



# MOUNT VERNON CITY SCHOOL DISTRICT

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Dr. Demario A. Strickland  
Superintendent of Schools

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To: All Staff

From: Dr. Demario A. Strickland, Superintendent of Schools

Date: October 10, 2025

Subject: Overtime Approval Policy

Dear Colleagues,

As we continue to navigate the financial challenges facing the Mount Vernon City School District, it is imperative that we take decisive steps to ensure fiscal responsibility and accountability across all departments.

Effective immediately, **no overtime will be permitted or compensated without prior written approval from the Superintendent.** This directive applies to all staff, regardless of role or department. Any overtime worked without explicit authorization **will not** be eligible for payment.

We are a fiscally distressed district, and recent reviews have revealed that we have paid out millions of dollars in overtime support in prior years, much of which was incurred without proper approval. This practice is **unsustainable** and **undermines** our efforts to stabilize the district's financial health.

**To be clear:**

- All overtime requests must be submitted in advance and include a justification for the need.
- Approval must be granted in writing by the Superintendent before any overtime is worked.
- Retroactive approvals **will not** be considered.

***ALL Supervisors*** are expected to communicate this policy to their teams and ensure compliance. Any violations will be addressed in accordance with district policy.

The form that is attached to this email is the document that must be filled out, scanned, and then submitted with the time sheet after the approval. Thank you for your cooperation and commitment to responsible stewardship of our resources.

Sincerely,

Dr. Demario A. Strickland  
Superintendent of Schools