

Overtime Procedures

Anytime an employee has to work overtime an **Overtime Request Form** is to be completed by the Director or Principal and sent to the Payroll Department. **All Overtime requires prior approval.**

Bi-Weekly Employees – the Overtime Request Form should be completed and attached to the employee's time sheet when submitted to the payroll department for payment.

Monthly Employees – the Overtime Request Form should be completed and sent to the payroll department on the payroll cutoff each month.

The Overtime Request Form is to be completed with explanations as to the purpose of the overtime and the approval of the Director or Principal of whom the employee works.

Directors and Principals should be receiving the Approaching Overtime Report weekly. If you are not receiving this report please contact Kelley Foley.

The Overtime Request Forms will be reviewed by the Superintendent.