



TO: _____

FROM: Human Resources Department

SUBJECT: Overtime Policy

This memo is intended to clarify Editech's overtime policy.

When working for more than one Editech client (including work performed in Editech's offices), Editech temporary employees must obtain the approval of an Editech staff member prior to working more than 40 hours in a single week. Employees should monitor their hours, taking into account time worked for all clients, and contact the Editech office as soon as they anticipate that they will work more than 40 hours in that week.

We do not want to inconvenience our clients but rather to provide the best service possible to them. For this reason, it is essential that employees contact us as soon as they anticipate working more than 40 hours in a week.

Please read and complete the following section, and if you have any questions about this policy, feel free to contact Editech's offices at (703) 925-9100.

I agree to contact the Editech office as soon as I anticipate working in excess of 40 hours in one work week when working on multiple assignments (including work performed in Editech's offices). I understand that overtime must be pre-approved by an Editech staff member.

Name

Signature

Date