



CLT Request for Overtime

In accordance with the Agreement between the Professional Staff Congress (PSC) and The City University of New York, College Laboratory Technicians shall be remunerated for work performed in special sessions (evening, summer evening) beyond their normal assignments at an hourly rate in accordance with the newly established schedules.

This form must be completed by the supervisor **in advance**, before excess time is worked beyond the 35 hour work week by an included employee in the College Laboratory Technician (CLT) series.

All requests for overtime must be accompanied by a Full Time Non-Teaching Instructional Staff Time Sheet.

Employee Name: _____
 Supervisor Name: _____
 Department: _____

Title: Chief College Laboratory Technician
 Senior College Laboratory Technician
 College Laboratory Technician

Date	Additional Work Hours Assigned (Hours Beyond Employee Regular Work Schedule)		to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		

Reason for Extended Hours:

I assigned this employee to work the extended hours as noted above and approve that it to be paid as overtime, consistent with Article 24 of the Agreement between the PSC and The City University of New York.

Supervisor (Print)

Signature

Date

Department Chair (Print)

Signature

Date