Compensatory TIME OFF Election Form

for

SKILLED CRAFTS unit employees\*

The UC-ACBCTC agreement contract which covers Skilled Crafts Unit employees describes how overtime will be compensated. A copy of the entire contract can be found at: <http://hrweb.berkeley.edu/labor/contracts/KB>.

Article 11, Overtime/On-Call/Fatigue Time, Overtime paragraph 2 states that overtime will be compensated either by pay or by compensatory time off (CTO) if the department offers CTO. This department offers Skilled Crafts Unit employees the option of receiving compensatory time off (CTO) in lieu of pay for all overtime worked. Following are provisions for election of CTO.

* Unless the employee and the University agree otherwise, overtime will be paid. If you do not sign andreturn this form, you will be paid for all overtime worked.
* When hired, and when an employee moves to a new department, an employee may file this election form electing to receive CTO in lieu of pay.
* Compensatory time off may be banked up to a maximum of one hundred (100) hours. An employee will be paid for all hours of overtime that exceed this limit.
* Compensatory time off shall be scheduled in accordance with department needs. An employee may request to schedule accumulated CTO and use is subject to approval by the Department.
* Employees will have the opportunity to change their overtime payment election twice per year.
	+ In June of each year, employees will be given the opportunity to change their overtime payment election. Election changes made in June will become effective the first biweekly pay cycle following July 1, and will remain in effect through the last biweekly pay cycle in the following December.
	+ In November of each year, employees will be given an opportunity to change their overtime payment election. Election changes made in November will become effective the first biweekly pay cycle following January 1, and will remain in effect through the last biweekly pay cycle in the following June.

If employees do not change their overtime payment election in June or November, their previous overtime election will remain in place provided the department in which they are employed continues to offer the option of CTO.

*\*Excludes employees in Intercollegiate Athletics or Recreational Sports*

Employee Request for Compensatory Time

I am requesting that I receive Compensatory Time Off (CTO) in lieu of pay for overtime hours worked effective this date. I understand that my selection can be changed when I move to a new department.

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**Employee’s Name Employee’s Signature Date**

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**Supervisor’s Name Supervisor’s Signature Date**

**Distribution: 1 copy for department file**

 **1 copy for employee**