

Subject: Process for Verifying and Authorizing ICB Time

When employees who are permanently assigned to their school (working Monday thru Friday) are used to work ICB overtime normally on Saturday or Sunday, only the following two documents are required for authorization for the day(s) worked:

- A completed timesheet signed and dated by both the employee and their supervisor
- A copy of the Approved Hours Report –Revised from the ICB Web site at <http://172.17.1.67/mcps.asp>

This report must be printed prior to payroll, but must be the revised version clearly stated in the header of the first page “Revised”. Both documents must be attached to the timesheet in order to post time into the payroll system. An example of the correctly completed documents required in this case are attached as Case 1 (two samples are provided).

When an employee works at a school that is different from his/her base work location, a third document is required to verify the actual hours worked by the employee. The building service manager at the location worked must complete, sign and fax a MCPS 280-19, *Authorization for Employee Use of Overtime*, to the employee’s base work location. Although the MCPS form 280-19 indicates that the signature of the base school manager is required, in this case the manager at the location where the employee worked signs it. The documents required in this case to authorize the overtime include the employee’s timesheet, the Approved Hours Report- Revised from the ICB Web site, and the MCPS form 280-19 signed by the work location manager. An example of documents required in this case are attached as Case 2 (two samples are provided).

- A completed timesheet signed and dated by both the employee and their supervisor
- A copy of the Approved Hours Report –Revised from the ICB Web site at <http://172.17.1.67/mcps.asp>
- A MCPS form 280-19 filled out and signed by the work location manager

When an employee is permanently assigned to your school as an ICB Weekend Worker (working Friday 4 hours, Saturday working 8.5 hours (minus 30 minutes for lunch) and Sunday working 8.5 hours (minus 30 minutes for lunch) only the following two documents are required for authorization for the day(s) worked:

- A completed timesheet signed and dated by both the employee and their supervisor
- A copy of the Approved Hours Report –Revised from the ICB Web site at <http://172.17.1.67/mcps.asp>

This report must be printed prior to payroll, but must be the revised version clearly stated in the header of the first page “Revised”. Both documents must be attached to the timesheet in order to post time into the payroll system. An example of the correctly completed documents required in this case is attached as Case 3.

**Weekday Overtime Hours and Approved Weekend Staff Hours
10/22/11 - 11/05/11 - REVISED**

All overtime forms (280-19) must be submitted by fax to 240-777-2717 the next business day after use in order for the approved 280-19 to be posted in time for payroll.

| <i>School</i> | <i>Use Hours*</i> | <i>Approved Additional*</i> | <i>Total Approved*</i> | <i>Actual Hrs (hh:mm) Bldg Open +</i> | <i>Cafeteria Worker</i> | <i>Building Attendant</i> | <i>MST</i> | <i>Security Staff</i> | <i>Notes</i> |
|---|-------------------|-----------------------------|------------------------|---------------------------------------|-------------------------|---------------------------|------------|-----------------------|--------------|
| <i>Arcola Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 1.00 | 4.00 | 5:24 | | | | | |
| 10/30/2011 | 3.00 | 1.00 | 4.00 | 5:32 | | | | | |
| <i>Argyle Middle School</i> | | | | | | | | | |
| 10/22/2011 | 4.00 | 1.50 | 5.50 | 5:51 | | | | | |
| 10/23/2011 | 5.00 | 1.00 | 6.00 | 10:56 | | | | | |
| 10/29/2011 | 3.00 | 1.00 | 4.00 | 3:51 | School Plant 3.8 | | | | |
| 10/30/2011 | 7.00 | 1.00 | 8.00 | 10:07 | | | | 5.00 | |
| <i>Ashburton Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 2.00 | 5.00 | 6:23 | | | | | |
| 10/29/2011 | 3.00 | 2.00 | 5.00 | 5:48 | | | | | |
| <i>Banneker, Benjamin Middle School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 2.00 | 5.00 | 5:03 | | | | | |
| 10/30/2011 | 3.00 | 2.00 | 5.00 | 4:04 | | | | | |
| <i>Barnsley, Lucy Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 1.50 | 4.50 | 4:54 | | | | | |
| 10/23/2011 | 4.00 | 1.50 | 5.50 | 3:47 | | | | | |
| 10/29/2011 | 6.50 | 2.50 | 9.00 | 8:13 | | | | | |
| 10/30/2011 | 4.00 | 1.50 | 5.50 | 5:35 | | | | | |
| <i>Beall Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.50 | 5.50 | 12.00 | 8:36 | 5.50 | | | 6.50 | |
| 10/30/2011 | 6.50 | 5.50 | 12.00 | 9:25 | 5.50 | | | 6.50 | |
| <i>Bel Pre Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.00 | 2.00 | 8.00 | 8:49 | | | | | |
| 10/30/2011 | 6.00 | 2.00 | 8.00 | 9:18 | | | | | |
| <i>Bells Mill Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 9.00 | 5.00 | 14.00 | 14:42 | | | | 7.00 | |

