

**MORGAN STATE UNIVERSITY  
 COMPENSATION AUTHORIZATION FORM  
 Non-Exempt Employees (Bargaining Unit)**

*Effective January 1, 2005, the MOU (Memo of Understanding) allows for non-exempt employees to earn compensatory leave. Each non-exempt employee who is under the purview of the MOU has the option of selecting whether he/she wants to be compensated either by compensatory leave or cash overtime. Please be advised that the employee must make a decision prior to working the approved overtime. The supervisor has the authorization to give the employee the option of selecting compensatory leave or overtime compensation.*

<i>Employee's Name</i>	<i>SS #</i>									
				-			-			
<i>Budget Code</i>	<i>Days Worked</i>							<i>Hours Worked</i>		
<b><i>TO BE COMPLETED BY SUPERVISOR ONLY</i></b>										
<b><u>Option Authorization</u></b>										
Please ✓ (check) one: <input type="checkbox"/> Cash Pay <input type="checkbox"/> Compensatory Leave										
<i>Supervisor's Signature</i>						<i>Date</i>				
_____						_____				
<i>Department</i>					<i>Supervisor's Name</i>					
<b>Employee's Signature:</b>							<b>Date:</b>			
<b>Supervisor's Signature:</b>							<b>Date:</b>			
<b>Program Director's Signature:</b>							<b>Date:</b>			
<b>Divisional Vice President:</b>							<b>Date:</b>			
<p><b>Note:</b> If selecting cash compensation, the final approval to work overtime must be obtained prior to the date of actual work. Overtime payment will not be approved after the fact.</p> <p>My signature to the aforementioned indicates that I have neither been coerced nor intimidated in my decision to select the mode of compensation.</p> <p><input type="checkbox"/> I wish to receive cash payment for time worked.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"><span>Signature</span><span>Date</span></p> <p><input type="checkbox"/> I wish to receive compensatory leave for time worked.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"><span>Signature</span><span>Date</span></p>										