



University of Colorado at

Boulder

Compensation Guidelines for Classified Staff

AGREEMENT REGARDING OVERTIME COMPENSATION FOR DUAL EMPLOYMENT OF CLASSIFIED EMPLOYEES

This agreement is entered into by:

Employee Name and ID: _____
Primary Department Name: _____
Secondary Department Name(s): _____

The employee listed above holds a classified State of Colorado position (*position number* _____) at _____ percent of time as a _____ (*insert job title*) with the Department of _____ (the "Primary Department"). This position is _____ (*exempt / non-exempt*) under the Fair Labor Standards Act ("FLSA").

The Department of _____ (the "Secondary Department") has offered the employee an additional position (*position number* _____), a _____ (*regular / temporary*) position at _____ percent of time. This appointment is _____ (*exempt / non-exempt*) under the FLSA.

(Optional Paragraph #1)

The combination of work performed by the employee in these positions meets the _____ (*executive, professional, administrative, teacher, computer*) exemption criteria under the FLSA. As a result, the employee is not entitled to overtime compensation for the work performed in the Secondary Department.

(Optional Paragraph #2)

The work performed in the Secondary Department meets the _____ (*executive, professional, administrative, teacher, computer*) exemption criteria under the FLSA. The secondary work is in a different occupational category from the employee's primary employment; it is sporadic, infrequent, irregular, or occurring in scattered instances; and it is done on a voluntary basis. As a result, the employee is not entitled to overtime compensation for the work performed in the Secondary Department.

(Optional Paragraph #3)

The combination of work performed by the employee in the above positions is non-exempt under the FLSA and is entitled to overtime compensation for all hours worked beyond 40 hours in a work week. The Secondary Department is responsible for compensating employee for any overtime accrued and the overtime compensation is calculated based on one and one-half times the regular rate paid the position in the Secondary Department. The Primary Department is responsible for overtime compensation for any hours the employee works beyond 40 hours in the Primary Department.

The employee agrees to keep accurate records of time worked in each department, to submit separate time reports in a timely manner for each department, to have these time reports signed by the respective supervisors, and to submit them to each department payroll liaison for time entry.

By signing this agreement, all parties agree to all of the stipulations above.

Employee Name (print) _____
Employee Signature _____ Date _____

Primary Department Appointing Authority Name (print) _____
Primary Department Appointing Authority Signature _____ Date _____

Secondary Department Appointing Authority Name (print) _____
Secondary Department Appointing Authority Signature _____ Date _____