

University of California at Santa Barbara
Non-Exempt Employees (Not Represented by a Bargaining Unit)
Compensatory Time Agreement

NOTE: This document is made available for Non-Exempt Non-Represented employees in accordance with Policy 32 / Section C of the University of California Personnel Policies for Staff Members (PPSM).

Non-exempt employees are entitled to compensation at the time and one-half rate (premium-rate) for all hours worked after 40 hours in a work week. In accordance with the Fair Labor Standards Act, and as outlined in the Personnel Policies for Staff Members (PPSM), overtime will be compensated at the appropriate rate (time and one half) either by pay or compensatory time off (if the department offers comp time off). The method of compensation shall be at management's discretion, unless agreement is not reached, in which case pay shall be provided instead of compensatory time off.

If you choose to receive compensation for overtime in the form of compensatory time off, indicate your preference below, sign and date this form within 30 days of receipt, and return it to your supervisor for placement in your personnel file.

If you indicate below that you do not agree to accept compensatory time off in lieu of pay, you will receive payment for overtime.

The preference indicated on this form will remain in effect until it is superceded by a revised form with a more recent date OR until the department decides to discontinue offering compensatory time off as a method of compensation for overtime. If the employee fails to sign this form, the option will default to compensation by pay.

I **agree** to accept compensation for overtime in the form of compensatory time off.

I **do not agree** to accept compensation for overtime in the form of compensatory time off.

Name (Print) _____

Signature _____

Department _____

Date _____