

## **ASSIGNMENT OF OVERTIME — AUTHORIZATION AND COMPENSATION**

Authorization of overtime for non-exempt employees is the responsibility of the cost center administrator. Any overtime must be approved by the supervisor prior to accruing the overtime. Both the supervisor and employee will commit to the overtime on the Classified Attendance Report form. Authorized overtime is to be recorded in writing each month or payroll period. Overtime is compensated in the form of salary or compensatory time off in accordance with the current collective bargaining agreement, as well as state and federal wage and hour laws.