SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2575.A

SUBJECT: *Request to Work Additional Hours*

REFERENCE: SCP-2575, *Overtime and Compensatory Time*

ORIGINATION: February 17, 2004

EFFECTIVE: March 19, 2019

REVIEWED: ~~November 1, 2018~~April 12, 2024

This agreement between_____, an employee, and Southern West Virginia Community and Technical College, sets forth the additional hours of work said employee anticipates cannot be performed during the employee's normal workweek. The chart set forth below outlines the proposed work and additional hours. If said employee works the additional hours outlined below, the employee and supervisor have mutually agreed upon the following method of compensation.

The employee and supervisor have mutually agreed upon the following method of compensation:

_____ **Overtime Pay (OT)** _____ **Compensatory Time (CT)** _____ **Schedule Adjustment**

- All time will be calculated in accordance with SCP-2575, *Overtime and Compensatory Time*. If compensatory time is selected, both parties fully understand and agree that the employee shall receive substitute time off in lieu of monetary compensation. Both parties understand and agree that time off must be requested and approved in advance and must be used within the time prescribed by policy. An employee must use compensatory time prior to using annual leave.

- As a general rule, both parties understand and agree that time off must be requested and approved in advance. However, there may be occasions when advance approval may not be possible. In these rare instances, an employee is required to complete this form immediately after performing the additional work and provide an explanation as to why the form requesting overtime could not have been submitted in advance. Regardless, non-exempt employees will be compensated for any overtime hours actually worked.

PROPOSED ADDITIONAL WORK SCHEDULE

Work Week Beginning Date	Hours Sat	Hours Sun	Hours Mon	Hours Tues	Hours Wed	Hours Thurs	Hours Fri	Total Hours Proposed

_____ _____
EMPLOYEE DATE **SUPERVISOR DATE**

_____
~~**VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**~~**CHIEF FINANCE OFFICER (OR DESIGNEE) DATE**

Required when overtime pay is requested.

NOTE: The total number of actual hours worked in the work week will determine the rate at which compensatory or overtime is earned. Leave time is not considered work time. Employees must use compensatory time accrued prior to using annual leave.