

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

OVERTIME REQUEST

Prior approval required

EMPLOYEE NAME _____ DATE _____

POSITION _____ BUILDING _____

DATE(S) OVERTIME IS NEEDED _____

REASON(S) OVERTIME IS NEEDED _____

SUPERVISOR APPROVAL _____ DATE _____

OAPSE CONTRACT DATED AUGUST 1, 2017 – JULY 31, 2020

Article 13 – Overtime

- 13.1 Hours worked in any week beyond forty (40) hours will be compensated at one and one half (1 ½) times the regular hourly rate of pay. If the employee elects to take compensatory time off in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by the administrator on a time and one-half basis at a time mutually convenient to the employee and the administrator within 180 days after the overtime is worked.
- 13.2 Overtime work must be authorized by the employee's supervisor and shall be offered first to the employees in the building where the work is to be performed, on a rotating basis. If no employee from that building chooses to work, then the work shall be offered to other employees in that classification who have signed up to do overtime work.