**Weekends and holidays only*

+ Per Security Pad Times

Wednesday, November 09, 2011

↑ (WAS IN THE BUILDING FOR 3:51 (3 HOURS AND 51 MINUTES - CONVERTS TO MCAS TIME AS 3.8))
THIS IS UNDER 4 HOURS APPROVED.

| | | | | | |
|---|---------------|-------------|---------------------|--|--------|
| 11111 | School Plant | 80 | 10-22-11 to 11-5-11 | Normal Duty Hours | Sort # |
| Employee ID | Employee Name | Hrs. Sched. | Pay Period | From _____ To _____ (AM/PM) (AM/PM) | |
| Location: 02823 Argyle Middle School | | | | Exceptions to Mon.- Fri. Work Schedule | |
| Position: Building Service Worker Shift 1 | | | | Starting Day _____ Ending Day _____ | |

See Reverse Side for instructions to complete this form.

REGULAR HOURS WORKED - Write the hours worked in the day columns below.

| PAY CODE | WEEK ONE | | | | | | | WEEK TWO | | | | | | | BIWEEK TOTAL | COMMENTS |
|----------|----------|-------|-------|-------|-------|-------|-------|----------|-------|-------|------|------|------|------|--------------|----------|
| | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | | |
| REG | 10/22 | 10/23 | 10/24 | 10/25 | 10/26 | 10/27 | 10/28 | 10/29 | 10/30 | 10/31 | 11/1 | 11/2 | 11/3 | 11/4 | 80 | |
| | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | |

ABSENCE HOURS - Write the type of absence in the pay code column provided and hours of that absence in the day columns.

| PAY CODE | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | BIWEEK TOTAL | COMMENTS |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|----------|
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TOTAL HOURS - Write total of Regular hours and Absence hours.

| TOTALS | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | BIWEEK TOTAL | COMMENTS |
|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|----------|
| | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | 80 | |

OVERTIME HOURS - Write the type of overtime in the pay code column provided and hours of that overtime in the day columns.

| PAY CODE | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | BIWEEK TOTAL | COMMENTS |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|----------|
| OUP | 5.5 | | | | | | | | | | | | | | 5.5 | |
| | | | | | | | | | | | | | | | | |
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FRACTION OF HOUR
 Report fraction of an hour of time worked:

| MINUTES WORKED | REPORT TENTHS |
|----------------|---------------|
| 0 - 05 | .0 |
| 6 - 11 | .1 |
| 12 - 17 | .2 |
| 18 - 23 | .3 |
| 24 - 29 | .4 |
| 30 - 35 | .5 |
| 36 - 41 | .6 |
| 42 - 47 | .7 |
| 48 - 53 | .8 |
| 54 - 59 | .9 |

