

**Personnel Assignment and Transfer**

**Overtime/Compensatory Time Report**

Employee Name \_\_\_\_\_

Has worked \_\_\_\_\_ extra hours on (date/s) \_\_\_\_\_

Total hours worked during the workweek: \_\_\_\_\_  
(Include a separate time sheet documenting the overtime)

Compensatory time is only due upon prior approval by the employee supervisor as per Board Policy 4221. Employees must use accumulated compensatory time in accordance with Regulation 4221. Employees who violate or abuse the overtime provision will be subject to disciplinary action, up to and including termination from employment.

Please designate employee choice:

\_\_\_\_\_ Compensatory Time Earned (note: Compensatory time is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for compensatory time at a 1:1 ratio).

\_\_\_\_\_ Overtime Compensation To Be Paid (note: Overtime compensation is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for the employee's regular hourly pay).

Requested by:

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

Approved by:

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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