

REQUEST FOR OVERTIME PERFORMANCE

Request Number: _____

Department: _____ Branch: _____

Division: _____ Accounting Distribution: _____

Period Covered: From _____ to _____

of Hours _____ # of Employees: _____ Approximate Cost: _____

Reason For Overtime (Explain why overtime performance is needed)

Divisional Director

Date

Authority

The Following Decision is Made in Respect of the Above Request:

- Not Approved
- Approved as requested
- Approved for _____ hours to cover the period _____
- Other _____

Remarks: _____

Deputy Minister/Delegate

Date

Request for Overtime Performance Form (OCG-702) Instructions

1. Prior to overtime being incurred a *Request for Overtime Performance* form (OCG-702) must be completed and approved by the Deputy Minister/delegate (signature card must be on file with Office of the Comptroller General).
2. Departmental information, accounting distribution, period overtime required, number of hours required, number of employees involved, an approximate cost and an explanation as to why the overtime is required is to be completed, signed by the Divisional Director and forwarded to the Deputy Minister or delegate for approval.
3. The Deputy Minister or delegate must complete the authority section, ensuring the appropriate box is selected and details recorded as required.
4. Approved overtime requests are to be assigned a tracking number. Divisions are responsible for maintaining a log of Request for Overtime Performance numbers issued and related information on the request (e.g. date, costs, etc). This number is to be recorded on related *Record of Overtime Non-Management Employees* (OCG-703), *Record of Overtime Management Employees* (OCG-704) or *Bi-Weekly Attendance/Time Card* (OCG-708) forms.
5. Approved *Request for Overtime Performance* forms are to be kept at the Divisional level and provided to the Compensation and Benefits Division only upon request. Please note that the Compensation and Benefits Division may require the Request for Overtime Performance forms for compliance purposes.
6. Departments are responsible for monitoring overtime to ensure the number of hours worked do not exceed the number of hours approved.

A copy of this form can be found on the Public Service Network site (<http://www.intranet.gov.nl.ca/docs/default.asp>) or by contacting the Compensation and Benefits Service Centre. If you have any questions about the completion of this form, please contact the Compensation and Benefits Service Centre.

Contact Information:

Compensation and Benefits Service Centre

E-mail: CompensationBenefits@gov.nl.ca

Phone: 729-7690 or 1-888-729-7690