

REQUEST FOR APPROVAL OF OVERTIME FOR OVERTIME ELIGIBLE EMPLOYEE-OUTSIDE OF REGULAR ASSIGNMENT

This form must be completed and submitted to the Office of Human Resources prior to an employee beginning a secondary assignment.

OFFIC	E OF HUMAN RESOURCI	ES	Date		
Name of Employee	Name of Employee ISU I.D. #				
Dept in Which Regularly Employed	Regular Job Title _		Hours Worked per Week For Regular Job		
Department Requesting Overtime Campus Mail Stop					
Account Number to be	Charged				
Approval is requested for requested below which	or the employee named above to be	e allowed payment in addition to the en	in addition to regular salary for the work nployee filling his/her regular University job		
Time of day and days w	ork will be done:				
Hourly/Piece Rate Requested: If assignment is similar to the work being performed on the regular assignment, the employee's regular rate must be used. Employee's regular rate = \$ per hour/unit Rate to be paid (time and 1/2) = \$ per hour/unit If assignment is significantly different (as determined by the Office of Human Resources) than the work performed on the					
regular assignment, a different rate may be used. Proposed normal rate for this type of work = \$ per hour/unit Proposed rate to be paid (time and 1/2) = \$ per hour/unit (The secondary employer may not offer compensatory time in lieu of cash payment of overtime) \$ per hour/unit					
One-Time Overtime	Assignment to Be	Performed	Total Hours to Be Worked		
On-Going Overtime	from to date Assignment to Be from to	date Performed	Hours to Be Worked per Week		
	date	date			
			ondary assignments on page 2 of this agreemen nment will not interfere with my regular	ıt. I	
Employee Sig	gnature		Date		
Approvals: (Department H	Heads/Deans are responsible and accountab	le to ensure that departm	nents and employees are in compliance with this policy.)		
Employee's Regular Department Supervisor Dean or Director of Department Offering Overtime					
Signature	Date		Date		
Employee's Dean or D		Academic V	Vice President (for teaching assignments)		
Signature	Date	Signature	Date		
Office of Human Reso	urces: Approved: 🗌 Disapprove	ed: 🔲 Signature	Date		

Form Continued on Page 2

Policy/Procedure for Paying Overtime to Employees with Two Different ISU Assignments.

General Rule

Any overtime eligible employee who is employed in a regular full-time job assignment (40 hours per week) at ISU and who works in that primary assignment more than 40 hours in a 7 day period, will incur overtime hours and must be paid an overtime rate of time one and one-half of the normal base rate for the type of work done in the full-time assignment, or be granted compensatory time at a rate of one and one-half hours per each hour worked in excess of 40 hours per week. This form does not have to be completed for any overtime related to an employee's regular primary assignment.

Alternatives

Where the employee has two different ISU assignments, which may or may not be at the same rate, the following statements will control and this form must be completed and approval received prior to the employee working extra assignments unrelated to her/his regular primary assignment.

- Any overtime eligible employee who is employed in a full-time primary job assignment (40 hours per week) at ISU and who also does additional separate work assignments, will be paid overtime based upon the second assignment base rate that is in effect for the work as if it were being done during non-overtime hours.
- Any overtime eligible employee who works a primary job assignment for less than 40 hours per week but who, due to performing two or more assignments with different rates of pay, accumulates more than 40 hours per week, will have his/her primary assignment hours accumulate first, up to 40 per week. The secondary assignment will then supplement the primary assignment hours up to and/or beyond 40 hours per week. The secondary assignment rate of pay will determine the base rate for all overtime calculations incurred by the secondary assignment.
- Any overtime eligible employee who is employed in a full-time primary job assignment (40 hours per week) at ISU and who is asked separately to work in a teaching capacity will be paid based on a piece rate agreement. To comply with overtime provisions of the FLSA, such assignments must be paid at time and one-half the rate appropriate for the work being performed.

All such overtime, as illustrated above will be paid by the "secondary employer", since overtime hours are defined as hour worked beyond 40 hours per week. For all hours worked in a secondary position, the secondary hiring department may not offer compensatory time in lieu of cash payment of overtime.

This form is valid through the dates specified on page 1 and does not have to be filled out for each instance within the identified dates unless there is a change in the rate of pay.