## ALPINE COUNTY OFFICE OF EDUCATION ~~ ALPINE COUNTY UNIFIED SCHOOL DISTRICT

## Extra Duty and Overtime Request and Approval

Site: (circle all that apply)  Brief Explanation of Need	DVES					
	DO	ELC TECH	BV TRANS	Date discussed with supervisor		
		Date(s) and Time(s)	Total Hours	Brief Explanation of Need	Date(s) and Time(s)	Total Hours
		Total			Total	
To be Completed by Su	pervisor	:				
EE Rate: □Hourly □Da	ily	Notes (Pay, Acc	ount, Funding	g Source, and/or Program D	Details)	
☐ General Hourly Rate						
,						
over Signature and Date				Supervisor Signature and	Data	
oloyee Signature and Date				Supervisor Signature and	Date	
ALPINE CO	UNTY O	FFICE OF EDUCA	ATION ~~ AL	PINE COUNTY UNIFIED S	CHOOL DISTRICT	
ALPINE CO  Name of Employee	UNTY O			PINE COUNTY UNIFIED S Lequest and Approval Job Title	CHOOL DISTRICT	
	DVES			equest and Approval	SCHOOL DISTRICT	
Name of Employee	DVES	Extra Duty and	d Overtime R	Job Title  Date discussed	Date(s) and Time(s)	
Name of Employee  Site: (circle all that apply)  Brief Explanation	DVES	Extra Duty and  ELC  TECH  Date(s) and	BV TRANS Total	Job Title  Date discussed with supervisor  Brief Explanation	Date(s) and	
Name of Employee  Site: (circle all that apply)  Brief Explanation	DVES	Extra Duty and  ELC  TECH  Date(s) and	BV TRANS Total	Job Title  Date discussed with supervisor  Brief Explanation	Date(s) and	
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Name of Employee  Site: (circle all that apply)  Brief Explanation of Need	DVES DO	ELC TECH Date(s) and Time(s)	BV TRANS Total	Job Title  Date discussed with supervisor  Brief Explanation	Date(s) and Time(s)	
Name of Employee  Site: (circle all that apply)  Brief Explanation	DVES DO	Extra Duty and  ELC TECH  Date(s) and Time(s)  Total	BV TRANS Total Hours	Job Title  Date discussed with supervisor  Brief Explanation	Date(s) and Time(s)  Total	
Name of Employee  Site: (circle all that apply)  Brief Explanation of Need  To be Completed by Su	DVES DO	Extra Duty and  ELC TECH  Date(s) and Time(s)  Total	BV TRANS Total Hours	Job Title  Date discussed with supervisor  Brief Explanation of Need	Date(s) and Time(s)  Total	Total Hours