

TO: Office of Human Resources

FROM: _____
Department/Office

RE: Overtime Summary Sheet for INSTRUCTIONAL STAFF – Week of _____

DATE: _____

The below employees worked the indicated overtime (above 35 hours) during the above referenced week.

Employee	Sunday Hours	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Total for the Week	Employee's signature

Supervisor (Print)

Signature

Date

a) HEO series employees represented by the PSC who are non-exempt under the FLSA and are assigned by their supervisor to work more than 35 hours receive compensatory time on an hour for hour basis, for hours assigned between 35 and 40 hours. The assigned hours must be authorized in advance in writing. For hours actually worked in excess of 40 hours, such employees received payment at the rate of time and one-half.

b) HEO series employees represented by the PSC who are exempt under the FLSA receive compensatory time, on an hour for hour basis, for hours assigned by their supervisor in excess of 35 hours in a week. The assigned hours must be authorized in advance in writing.

c) For HEO compensatory time purposes, time during which an employee is in full pay status, whether or not such time is actually worked (i.e. time the individual is on paid annual leave, a paid holiday or paid temporary disability leave) is counted in computing the number of hours worked during the week.

d) Accrued compensatory time must be used in the quarter in which it was earned but not later than the thirty (30) calendar days after the end of the quarter in which the compensatory time was earned. Compensatory time not used within this time frame is not carried over into the next quarter. The applicable quarters are Sept. – Nov., Dec. – Feb., March – May and June – August.