



FOOD SERVICE

CLASSIFIED EXTRA HOURS

Employee Name: _____

Location: _____

Per the DCPEA Collective Bargaining Agreement

3.12.12 Timesheets submitted by the 10th of the month will be paid on the last business day of that month. All timesheets must be submitted by the last business day of the month following the month in which the time was worked.

3.10.7 Employees shall not work outside their regular work schedules without prior authorization from an administrative supervisor.

Date	Description of Extra Hours Worked	# of Hours	Prior Authorization from Supervisors	ADMIN: PAYCODE	ADMIN: PAY RATE	ADMIN: ACCOUNT CODE
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Employee Signature

Date

Principal/Supervisor Signature

Date

Entered By: _____