

M.D. of Opportunity No 17
PERSONNEL POLICY

TITLE: STAFF OVERTIME POLICY

EFFECTIVE DATE: SEPTEMBER 12, 1996

POLICY NUMBER: P. 2

Purpose of Policy:

This policy is intended to ensure a consistent method of dealing with overtime.

Policy Statement

All staff overtime is to be pre-authorized. This means that all employees are to obtain permission from their immediate supervisor prior to working any hours that are in addition to the standard operating hours. Hours that are worked without prior authorization will not be compensated for.

APPROVED: SEPTEMBER 12, 1996

AMENDED:

AMENDED

6/18/21 2:13 PM