

Appomattox County Public Schools

Overtime Agreement

Appomattox County Public Schools does not permit non-exempt employees to work overtime without prior approval from their supervisor.

List all dates, purpose, and time that you have been asked to work overtime and then sign in the applicable space below.

_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)
_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)
_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)
_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)
_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)
_____	_____	_____
(indicate applicable dates)	(purpose)	(hours)

Your signature here indicates that you understand that you will receive **overtime pay** for hours worked in excess of 40 per week for dates listed above.

Employee Signature

Date

Supervisor's Signature

Date

This form should be submitted to payroll each pay period in which it applies. A copy should also be maintained for the employee's and supervisor's records.

Revised 10/12/05