

Facilities Operations Department Policy

Subject: Overtime Policy

Signed: _____

Asst. Vice Chancellor for Facilities

Date: April 15, 2009

Policy: This policy clarifies guidelines for all Department Employees who are subject to the State Personnel Act, Hourly paid to overtime.

- **All planned overtime requires my (Tony Schallert) prior written Approval as of April 15, 2009.**
- **You can get paid for your hours worked, but comp time is strongly preferred. (Paid overtime is subject to change)**
- **Comp time must be taken off before vacation, and used before the next pay period.**