ADMINISTRATIVE PROCEDURES

Procedure Number: 3-21

Effective Date: 11/27/2001
Revision Date: 09/06/2016

County Administrator

SUBJECT: **COMPENSATORY TIME**

DEPARTMENT RESPONSIBLE: **All County Departments**

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 8-102.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 (1½) times the employee's current hourly rate or by compensatory time at a rate of one and one-half (1½) HOURS 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. Compensatory time balances shall be used and reduced to FORTY (40) hours OR LESS by the employees' anniversary date each year.

D. 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, any amount of accrued annual leave in excess of two hundred forty (240) will automatically be transferred to sick leave in accordance with Personnel Policy 8-105.H.

E. In no instance shall compensatory time be deleted without use, unless the employee terminates employment with Pima County. (See Personnel Policy 8-102.C.4).

F. An employee who transfers from one county department to another shall retain any accumulated compensatory time. However, an employee who changes from a non-exempt (eligible for overtime) classification to an exempt (not eligible for overtime) classification shall be paid for any accumulated compensatory time at the current hourly rate in effect at the time she/he vacates the non-exempt position.

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. To ensure fiscal control and responsibility, the Human Resources Department will monitor compensatory time hours and will periodically provide updates to departments with employees who have accumulated compensatory time.