ALEXANDER BOARD OF EDUCATION

OVERTIME/"COMP" TIME REQUEST FOR SUPPORT PERSONNEL

1. Hours worked in excess of 40 hours per week are calculated at "time and one-half" and must be approved in advance. This applies to paid overtime and "comp" time.

2. "Comp" time must be used by the end of the Fiscal Year in which the "comp" time is earned and approved.

3. Paid overtime applies to non-certified non-exempt employees only. However, the employee can choose either paid overtime or "comp" time but not both.

4. All overtime and "comp" time must be pre-approved. Therefore, the approved Overtime/"Comp" Time Request Form must be attached to the time sheet.

Employee Name: _____

Purpose of extra duty: _____

Date(s) extra duty earned: _____ _____

_____ _____

Extra duty hours and type of compensation:

Indicate # of hours requested: _____ Paid over time

_____ "Comp" time

Date(s) overtime/"comp" time used):
(mm/dd/yy)

_____ _____

_____ _____

_____

Employee Signature

_____

Date

_____

Supervisor Signature

_____

Date

Revised: 08/14/08