SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2575.A

SUBJECT: Request to Work Additional Hours

REFERENCE: SCP-2575, Overtime and Compensatory Time Policy

ORIGINATION: February 17, 2004

EFFECTIVE: December 11, 2012

REVIEWED: October 4, 2012

This agreement between _____, an employee, and _____, a representative of Southern West Virginia Community and Technical College, is for approximately _____ hours of work to be performed by said employee between the hours of _____ and _____ on _____ for the purpose of which cannot be performed during the normal work period.

The employee and supervisor have mutually agreed upon the following method of compensation:

_____ Overtime Pay (OT) **_____ Compensatory Time (CT)** **_____ Schedule Adjustment**

- If compensatory time is selected above, both parties fully understand and agree that the employee shall receive substitute time off in lieu of monetary compensation for the above hours.
- All time will be calculated in accordance with SCP-2575, *Overtime and Compensatory Time* ~~*Policy*~~.
- Both parties understand and agree that time off must be requested and approved in advance and must be used within time prescribed by policy.

PROPOSED WORK SCHEDULE

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 **DATE** **EMPLOYEE** **DATE**

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION **DATE** **CABINET LEVEL ADMINISTRATOR** **DATE**

Required when overtime pay is requested.

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.