UC SANTA CRUZ 2021-2022 ANNUAL OVERTIME COMPENSATION ELECTION FORM

FOR THE FOLLOWING BARGAINING UNITS: CX, HX, RX, SX, TX

If you wish to make a change to your current overtime compensation election, please indicate the change below, sign, and submit this form to your supervisor for signature. Submit the completed and approved form to your **Staff HR Operations Specialist no later than June 30, 2021**. If you do not wish to make a change to your overtime election, no action is necessary and your current overtime election will remain in place.

Please Note:

- The effective date of this change is June 27, 2021 and will remain in effect through June 30, 2022.
- All overtime must be pre-approved by your supervisor prior to being worked.

PLEASE SELECT ONE OPTION BELOW AND SUBMIT TO YOUR SUPERVISOR

☐ 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

Employee ID #_____

Position # _____

_____ _____

Supervisor Signature Date Print Name