

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 08
Series 2019 – 2020

July 10, 2019

Chief Human Resources and Professional Development Officer
Overtime Procedures for Non-exempt Employees
(With Attachments)

TO: Directors, Principals and Supervisors

FROM: David K. Larner
Chief Human Resources and Professional Development Officer

The Howard County Public School System respects employee rights and is committed to providing uniform and equitable treatment with regard to overtime work for non-exempt employees. The procedures included in this circular are designed to ensure schools and offices are in compliance with applicable laws and regulations regarding overtime work, and eligible employees are provided opportunities to work overtime hours.

It is important to note that completion of the “Authorization for Non-exempt Employee Use of Overtime” form is mandatory, and authorized supervisors must approve all overtime in advance. Directors, Principals and Supervisors should pay particular attention to the procedure limiting the amount of overtime pay that can be earned by an individual employee.

Thank you for your attention to the attached procedures. If you have any questions regarding the information in this circular, please contact the Office of the Chief Human Resources and Professional Development Officer at 410-313-6698.

