




San José State
UNIVERSITY

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November 25, 2008

TO: FD&O Staff Members
FROM: Tony Valenzuela, AVP 
SUBJECT: Request for Extra Hours-OT

As a reminder, all requests for extra hours work must be signed by the requestor and approved in advance by your Department Director using the "Request Extra Hours" form. Exceptions are limited to emergencies and call-back work and then approval must be obtained from the Department Director promptly and preferably before the start of the next shift. Department Directors shall make the determination of what constitutes an emergency. Finally, all scheduled overtime must be submitted to FD&O's timekeeper (Sheila Turner) on a weekly basis to ensure the University's Payroll Department processes the extra hours.

The following is a Summary of our current overtime pay practice:

Type of Overtime	Pay Only	Choice Pay or CTO
Emergency Call Back Auxiliary/Contractor/Non General Fund Buildings (<i>Allocation work</i>)	X	
		X
Scheduled Maintenance Work (<i>Non-Allocation</i>)	X	
Central Plant (<i>scheduled shift to meet operational requirements</i>)		X
Asbestos / Lead Work	X	
MLK Library (all work)	X	
Holiday Work	X	

If you have additional questions, please see your Department Director.

Attachments: "Request for Extra Hours" form