

# College Place Public Schools

## Classified Employee Volunteer Sheet

College Place Public Schools has a directive to classified employees to only work the hours and duties assigned to their position. This directive is in place to protect the district and its employees. An employee may volunteer time to the district for duties that are outside of the scope of the employee's job description.

I, \_\_\_\_\_ (Classified Employee's name) would like to  
volunteer \_\_\_\_\_ (date) for \_\_\_\_\_ (approximant) hours,  
\_\_\_\_\_ (Activity).

I understand that this time is on a volunteer basis and I will not be compensated for it.

These duties are outside of my job description and I am not required to attend this activity.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**College Place Public Schools Classified Handbook:**

**Overtime can only be initiated by the employer. At no time may an employee work overtime without prior written approval from a supervisor. All overtime and its compensation will be paid in accordance with the Fair Labor Standards Act.**