

**HOOVER CITY SCHOOLS
REQUEST FOR OVERTIME/EXTENDED TIME**

Employee Name _____

Date for which overtime/extra time is requested _____

Approximate number of hours requested _____

Explain work that will be done during this time _____

I understand that I must have the written approval of my principal or supervisor before I perform work outside of my regularly scheduled work hours. If extra work does not extend my total hours actually worked beyond forty (40) hours, I will be paid my regular hourly rate or be granted comp time at a "one for one" basis. For time actually worked above forty (40) hours in a week (Sunday through Saturday), I will be paid 1 ½ times my regular hourly rate or be granted comp time at this time and a half rate.

I also understand that overtime or extra time should be requested because there is a need for such work for the benefit of the school system and that it is not appropriate for me to request overtime or extra time for my benefit or convenience.

"Exempt" positions are not entitled to overtime pay or compensatory release time. Exempt employees are those that meet one or more of the following criteria:

1. Executive, administrative and professional certified employees.
2. Non-certified employees (a) whose duties consist of the management of the enterprise in which they are employed; (b) who customarily direct the work of two or more employees; (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or change of status decision for other employees will be given particular weight; and (d) who customarily and regularly exercise discretionary powers.

Employee Signature

Employee Position

Date

Administrator/Supervisor Signature

Date

Approved

Not Approved