



OVERTIME COMPENSATION FOR POLICE OFFICERS & CARPENTERS UNION PROCEDURE

Policy Number: 4.3004
Subject Area: Personnel
Adopted: 09/13/2023
Revised: 06/16/2025

Hours worked, paid holidays, and paid, non-working hours such as sick leave, vacation leave, campus closure, and/or personal leave are included in determining hours worked for the work week.

Prior approval for overtime must be submitted on an Overtime Request form for supervisor's approval. Overtime hours worked must be submitted on the employee's paper timesheets or Self-Service electronic time entry.

Approved: September 13, 2023
Updated: 06/16.2025