ABSENCE PAY CODES

| | |
|------|------------------------------|
| ADL | Administrative Leave |
| ANN | Annual Leave |
| BFI | Bereavement - Immediate |
| BFO | Bereavement - Other |
| CVL | Civil |
| *EMR | Emergency |
| HOL | Holiday |
| IIF | Illness in Family |
| MIL | Military |
| NPR | Reported Leave Without Pay |
| NPS | Sched. Leave Without Pay |
| PER | Personal Leave |
| PRO | Professional Leave |
| SCK | Sick Leave |
| UBL | Union Business Leave |
| UIP | Unusual or Imperative w/ Pay |
| WCP | Worker's Compensation |

OVERTIME PAY CODES

| | |
|-----|--------------------------------|
| CBP | Call-Back Pay |
| DEC | Delayed Opening/ Early Closing |
| EDW | Emergency Day Worked |
| HRR | Holiday at Regular Rate |
| OTR | Overtime |
| OUR | Outside Use at Regular Rate |
| OUP | Outside Use at Time and 1/2 |
| STB | Standby Hours |
| WOH | Hours worked on a holiday |

REGULAR HOURS PAY CODES

| | |
|-----|--|
| REG | Supporting Services and Professional Hours |
| LTS | Long-Term Substitute Teacher Hours |

SIGNATURES

This is to certify that I have worked the hours shown and that payment has not been received for any of the above hours.

School Plant 11/4/11
 Employee Mo. Da. Yr.

This is to certify that I have examined the above report and found it to be correct. It has been completed in accordance with policies and procedures.

BSM Argyle MS 11/4/11
 Supervisor Mo. Da. Yr.

**Weekday Overtime Hours and Approved Weekend Staff Hours
10/22/11 - 11/05/11 - REVISED**

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| <i>School</i> | <i>Use Hours*</i> | <i>Approved Additional*</i> | <i>Total Approved*</i> | <i>Actual Hrs (hh:mm) Bldg Open +</i> | <i>Cafeteria Worker</i> | <i>Building Attendant</i> | <i>MST</i> | <i>Security Staff</i> | <i>Notes</i> |
|---|-------------------|-----------------------------|------------------------|---------------------------------------|-------------------------|---------------------------|------------|-----------------------|--------------------|
| <i>Arcola Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 1.00 | 4.00 | 5:24 | | | | | |
| 10/30/2011 | 3.00 | 1.00 | 4.00 | 5:32 | | | | | |
| <i>Argyle Middle School</i> | | | | | | | | | |
| 10/22/2011 | 4.00 | 1.50 | 5.50 | 5:51 | | | | | School Plant (5.5) |
| 10/23/2011 | 5.00 | 1.00 | 6.00 | 10:56 | | | | | |
| 10/29/2011 | 3.00 | 1.00 | 4.00 | 3:51 | | | | | |
| 10/30/2011 | 7.00 | 1.00 | 8.00 | 10:07 | | | | 5.00 | |
| <i>Ashburton Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 2.00 | 5.00 | 6:23 | | | | | |
| 10/29/2011 | 3.00 | 2.00 | 5.00 | 5:48 | | | | | |
| <i>Banneker, Benjamin Middle School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 2.00 | 5.00 | 5:03 | | | | | |
| 10/30/2011 | 3.00 | 2.00 | 5.00 | 4:04 | | | | | |
| <i>Barnsley, Lucy Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 1.50 | 4.50 | 4:54 | | | | | |
| 10/23/2011 | 4.00 | 1.50 | 5.50 | 3:47 | | | | | |
| 10/29/2011 | 6.50 | 2.50 | 9.00 | 8:13 | | | | | |
| 10/30/2011 | 4.00 | 1.50 | 5.50 | 5:35 | | | | | |
| <i>Beall Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.50 | 5.50 | 12.00 | 8:36 | 5.50 | | | 6.50 | |
| 10/30/2011 | 6.50 | 5.50 | 12.00 | 9:25 | 5.50 | | | 6.50 | |
| <i>Bel Pre Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.00 | 2.00 | 8.00 | 8:49 | | | | | |
| 10/30/2011 | 6.00 | 2.00 | 8.00 | 9:18 | | | | | |
| <i>Bells Mill Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 9.00 | 5.00 | 14.00 | 14:42 | | | | 7.00 | |

