



ANNUAL OVERTIME COMPENSATION ELECTION FORM REPRESENTED NON-EXEMPT EMPLOYEES 2009/2010

Please indicate your preference below, sign and submit to your supervisor for signature. The original form must be submitted to your Staff HR Service Team no later than **July 1, 2009**.

Please note:

- The election of CTO for current employees is effective beginning with the July 2009 pay period and remains in effect through June 2010.
- All Overtime must be pre-approved by your supervisor prior to being worked.

I wish to be compensated for overtime in the form of compensatory time off (CTO).

I wish to be compensated for overtime in the form of pay.

Employee Signature

Date

Print Name

Supervisor Signature

Date

Print Name