

# PRIOR APPROVAL REQUEST FORM ADDITIONAL PAY AND OVERTIME PAY

## RICHLAND COUNTY SCHOOL DISTRICT ONE

It is the employee's responsibility to obtain all necessary approvals prior to engaging in any additional work.

Please Check Appropriate Box:

Additional Pay

Overtime Pay

INITIATOR: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_ EMPLOYEE'S POSITION: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_ EMPLOYEE NAME: \_\_\_\_\_

DESCRIPTION OF SERVICES TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Pay:**

Additional pay is when a non-exempt or exempt employee works in excess of their regular scheduled hours outside their regular scope of work. Additional pay would be at a pre-approved rate and would have to be considered overtime if a non-exempt employee exceeds forty (40) hours in a defined work week. The additional duties must not be performed during the employee's regular scheduled work hours, must be outside their regular scope of work, and must be pre-approved by the employee's Supervisor and Executive Director.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Additional Pay Hourly Rate:** \_\_\_\_\_

FUND CODE: \_\_\_\_\_

**If Applicable:**

**Overtime Pay:**

Overtime pay is when a non-exempt employee has worked in excess of forty (40) hours in a work week as defined by Fair Labor Standards Act (FLSA). Employee must have actually worked forty (40) hours in a work week in order to be eligible for time and one half. Exempt employees are not eligible for overtime pay. Overtime is paid at the rate of one and one half (1 ½) times an employee's regular rate of pay. Overtime must be pre-approved by the employee's Supervisor and Executive Director.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Total Overtime Hours Requested:** \_\_\_\_\_

FUND CODE: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEADS, PRINCIPAL OR SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EXECUTIVE TEAM ADMINISTRATOR

\_\_\_\_\_  
DATE

Note: Forms are to be filed at the Supervisor's work location.