


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

711 – Unauthorized Work

711.1 Non-exempt employees are strictly prohibited from working unauthorized, or “off-the-clock”, hours. Without exception, additional hours of work for non-exempt employees require prior approval by the employees’ supervisor.

711.2 Non-exempt employees are required to accurately record pre-approved hours of work over and above their regular, scheduled work hours on an

Overtime Request and Authorization form, available from their supervisor/work area or the Accounting Department.