

Compensatory Time Agreement

HUMAN RESOURCES

Staff positions are individually reviewed to determine whether they are eligible for, or exempt from, the overtime provisions of the Fair Labor Standards Act (FLSA). This designation may change over time due to modifications to the law, an individual's work schedule, a change in job assignment or other relevant factors. Information about the overtime status of a position is included on the position description or an employee may contact the Human Resources Department at 491-6947 to verify his/her status. Acceptance of compensatory time off in lieu of cash payment for overtime is a condition of employment at Colorado State University. Compensatory time is awarded at one and one half hour for each hour of overtime worked.

Additional information about employment rights, privileges and benefits, as well as rules and procedures regarding the employment relationship can be found in the Human Resources Manual (HR Manual) available on the Human Resources Department website at: <http://www.hrs.colostate.edu/policies/hrs-manual.html>.

I understand that if my position is eligible for overtime and I work more than 40 hours in a work week, acceptance of compensatory time in lieu of cash payment is a condition of my employment with Colorado State University. Further, I understand that whether compensation for overtime is made by cash payment or compensatory time is at the discretion of my department.

Printed Name

Signature (electronic signatures accepted)

Date

February 2020

