

**Glenville State University  
Office of Human Resources**

200 High St.  
Glenville, WV 26351  
(304) 462-6193

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.

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Employee Signature	Date
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Division Director	Date
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Executive Vice President	Date
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Copy to be forwarded to the Human Resources Office and the Finance Office.

HR-03/2022