

Form A - Request for Overtime/Compensatory Time Budget

Purpose

To provide detailed information justifying overtime and compensatory time funding requested for FY2017.

Instructions

- *Overtime/Compensatory time should only be requested for nonexempt positions (positions eligible for overtime).*
 - *Utilizing compensatory time off is preferred in lieu of overtime pay.*
 - *Requests must include a listing of each position expected to be assigned overtime and a detailed justification on why the overtime/compensatory time is needed.*
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- **Description of Function** - departmental function/section for which overtime/compensatory time is requested. Submit one Form A for each separate overtime/compensatory time function.
 - **Position Title and Grade** - information related to the full-time position that will be required to work overtime or accrue compensatory time.
 - **Hours** - the number of hours for which overtime/compensatory time funding is requested.
 - **Rate** - the current hourly overtime (time and a half) rate of the position for which overtime funding is requested.
 - **Total** - the calculation of the number of hours multiplied by the hourly rate.
 - **Comments and Justification** - detailed justification for requesting overtime/compensatory time. The justification should address how the request for overtime/compensatory time implements the visions listed in the County's Strategic Plan. This narrative should also include what the employee will be doing, when will they be doing it and why overtime is needed rather than extra help, comp-time or normal work hours. As an example, the Sheriff's Department requests overtime for Texas/OU weekend (a predictable event) for additional personnel to manage and process inmates in mass arrest situations for Friday and Saturday (quantified time). A plan for controlling compensatory time accrual should also be addressed in this section.

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department _____		Budget No. _____		
Description of Function _____				
Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Total				
Staff Review and Comment				

Form A

FY2017