

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS003-140604 Title: Authorization of Overtime

The following interdepartmental procedure shall guide authorization of overtime so as to ensure consistency and adherence to applicable University procedures and regulations:

Authorization for Overtime

- Where possible, managers shall schedule labor resources so as to avoid overtime. Should such be impossible, managers may authorize overtime in advance unless in response to a campus emergency or immediate business need.
- All overtime shall be approved, in writing and in advance, by an employee's manager. Exceptions shall be made for campus emergencies, immediate business needs and/or other similar situations in which overtime is required in order to complete services required to ensure campus programs and activities are not interrupted.
- For overtime scheduled in advance, managers shall complete an Overtime Assignment Form and issue such to the employee. Overtime Assignment Forms must be specific to individual pay periods (i.e., no crossing over two pay periods with one form). Upon completion of each assigned overtime shift, employees must complete the Overtime Assignment Form for said shift and return it to their manager for review/approval no later than their next regularly scheduled shift. If the Form includes additional planned overtime shifts, the manager will return such to the employee for continued use. Once all such shifts are completed and approved, the manager shall submit completed forms to the designated timekeeper within Facility Support Services unless such unit utilizes the University's electronic absence management system.
- For overtime completed by an employee in response to an emergency or immediate business need, the employee shall complete an Overtime Assignment Form and turn in to their manager for review/approval no later than their next scheduled shift. Once approved, all such forms shall be turned in to the designated timekeeper within Facility Support Services unless said unit utilizes the electronic absence management system.
- For units utilizing the electronic absence management system, the manager shall retain all forms and utilize such to review employee entries in said system.

Common Calendar of Absences

- The timekeeper shall keep an electronic calendar of employee overtime for those units not utilizing the University's electronic absence management system; such calendar shall be available for viewing by Managers/Supervisors at any and all times so that resource planning is completed in an efficient manner.

REFERENCES

- Overtime Authorization Form
- FSS005-140604 Common Calendar of Attendance
- FSS014-140604 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System

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