

OVERTIME

When an eligible employee as defined in BP 4253 is required to work overtime, the employee must complete a Request and Approval to Work Overtime form in advance. This form includes an estimate of hours to be worked, the date on which the hours will be worked and the purpose or project to be completed. In addition, the form includes the date it is anticipated the comp time will be used or, in some cases, if the employee would prefer to be paid in lieu of time off. The form must be signed by the employee's immediate supervisor as well as the Superintendent.

After the hours are worked, the bottom portion of the same form must be completed indicating the date and actual number of hours worked. Signatures of the employee's immediate supervisor and the Superintendent must again be obtained. This form is then forwarded to Human Resources where the actual hours are recorded on the individual Employee Overtime Record.

If the employee wishes to be paid for earned overtime in lieu of time off, he/she must complete an Hourly Time Sheet, obtain his/her supervisor's signature and forward the Hourly Time Sheet to Human Resources. Human Resources will indicate that a request for payment has been processed on the individual Employee Overtime Record.

In the event an employee chooses to take time off, he/she must complete a Request to Use Comp Time form. This form includes the date and number of hours the employee is requesting to be out, and must be signed by his/her immediate supervisor and the Superintendent prior to the requested time off. The Request to Use Comp Time form is then forwarded to Human Resources and recorded on the individual Employee Overtime Record.