*Weekends and holidays only

+ Per Security Pad Times

Wednesday, November 09, 2011

↑
(WAS IN BUILDING FOR 5 HOURS 51 MINUTES -
CAN ONLY CLAIM 5.5 HOURS)

StaffHrs

**Weekday Overtime Hours and Approved Weekend Staff Hours
10/22/11 - 11/05/11 - REVISED**

All overtime forms (280-19) must be submitted by fax to 240-777-2717 the next business day after use in order for the approved 280-19 to be posted in time for payroll.

| <i>School</i> | <i>Use Hours*</i> | <i>Approved Additional*</i> | <i>Total Approved*</i> | <i>Actual Hrs (hh:mm) Bldg Open +</i> | <i>Cafeteria Worker</i> | <i>Building Attendant</i> | <i>MST</i> | <i>Security Staff</i> | <i>Notes</i> |
|---|-------------------|-----------------------------|------------------------|---------------------------------------|-------------------------|---------------------------|------------|-----------------------|-----------------|
| <i>Arcola Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 1.00 | 4.00 | 5:24 | | | | | |
| 10/30/2011 | 3.00 | 1.00 | 4.00 | 5:32 | | | | | |
| <i>Argyle Middle School</i> | | | | | | | | | |
| 10/22/2011 | 4.00 | 1.50 | 5.50 | 5:51 | | | | | |
| 10/23/2011 | 5.00 | 1.00 | 6.00 | 10:56 | | | | | |
| 10/29/2011 | 3.00 | 1.00 | 4.00 | 3:51 | | | | | |
| 10/30/2011 | 7.00 | 1.00 | 8.00 | 10:07 | | | | 5.00 | |
| <i>Ashburton Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 2.00 | 5.00 | 6:23 | | | | | |
| 10/29/2011 | 3.00 | 2.00 | 5.00 | 5:48 | | | | | |
| <i>Banneker, Benjamin Middle School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 2.00 | 5.00 | 5:03 | | | | | |
| 10/30/2011 | 3.00 | 2.00 | 5.00 | 4:04 | | | | | |
| <i>Barnsley, Lucy Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 1.50 | 4.50 | 4:54 | | | | | |
| 10/23/2011 | 4.00 | 1.50 | 5.50 | 3:47 | | | | | |
| 10/29/2011 | 6.50 | 2.50 | 9.00 | 8:13 | | | | | |
| 10/30/2011 | 4.00 | 1.50 | 5.50 | 5:35 | | | | | |
| <i>Beall Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.50 | 5.50 | 12.00 | 8:36 | 5.50 | | | 6.50 | |
| 10/30/2011 | 6.50 | 5.50 | 12.00 | 9:25 | 5.50 | | | 6.50 | |
| <i>Bel Pre Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.00 | 2.00 | 8.00 | 8:49 | | | | | |
| 10/30/2011 | 6.00 | 2.00 | 8.00 | 9:18 | | | | | |
| <i>Bells Mill Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 9.00 | 5.00 | 14.00 | 14:42 | | | | 7.00 | School Plant 14 |

*Weekends and holidays only

+ Per Security Pad Times

Wednesday, November 09, 2011

↑
(OKAY IN THE BUILDING FOR AT LEAST 14 HOURS)

StaffHrs

INSTRUCTIONS: To request employee overtime, the employee's immediate supervisor should complete this form and submit for approval to the appropriate director, associate superintendent, chief operating officer, deputy superintendent, or the community superintendent, according to directions below. An approved copy should be provided to the employee **prior to use of overtime** (if possible) or as soon as possible following the day on which overtime was used. The timekeeper's approval copy should be attached to the employee's time sheet and filed with the payroll records.

