

**University/Classified Non-Exempt OT Compensation The College of William and Mary/VIMS**

<b>Employer:</b>  <input type="checkbox"/> W&M  <input type="checkbox"/> VIMS	<b>Banner ID # :</b> _____	<b>Date:</b> _____
	<b>Employee Name:</b>  <div style="display: flex; justify-content: space-between;"> <span><b>Last</b></span> <span><b>First</b></span> <span><b>Middle</b></span> </div>	

**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.

Employees may only make changes in their overtime compensation election twice a year in January and July to be **effective January 10th, and/or July 10th**. If this form is not returned to Human Resources by the due date, overtime leave is the default election.

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)**

<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> <p><b>Leave Accrual</b> Accrue leave up to 120 maximum</p>	<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> <p><b>Cash</b> 1 ½ time average hourly rate for the FLSA period</p>
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_____ <b>Employee Signature</b>	_____ <b>Phone/Ext. Number</b>	_____ <b>Date</b>
_____ <b>Supervisor's Signature</b>	_____ <b>Phone/Ext. Number</b>	_____ <b>Date</b>