



SOP No	1.008
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

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## OVERTIME

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### **1 PURPOSE**

1.01 This procedure establishes guidelines for requesting, approving, and reporting overtime.

### **2 EXPECTATIONS**

2.01 Overtime will be scheduled in advance, and must be authorized by an Administrator.

2.02 Use of overtime will be utilized for emergency work, and work that must be done “off-hours” in order to accommodate activities on campus (ex. building shutdown).

2.03 Supervisor / Lead will ensure their Weekly Shop Schedules and Weekly Technician Schedules are complete for the next 30 days prior to requesting overtime. This information will be utilized in determining the need for the request.

### **3 RESPONSIBILITIES**

3.01 FD&O employees who work overtime hours will ensure the appropriate forms are utilized, approved, and submitted on time to ensure payment is made on time.

3.02 Supervisors will submit overtime requests on or before the third Monday of the current month for the month following. This request shall include scheduled work and Callback allowance.

3.03 Administrators will ensure overtime is warranted and approve/modify overtime requests.

3.04 Technicians reporting for overtime (assigned or Callback) will always be available by their radio or cell phone during the hours they are working.

3.05 Technicians will complete a Technicians Report upon completion of work.

### **4 PROCEDURES**

4.01 Prior to the end of every month the Supervisor / Lead will submit a “Monthly OT, Request & Approval Form” to their Administrator.

4.01.1 The form will be complete with details regarding Work Order No., Work Descriptions, and appropriate estimates of staffing and labor hours.

4.02 Administrator will review request and ensure overtime is warranted and approved.

4.03 Technicians will complete and submit an “Authorization for Extra Hours (Overtime)” form no later than Thursday of a given week with an estimate of the overtime they are expected to use to their Administrator.



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- 4.04 The Administrator reviews and approves the overtime request if appropriate and returns it to the Technician.
- 4.05 Once overtime is used the Technician will report the Actual hours used on the form. This is then submitted to their Supervisor who will acknowledge the use of Overtime.
- 4.06 The Supervisor will then submit the completed form to the Time Keeper before Thursday of every week.
- 4.07 If the time reported is more than what was approved the Time Keeper will return the form to the Administrator who originally approved it for authorization.
- 4.08 Once the form is authorized it is processed to Payroll for payment.
- 5 COMMENTS**
- 5.01 Overtime reported later than Thursday will be counted for the next week, which may put it into the next pay period.
- 5.02 See the section titled Callback for more information on Callback overtime.