

Dept: \_\_\_\_\_  
Name: \_\_\_\_\_  
Employee Number: \_\_\_\_\_

### MERIT DEFERRAL ELECTION

I, \_\_\_\_\_ voluntarily agree to forego my merit increase  
Employee Name (Printed)  
from \_\_\_\_\_ through \_\_\_\_\_, (see notes below). In consideration for this agreement, I shall receive compensatory time equal to the value of the amount saved by the County by my election. I recognize the amount to be saved shall be calculated using the formula on the attached Excel spreadsheet calculator. This dollar amount shall then be divided by my regular hourly rate to determine the number of compensatory hours to be credited to my account; which will be placed in my accrued account. I understand that I will retain my original merit date, and it is not changed by my election to forego my merit increase for the time period identified. I further understand that I will be required to reimburse the County for any purchased compensatory time on a prorated basis if my employment with the County is terminated prior to my agreed upon deferral date; or in the event my merit is suspended or delayed for any reason.

**Formula:** Hourly rate X % of merit increase X # of hour's ÷ hourly rate

- **Example:** Employee's hourly rate of pay is \$10.00 with a 5% merit increase due 02/27/2009 and employee is forgoing their merit increase through **06/30/2010**.
- $\$10.00 \times 5\% = \$.50$
- $\$.50 \times 2792 = \$1396.00$
- $\$1396.00 / 10.00 = 139.6$  hours purchased
- Employee will receive 139.6 hours of compensatory time effective the pay period following merit action date.
- **When the employee's adjusted merit date arrives process the merit.**

Attach calculations and send to Susie Ragusa in HR by April 30, 2010.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Department Head \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:**

1. **Purchase of additional compensatory time not to exceed 240 hours of total compensatory account balance.**
2. **The end date should correspond with a pay period end date.**