



WISCONSIN DEPARTMENT OF MILITARY AFFAIRS  
REQUEST FOR FLSA EXEMPT EMPLOYEE OVERTIME EXCEPTION

**MANDATORY OVERTIME EXCEPTIONS:** There are limited circumstances when certain supervisory employees must receive overtime compensation **subject to specific, qualifying conditions**. Within the DMA, only the following supervisory classifications are subject to Mandatory Overtime Exception.

- Building and Grounds Supervisors,
- Cadet Specialist Supervisors,
- Custodial Services Supervisors,
- Fire Crash Rescue Supervisors,
- Military Affairs Security Officer Supervisors,
- Office Management Supervisors.

**Qualifying Conditions:** To qualify for Mandatory Overtime Exception, all of the following conditions must be satisfied.

- The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower.
- The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
- The additional work hours, of the employees supervised, generate overtime compensation for that workweek or work period; and
- The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.

**Instructions:** If all of these conditions are met, check the Mandatory box in the "Type of Overtime" field. Provide details specific to each of the aforementioned qualifying conditions in the request. If all of these conditions are not met, do not submit with the Mandatory box checked. Consideration may still be given to granting Permissive overtime exception and the Permissive box should be checked.