Glenville State College
Office of Human Resources
200 High St.
Glenville, WV 26351
(304) 462-4101

COMPENSATORY TIME AGREEMENT

I _____understand and agree to work beyond forty (40) hours in the work week beginning _____ and ending _____ and to accept compensatory time up to a total of 240 hours in lieu of overtime payment.

It is my understanding that any accumulated compensatory time will be scheduled off by the Division Director or Unit Head and in accordance with the duties and responsibilities of the unit within one year of accumulation of said compensatory time.

It is my understanding that I may, at any time, ask for overtime compensation for accumulated compensatory time.

_____
Employee Signature Date

_____
Division Director Date

_____
Executive Vice President Date

Copy to be forwarded to the Human Resources Office and the Finance Office.