



OFFICE OF HUMAN RESOURCES

HEO REQUEST FOR OVERTIME/COMPENSATORY TIME

Overtime/Compensatory time must be approved by the supervisor **in advance**, before excess time is worked beyond the 35 hour work week by an employee in the HEO series. All **non-exempt** represented HEO title series employees (most Assistant to Higher Education Officers and Higher Education Assistants) are entitled to receive compensatory time for hours worked between 35 and 40 on an hour-for-hour basis. Non-exempt employees are entitled to receive payment, instead of compensatory time, at the rate of time-and-a-half for hours worked in excess of 40 hours in a week. All **exempt** represented HEO title series employees (most Higher Education Associates and Higher Education Officers) are entitled to receive compensatory time for all assigned hours worked in excess of 35 hours on an hour-for-hour basis.

This completed and approved form must be submitted with the employee's timesheet. [Note: To confirm exempt or nonexempt status, please contact the Office of Human Resources.]

Employee Name:		Title: <input type="checkbox"/> Higher Education Officer <input type="checkbox"/> Higher Education Assoc. <input type="checkbox"/> Higher Education Assist. <input type="checkbox"/> Assist. to HEO
Supervisor Name:		
Department:		

Date	Additional Work Hours	Total Hours	Reason for Additional Hours
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

I assigned this employee to work the additional hours as specified above and approve that these hours accrue as compensatory time or overtime consistent with the employee's title and exempt or nonexempt staff.

Name of Supervisor

Signature of Supervisor

Date

Name of VP/Dean/President's Designee

Signature

Date