

Department: _____
Name: _____
Employee Number: _____

CAREER INCENTIVE DEFFERAL ELECTION

I voluntarily agree to forego any career incentive payment for which I am eligible as of December 1, 2009. In consideration for this agreement, I shall receive compensatory time equal to the value of the amount saved by the County by my election. The dollar amount shall be divided by my regular hourly rate in the pay period the applicable payment is due to determine the number of hours of compensatory time to be credited to my account. I recognize the compensatory time will be credited to my account the pay period following the date my career incentive payment was to have been paid.

Formula: Amount of incentive pay ÷ hourly rate on **December 1, 2009**; for December 1, 2009 incentive pay.

- **Example:** Employee chose to forgo Career Incentive payment of \$300.00 in December. The hourly rate of pay is \$10.00 on **December 1, 2009**.
- $300.00 \div 10.00 = 30.00$ hours purchased
- Employee will receive 30.00 hours of Compensatory time with the first pay period in December of 2009.

Attach calculations and send to Susie Ragusa in HR by Thursday, October 31, 2009.

Employee Signature

Date

Department Head

Date

CC: Personnel File
Comptroller