

THE MILITARY DEPARTMENT OVERTIME POLICY

This document serves as the Military Department's official policy for the use and approval of overtime.

1. All overtime is to be recorded on the State of Connecticut Military Department Employee Time Sheet form.
2. Supporting comments and reason for overtime must be written in the remarks section of the time sheet form.
3. The employee must be authorized to work the overtime by their supervisor.
4. The supervisor must sign, certify and approve the overtime on the employee time sheet form.