

University/Classified Non-Exempt OT Compensation

The College of William and Mary/VIMS

Employer: <input type="checkbox"/> W&M <input type="checkbox"/> VIMS	Banner ID # : Employee Name: <div style="display: flex; justify-content: space-between;"> Last First Middle </div>	Date:
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University/Classified Non-Exempt Overtime Compensation:

Employees in a university/classified position that is designated as non-exempt under the Fair Labor Standards Act must elect the method of compensation for hours worked beyond 40 in a work week prior to working overtime. As a non-exempt employee you have a choice to receive either leave or pay. If leave is chosen you will earn 1 ½ hours of overtime leave for each hour worked over 40 during the 7 day work period. The limit for overtime leave accrued is 120 hours. If pay is chosen you will receive 1 ½ times your average hourly rate for the 7 day work period for each hour worked over 40 during the work period.

University/Classified non-exempt employees may make a change in their overtime compensation election once per year to be **effective January 10th**. Please make your election below, and return this form as soon as possible to Human Resources.

If you have any questions, contact the Office of Human Resources at (757)-221-3169.

Election
(check only one box)

<p>Accrual Accrue leave up to 120 maximum</p>	<p>Cash 1 ½ time average hourly rate for the FLSA period</p>
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Employee Signature	Phone/Ext. Number	Date
Supervisor's Signature	Phone/Ext. Number	Date