

NORTH PROVIDENCE PUBLIC SCHOOLS EMPLOYEE OVERTIME POLICY	Approved: 03/27/2024

This policy is intended to ensure fair and consistent practices regarding the use of overtime within the North Providence School District. Employees are encouraged to seek clarification from their supervisor or the Office of Human Resources if they have questions about this policy.

In an effort to control operational expenses, all overtime requires written pre-approval by the Superintendent of Schools either directly or through a designee.

Any employee who engages in unauthorized overtime may be appropriately disciplined which may include termination of employment relationship. Such non-compliance may also necessitate the involvement of law enforcement.

Please refer to the [Employee Overtime Protocol](#) which supports this policy.