

PRIOR APPROVAL REQUEST FORM

ADDITIONAL PAY AND OVERTIME PAY

RICHLAND COUNTY SCHOOL DISTRICT ONE

It is the employee's responsibility to obtain all necessary approvals prior to engaging in any additional work.

Please Check Appropriate Box:

Additional Pay ☐

Overtime Pay ☐

INITIATOR: _____

SCHOOL/DEPARTMENT: _____ EMPLOYEE'S POSITION: _____

EMPLOYEE NUMBER: _____ EMPLOYEE NAME: _____

DESCRIPTION OF SERVICES TO BE PERFORMED: _____

Additional Pay:

Additional pay is when a non-exempt or exempt employee works in excess of their regular scheduled hours outside their regular scope of work. Additional pay would be at a pre-approved rate and would have to be considered overtime if a non-exempt employee exceeds forty (40) hours in a defined work week. The additional duties must not be performed during the employee's regular scheduled work hours, must be outside their regular scope of work, and must be pre-approved by the employee's Supervisor and Executive Director.

Start Date: _____ End Date: _____ Additional Pay Hourly Rate: _____

FUND CODE: _____

If Applicable:

Overtime Pay:

Overtime pay is when a non-exempt employee has worked in excess of forty (40) hours in a work week as defined by Fair Labor Standards Act (FLSA). Employee must have actually worked forty (40) hours in a work week in order to be eligible for time and one half. Exempt employees are not eligible for overtime pay. Overtime is paid at the rate of one and one half (1 ½) times an employee's regular rate of pay. Overtime must be pre-approved by the employee's Supervisor and Executive Director.

Start Date: _____ End Date: _____ Total Overtime Hours Requested: _____

FUND CODE: _____

EMPLOYEE'S SIGNATURE

DATE

DEPARTMENT HEADS, PRINCIPAL OR SUPERVISOR

DATE

EXECUTIVE TEAM ADMINISTRATOR

DATE

Note: Forms are to be filed at the Supervisor's work location.

Revised 07/01/2017