



AUTHORIZATION FOR EXTRA HOURS (OVERTIME)

FACILITIES DEVELOPMENT AND OPERATIONS

Facilities Development and Operations, One Washington Square, San Jose , CA 95192-0010

Instructions: please see back page

Employee Name						EMPL #		Trade		Position	Job Code	Dept. ID	Fund		
Work Order/ Job Description	Estimate			Actual					Pay	CTO	Allocation Hours (Pay)	Hour Extension (Time & one-half)			
	Date	Time of Day		Date	Call Back	Time of Day		Hours							
		From	To			From	To								
Total:															
<p style="text-align: center;">Meal: Yes _____ No _____ Meal Allowance: _____</p> <p style="text-align: center;">Round trip mileage reimbursement (Call Back Only): _____</p> <p style="text-align: center;">Vehicle Plate #: _____</p> <p style="text-align: center;">CDL: _____</p>				<p style="text-align: right;">(restaurant itemized receipt required - taxable and requires travel form)</p> <p style="text-align: right;">Home Address: _____</p>											
Director's Signature Authorization for Overtime				Date		Employee's Signature				Date		Supervisor's Signature		Date	



Instructions:

- 1) Please print using blue or black ink.
- 2) For Estimate Overtime:
 - a) Have the form prepared completely and signed by the appropriate Department Director prior to working the overtime (except in emergency situations and call-backs). Department Directors and their designees shall make the determination of what constitutes an emergency.
 - b) Deliver the approved original form to the department Time Keeper weekly, by Thursday of each week.
 - c) Supervisor should make copy of pre-approved overtime authorization in order to update actual hours weekly with employee.
- 3) For Actual Overtime worked:
 - a) Every week, update actual hours on a copy of the approved Estimated Overtime form under column "Actual".
 - b) Have the actual OT form signed by the employee and approved by the appropriate Supervisor.
 - c) Send the form to the department Time Keeper weekly (by Thursday of each week).
 - d) In the event there is a significant discrepancy between actual and estimated hours, authorization will be resubmitted to the Department Director for approval.
- 4) For Emergency or Call Back hours:
 - a) Employee to complete OT form.
 - b) Form must be signed by the employee and approved by the appropriate Department Supervisor and Director.
 - c) Send the approved form to the department Time Keeper no later than the day after the overtime was worked.
- 5) The approved Overtime form will be processed by the Time Keeper for inclusion of all approved overtime wages.