

Support Staff Supplementary Pay/Overtime

Overtime

Overtime must be approved by the immediate supervisor and recorded on the employee's regular time sheet. The time sheet must be submitted to payroll within the same pay period for which the overtime is accrued.

Compensatory time

Compensatory time must be pre-approved (emergency comp time should be turned in within 24 hours), signed and used within 90 days. It will be recorded on a separate time sheet to be approved and administered by the immediate supervisor.

Approved December 15, 1992

Revised July 12, 1994

June 26, 2007