



Human Resource Services
Ft. Collins, CO 80523

Compensatory Time Agreement State Classified Employees

State Classified 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, your work schedule, your job assignment or other relevant factors. Information about the overtime status of your position is printed on your pay check/advice. You can also obtain this information by calling the Records Unit of the Human Resource Services Department at 491-0951. Acceptance of compensatory time off in lieu of cash payment for overtime is a condition of employment at Colorado State University.

Additional information about your employment rights, privileges and benefits, as well as rules and procedures which may affect your employment relationship can be found in the Human Resource Services Manual (HRS Manual) available on the Human Resource Services Department website at: <http://www.hrs.colostate.edu> then <http://www.hrs.colostate.edu/hrsman/manual.html>

I understand that if my position is eligible for overtime and I work over 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

Date