

## OFF-CONTRACT WORK APPROVAL FORM (OCWA)

- Any off-contract work done during the summer will be compensated no greater than \$25 an hour. If you have a lower rate of pay on-contract you will be compensated at that rate.
- Work must be approved by Superintendent and Business Office BEFORE work will be performed or compensated. Business Office will not approve over seven hours per day. Site Administrators cannot approve work that is being compensated.
- You must be physically on-site for work to be compensated.
- Superintendent/ Business Office MUST APPROVE work before COMPENSATION.
- We do not award COMPENSATORY TIME only in the event of Emergency.

Name of Employee: \_\_\_\_\_

Description of Off- Contract Work : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason work is needed: \_\_\_\_\_

Signature of Site Supervisor: \_\_\_\_\_

Start Day of Work: \_\_\_\_\_ End Day of Work: \_\_\_\_\_

Hours per day: \_\_\_\_\_ (No more than 7 hours per day).

Estimated Total Amount of Compensation: \$ \_\_\_\_\_

Signature of Employee requesting compensated Off-Contract Work:

\_\_\_\_\_ Date: \_\_\_\_\_

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### Business Office Only:

Money available to compensate the above work: YES NO

Funding Source: \_\_\_\_\_

Business Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_