

RULE 24 – Overtime Pay and Compensatory Leave

- 24.1 Approval of Overtime Work. All work in excess of 40 hours per week or in excess of an established work period must be approved by the Appointing Authority.
- 24.2 Non-Exempt Employees.
- A. An employee in a non-exempt position who works in excess of 40 hours per week or in excess of an established work period shall be compensated by either:
 - 1. Additional pay at the rate of one and one-half times the employee's regular rate for each excess hour worked, or;
 - 2. Compensatory leave at the rate of one and one-half hours for each excess hour worked.
 - B. The Appointing Authority shall determine if the excess hours are to be compensated by overtime pay or compensatory leave, unless the employee's compensatory leave balance has reached the maximum allowed in Subsection 24.3 below, in which case the employee must be compensated by overtime pay.
- 24.3 Maximum Accumulation. The maximum number of hours of accumulated compensatory leave is:
- A. 160 hours for employees who work in a public safety activity, or 80 hours for employees who work in any other activity
 - B. Compensatory time that has remained unused for a period exceeding six months shall be paid to the employee.
- 24.4 Payment Upon Termination of Service. An employee who has unused compensatory leave at the time of termination from county service shall receive compensation for each hour of such compensatory leave at the higher rate of:
- A. The average rate received by the employee during the last three years of the employee's employment, or;
 - B. The final rate received by the employee.
- 24.5 Scheduling Compensatory Time.
- A. Employee requests for compensatory time will be scheduled within a reasonable period of time so long as they do not unduly disrupt the operations of the department in which the employee works.
 - B. An employee who has accrued compensatory time will be required to charge all scheduled paid time off (with the exception of sick time) against their compensatory time balance.
 - C. An Appointing Authority may require employees to take time off to reduce compensatory time balances.

24.6 Transfer.

- A. An employee who is transferred to another department within Gila County shall transfer all accumulated and unused compensatory leave to the employee's compensatory leave account in the new department.
- B. An employee who is transferred to another funding source within Gila County shall be paid all accumulated and unused compensatory leave to the employee's compensatory leave account in the new department.
- C. An employee who changes from non-exempt to exempt status shall be paid the balance of compensatory time upon transfer.