



# Overtime Authorization Agreement

Date: \_\_\_\_\_

I, \_\_\_\_\_, authorize \_\_\_\_\_  
*supervisor* *employee*

to work \_\_\_\_\_ hours of overtime on \_\_\_\_\_  
*date*

Employee will be compensated for these hours through:  Overtime pay  Compensatory time.

Nonexempt employees must be paid for all hours worked in excess of 40 hours (50 hours for agricultural employees) during the workweek, which begins at 11:01pm on Thursdays and ends at 11:00 pm the following Thursday. Employees may be given compensatory time in lieu of overtime pay.

Employees hired after April 1, 1986, who voluntarily sign the Compensatory Time Agreement, are eligible for compensatory time. No written agreement is required for employees hired prior to April 1, 1986; therefore, it is left to the discretion of the department on whether to pay overtime or compensatory time to the employee.

I have read and agreed to the overtime policy as stated above.

Approved:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

*Form to be filed in Department Personnel File*