# 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. The work week begins at 12:00 A.M. on Saturday and ends at 11:59 P.M. on Friday.

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. In cases of mandated overtime, this form should be completed for documentation purposes.

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. Time records should be verified and signed by the supervisor.

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. 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).

_____                    _____
Employee Signature                                  Date

**APPROVAL STATUS**

Approved ☐      Denied ☐

_____                    _____
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: _____