Facilities Operations Overtime Request Policy

ROWAN UNIVERSITY POLICY

Title: *Facilities Operations Overtime Request Policy*
Subject: *Facilities Operations*
Policy No: *Fac: 2014: 01*
Applies: *University-wide*
Issuing Authority: Sr. Vice President Facilities, Planning & Operations
Responsible Officer: *Assistant Vice President for Facilities Operations*
Adopted:
Last Revision: *9/23/2014*
Last Reviewed: *9/23/2014*

I. PURPOSE

This policy establishes guidelines for Facilities Operations overtime requests.

II. ACCOUNTABILITY

Under the direction of the Sr. Vice President Facilities, Planning & Operations, the Assistant Vice President for Facilities Operations is responsible for implementing and ensuring compliance with this policy.

III. APPLICABILITY

This policy applies to all full-time, part-time, permanent and temporary employees, faculty, staff, officers, volunteers and students.

IV. POLICY

The Facilities Operations department has responsibility to complete overtime requests for approval prior to overtime work performed.

IV. ATTACHMENTS

1. Attachment 1 – Facilities Operations Overtime Request Procedure
2. Attachment 2 – Facilities Operations Overtime Approval Form (OT-2

ATTACHMENT 1
PROCEDURES FOR ENTERING FACILITIES OPERATIONS OVERTIME REQUEST

OVERTIME FORM APPROVAL PROCESS

1. First the Overtime Form (OT-2) top portion must be completely filled out and presented to the Department Head and AVP for review, signatures and processing.
2. Along with the Overtime Form, the Overtime Opportunity Form shall be presented to the Department Head for review and signature. The top portion of the opportunity form shall be filled out completely including the number of tradesman required for the job. After being signed the form shall be posted.
3. After the overtime work has been completed both the Overtime Form (OT-2) and the Overtime Opportunity Form shall be submitted to the Department Head for signature and processing.

4. If the overtime work involves only one trade then the Overtime Opportunity Form may be posted in that shop. However, if the overtime work includes tradesman from more than one shop, the Overtime Opportunity Form shall be posted in the vestibule of Cassady Hall on the Overtime Bulletin Board.

Attachment 2

Facilities Operations Overtime Approval Form

Rowan University

Facilities Operations - Overtime Approval Form (OT-2)

- Overtime must be authorized prior to scheduled date, with the exception of emergencies
- Return this completed form to AVP for approval then submit a copy of completed approved form to SVP's Office

Department Name	Dates of OT Work Start Date	End Date	Supervisor	Work to be performed	Location of Proposed work	Justification for OT work needed	Est. # of People	Est. # of Hours	Billable* (Y/N)

Available Overtime Budget for this work: $_____

If Billable Identify To Whom (Dept/Project Name & Acct #):

Requestor: _____ Date: _____

Approval: _____ Date: _____ Justification: _____

AVP AVP

Approved (Initial): _____ Not Approved (Initial): _____

*Verification Approval (to be fulfilled after work performed)***

Employee	Date	Start Time	End Time	Paid Time	Compensatory Time	Total Hours	Acct # or WO #	Direct Super. Verification

** Please provide an attachment which provides the names of personnel requested to work, the labor rates for each individual & the total cost (impact to budget) of work performed.

AVP Approval: _____ Date: _____