



**Facilities Operations
Policy Statement
OP-9
Overtime**

1. Overtime (OT) is to be limited to emergency situations and those instances where the work cannot be accomplished during normal working hours, or through an adjustment to working hours.
2. Requests for overtime shall be directed to the Facilities Operations Director (or acting) via email. State the employees name(s), date(s), time(s) and purpose for the overtime. A brief explanation as to why the work could not be accomplished during normal working hours and who will be supervising the work during the OT shall also be provided.
3. The State of North Carolina encourages the use of compensatory time to address the need for overtime hours. Supervisors shall use compensatory time to compensate employees for hours worked above and beyond their normal work schedule whenever possible.
4. Since the use of compensatory time adversely impacts an employee's availability during normal hours, supervisors shall likewise request approval of the OT hours where employees have agreed to be compensated with time.

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Maintenance & Operations Director