



Policy 402.10-E Classified Personnel Overtime/Unscheduled Hours Approval Form

This form is to be used to document all overtime or time worked over scheduled hours for classified personnel. Overages may only be approved for reasons relating to building safety and security or for district-required meetings. The supervisor must approve overtime prior to the beginning of the overtime work, except in cases of extenuating circumstances. The supervisor will keep a copy of the completed form in their files and forward the original to Human Resources office.

Name of Employee: _____

Building/Department: _____

Dates of Overtime Worked: _____

Number of Hours: _____

Reason for overtime/unscheduled hours: _____

Overtime/time over schedule is: _____ Approved _____ Not Approved

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____