



AUTHORIZATION FOR OVERTIME

Per the NJOI Personnel Policies and Procedures, Section 8.17, Overtime should only be used in those circumstances that require **non-exempt** employees to be called upon to complete a project or assignment within the scope of their work/job duties and responsibilities that will require additional work week hours beyond the 40-hour work week.

1. Overtime shall not be allowed except upon prior approval of the principal or the employee's supervisor.
2. *Non-exempt* employees qualify to receive overtime pay equal to one and one-half times their regular rate of pay after 40 hours of actual work has been accomplished within their scheduled workweek.
3. Advance notification of these mandatory assignments will be provided.
4. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Employee Name: _____ **Date:** _____

Justification:

1. What is the purpose for the overtime work?

2. What type of work will be or was conducted?

Date(s) of Overtime in Week 1: _____ Hours of Overtime: _____ Pay Period: _____

Date(s) of Overtime in Week 2: _____ Hours of Overtime: _____ Pay Period: _____

Employee Signature: _____ **Date:** _____

Approved: Not Approved:

Supervisor Signature: _____ **Date:** _____

Business Office Use Only:

Overtime Hours Worked: _____ Pay Period: _____

Payroll Clerk Signature: _____ Date: _____