



Sequim School District No. 323

“Engage Empower Thrive”

503 North Sequim Avenue, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303

www.sequimschools.org

PRE-AUTHORIZATION FOR ADDITIONAL WORK HOURS

(Sequim School District Classified Employees)

Purpose of additional hours _____

Authorized additional work hours _____ Intended Employee _____

Anticipated duration and time additional work will be performed _____

Supervisor's Signature _____

Account Code _____

Employee's Signature _____ Date _____

_____ I prefer comp time for additional hours. _____ I prefer extra pay for working additional hours.

(A record of additional hours worked to date needs to be turned into payroll by the 1st of the month.)

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Coordinator: Victoria Balint, vbalint@sequimschools.org 503 N Sequim Ave., Sequim, WA 98382, 360-582-3260, and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, mduchow@sequimschools.org

El Distrito Escolar de Sequim no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, origen nacional, edad, estado de veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un guía para perros o animales de servicio y proporciona el mismo acceso a los Boy Scouts y otros grupos de jóvenes designados. Los siguientes empleados han sido designados para manejar preguntas y quejas de supuesta discriminación: Título IX, y Coordinador de Cumplimiento de los Derechos Civiles: Victoria Balint, vbalint@sequimschools.org 503 N Sequim Ave., Sequim, WA 98382, 360-582-3260, y para el Coordinador de la Sección 504/ADA, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, mduchow@sequimschools.org