

**FOR EMPLOYEES COVERED BY
UC PERSONNEL POLICIES FOR STAFF MEMBERS (PPSM)**

Employees who are hired, transferred, reclassified, or promoted into positions that are designated in the Non-Academic Title and Pay Plan as non-exempt are entitled to compensation at the premium (time and one-half) rate for all hours worked after 40 in a workweek.

This is to advise you that, consistent with applicable personnel policy, any overtime is compensated—at the University’s option and discretion—either in the form of compensatory time off or in the form of pay. Under provisions of the Federal Fair Labor Standards Act (FLSA), agreement to accept compensatory time off in lieu of pay is entirely voluntary. Accordingly, unless you indicate otherwise on this form, you will be considered to have knowingly and voluntarily accepted this condition of employment. If you indicate that you do not accept this condition, you will receive pay for overtime, and this will continue unless the University agrees with you at some future time that you may be compensated for overtime with compensatory time off at the University’s option. Compensatory time off received at the premium rate may be preserved, used, or cashed out in accordance with the provisions of the FLSA and applicable University policy.

- I am willing to accept compensatory time off in lieu of premium overtime pay at the University’s option and discretion, for hours worked after 40 in a workweek.

- I am not willing to accept compensatory time off in lieu of overtime pay, at the University’s option and discretion, for hours worked after 40 in a workweek.

Employee’s Name (please print)

Employee ID #

Employee’s Signature

Date