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Classified Authorization to Work Overtime -or- Extra Hours

Instructions for use:

Before performing work:

1. All overtime and extra hours must be authorized **in advance** by your supervisor, manager/director/administrator, and assistant superintendent/superintendent. Complete top half of form (Steps 1-4) **before performing work**.
2. Use one separate form for **each month for each department** in which you work. If you have multiple positions, use a separate form for **each job title** as well.
3. Write your name, job title of the position in which you are performing additional hours, last 4 digits of your Social Security Number, the month and year, and department in the designated spaces at the top of the form. Indicate your total regular hours per week for ALL SBCEO positions. Indicate if you are requesting to work overtime or extra hours, the total number of these additional hours of work you are requesting, dates and reason for the additional work, and the requested method of payment (see right side of form).
4. Sign and turn in to your supervisor for signature **prior to performing the work**. Your supervisor will route the form for appropriate approvals and return the form to you.

After the work is completed:

5. Fill in the white section of the form. For **each day** you work overtime or extra hours, print the day of the week (M,T,W,Th, F, Sa, Su), day of month, the description of the work, the number of regularly scheduled hours you worked that day, and the number of additional hours worked.
6. **Do not write anything in the shaded area designated for department or Fiscal use. Only write in the designated white section. If you need more rows, complete a second form.**
7. At the end of the month, add the number of overtime or extra hours worked; enter the total in the "Total additional hours worked" box, sign and date. Keep a copy for your records and return original to your supervisor for signature verification.
8. In order to be paid on the last working day of the **following month, it is your responsibility to turn in your completed form to your department by the 5th of the following month. (Do not submit to Fiscal Services/ Payroll.)** For example, for additional hours in September, turn in your completed *Classified Authorization to Work Overtime or Extra Hours* forms to your department by Oct. 5 to be paid at the end of October. *If the deadline is missed, you will need to wait an additional month for your pay.*