



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Overtime

Policy Number:

Effective:	December 16, 2018
Supersedes:	<i>Human Resources Policy Manual, Attendance and Holidays Policy, Compensation for Hours Worked in Addition to the Regular Work Schedule Section, Feb 1, 2017; p19-22.</i>
Last Reviewed/Updated:	
Scope/Coverage:	All non-exempt full-time regular status employees. Exempt full-time regular status employees do not earn overtime.
Policy Contact:	Human Resources

- A. Employees shall work **overtime** only when authorized by the Appointing Authority or designee.
- B. An employee approved to work overtime shall be compensated for overtime hours worked by either one of the following methods, at the discretion of the Appointing Authority:
 - 1. By payment at one and one-half (1½) times the employee's current hourly rate;
 - 2. By **compensatory time** at a rate of one and one half (1½) hours off for each hour of overtime worked and not paid.
 - a. Compensatory time shall not accumulate in excess of forty (40) hours.
 - b. An employee eligible for overtime who has forty (40) hours of accrued compensatory time is to be paid for ~~future~~ authorized overtime worked.
 - c. Accrued compensatory time shall be used in the same manner as **personal leave**.
 - d. All accrued compensatory time will be paid when an employee changes positions, has a balance at the end of a fiscal year, or separates from employment.
- C. Overtime shall be allocated as evenly as possible among all employees qualified to do the work. While preference may be given to those employees who wish to volunteer for the work, all employees are required to work overtime when requested to do so.
- D. An employee who works any hours in addition to their scheduled hours without prior approval may be subject to disciplinary action up to and including dismissal.
- E. Appointing authorities are responsible for managing overtime and compensatory time payments within their department's adopted budget.