

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3515

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PROCEDURE TITLE: Authorization for Use of Overtime Funds

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: October 25, 1971

LAST REVISION DATE: October 11, 2005


LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide information on the use of overtime funds.

II. PROCEDURE

- A. Department heads and directors should anticipate and budget for overtime needs when the annual budget is prepared. When overtime funds are approved for budgeting, expenditure authority is delegated to the department head who requested the funds.
- B. Appropriate documentation providing for the supervisor's approval should be completed prior to working overtime in accordance with College Procedures 2651.
- C. The department heads and division directors should periodically monitor both the budget and expenditures to avoid account deficits from occurring.
- D. Funds to cover unbudgeted overtime expenditures are the responsibility of the department head and/or director.
- E. Refer to Procedure 2651 to determine who is eligible to receive overtime pay.

	10/11/05
PRESIDENT	DATE