
OVERTIME PROCESS (BUS-P001)

DCSS – Business Services

1.0 SCOPE:

- 1.1 This procedure is to define the process utilized by the Business Services Department when processing an employee overtime application.

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2.0 RESPONSIBILITY:

- 2.1 Executive Director, Finance & Operational Services

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director, Finance & Operational Services

4.0 DEFINITIONS:

- 4.1 Overtime - is time in excess of 40 hours that an employee actually works in a one-week pay period (Sunday thru Saturday).

5.0 PROCEDURE:

- 5.1 Overtime may be authorized only when it is not possible to adjust employee workloads and/or work schedules to provide essential staffing.
- 5.2 Emergency is adverse circumstances of a temporary nature for which advanced planning is not possible. The following are considered emergency situations:
 - 5.2.1 The necessity of immediately performing an unexpected heavier than normal volume of work to avoid disruption of necessary services.
 - 5.2.2 Situations that are uncontrollable, such as heavy snowstorms and disruption of utilities.
- 5.3 Non-emergency is circumstances for which advanced planning is possible.
- 5.4 To avoid overtime, compensatory time is expected to be granted during the same pay period for time worked in excess of scheduled hours.

5.5 Authorization of Overtime

- 5.5.1 Emergency - A principal, director, or building supervisor may authorize overtime work in emergency circumstances.
 - 5.5.1.1 Principal, director, or building supervisor complete overtime application and indicate in the comments section - "EMERGENCY OVERTIME". Full justification should also be included.
 - 5.5.1.2 The completed overtime application must be forwarded to the Executive Director, Finance & Operational Services on the next workday for approval.
 - 5.5.1.3 A signed copy of the overtime application will be returned to the sender.
 - 5.5.1.4 The original overtime application will be forwarded to the Payroll Department for processing.

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5.5.2 Non-emergency - Must be approved in advance by the Executive Director, Finance & Operational Services.

5.5.2.1 Principal, director, or building supervisor must request authorization for overtime by completing an application and forwarding it to the Executive Director, Finance & Operational Services, five (5) working days before the work is to be performed.

5.5.2.2 If approved a signed copy of the overtime application will be returned to the sender.

5.5.2.3 If not approved the overtime application will be stamped NOT APPROVED and returned to the sender unsigned.

5.6 The Payroll Department will not process any overtime applications without the approval of the Executive Director, Finance & Operational Services or his/her designated representative.

5.7 An Adjustments to Payroll form must be completed and submitted to payroll to verify the overtime hours worked.

6.0 ASSOCIATED DOCUMENTS:

6.1 Employee Overtime Application, BUS-F007

6.2 Adjustments to Payroll Form, PAY-F001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Employee Overtime Applications	Hard copy in the Payroll Department	Minimum period of one year	Maintained in a secure location	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
28-Mar-03	A	Initial Release

***** End of Procedure *****