Human Resources

HEO Request for Overtime/Compensatory Time

This form must be completed 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 assigned 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.

All requests for overtime/compensatory time must be accompanied by the Higher Education Officer Series Timesheet.

Employee Name: _____

Supervisor Name: _____

Department: _____

Title:
- ☐ **Higher Education Officer**
- ☐ **Higher Education Associate**
- ☐ **Higher Education Assistant**
- ☐ **Assistant to Higher Education Officer**

Date	Work Hours Assigned				
			to		
			to		
			to		
			to		
			to		
			to		
			to		

Reason For Extended Hours:

I assigned this employee to work the extended hours as noted above and approve that it to be accrued as compensatory time or overtime, based on the employee's title and FLSA designation.

Signature of Supervisor _____ **Date** _____

Name of Vice President/Dean/President's Designee _____ **Signature** _____ **Date** _____

A regular work week is scheduled from Sunday through Saturday.

Send original to Human Resources and retain a copy in your department.