



CITY OF LITTLE ROCK
OVERTIME PRE-APPROVAL FORM

Per the City of Little Rock, Administrative Personnel Policy and Procedure Manual, Section II, 8 b. pg. II-8.1 indicates, all non-exempt employees are required to receive approval prior to working hours in excess of forty (40) hours in a workweek.

This form is to be completed prior to working overtime when possible. In some instances, overtime may be unforeseen due to the nature of the work, where prior approval cannot be obtained, in these cases this form should be completed as soon as possible.

Employee Name: _____ Employee Number: _____

Job Title: _____

Date(s) to work requested overtime: _____ Time(s) _____AM/PM to _____AM/PM

Date(s) to work requested overtime: _____ Time(s) _____AM/PM to _____AM/PM

Date(s) to work requested overtime: _____ Time(s) _____AM/PM to _____AM/PM

Number of Hours Requested: _____

Reason for requested/mandated overtime: _____

Type of compensation agreed upon to satisfy this overtime requirement: [] Overtime Pay [] Compensatory Time

All non-exempt employees are required to maintain individual time records of hours worked on a weekly basis. Employees should record their actual starting time (not scheduled time), time out for lunch, time in from lunch, quitting time and total hours worked for each day.

Employees are not permitted to begin work before the scheduled starting time or to continue working after their scheduled quitting time (this includes taking work home and working through lunch breaks) without the prior approval of their supervisor.

City of Little Rock policy requires employees to take a lunch break of not less than thirty (30) minutes except certain public safety positions.

Filling out another employee's time records or falsifying anytime record is prohibited and may be grounds for action up to and including termination of employment.

Non-exempt employees should NOT access the City's equipment or systems during non-working hours from outside the workplace unless they have received pre-approval (this includes checking voicemails, emails or using a city phone to make work-related calls after hours).

APPROVAL STATUS: [] Approved [] Denied

Employee Signature Requesting Overtime

Date

Supervisor/Manager Authorizing Overtime

Date

Department Director Authorizing Overtime

Date

Please complete and return this form to your supervisor after the overtime hours have been worked.

Tasks/Projects completed during overtime hours: Yes [] No [] Note _____

Actual overtime hours worked with dates: _____

Employee's initials: _____ Supervisor's initials: _____