BRISTOL WARREN REGIONAL SCHOOL DISTRICT
Hugh Cole Elementary School Admin Suite
50 Asylum Road Warren, RI 02885
WWW. BWRSD.ORG (401) 253-4000

OVERTIME AND/OR WORK IN A HIGHER CLASSIFICATION PRE-APPROVAL FORM

For completion by Employee and approval by Administrator **PRIOR TO** time worked.

Staff Name: _____

Building: _____ Assignment: _____

OVERTIME REQUESTED: Hours:_____ Date(s)_____

Reason:

_____

_____

_____

HIGHER CLASSIFICATION: Hours:_____ Date(s)_____

Reason:

_____

_____

_____

Substitute Required? Yes ☐ No ☐

Requested by (Administrator): _____ Date: _____

Approved by Director of Finance:_____ Date: _____

Approved by Superintendent: _____ Date:_____

The Bristol Warren Regional School District does not discriminate on the basis of age, sex, race, religion, National origin, color, disability or sexual orientation in accordance with applicable laws and regulations.