

# ROWAN UNIVERSITY POLICY

**Title:** *Facilities Operations Overtime Request Policy*

**Subject:** *Facilities Operations*

**Policy No:** *Fac: 2014: 01*

**Applies:** *University-wide*

**Issuing Authority:** Vice President Facilities, Planning & Operations

**Responsible Officer:** *Assistant Vice President for Facilities Operations*

**Adopted:**

**Last Revision:** 07/17/2024

**Last Reviewed:** 07/17/2024

## I. PURPOSE

This policy establishes guidelines for Facilities Operations overtime requests.

## II. ACCOUNTABILITY

Under the direction of the Vice President Facilities, Planning & Operations, the Assistant Vice President for Facilities Operations is responsible for implementing and ensuring compliance with this policy.

## III. APPLICABILITY

This policy applies to all full-time, part-time, permanent, and temporary employees, faculty, staff, officers, volunteers and students.

## IV. POLICY

The Facilities Operations department has responsibility to complete overtime requests for approval prior to overtime work performed.

## IV. ATTACHMENTS

1. Attachment 1 - Procedures for Entering Facilities Operations Overtime Request
2. Attachment 2 - Facilities Operations Overtime Approval Form - Call In Overtime Approval Form (CI-1) and Approval Form (OT-1)

## ATTACHMENT 1

### PROCEDURES FOR ENTERING FACILITIES OPERATIONS OVERTIME REQUEST

#### 1. OVERTIME FORM APPROVAL PROCESS

- a. Upon discovery that Overtime is required, the Director of the Department shall complete an Overtime form. If the Overtime was an emergency response, CI-1 form shall be used. The entire form shall be completed once the emergency is completed. If the Overtime is prescheduled, the Director shall use form OT-1. On form OT-1, the top portion must be completed and submitted to the AVP for Operations for approval, initialing, and processing. All areas must be pre-completed, including estimated number of employees, estimated hours, and any relevant back charge information. All Web time entry employees eligible for Overtime shall submit the electronic approval form, as well as listing time on the paper forms for record keeping purposes.
- b. Once approved, the Supervisor of the area or Director shall work off a pre-established list of Overtime opportunities to ensure all employees are offered an equal share of OT.
- c. After the overtime work has been completed, and at least once per pay period, the Overtime Form (OT-1) shall be submitted to the Department Head for signature and processing. At the end of the pay period, the final forms shall be submitted electronically to the AVP for signatures.
- d. Once all signatures are received, the AVP of Operations will work with Facilities payroll to ensure the records are archived and submitted to the University payroll office.

## ATTACHMENT 2

### FACILITIES OPERATIONS OVERTIME APPROVAL FORMS

Call In Overtime Form (CI-1)

Overtime Approval Form (OT-1)