

Overtime and Extra Hours of Work:

Overtime/Extra hour work will be paid according to the Fair Labor Standards Act. **ALL overtime/extra hour work must have the prior approval of the superintendent, principal or program director.** The hours worked must be documented on a timesheet which is generated the day of the overtime or extra hour work event.

Certificated staff will use Optional Day forms (See Optional Day definition) to report contract defined extra work and will report extra hours worked using timesheets for other prior approved extra hours.

Classified staff will use Monthly Time Sheet forms for extra work and/or leave. Sample Time Sheet included in this Section.

NOTE: Your signature on your timesheet indicates you have reviewed the information and attest that it is all correct and accurate as stated.