
ADMINISTRATIVE REGULATIONS**PER-17****SECTION: Personnel****SUBJECT: Extra Help/Overtime Approval****04/01/99**

The Nederland Independent School District requires the director or principal to complete an Extra Help/Overtime Approval Form (PER-17F) each time an employee or a substitute will need to work beyond their normal assignment. This form must be submitted to the Personnel Office for approval before the overtime or extra help time is worked. In case of an emergency, call the Personnel Office for approval.

NEDERLAND INDEPENDENT SCHOOL DISTRICT

EXTRA HELP/OVERTIME APPROVAL FORM

THIS FORM MUST BE FORWARDED TO THE PERSONNEL OFFICE FOR APPROVAL BEFORE OVERTIME OR EXTRA HELP TIME IS WORKED.

Name of Person Needed: _____

Identification Number: _____ Campus or Department: _____

Reason for Extra Help/Overtime: _____

Date(s) Extra Help/Overtime Needed: From: _____ To: _____

Number of Day(s)/Hour(s) needed to complete job: Day(s): _____ Hour(s): _____

Check type of compensation requested:

Overtime _____ Extra Help Time _____ Compensatory Time _____

This form must be completed and signed by the principal or director requesting the extra help/overtime for their campus or program.

The form will be returned to the principal or director after approval.

Signature of Principal or Director

Date

Your request for extra help or overtime has been:

Approved: _____ Denied: _____

Assistant Superintendent for Personnel

Date

If approved, this form must be attached to the time sheet or time card of the person performing the extra help or overtime.

NEDERLAND INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE APPROVAL FORM

USE THIS FORM IF A SUBSTITUTE WORKED AND WAS NOT PAID.

Name of Substitute : _____

Identification Number: _____ Campus or Department: _____

Reason why substitute was not paid: _____

Date(s) Substitute needs to be paid: From: _____ To: _____
Date Date

Teacher substituting for : _____
 (Name of Teacher)

This form must be completed and signed by the principal or director.

 Signature of Principal or Director Date

 Assistant Superintendent for Personnel Date

Return to : Personnel Department

