



ANDERSON
UNION
HIGH
SCHOOL
DISTRICT

OVERTIME APPROVAL FORM

For the purpose of Classified Employees only, non-exempt employees should not work more than 40 hours in any work week without the prior approval of their immediate supervisor. The supervisor will keep the completed approval form in his/her file and then submit it with employee's monthly time card to the Payroll Department. Supervisors should ***NOT*** approve staff members to work overtime without it being deemed as necessary.

**Please refer to your CSEA Bargaining Agreement, Article 8; Section 8.5 through Section 8.5.7 regarding Hours of Employment and Overtime Compensation.*

Name of Employee: _____ Employee I.D. Number: _____

Department: _____

Estimate of overtime requested and date(s): _____

Tasks to be completed: _____

Reason tasks cannot be completed during regular working hours: _____

Requested method of compensation: _____ Paid Overtime _____ Compensatory Time Off

Employee's Signature / Date

Supervisor's Approval: _____ Approval _____ Not Approved

Supervisor's Signature / Date