

**WEST VIRGINIA DIVISION OF HIGHWAYS**  
**ADMINISTRATIVE OPERATING PROCEDURES, SECTION V**  
**STUDY GUIDE**  
**CHAPTER 14**

#	ANSWER	QUESTION
1		Overtime that is worked in situations in which overtime is scheduled in advance of such work actually taking place is called what?
2		Overtime that is worked in situations in which overtime is not scheduled in advance of such work actually taking place is called what?
3		True/False: Scheduled Overtime offered/worked is to be recorded and posted for all organizational employees to view.
4		True/False: Emergency overtime worked is not to be recorded and posted for all organizational employees to view.
5		An Overtime Offered/Worked Chart is to be posted in each work unit location for _____. The chart is to be posted whether or not scheduled overtime was worked in the unit.

EMPLOYEE NAME: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_