



## Tucson City Court Administrative Directive

SUBJECT  <b>OVERTIME POLICY</b>	NUMBER 210-14	PAGE 1 of 2
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### I. PURPOSE

To establish a consistent policy in the court regarding requests for, approval of, and compensation for overtime performed by non-exempt employees.

### II. POLICY

A Court Services Supervisor, Court Section Manager, Assistant Court Administrator or the Court Administrator will pre-approve overtime. Exceptions can be made for court sessions or proceedings that extend past normal business hours; under these circumstances, no prior approval for overtime is required. Non-exempt employees will be compensated for overtime by accumulation of compensatory time. Compensatory time has a maximum accrual of 80 hours. Non-exempt employees who have reached the maximum of 80 hours of compensatory time will be compensated in accordance with applicable City Administrative Directives.

### III. IMPLEMENTING INSTRUCTIONS

**Court Section Managers** – Will responsibly manage overtime within their departments and establish internal policies and procedures necessary to ensure:

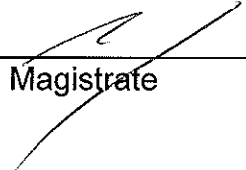
- A. All overtime shall be pre-approved prior to being worked, with exception for court sessions or proceedings that extend past normal business hours.
- B. Compensatory time is tracked and managed.
- C. Cash payments for overtime will be authorized for those employees in accordance with applicable City Administrative Directives.
- D. Managers or Supervisors will endeavor to distribute the opportunity for overtime equitably and fairly amongst employees requesting overtime and possessing the knowledge, skills and abilities to complete the duties assigned accurately and timely.



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**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision and/or deletion every two years or as needed.

  
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Presiding Magistrate

*April 10, 2012*  
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Date