

TATE COUNTY SCHOOL DISTRICT
Overtime Pre-Approval Form

Any overtime must be approved by the superintendent in advance. Overtime will be approved only under the most extreme circumstances. Supervisors are to monitor their employees to insure that this policy is being followed. Failure to adhere to this overtime policy will result in 1) a documented verbal warning to employee, 2) a written reprimand, and then, 3) termination.

Employee requesting overtime: _____

Location where extra work will be performed: _____

Describe the circumstances the make the overtime request necessary:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

I hereby authorize the overtime for the above mentioned employee for the reasons stated.

Superintendent Signature _____ Date _____