

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

**TO:** SERVICE UNIT EMPLOYEES

**SERVICE UNIT (SX) COMPENSATORY TIME OFF (CTO) AGREEMENT**

Service unit employees have the choice of being compensated for overtime hours worked by pay or compensatory time off (CTO) pursuant to Article 12 - Hours of Work of the agreement between the University and AFSCME. 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
◆	◆	◆
	<b>OR</b>	◆
◆	◆	◆

**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	