



Office of Employee Relations

Over40 Comp Time II Pilot Program Enrollment Form – 2025-2026 Program Year

Directions: To participate in the 2025-2026 Over40 Comp Time II (Over40 II) Pilot Program, please complete and submit this form to your payroll office no later than June 1, 2025. Note: This is a fillable form. You can choose to complete this form electronically, then print, sign and submit.

Name: _____

Agency: _____

Work Location: _____

Title: _____ Salary Grade: _____

Bargaining Unit (check one): ASU ISU OSU DMNA PS&T RRSU

I am an employee in an overtime-eligible position in salary grade 22 or below in one of the above-listed bargaining units. I understand that under the overtime rules, I am eligible to be compensated in cash at the time and one-half rate for time worked in excess of 40 hours per workweek. However, I have read the Over40 II description and wish to earn Over40 II credits at the time and one-half rate for hours worked in excess of 40 hours per workweek in lieu of overtime pay. (For firefighters in the Division of Military and Naval Affairs, hours in excess of 106 in a biweekly pay period will earn Over40 II credits.)

I understand that the maximum accumulation of Over40 II credits is 240 hours each program year, including any credits carried forward from Over40 I under the 2003-2007 State-CSEA agreements. Such credits carried forward will become subject to the provisions of Over40 II, including prohibition on use as a leave accrual. If I reach the 240-hour maximum of Over40 II credits during the program year, any additional hours of overtime will be paid at the time and one-half overtime rate and Over40 II credits will not be earned until my balance is reduced below the 240-hour maximum.

My election to earn Over40 II credits will remain in effect for 26 pay periods beginning June 19, 2025 (Administration Payroll), or June 26, 2025 (Institution Payroll). Specifically, I understand that under no circumstances will I be disenrolled from the program during the year as long as I remain in an overtime-eligible position in a participating bargaining unit.

Signature: _____ Date : _____

Submit this form to your agency personnel or payroll office no later than June 1, 2025