Compensatory TIME OFF Election Form

for

KB unit employees

Intercollegiate Athletics or Recreational Sports

The UC-ACBCTC agreement contract which covers KB Unit employees describes how overtime will be compensated. A copy of the entire contract can be found at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/kb/index.html>.

The Agreement states that overtime will be compensated either by pay or by compensatory time off (“CTO”) if the department offers CTO. This department offers KB Unit employees the option of receiving CTO in lieu of pay for all overtime worked. Following are provisions for the election of CTO:

* Unless the employee and the University agree otherwise, overtime will be paid.
* When hired, and when an employee moves to a new department, an employee may file a written statement of preference to receive CTO in lieu of pay.
* In Intercollegiate Athletics or Recreational Sports, compensatory time off hours cannot be cashed out at any time. Although there are no limits to banked compensatory time, staff is encouraged to use compensatory time, particularly during winter and summer when events are less frequent. See IARS Scheduling Side Letter, April 1, 2003, pp. 63-66.

Employee Request for Compensatory Time

I am requesting that I receive Compensatory Time Off in lieu of pay for overtime hours worked effective this date. In Intercollegiate Athletics or Recreational Sports, I understand that my selection can only be changed in the first week of January, for January through June, and in the first week of July, for July through December. I understand that the department will provide this form in June of each year if it is still offering compensatory time off. I understand that if I do not re-file this form in the first week of January or first week of July as prescribed, my previous election shall continue.

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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**

**1 Copy CSS-Payroll**