

Research Assistant/CLT Request for Overtime

This form must be completed by the supervisor **in advance**, before excess time is worked beyond the 35 hour work week by an employee in the RA and CLT series. Time worked over 35 hours per week should be compensated at the overtime rate.

Chairperson/Director completes and forwards it to the appropriate Vice President for approval. Upon receipt of approval from the Vice President, please submit the overtime report directly to the Office of Human Resource Services for approval. Funds must be available in your budget to cover the cost of the overtime.

All requests for overtime must be accompanied by the Non-Teaching Instructional Staff Timesheet.

Employee Name: _____

- Title: Chief College Laboratory Tech
 Senior College Laboratory Tech
 College Laboratory Technician
 Research Assistant

Supervisor Name: _____

Department: _____

Date	Work Hours Assigned			
			to	
			to	
			to	
			to	
			to	
			to	
			to	

Reason For Extended Hours:

I certify that the work to be performed cannot be accomplished during the regular work hours.

Chairperson/Director

Date

Approved

Denied

Vice President/Dean/President's Designee

Date

Approved

Denied

Deputy Director of Human Resource Services

Date

COMMENTS/CONDITIONS: _____

**A regular work week is scheduled from Sunday through Saturday.
 Send original to Human Resources and retain a copy in your department.**