

***NORTHWESTERN WATER AND SEWER DISTRICT  
AUTHORIZATION FOR EMERGENCY OVERTIME  
PAY/COMPENSATORY TIME***

Employee Name \_\_\_\_\_

Date of OT \_\_\_\_\_ Time \_\_\_\_\_

Hours of Overtime \_\_\_\_\_

Reason for overtime: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Full Detail of Work Performed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date