

**STATE OF ALASKA
GGU SEASONAL EMPLOYEE
OVERTIME / COMPENSATORY TIME OPTION FORM**

The General Government bargaining unit contract allows seasonal employees who are overtime-eligible two options for compensation of overtime hours worked. Specifically, Article 22.10 states:

“Seasonal Overtime- Overtime worked by seasonal employees shall be compensated at either time and one-half (1.5) of their base hourly salary or as seasonal compensatory time which would accrue at time and one-half (1.5) the employee's straight time hourly rate for each hour worked. The employee may opt for either form of compensation, however, once the employee has elected one form he/she cannot select a different option until the next pay period. Seasonal compensatory time must be used within the calendar year in which accrued and shall be treated as if at work for service and benefits purposes except for Health Insurance. If not used within the calendar year, or if the employee leaves the seasonal position, the accrued seasonal compensatory time shall be cashed out to the employee at time and one-half (1.5) the employee's base hourly wage notwithstanding the selected option.”

NOTE: Seasonal employees may select either option for overtime compensation by completing the appropriate field on the timesheet every pay period. **All overtime will be paid unless the employee elects on their timesheet to have it converted to seasonal compensatory time.**

Please indicate by signing below you are aware of your option to convert overtime to seasonal compensatory time. If you have any questions, contact you HR Service Center Payroll Office or reference your bargaining unit contract.

I am aware of the option to compensate my overtime at time and one-half or as seasonal compensatory leave accruing at time and one-half per GGU Article 22.10. I understand I must indicate my selection each pay period on my timesheet.

Employee ID Number _____

Employee Name (printed) _____

Employee Signature _____

Date Signed _____