

# ADMINISTRATIVE PROCEDURES



Procedure Number: 3-21

Effective Date: 11/27/2001

Revision Date: 06/15/2003

*C. D. Daulton*  
County Administrator

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SUBJECT: **COMPENSATORY TIME**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## I. PURPOSE

This administrative procedure establishes guidelines for the timely usage of accumulated compensatory time by eligible County employees. Those employees not eligible for overtime, and therefore ineligible to accumulate compensatory time are listed in Personnel Policy 7-102.C.2.

## II. PROCEDURE

- A. In accordance with Personnel Policies, employees eligible for overtime shall be compensated for overtime hours worked either by payment at one and one-half (1 ½) times the employee's current hourly rate or by compensatory time at a rate of one and one-half hour (1 ½) off for each hour of overtime worked and not paid.
- B. An employee eligible for overtime who has one hundred twenty (120) hours of accrued compensatory time shall be paid for any future authorized overtime worked.
- C. Employees are required to use accumulated compensatory time before requesting annual leave. Compensatory time balances shall be used and reduced to zero by the end of each fiscal year.
- D. If it is not possible to reduce an employee's accumulated compensatory time to zero by the end of the fiscal year, the Appointing Authority must request permission from the County Administrator to retain a positive balance. This request shall be made in writing thirty (30) days prior to the end of the fiscal year and shall include a schedule showing when each employee will use his/her accrued compensatory time.
- E. In no instance shall compensatory time be deleted without use, unless the Board of Supervisors authorizes the department to make payment for compensatory time or the employee terminates employment with Pima County. (See Personnel Policy 7-102.C.4). Requests to pay out accrued compensatory time must be directed to the County Administrator and made in writing thirty (30) days prior to the end of the fiscal year.

- F. To ensure fiscal control and responsibility, the Human Resources Department will monitor compensatory time hours on a monthly basis. Human Resources will periodically provide updates to departments that have compensatory time on the books.

### III. **RESPONSIBILITIES**

- A. Employees are responsible for requesting use of compensatory time in a timely manner as established by the Appointing Authority. The approval of the Appointing Authority or designee is required.
- B. Appointing Authorities shall be responsible for establishing schedules for the reduction of accumulated compensatory time in accordance with administrative procedure.
- C. Appointing Authorities shall request written permission from the County Administrator to make payment for accrued compensatory time or to carry positive balances of accumulated compensatory time beyond the end of the fiscal year. Requests shall be made no later than thirty (30) days prior to the end of the fiscal year.
- D. Departmental payroll representatives shall verify that Time Attendance Forms reflect the use of accumulated compensatory time before usage of annual leave.
- E. If the use of accumulated compensatory time causes an employee to accrue more than two hundred forty (240) hours of annual leave by his/her anniversary date, the employee may request to retain or transfer excess annual leave in accordance with Personnel Policies 7-105.C., or 7-105.H.