Compensatory Time Notification

(Personnel Policies for Staff Members, UCD Procedure 32.C Note 3)

Instructions: When an employee is hired, transferred, reclassified, or promoted into a non-exempt position that is not represented by a collective bargaining agent, the department must obtain the employee's signature on the form below.

The Fair Labor Standards Act (FLSA) provides that an employer may provide a non-represented employee the option to elect compensatory time off in lieu of cash compensation for premium overtime, if the employee has been appropriately notified and has knowingly and voluntarily agreed to it as a condition of employment. If an employee chooses monetary compensation for overtime worked, then FLSA requires the employer provide monetary compensation. There are two steps to this notification and agreement:

1. A notification is printed on the Application for Employment.

2. At the time of hire, the onboarding coordinator/department contact gives the applicant this notification form and obtains the applicant's signature. The signed form is kept in the department personnel file.

ELECTION

This position is a non-exempt position, and compensatory time received may be preserved, used, or cashed out consistent with the provisions of the Fair Labor Standards Act, Section 7(o) and University Personnel Policies for Staff Members, Policy 30 (Compensation). Please indicate your preference for overtime compensation below:

☐ I elect to receive compensatory time off (CTO) for any and all compensable overtime hours at the discretion of my department head. I understand that if my department chooses not to allow the option of CTO, by default, I will receive monetary compensation for any and all compensable overtime hours.

Employee Name ___________________________ Employee Signature ___________________________ Date ______

☐ I elect to receive monetary compensation for any and all compensable overtime hours I work.

Employee Name ___________________________ Employee Signature ___________________________ Date ______