

**1.0 POLICY:**

It shall be the policy of this Board that no overtime shall be worked by any employee without the express consent of the supervisor before the overtime is worked. An employee may not obligate the District for any payment for overtime worked that was not approved in advance by the appropriate manager or supervisor.

Supervisors are made responsible for the amount of overtime used in their departments. Chief Officers are made responsible for overseeing the amount of overtime used. Use of excessive overtime or approval of its use may lead to disciplinary measures.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
11-Sep-95	A	Adopted
22-Sep-03	B	Reformatted
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised
07-May-13	E	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***