



# MOUNT VERNON CITY SCHOOL DISTRICT

165 North Columbus Avenue | Mount Vernon, New York 10553 | [www.mtvernoncsd.org](http://www.mtvernoncsd.org)

## Standard Operating Procedure: Overtime Authorization and Reporting

### Procedure

#### Step 1: Identify Need for Overtime

Employee identifies the need to work beyond regular scheduled hours. Before proceeding, employee must consider whether the work can be completed during normal work hours or if a flex schedule arrangement is possible.

#### Step 2: Exhaust Flex Schedule Options

Employee discusses with their immediate supervisor whether all opportunities to flex the schedule have been exhausted. If flex scheduling is viable, arrange an alternative schedule instead of overtime.

#### Step 3: Complete Overtime Approval Request Form

Employee completes the Overtime Approval Request Form (paper version) OR the Microsoft Forms online version. The form must include employee name, school/department, position classification, date(s) of requested overtime, number of overtime hours requested, reason for overtime, explanation of why work cannot be completed during normal hours, flex schedule status, and whether work is outside normal job description.

#### Step 4: Submit to Building or Department Administrator

Employee signs and submits the completed Overtime Approval Request Form to their building principal or department administrator for initial review and recommendation.

#### Step 5: Administrator Review and Recommendation

Building principal or department administrator reviews the request for necessity, budget availability, and operational need. Administrator indicates recommended approval (Yes or No), signs the form, and forwards it to the Superintendent of Schools.

#### Step 6: Superintendent Review and Final Approval

The Superintendent of Schools reviews the overtime request for final approval. The Superintendent indicates recommended approval (Yes or No) and signs the form in the Certification and Authorization section.

#### Step 7: Receive Written Approval Notification

Employee receives notification of final approval status. Employee must have written confirmation of approval from both the administrator and Superintendent before proceeding with any overtime work.

#### Step 8: Perform Approved Overtime Work

Only after receiving complete approval may the employee perform the authorized overtime work on the approved date(s) for the approved number of hours.

#### Step 9: Document Actual Hours Worked

Employee accurately records all overtime hours worked through the district's timekeeping system, ensuring documentation matches the approved request.

#### Step 10: Submit Timesheet with Approval Form

Employee submits their timesheet documenting actual hours worked along with the signed Overtime Approval Request Form to payroll for processing and compensation.