

**Quinsigamond Community College**  
**Additional Compensation**  
**(Overtime/Comp Time)**

**Employee #:** \_\_\_\_\_

**Name of Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Normal Work Schedule** \_\_\_\_\_

(example: Mon - Fri, 8am-4pm)

Date	Additional Hours Worked		Total Additional Hours Worked	Mark appropriate box with an "X"			SUPERVISOR-AFSCME Mark box if applicable		For Payroll Use Only		
	Begin	End		OT	or	Comp Time	Mandatory	Call Back	OTS	OTP	COM+
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**Total Additional Hours Worked:** \_\_\_\_\_

**Name of QCC event** \_\_\_\_\_  
*(if applicable)*

**Employee's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Cost Center Head Signature:** \_\_\_\_\_

## 7/01/09 – 6/30/12 AFSCME Collective Bargaining Agreement

### Article 10 Section 2

#### Mandatory:

G. An employee may not refuse to perform compulsory overtime except for reasons acceptable to the CEO when it is determined by the CEO that the work must be performed on an overtime period or involves the protection of persons or property of the College. Prior to invoking compulsory overtime, if safety and security permits, the CEO will solicit volunteers using the procedures developed by the College in Paragraph F of this Section 2. If volunteers are not available, the CEO will order in an employee to perform such work in the order of inverse seniority. Failure on the part of an employee to work an overtime assignment as described above without such reason shall be wrongful and may result in the imposition of disciplinary measures. **Note:** "Mandatory" only applies after the "inverse seniority" clause is applied.

#### Voluntary:

H. Upon the request of the employee, the concurrence of the Departmental Supervisor, and the prior approval of the Chief Human Resources Officer, an employee may work overtime. All such requests for permission to work voluntary overtime shall be in writing and shall contain both the maximum number of hours to be worked and the starting and ending dates of the time period during which such hours shall be worked. Voluntary overtime may be granted only for the continuation by the employee of tasks normally assigned to said employee and which fall within the employee's classification specification.

### Section 5.

#### Call/Report-Back:

An employee who has left his/her place of employment after having completed work on his/her regular tour of duty and reports back to work prior to the commencement of his/her next scheduled tour of duty shall receive a minimum of four (4) hours pay at his/her regular hourly overtime rate. This section shall not apply to any employee who is called in to start his/her shift early and who continues to work that shift.