Ashwaubenon School District

Temporary Employee/Extra Employee Hours

Request Form

Use this form to request a temporary employee (other than a substitute teacher and game workers) or any overtime needs. This form must be completed and approved by the Superintendent before the employee begins working or the overtime hours have been worked.

**Person Requesting Overtime/Comp-time or Additional Help:**

**Administrator Approval:**

**Temp Employee name (if known) (if overtime request, employee working OT):**

**Pay Rate (leave blank for OT request):**

**Superintendent Approval:**

**Describe the duties to be performed:**

**Expected results when complete:**

**Dates and hours to be worked:**