

## Request to Work Additional Hours – Non-Exempt Employees

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During the period of January 5, 2026 through April 3, 2026 the District will be engaging in a 36-Hour Workweek Pilot. Any hours worked in excess of 36 hours require prior approval from the Chancellor.

- Hours worked beyond 36 but up to 40 hours will be paid as straight time. To enter these hours, use Time Reporting Code **STP – Straight Time Pay** on your timesheet in PeopleSoft.
- Hours in excess of 40 will be paid per the guidelines in your Collective Bargaining Agreement.

Date of Request: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Emergency

Non-Emergency

Explanation Why  
Overtime Is Necessary:

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

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

Division/Campus: \_\_\_\_\_

Additional Hours Requested By: \_\_\_\_\_ 1<sup>st</sup> Line Supervisor/Manager

Recommended By: \_\_\_\_\_ Cabinet Member

Approved  Denied

\_\_\_\_\_  
Greg Smith, Chancellor

Entered By: \_\_\_\_\_

Payroll Technician

Audited By: \_\_\_\_\_

Senior Payroll Technician