



Administrative Emergency Pay Request

DESCRIPTION OF REQUEST: OFF HOURS RESPONSE TO DISTRICT EMERGENCY

The negotiated agreement between the Washoe County School District and the Washoe Professional Technical Association (Article 15:6), states, "If an employee's scope of job responsibilities requires them to respond to extraordinary emergency situations (i.e., acts of nature, severe building malfunctions, security emergencies, excessive vandalism, long term use of facilities by outside public entities for emergency response) and these situations require the employee to work extra days above and beyond his/her contract days the employee shall be eligible to take flex time, or he/she will be compensated at his/her daily rate of pay upon written acknowledgement of the employee's immediate supervisor. It will be the responsibility of the employee to keep records of those days and provide the days with appropriate documentation (written explanation of situation and account of need to be there) to his/her immediate supervisor in order to be eligible for flex time or compensation. The additional compensation would be made no later than the next pay period." I am requesting compensation for the below listed dates for the below listed emergency response and reasons:

Name: Employee ID E000:

School/Department:

DAY	DATE	TIME WORKED	DAILY HOURS

Emergency Situation/Comments (including reason why flex time is not a viable option) :

Employee Signature Date

Supervisor Name (Please Print) Date

Leadership Team Member Signature Date

Supervisor Signature Date

HR Section/Internal Use Only

Is Employee Eligible? Yes No

Total Days (Hour Code 503) _____ x Daily Rate = \$ _____ Total = _____

HR Approval _____ Date _____