COMPENSATORY TIME OFF AGREEMENT – JUNE 2017 ELECTION
SERVICE UNIT (SX)

The department has decided to offer employees the choice of being compensated for any overtime hours they work either by cash or by Compensatory Time Off (CTO). In accordance with the Article 13 - Hours of Work, Section L – Compensatory Time Off, of the current contract for the Service (SX) Unit, you can enter into this written agreement which will expire the following June 30, 2018 by signing below. As stated in the Contract, your decision on compensation for overtime will be renewed each June until such time that the Department opts to discontinue using CTO as a method of compensation for overtime.

If you choose to decline the offer to receive CTO as compensation for overtime for any and all compensable overtime hours you work, you will receive monetary compensation. The Department shall grant the preference indicated.

Please indicate your agreement to receive CTO as compensation for overtime for any and all compensable overtime hours you work. Compensable overtime hours are defined in Article 13 - Hours of Work, Section H – Overtime Definition.

❑ I, **[Employee Name],** agree to receive CTO as stated above.

_____ _____ _____
Print Name Signature Date

❑ I, **[Employee Name],** decline the offer to receive CTO as stated above.

_____ _____ _____
Print Name Signature Date

Supervisor or other department representative

_____ _____ _____
Print Name Signature Date

Department Chair/Director or Designee

_____ _____ _____
Print Name Signature Date

cc: Original – Employee Personnel File
Copy - Employee
Copy – Supervisor
Copy - Division-Department/Director or Designee