

**New River Community and Technical College
COMPENSATORY TIME/OVERTIME AGREEMENT**

Compensatory and/or overtime must be **PRE-APPROVED** by the supervisor and the Chief Financial Officer. Without prior approval, employees will be unable to work over (37.5) hours unless deemed an emergency.

Compensatory Time Agreement

I _____ understand and agree to work beyond 37.5 hours in the work week beginning _____ and ending _____ and to accept compensatory time up to a total of 240 hours in lieu of overtime payment as set forth in New River Community and Technical College Board of Governor's Policy 25.

It is my understanding that any accumulated compensatory time will be requested by me at least two weeks in advance and approved by the supervisor in accordance with the duties and responsibilities of the unit within one year of accumulation of said compensatory time.

It is my understanding that I may, at any time, ask for overtime compensation for accumulated compensatory time. I understand that my *actual* hours worked beyond forty hours will be compensatory time at time and half. All hours between 37.5 and 40 will be compensated at regular time.

Employee's Signature

Date

Overtime Agreement

I _____ understand and agree to work beyond 37.5 hours in the work week beginning _____ and ending _____.

I understand that my *actual* hours worked beyond forty hours will be paid at time and half. All hours between 37.5 and 40 will be paid at regular time.

Employee's Signature

Date

REQUIRED: The overtime is requested for the following reason(s) or project(s):

I the undersigned approve overtime and/or compensatory time for the above employee for the outlined period of time. The actual hours worked beyond 40 hours are not to exceed _____.
(approved # of hours)

For WV11 Purposes Only To be completed by Supervisor		
Fund/Org Required	Rate of Pay Can Not Use: "Do Not Exceed"	Total amount to be encumbered

Immediate Supervisor

Date

Cabinet Level Supervisor

Date

CFO

Date

***Copy to be forwarded to the Human Resources Office and Payroll.**

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