NOTICE REGARDING OVERTIME COMPENSATION
(For Employees Not Represented by an Exclusive Bargaining Agent)

Employee Choice: Overtime Pay versus Compensatory Time

Employees who are hired, transferred, reclassified, or promoted into positions, which are designated in the Title and Pay Plan as non-exempt, are entitled to compensation at the premium (time and one-half) rate for all hours worked after 40 in a workweek. Under provisions of the Federal Fair Labor Standards Act, agreement to accept compensatory time off in lieu of pay is entirely voluntary.

You may voluntarily select compensatory time off in lieu of overtime pay by selecting the first option below. If you select the first option you will not receive overtime pay. You will receive compensatory time off in lieu of overtime pay when you work overtime.

Or you may indicate that you do not want to accept compensatory time off in lieu of pay by selecting the second option below. If you select the second option below, you will not receive compensatory time off in lieu of overtime pay. You will receive overtime pay when you work overtime.

Compensatory time off received at the premium rate may be preserved, used, or cashed out in accordance with the provisions of Section 207(o) of the Fair Labor Standards Act and applicable University policy.

1st Option
_____ I am willing to accept compensatory time off in lieu of premium overtime pay for hours worked after 40 in a workweek.

2nd Option
_____ I am not willing to accept compensatory time off in lieu of premium overtime pay for hours worked after 40 in a workweek.

Employee's name - (Please Print) ____________________________ Employee's signature ____________________________

(Date)

Updated September 7, 2012