



SHONTO PREPARATORY SCHOOLS
P.O. Box 7900, East Hwy 160 and 98
Shonto, AZ 86054
Telephone (928) 672-3500



OVERTIME REQUEST and AUTHORIZATION FORM

Per Personnel Policies & Procedures Handbook, Section III. Pay Policies, D. Overtime/Compensatory Time, it states the following:

1. Non-exempt employees are eligible for Overtime, must be approved in advance by Supervisor, must be clear and specific. If overtime was completed without Supervisor acknowledgement, then Business Office will pay out the overtime hours; however, employee must inform Supervisor and/or Administrator. Employee is subject to disciplinary action if they disregard proper procedure of authorization.
2. Volunteer Work, extra-curricular activities, or other scholastic school activities is not eligible for overtime for time spent participating
3. Overtime rate is one and a half (1.5) hours for each "work" hour beyond 40 hours for Full-time staff in workweek Sunday-Saturday. Part-time staff may be eligible for overtime, please inquire with Human Resource before continuing.
4. Holiday and Leave hours are benefit hours and supplement the workweek, therefore is not eligible for calculation of overtime hours.

Employee

Name: _____ **Department:** _____

Position: _____ **Supervisor:** _____

Part 1: Proposed Overtime (Note to Employee: please complete Part 1 before starting any Overtime Work)

Date(s) of work:	Estimated Hours	Justification of Work to be Completed for Overtime Hours:

Form completed and acknowledged by Employee: _____ (Date: _____)

Reviewed and approved by Department Administrator: _____ (Date: _____)

Part 2: Actual Overtime

Date(s) of work:	Actual Hours	Verification of Work Completed for Overtime Hours:

Supervisor verified work completed and approve the actual hours? YES NO Supervisor Initial: _____

Part 3: Acknowledgement for Payout of Actual Overtime Hours:

Ronald Thompson, Superintendent _____ Date _____

Business Office:

1. Charge Overtime (OT) to the following Account Code(s): _____

2 Note/Comment: _____
