

330-AR-2. OVERTIME APPROVAL FORM

For prior approval of overtime hours, complete this form and submit it to the immediate supervisor.

Hourly support employees required to work in excess of forty (40) hours during a week will be paid at the rate of one and one-half (1½) times the regular rate for all hours beyond forty (40), as provided by law. Overtime must be approved in advance by the immediate supervisor.

Please grant approval for _____
Employee/Job Title
to work overtime on _____ at _____
Date(s) Location

The total estimated overtime hours shall not exceed _____

Description of work to be performed: _____

Explain why overtime is necessary: _____

Explain how overtime will benefit district: _____

Requested by: _____

Approved by: _____

Date: _____
Supervisor

Overtime Verification

The above-listed job has been completed and did not exceed the prior approved number of hours. The above-listed employee's actual overtime hours for the completion of this project are _____ hours.

Verified by: _____
Supervisor

After verification, return this form to the payroll clerk at the Business Office.