

Number: SCP-2575.A
Origination: February 17, 2004
Effective: February 17, 2004
Reviewed: October 2007

SUBJECT:	Re	equest to	Work A	Addition	al Hours	<u> </u>			
REFERENCE:	SC	CP-2575,	, Overtii	ne and C	Compensa	ntory Tim	e Policy		
This agreement and									
Community and						_			_
said employee b									
purpose of whic									
The employee a	nd superv	visor hav	e mutua	lly agreed	d upon the	e followin	g method	of compens	sation:
Overt	time Pay (	( <b>OT</b> )		_ Compe	ensatory T	ime (CT)		_ Schedule	Adjustment
	satory time lieu of mo					and and agre	ee that the e	mployee shall 1	eceive substitut
All time w	ill be calcu	ılated in ad	ccordance	with SCP-2	2575, Overt	ime and Co	mpensator	y Time Policy.	
	es understar by policy.	nd and agr	ee that tim	e off must b	e requested	and approv	ed in advan	ce and must be	used within tim
			PROPO	OSED W	ORK SC	HEDULI	Ξ		
Work Week Beginning Date	Hours Sun	Hours Mon	Hours Tues	Hours Wed	Hours Thurs	Hours Fri	Hours Sat	Total Hours Proposed	Total CT/OT Hours Expected
SUPERVISOR			DAT	E	EMPLOYEE				DATE
CHIEF FINANCI Required when overti			DAT	<u>E</u>	CABINE	T LEVEL	ADMINIS	TRATOR	DATE

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.