Overtime Request for Exempt Employees

Note:
Exempt employee's primary duties include work requiring the exercises of discretion and independent judgement; or customarily and regularly directs two or more other employees; or the so-called "learned" professions such as medicine, law, accounting, engineering, etc., or artistic professions and architects or degreed urban planners, etc.
Non-exempt employees, regardless of duties; working "blue collar" supervisors who do not "primarily" manage; clerical and technician type work, etc.
Employees in "exempt" positions shall not perform more than 20% or 8 hours a week (40-hour work week) of non-exempt type work. When this time is exceeded during the work week, the exempt employee becomes eligible for OT or CTO.

Name	**Payperiod**	**Mon**	**Tues**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**	**Mon**	**Tues**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**	**TOTAL HOURS**

Duties and Responsibilities:

Comments:

Total Hours: _____

Hourly rate x 1.5 _____

Total Amount : _____

( ) **Funds Available**

Account # _____

( ) **No Funds Available**

( ) **Payment Authorized**

( ) **Compensatory Time Off Authorized**

( ) **Request Denied**

_____
Supervisor's Certification

_____
Department Certifying Officer

_____
Department's Vice President