



**INSTRUCTIONS FOR COMPLETING FK FORM 2721  
OVERTIME HOURS WORKED/REFUSED**

1. List employees in seniority order (senior to junior) under the "Name" column.
2. Enter current balance (total) of overtime hours charged in the "Balance" column.
3. When an overtime requirement occurs:
  - a. Enter the month and day in the column; and
  - b. The number of hours offered to the employee(s) shall be entered in the "Offered" column.
4. If the employee refuses the overtime, enter the number of hours refused in the "Refused" column and add to the balance column.
5. If the employee accepts the overtime, enter the number of hours worked in the "Worked" column. *Overtime hours worked must be added to the "Balance" column unless previously added to the "Balance" column from the "Refused" column.*
6. When an employee is absent from duty for 8 continuous hours or more and the employee's name comes within reach on the overtime roster, that employee will not be offered any overtime and will be charged for the amount of overtime that is worked during their absence. The only exception is when an employee is on annual leave and the employee has notified his/her supervisor prior to departing on leave that he/she is available for scheduled overtime during the absence.
7. When an employee is temporarily changed out of this skills group, no overtime will be offered. Overtime worked in the temporary skills group will be added to this list upon return.
8. When a new employee enters the skills group, his/her name is entered on this overtime roster, and the highest balance reflected hereon is entered in the "Balance" column next to the name.
9. Overtime rosters will be closed out 31 December of each year. Overtime list for the new calendar year will indicate "0" balance for January 1995 only. Thereafter, employees' relative standing on the previous years overtime list will be maintained on the overtime list for the new year.