

## Compensatory Time Election Form

The UC-CUE union contract, which covers clericals at UC Berkeley, describes how overtime is compensated. A copy of the entire contract can be found at: <http://hrweb.berkeley.edu/hrlabor.htm>. Article 10, Hours of Work, section K3 states that **if** compensatory time off is offered by the department, then:

a. Unless the employee and the University agree otherwise, overtime will be paid. An employee may, upon hire and thereafter during the month of June file a written indication of preference for either compensatory time off or pay with her/his immediate supervisor. The University shall grant the preference indicated.

b. Compensatory time shall be paid or scheduled by the University in accordance with departmental needs. Accumulation of compensatory time is limited to a maximum of two-hundred forty (240) hours. An employee shall be paid for hours of overtime which exceed this limit. An employee may request to schedule the use of banked compensatory time. An employee's request for the scheduling of banked compensatory time shall be granted subject to the needs of the University and shall not be unreasonably denied.

This department offers clerical employees the option of receiving compensatory time off (CTO) in lieu of pay for all overtime worked. If you choose to receive CTO in lieu of pay for overtime, please sign and date this form. If you do not return the form, you will receive pay for all overtime hours worked.

The statement of preference to received CTO must be re-filed every June. If you do not fill out this form June 2005 you will be paid for overtime hours worked after June 2005. The department will provide you with the form before June 2005, if CTO is still offered.

### **Employee request for Compensatory Time**

I am requesting that I receive Compensatory Time Off in lieu of pay for overtime hours effective June 1, 2004. I understand that my selection can only be changed in June of each year, unless the UC-CUE union contract changes. I also understand that the department will provide this form next year and I must re-file this form during the month of June to continue to receive CTO in the following year.

---

Signature of employee

---

Date

Distribution: 1 copy for department file  
1 copy for employee