

OUHSC Compensatory Time Election Form

This form serves as an employee's election to accrue compensatory time in lieu of overtime compensation. This agreement can be temporary or for a more permanent basis.

University Of Oklahoma Staff Handbook section 4.3.2 COMPENSATORY TIME:

Compensatory time is an alternative method for compensating employees who work overtime. No overtime is to be worked, however, unless it is approved in advance by the employee's supervisor. FLSA-exempt employees are not normally eligible for compensatory time. Exceptions to this policy must be approved in advance by the appropriate provost/vice president. No employee shall be required to receive compensatory time off in lieu of overtime pay unless an agreement or understanding is reached by the employer and employee before the performance of the work. Should an FLSA- nonexempt employee be required by a supervisor to work overtime, the employee may be given the choice between receiving monetary compensation or taking compensatory time-and-one-half off at a mutually agreeable time.

Compensatory time is to be taken within one year of the date of accumulation or the employee is to be compensated monetarily. No more than 90 hours of compensatory time (60 hours of overtime worked) can be accumulated. Terminating employees are to use or be paid for compensatory time hours prior to the effective date of their termination. Transferring employees will be required to use compensatory hours prior to transfer or be paid by the department in which compensatory time accrued. For employees appointed to work at an FTE less than 1.00, the policy will not be applicable unless hours worked in a work week exceed 40. Such an individual may accumulate those hours worked over 40 hours in a work week as compensatory time subject to the provisions of the compensatory time policy. Questions regarding the compensatory time policy should be directed to Human Resources.

I understand and agree to accept compensatory (comp) time in lieu of overtime pay. As stated in section 4.3.1 of the Staff Handbook, I understand that any overtime must be previously approved by immediate supervisor.

Name _____

Department _____

Begin Date _____

End Date _____

Signature _____

Date _____