

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources
COMPENSATORY TIME OFF AGREEMENT - JUNE 2025-JUNE 2026 ELECTION
CLERICAL AND ALLIED SERVICES UNIT (CX)

The department has decided to offer employees the choice of being compensated for any overtime hours they work either by monetary compensation or by Compensatory Time Off (CTO). In accordance with the Article 10 - *Hours of Work*, Section B.11.(c).1 (Compensation of Overtime), of the current contract for the Clerical and Allied Services (CX) Unit, you can enter into this written agreement which will determine how you wish to be compensated for overtime by making your election and signing below. As stated in the CX Contract, you will have an opportunity to change your election in June of each year or until such time that the department opts to discontinue using CTO as a method of compensation for overtime. If you have previously made an election and do not wish to change it, this form is not necessary, and your previous year's election will continue.

If you choose to decline the offer to receive CTO as compensation for overtime for any and all compensable overtime hours you work, you will receive monetary compensation. The Department shall grant the preference indicated.

Please indicate your agreement to receive CTO as compensation for overtime for any and all compensable overtime hours you work. Compensable overtime hours are defined in Article 10 - *Hours of Work*, Section B.11(a) (Definition).

I, agree to receive CTO as stated above.

Print Employee Name	Employee Signature	Date
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I decline the offer to receive CTO as stated above.

Print Employee Name	Employee Signature	Date
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Supervisor or other Department Representative:

Print Supervisor Name	Supervisor Signature	Date
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Director or Designee:

Print Director Name	Director Signature	Date
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