

**ATTESTATION FOR  
NON-EXEMPT EMPLOYEES WITH ADDITIONAL DUTIES  
BEING PERFORMED DURING NORMAL WORKING HOURS**

Additional duties are any activities performed for the school by an employee that is outside his normal job description. When time spent for “additional duties” conflicts with the time period that is dedicated to the normal workweek (37 ½ or 40 hours), these hours must be made up.

It has been determined that the following TVCC employee has “additional duties” compensation for which time spent may conflict with the regular, required pay hours.

I, \_\_\_\_\_ hereby attest that I spent  
(Print name of employee)  
\_\_\_\_\_ hours per week in active participation in additional duties during the pay  
period

from \_\_\_\_\_ to \_\_\_\_\_, and these

hours have been made up with equal, additional hours outside the normal 37 ½ or 40 hour workweek or with vacation/comp time.

\_\_\_\_\_  
(Signature of employee) Date \_\_\_\_\_

**Approved and verified by:**

\_\_\_\_\_  
(Signature of Supervisor) Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Vice President) Date \_\_\_\_\_

All hours worked should be shown on the employee’s timesheet – noting those that are considered “additional duties” that will be paid from a different timesheet/special assignment agreement.

**PLEASE NOTE THAT OT RATES MAY APPLY SHOULD THE EMPLOYEE WORK OVER 40 HOURS DURING THE 7 DAY WORK WEEK.**

**The completed, original form must be return to the Payroll Department.**