



CD-2018-1  
Overtime Use and Approval

The Project Engineer and Supervising Engineer should review the Contractor operations and determine the best course for inspecting the contract operations. If there are multiple inspectors on the project, stacking the work hours of inspectors should be considered for optimum efficiency.

As we embark on more Quality initiatives which emphasizes Contractor Quality Control through Specifications and Special Provisions, the role of the Inspectors might continue to evolve which would result in more efficiencies in the future.

The overtime and compensatory time for the supervisory and administrative personnel are governed by [PM-78-3B](#) and Policy Statement [F&A 11](#) and the compensatory time for the Managers are governed by Policy Statement [F&A 33](#). Every attempt shall be made to minimize the overtime or compensatory time for supervisory and administrative personnel and prior written approval with justification is necessary.

As further clarification, the designees for Bureau Chief listed under the above Policy Statements are the following:

- District Engineer, Division Chief, Assistant District Engineer, or Transportation Principal Engineer for the approval of Transportation Supervising Engineers and lower titles;
- Transportation Supervising Engineers for the approval of Transportation Engineer 3s and lower titles; and
- Transportation Engineer 3s for the approval of Transportation Engineer 2s and lower titles; and
- District Engineer or Transportation Division Chief for the approval of compensatory time or overtime for Assistant District Engineers and Transportation Principal Engineers. Please note that the overtime in lieu of compensatory time for Assistant District Engineers can only be approved by OPM, and any such request can only be made by the Bureau Chief through Human Resources.

Please be guided accordingly.

# Construction - Unit # 57131

## SUPERVISOR'S APPROVAL OF PAID OVERTIME


EMPLOYEE NAME: \_\_\_\_\_ Emp No. \_\_\_\_\_ Please Check

40.0 Hr Week  
 35.0 Hr Week

PAY PERIOD      STARTING: 03/02/18      ENDING: 03/15/18

~~ WEEK ONE ~~						
DATE	NO. HRS.	TIME	TOWN	PROJECT	CORE CODE*	LOCATION/NATURE OF WORK REASON FOR OVERTIME
SUB TOTAL						Overtime

~~ WEEK TWO ~~						
DATE	NO. HRS.	TIME	TOWN	PROJECT	ACTIVITY CODE*	LOCATION/NATURE OF WORK REASON FOR OVERTIME
SUB TOTAL						Overtime

	<b>TOTAL      Overtime</b>
Employee Signature: _____ Date: _____	
Supervisor Approval: _____ Date: _____ <small>(signature required)</small>	
_____ <small>Supervisor's Printed Name</small> Title: _____	

\* Activity Code must be the same as used in Core-CT OT Approval - Revised: 3/20/18

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
**MANAGER REQUEST FOR COMPENSATORY TIME**

Manager's Name	Employee Number	Unit Number
<p><u>Directions:</u> In accordance with Policy No. F&amp;A33, Manager applies for authorization to earn compensatory time by completing this form and submitting it to their administrator <b>in advance</b>. Use of compensatory time is subject to approval of Bureau Chief via submission of a PER-004 and State Personnel rules and policies. Manager should keep an approved copy.</p>		
<p><u>Eligibility Criteria:</u></p> <ul style="list-style-type: none"> <li>Compensatory hours exceed two (2) hours</li> <li>Compensatory time resulting in multiple occasions totaling a significant number of hours</li> <li>Compensatory time resulting from emergency/storm duty</li> <li>Special Assignment directed by Supervising Manager</li> </ul>		
<p>Date(s): _____</p> <p>Time(s): _____</p> <p>Project(s)/Assignment(s): _____</p>		
Employee's Signature: _____		Bureau Chief's Signature: _____
Date: _____		Date: _____