ADMINISTRATIVE SERVICES

AUTHORIZATION AND REPORTING OF OVERTIME & COMPENSATORY TIME

PURPOSE:
As of July 1, 2004 all request to work overtime or work for compensatory time must have prior approval. Overtime and Compensatory Time incur a debt to the college and can create a potential liability when not reported on the timesheet. Reporting of overtime and/or compensatory time must be reported on the timesheet. Time not noted on the timesheet will be considered non-valid. Adherence to this procedure will avoid liability issues that may arise from non-reported time.

INITIATOR
• Prior to working any overtime/compensatory time, a “Overtime/Compensatory Time Request and Report” (O/CTRR) form must be completed and approved by the supervisor:
  • In Section I – Overtime Request, the supervisor must complete the following:
    o Request Date – prior to the work date
    o Reason for Request
    o Employee Name
    o Employee Number
    o Hours to be worked
    o Civic Center Number/Lease Agreement Number
    o Pay Period
    o General Ledger Account to Charge
    o Check either work for overtime pay or work for compensatory time
  • The immediate supervisor and the supervising administrator must sign/initial the O/CTRR.

AUTHORIZATION
• The Supervisor must sign the O/CTRR form and submit it to the Divisional Vice President for approval.
• The Divisional Vice President or his/her designee completes Section II – Overtime/Compensatory Time Authorization and can:
  o Approve overtime paid as compensatory time taken
  o Approve overtime paid monetarily
  o Deny request for overtime

APPROVED: ___________________________
DATE _______________________________

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RESPONSIBILITY

- If approved, it is the responsibility of the supervisor to complete Section III – Overtime Report.
- The employee name(s) and work pattern for the overtime/comp time is indicated and total hours for each calculated.
- The supervisor must sign, certifying that the time reported is accurate.
- The O/CTRR form is attached to the employee’s timesheet and submitted at the end of the week.
- If the time worked is after submission of the timesheet, a supplemental timesheet is required with the O/CTRR form attached.