Requests and authorization for overtime work are the responsibility of the supervisor in charge. Any authorized request should be recorded and proper credit given to the employee in overtime pay or compensatory time off in accordance with our payroll practices and Federal Wage and Hour regulations.

**Adopted:** September 17, 1985  
**Reviewed:** September 9, 2008 (numeric to letter format only)  
**Revised:** May 22, 2012

**LEGAL REF:** A.R.S. 15-502  

**CROSS REF:**