

## Overtime Procedures

- ALL overtime must be pre-approved.
  - To request approval complete the “Request for Overtime” form and submit it to the Superintendent.
  - Once approved you will receive a copy of the form and the original will be forwarded to payroll
  
- Employees that work unauthorized overtime will be disciplined as follows:
  - 1<sup>st</sup> Offense- counseled by their direct supervisor
  - 2<sup>nd</sup> Offense- counseled by Superintendent
  - 3<sup>rd</sup> Offense- sent home for 1 day without pay
  - Subsequent offenses may result in termination