

**Note:** Departments which grant CTO should provide the following to new hires; current employees may select this option during June of each year.

**TO: RESEARCH SUPPORT PROFESSIONALS UNIT EMPLOYEES**

**RESEARCH SUPPORT PROFESSIONALS UNIT (RX) COMPENSATORY TIME OFF (CTO) AGREEMENT**

Research Support Professionals unit employees have the choice of being compensated for overtime hours worked by pay or compensatory time off (CTO) pursuant to Article 13 – Hours of Work of the agreement between the University and UPTE. Your decision to elect compensatory time for overtime work may be renewed if your Department offers CTO as a method of compensation for overtime.

If you choose to decline the offer to receive CTO as compensation for overtime you will receive pay for any and all compensable overtime hours you work. Should you wish to be paid for overtime you do not need to complete any form.

**I agree to receive Compensatory Time Off (CTO) only for overtime.**

\_\_\_\_\_  
Name – please print                      Employee ID #                      Title

\_\_\_\_\_  
Signature                                      Date                                      Department

◆                      ◆                      ◆                      **OR**                      ◆                      ◆                      ◆

**I agree to receive PAY only for overtime.**

\_\_\_\_\_  
Name – please print                      Employee ID #                      Title

\_\_\_\_\_  
Signature                                      Date                                      Department

\_\_\_\_\_  
Supervisor – please print                      Title                                      Department

\_\_\_\_\_  
Supervisor’s signature                      Date