



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

Overtime Pre-Authorization Form

This form should be completed and submitted to the Office of Human Resources.

Nonexempt employees should not work more than 40 hours in any work week without the prior approval of their supervisor or building administrator, and Superintendent. When overtime is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.

Employee's Name: _____ Date of Request: ____/____/____

Dates(s) to work requested overtime: ____/____/____ to ____/____/____

Amount of overtime requested: _____ hours

Task to be completed: _____

Reason tasks cannot be completed during regular working hours:

Authorization signatures are required before payment is considered.

___ Approved ___ Not Approved _____
Immediate Supervisor Date

___ Approved ___ Not Approved _____
HR Department Supervisor Date