



OVERTIME WORK REQUEST & REPORT

OVERTIME MUST BE REQUESTED BY THE WEEK

I. Employee: _____ Employee #: _____
Overtime Reason: _____
Estimated Dates/Times: _____
Maximum Number of Extra Hours to be Worked: _____

*******Documentation must be attached to justify the request for overtime.*******

Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (physical work hours do not include any paid leave time).

ACCS BOARD POLICY 610.01: Leaves with Pay, B. Non-Exempt FT Employees: It is the policy of ACCS that all institutions and entities shall award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week.....Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College. (Code of Alabama 16-1-18.1; 16-8-26, Act 97-444)

****It will be the policy of Coastal Alabama Community College to pay out Compensatory time when an employee's rate of pay changes due to a step or scale change, up to a maximum of 80 hours, as to pay out compensatory time at the rate in which it is earned.**

II. _____ Employee will receive compensatory time at 1 ½ times the rate of actual overtime hours worked.
_____ Employee will receive overtime pay at 1 ½ times his/her normal hourly rate for each hour of overtime work performed and by selecting this option acknowledges that he/she has accrued more than 80 hours of compensatory time to be eligible for the overtime pay.

Signature of Supervisor/Administrator
Who Determined Overtime Need and Made Request

Date

Signature of Employee Who Agrees to Work
Overtime as Reflected Above

Date

Overtime may not occur until this request is approved by the President and returned to the Administrator or Authorized Designee

*Submit this form to the Payroll Office for the next phase of processing. Once verified, the Payroll Office will submit to the CFO as the next approver.

III. **Payroll Office Verification (check appropriate statement[s]):**

_____ Employee will have less than 80 hours of compensatory time accumulated after this overtime work and may receive compensatory time.

_____ Employee has accumulated 80 hours of compensatory time and must receive overtime pay.

_____ Department budget has sufficient funds available for overtime pay.

_____ Department budget does not have sufficient funds available for overtime pay.

Signature of Verification by Payroll: _____ Date: _____

IV. **Chief Financial Officer:** _____ **Date:** _____

*Submit form to the President as the next approver.

V. **President Approval:** _____ **Date:** _____

*Return complete form to Administrator/Authorized Designee.

VI. Actual number of hours worked beyond the normal 40-hour week or hours for which overtime compensation is appropriate (for example, working on a holiday): _____
Actual Dates/Times: _____

Administrator/Authorized Designee Signature

Employee Signature

Date

VII. **Employee** must submit final approved form, with monthly timesheet, to the Payroll Office & maintain a copy.

POLICY NAME:	610.01: Leaves with Pay
EFFECTIVE:	April 10, 2019
SUPERSEDES:	
SOURCE:	Code of Alabama 16-1-18.1; 16-8-26, Act 97-444
CROSS REFERENCE:	

- B. **NON-EXEMPT FT EMPLOYEES:** Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (*physical work hours do not include any paid leave time*). **It is the policy of ACCS that all institutions and entities shall award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week.** Supervisors and non-exempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency. In emergency situations where it is necessary for non-exempt employees to work over 40 hours in one week (and this has been required and approved by the supervisor), non-exempt employees must be given one and one-half hour for every hour physically worked over 40 in compensatory time, meaning if the employee works 44 hours in one week, then the employee receives 6 hours (4 x 1.5) in compensatory time. The supervisor of the non-exempt full-time employee must keep track of compensatory time and the non-exempt employee must use the time with supervisor approval within a reasonable period of it being accrued (recommend within the next month). Supervisors are responsible for ensuring that compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.

*****It will be the policy of Coastal Alabama Community College to pay out Compensatory time when an employee's rate of pay changes due to a step or scale change, up to a maximum of 80 hours, as to pay out compensatory time at the rate in which it is earned.***