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## History of Revisions

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FM PROC-001, R0		New	Establishes a formal process to approve overtime work.

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# Overtime Approval Procedure

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## 1.0 Introduction

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<b>1.1 Purpose</b>	The purpose of this procedure is to establish a formal process for approving overtime work.
<b>1.2 Scope</b>	This procedure applies to all personnel in Facilities Management (FM) Division.
<b>1.3 Discussion</b>	All employees are covered by the Fair Labor Standards Act (FLSA). Under FLSA, the state is considered to be a single employer. Employees cannot waive their rights under FLSA. The State Personnel Board Rules and Personnel Director's Administrative Procedures allow development of local procedures to address unauthorized overtime work; however, prohibition of unauthorized overtime does not avoid the requirement to pay if it is actually worked.
<b>1.4 General Responsibilities</b>	The Division Director is responsible for approving this local procedure. Department Managers are responsible for ensuring this procedure is used in their departments as directed. Supervisor and employees are responsible for complying with this procedure. Failure to comply may result in corrective and/or disciplinary action.

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## 2.0 Roles & Responsibilities

<b>2.1 Division Director</b>	<p>Role: The Division Director approves the overtime approval process ensuring Facilities Management (FM) Division complies with State and/or Agency policies.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"><li>• Approves the Overtime Approval Procedure.</li><li>• Ensures all division personnel are aware of the procedure.</li><li>• Addresses noncompliance with the procedure using progressive discipline via the line management chain.</li></ul>
<b>2.2 Department Managers</b>	<p>Role: Department Managers ensure the procedure is understood by members of their respective departments. Verbally approves overtime work if required to meet unforeseeable needs. In the event of noncompliance, the Department Manager uses progressive discipline to correct inappropriate behavior.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"><li>• Ensures personnel understand the overtime approval process.</li><li>• Verbally approves unforeseeable overtime work. Ensures documentation is prepared the next business day.</li><li>• Reviews procedure and submits suggestions for improvement.</li><li>• Addresses noncompliance with corrective action &amp;/or progressive discipline.</li></ul>

<b>2.3 Office Manager</b>	<p><b>Role</b></p> <p>The Office Manager develops and coordinates the Overtime Approval Procedure with interested internal and external staff agencies. Supports the Division Director and Department Managers with process tutoring as necessary. As Pay Master, the Office Manager ensures all time and effort entries for overtime are documented according to this procedure. Modifies the procedure as necessary to meet the needs of the FM Division. Performs document reviews and updates according to the specified schedule.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develops and coordinates the Overtime Approval Procedure.</li> <li>• Provides tutoring on the procedure as required.</li> <li>• Maintains controlled copy of the procedure (hard copy and electronic) and mounts on the Division web home page.</li> <li>• Ensures compliance with procedure during payroll reviews. Attaches overtime approval documentation to payroll submissions. Notifies Department Managers of compliance problems within their departments.</li> <li>• Modifies the procedure, republishes, and retrains personnel if necessary.</li> <li>• Maintains the document by performing scheduled reviews and updates.</li> </ul>
<b>2.4 Employees</b>	<p><b>Role:</b></p> <p>Employees are required to work 40 hours during a standard work week (full time employees). For overtime-eligible personnel, hours worked in excess of 40 hours must be approved using this procedure prior to working the additional time. In cases of unforeseen work requirements, employees can be granted verbal approval for overtime by their Department Manager. Documentation supporting this verbal approval should be submitted the following business day.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Read and understand this procedure.</li> <li>• Submit a request for overtime approval prior to working overtime hours.</li> <li>• Work only approved hours in excess of 40 hours per week.</li> </ul>

### 3.0 Overtime Approval Process

<b>3.1 Initiation</b>	<ul style="list-style-type: none"> <li>• The supervisor requests an employee perform overtime work.</li> <li>• The employee and supervisor reach agreement on work scope, man-hours required to perform the work, and the date the work will be performed.</li> </ul>
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<b>3.2 Preparing the Request for Overtime Approval</b>	<ul style="list-style-type: none"> <li>• The supervisor prepares the Request for Overtime Approval (Attachment A) and submits to the Department Manager (DM) for concurrence. <ul style="list-style-type: none"> <li>○ The supervisor specifies: <ul style="list-style-type: none"> <li>▪ Overtime pay <u>or</u> Compensatory time off (both are 1½ times). Overtime hours may not be split into overtime pay &amp; compensatory time.</li> <li>▪ Date the overtime will be worked and the number of hours.</li> <li>▪ Work order and source of funds for overtime.</li> </ul> </li> </ul> </li> <li>• If the DM concurs, the Division Director (DD) approves or disapproves the overtime and signs the form.</li> <li>• Once the DD signs the form, the Office Manager makes distribution.</li> </ul>
<b>3.3 Unforeseen Overtime Work</b>	<ul style="list-style-type: none"> <li>• In instances where the situation requires immediate response and overtime has not been approved, the DM or DD may provide verbal approval for overtime work.</li> <li>• When verbal approval has been granted, the Request for Overtime Approval should be submitted for after-the-fact signatures the following business day. The verbal approval should be noted on the justification section of the form.</li> </ul>
<b>3.4 Payroll Documentation</b>	<ul style="list-style-type: none"> <li>• DMs ensure copies of approved overtime requests are submitted with payroll information.</li> <li>• The Office Manager verifies all overtime reflected on payroll is documented with approved forms.</li> </ul>

## 4.0 Compensatory Time

<b>4.1 Compensatory Time Accounting</b>	<ul style="list-style-type: none"> <li>• The supervisor maintains a record of compensatory time earned for each of their employees. <ul style="list-style-type: none"> <li>○ The Office Manager also keeps a Division-wide list of all personnel and their earned compensatory time. The Office Manager’s listing is the “official” list in case of disputes.</li> <li>○ Human Resources Division does not track compensatory time.</li> </ul> </li> <li>• Only compensatory time reflected on monthly time &amp; effort reports can be taken.</li> <li>• Compensatory time can be accrued to a maximum of 120 hours. If earned compensatory time exceeds 120 hours, the employee must be paid for overtime at the next regular pay period.</li> <li>• Compensatory time must be taken within six months of being earned.</li> </ul>
<b>4.2 Snow Removal Responses</b>	<ul style="list-style-type: none"> <li>• When the Auraria Campus is closed, employees may be granted administrative time (on a straight-time basis) if required to work due to an emergency condition.</li> </ul>

## **Attachment A – Request for Overtime Approval**



# Request for Overtime Approval

From: \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Department Manager)

1. Request \_\_\_\_\_ be approved to work \_\_\_\_\_ hours of paid overtime   
(name)

or compensatory leave . These overtime hours will be worked on \_\_\_\_\_.  
(date)

If approved, the overtime hours will be paid at time-and-a-half in the current month unless the last week is a split week. Earned compensatory leave must be used within six months of date earned.

2. Each request must be submitted prior to the overtime being worked if at all possible. If not possible, the Department Manager is authorized to approve overtime verbally with follow-up written approval (using this form) the following business day.

3. Detailed justification for overtime work:

Work Order Number \_\_\_\_\_ Source of Funds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Concur / Nonconcur

\_\_\_\_\_/\_\_\_\_\_  
Department Manager (date)

Approved / Disapproved

\_\_\_\_\_/\_\_\_\_\_  
James R. Fraser, PE, CFM (date)  
Division Director