Request for Justification of Decision Regarding Pay for Compensatory Time

The County and SEIU have created an agreement to allow employees to request compensatory time or cash for overtime. There is a specific process for making these requests. An employee must make the request in advance, the County can either approve or deny the request, and when a request is denied the County must give a justifiable reason for the denial. Employees don’t get to decide if they work overtime, that remains a decision of management. However, employees do have a right to request compensatory time or cash for any scheduled overtime. The County can only limit those requests for a justifiable reason. Please use the below form to make a request for compensatory time or cash for planned overtime. If the County denies your preference then please fill out the rest of the form.

The Tentative Agreement between SEIU and the County, effective Oct. 10, 2017 states: “The decision to pay for overtime worked in cash or compensatory time off shall be at the reasonable, justifiable, discretion of the appointing authority. The County and the Union shall cooperate to maximize the ability of employee request to be honored. The parties may meet quarterly to review the status of overtime/comp or upon request of the union.”

Date ___________________________ Department ___________________________

Employee name ___________________________ Employee email ___________________________

Phone number ___________________________ Signature ___________________________

I am requesting (circle one) Cash Payment | Comp Hours

for the following overtime hours ___________ (number of hours)

scheduled date: _______________________. Request approved? ______Yes ______No

If not approved, please provide the reasonable and justifiable denial cause:

Appointing Authority ___________________________

This is a request to provide a written justification for the decision to deny my request to choose “cash or comp” for the overtime I worked. Please send a copy of this to me as well as to the SEIU 221 office at enforcement@seiu221.org

This form can be downloaded at www.seiu221.org/enforcement