

The above salary is to cover your straight time earnings for all hours of work and it will remain constant. Your hourly rate for overtime purposes, however, will vary according to the hours you work, and your overtime pay, which will be added to your salary and will vary slightly, but not as much as if you were on an hourly rate instead of salary.

Please acknowledge that you understand and accept this method of payment by signing this letter in the space below and return one copy to the writer.

Very truly yours,

Signature (signifies acknowledgement)

Date