COLORADO DEPARTMENT OF TRANSPORTATION (CDOT)
NON-EXEMPT EMPLOYEE
COMPENSATORY TIME IN LIEU OF CASH OVERTIME PAYMENT AGREEMENT

I, _____ agree to accept compensatory time off in lieu of cash payment for
Print Name

overtime work performed by me for CDOT. I understand that the following conditions apply:

- That by signing this agreement, I acknowledge that I have read and understand the CDOT Procedural Directive 1230.2 for overtime and compensatory time;
- That CDOT has the option to use either cash or compensatory time to pay the overtime work performed by me;
- That the rate of compensatory time off will be one-and-one half (1½) hours for each hour of overtime worked;
- That, unless not approved by my supervisor, I agree to take all compensatory time off within the time frame established by State Personnel and CDOT procedures;
- That there is a limit on the number of compensatory hours that I can earn and a limit on the maximum balance. If I accidentally exceed these balances, I will take time off as soon as practical;
- That for non-Maintenance employees compensatory time not taken will only be paid in cash upon separation from CDOT or movement to an exempt position;
- That for Maintenance or Tunnel employees compensatory time not taken before the end of the current fiscal year will be paid in cash through regular payroll processing; and
- I have been trained and informed of the opportunity to receive compensatory time in lieu of payment.

Employee's Signature	SAP Personnel Number	Date

Supervisor's Signature	Title	Date

Appointing Authority	Title	Date

cc: CHRM (Employee Personnel File)
Employee

CDOT Form #1220
Revised 7/2009