

## OVERTIME PAY

All administrative personnel are expected to give due consideration to employee work loads and effective scheduling of the workday. The responsibility to see that guidelines are followed rests with principals, supervisors and directors.

### Approval to Work Overtime

Only the superintendent has the authority to approve overtime work. When possible, all work requiring overtime by employees must be approved in advance. All overtime pay must be initialed by the superintendent and principal and/or work site supervisor on the monthly payroll form. When possible, any such approval for overtime work shall be based on emergency situations. Work requiring overtime wages shall be kept to a minimum.

SOURCE: Athens City Board of Education, Athens, AL  
ADOPTED: August 15, 1994; REVISED: June 5, 2008  
LEGAL REF.: Fair Labor Standards Act of 1938, as amended.