EMPLOYEE INFORMATION

Employee Name SCHOOL PLANT Base Work Location BEALL ES
Employee ID # 1111
Job/Position Title BSW Location Worked BELLS MILL ES
(if different from base location)
Overtime Date(s) 10/22/11 to 10/22/11 Number of Overtime Hours Requested 14

SECTION 1: REASON FOR OVERTIME

Reason for Overtime (check as appropriate)

- Maintenance project Construction project Indoor air quality Equipment failure
 Emergency situation to protect school property Keep schools in operation To meet deadlines
(Submit to appropriate department/division director)
 OTHER: Additional reason(s) for overtime requires signature of deputy superintendent/chief operating officer/associate superintendent/community superintendent *(nonemergency/office administrative/clerical/technology staff/security)*

Reason for Overtime - *Please Describe*

CHURCH 7:00 AM - 9:42 PM

If authorization is after the fact, check the appropriate reason:

- Confirmation of prior verbal authorization
 Other (please explain) _____
BSM BELLS MILL ES 10/22/11
Signature, Principal/Base-School Building Service/Cafeteria Manager *Date*

SECTION 2: APPROVAL

DEPARTMENT/DIVISION DIRECTOR

- Maintenance Materials Management Food and Nutrition Services Transportation Plant Operations
Authorization:
 Approved Not Approved _____
Signature, Department/Division Director *Date*

APPROVAL - Submit to Office of School Performance for other school-based staff.

- Authorization:
 Approved Not Approved _____
Signature, Community Superintendent/Chief Information Officer *Date*

APPROVAL - Nonemergency/Office Administrative/Clerical/Technology Staff/Security

- Authorization:
 Approved Not Approved _____
*Signature, Deputy Superintendent/Chief Operating Officer/
Associate Superintendent/Community Superintendent* *Date*

**Weekday Overtime Hours and Approved Weekend Staff Hours
10/22/11 - 11/05/11 - REVISED**

All overtime forms (280-19) must be submitted by fax to 240-777-2717 the next business day after use in order for the approved 280-19 to be posted in time for payroll.

| <i>School</i> | <i>Use Hours*</i> | <i>Approved Additional*</i> | <i>Total Approved*</i> | <i>Actual Hrs (hh:mm) Bldg Open +</i> | <i>Cafeteria Worker</i> | <i>Building Attendant</i> | <i>MST</i> | <i>Security Staff</i> | <i>Notes</i> |
|---|-------------------|-----------------------------|------------------------|---------------------------------------|-------------------------|---------------------------|------------|-----------------------|-------------------|
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| 10/22/2011 | 3.00 | 2.00 | 5.00 | 6:23 | | | | | |
| 10/29/2011 | 3.00 | 2.00 | 5.00 | 5:48 | | | | | |
| <i>Banneker, Benjamin Middle School</i> | | | | | | | | | |
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| <i>Bells Mill Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 9.00 | 5.00 | 14.00 | 14:42 | | | | 7.00 | School Plant (14) |

↑
(OKAY - IN THE BUILDING FOR AT LEAST 14 HOURS)

*Weekends and holidays only

+ Per Security Pad Times

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

AUTHORIZATION FOR EMPLOYEE
USE OF OVERTIME

INSTRUCTIONS: To request employee overtime, the employee's immediate supervisor should complete this form and submit for approval to the appropriate director, associate superintendent, chief operating officer, deputy superintendent, or the community superintendent, according to directions below. An approved copy should be provided to the employee **prior to use of overtime** (if possible) or as soon as possible following the day on which overtime was used. The timekeeper's approval copy should be attached to the employee's time sheet and filed with the payroll records.

EMPLOYEE INFORMATION

Employee Name School Plant Base Work Location Beall ES
Employee ID # 11111
Job/Position Title BSW Location Worked Bells Mill ES
(if different from base location)
Overtime Date(s) 10/22/11 to 10/22/11 Number of Overtime Hours Requested 14

SECTION 1: REASON FOR OVERTIME

Reason for Overtime (check as appropriate)

- Maintenance project Construction project Indoor air quality Equipment failure
 Emergency situation to protect school property Keep schools in operation To meet deadlines
(Submit to appropriate department/division director)
 OTHER: Additional reason(s) for overtime requires signature of deputy superintendent/chief operating officer/associate superintendent/community superintendent (nonemergency/office administrative/clerical/technology staff/security)

