



**ARIZONA**  
DEPARTMENT  
*of* CHILD SAFETY

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David Lujan, Cabinet Executive Officer/Executive Deputy Director  
Katie Hobbs, Governor

To: All DCS Staff

From: David Lujan, Cabinet Executive Officer/Executive Deputy Director

Re: Use of Overtime over 10 Hours

Date: June 25, 2024

This administrative directive addresses the usage of overtime by amending DCS 04-32 Overtime Pay Policy on a temporary basis.

Effective Immediately: All overtime that is less than 10 hours in a pay period requires supervisor approval; if a non-exempt employee is supervised by a Program Manager (PM), then PM approval is required.

10 to 20 hours of overtime in a pay period requires the approval of a Deputy Director, the General Counsel, or the Executive Consultant to the Director.

Over 20 hours of overtime in a pay period requires the approval of the Director (CEO/EDD) and will only be granted for extraordinary circumstances.

Approval should be given ahead of time, unless an emergency requires otherwise. This administrative directive is effective immediately and replaces any prior directives or policy on the matter. Unless renewed or rescinded sooner, this administrative directive will expire on December 31, 2024.

Sincerely,

David Lujan  
Cabinet Executive Officer  
Executive Deputy Director