Reason for Overtime - Please Describe

church 7:00 AM - 9:42 PM

If authorization is after the fact, check the appropriate reason:

- Confirmation of prior verbal authorization
 Other (please explain) BSM BELLS MILL ES 10/22/11
Signature, Principal/Base-School Building Service/Cafeteria Manager Date

SECTION 2: APPROVAL

DEPARTMENT/DIVISION DIRECTOR

- Maintenance Materials Management Food and Nutrition Services Transportation Plant Operations
Authorization:
 Approved Not Approved _____ / /
Signature, Department/Division Director Date

APPROVAL - Submit to Office of School Performance for other school-based staff.

- Authorization:
 Approved Not Approved _____ / /
Signature, Community Superintendent/Chief Information Officer Date

APPROVAL - Nonemergency/Office Administrative/Clerical/Technology Staff/Security

- Authorization:
 Approved Not Approved _____ / /
Signature, Deputy Superintendent/Chief Operating Officer/
Associate Superintendent/Community Superintendent Date

**Weekday Overtime Hours and Approved Weekend Staff Hours
10/22/11 - 11/05/11 - REVISED**

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|---|-------------------|-----------------------------|------------------------|---------------------------------------|-------------------------|---------------------------|------------|-----------------------|---|
| <i>Arcola Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 1.00 | 4.00 | 5:24 | | | | | |
| 10/30/2011 | 3.00 | 1.00 | 4.00 | 5:32 | | | | | |
| <i>Argyle Middle School</i> | | | | | | | | | |
| 10/22/2011 | 4.00 | 1.50 | 5.50 | 5:51 | | | | | |
| 10/23/2011 | 5.00 | 1.00 | 6.00 | 10:56 | | | | | |
| 10/29/2011 | 3.00 | 1.00 | 4.00 | 3:51 | | | | | |
| 10/30/2011 | 7.00 | 1.00 | 8.00 | 10:07 | | | | 5.00 | |
| <i>Ashburton Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 2.00 | 5.00 | 6:23 | | | | | |
| 10/29/2011 | 3.00 | 2.00 | 5.00 | 5:48 | | | | | |
| <i>Banneker, Benjamin Middle School</i> | | | | | | | | | |
| 10/23/2011 | 3.00 | 2.00 | 5.00 | 5:03 | | | | | |
| 10/30/2011 | 3.00 | 2.00 | 5.00 | 4:04 | | | | | |
| <i>Barnsley, Lucy Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 3.00 | 1.50 | 4.50 | 4:54 | | | | | |
| 10/23/2011 | 4.00 | 1.50 | 5.50 | 3:47 | | | | | |
| 10/29/2011 | 6.50 | 2.50 | 9.00 | 8:13 | | | | | |
| 10/30/2011 | 4.00 | 1.50 | 5.50 | 5:35 | | | | | |
| <i>Beall Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.50 | 5.50 | 12.00 | 8:36 | 5.50 | | | 6.50 | |
| 10/30/2011 | 6.50 | 5.50 | 12.00 | 9:25 | 5.50 | | | | School Plant (9.25 ^{6.50} 9.4) |
| <i>Bel Pre Elementary School</i> | | | | | | | | | |
| 10/23/2011 | 6.00 | 2.00 | 8.00 | 8:49 | | | | | |
| 10/30/2011 | 6.00 | 2.00 | 8.00 | 9:18 | | | | | |
| <i>Bells Mill Elementary School</i> | | | | | | | | | |
| 10/22/2011 | 9.00 | 5.00 | 14.00 | 14:42 | | | | 7.00 | |

(IN THE BUILDING FOR 9:25 (9 HOURS/25 MINUTES) OR NCPS TIME
9.4 HOURS MINUS 8.5 HOURS (1QB WW) = .9 HOURS AVAILABLE FOR
OVERTIME

*Weekends and holidays only
+ Per Security Pad Times
Wednesday, November 09, 2011