



ADMINISTRATIVE DIRECTIVE

REPORTING AND SHOW UP PAY	NUMBER 2.01-1F	PAGE 1 of 3
	EFFECTIVE DATE September 17, 2014	

I. **PURPOSE**

This directive sets forth the pay provisions for employees who are excused from work because of lack of work, inclement weather, or other unusual circumstances.

II. **POLICY**

This policy provides for reporting or show-up pay; and allows employees that have been excused from work to be compensated by using their paid leave, to work extra hours at a straight time rate for hours not worked, or to use Leave Without Pay for hours not worked. This policy also provides for compensation of employees for hours not worked due to emergency release.

III. **DEFINITIONS**

- A. **Emergency** – Any natural disaster or man-made calamity, including but not limited to flood, conflagration, windstorm, tornado, earthquake or explosion within the corporate limits of the city that requires extraordinary measures to protect the public health, safety and welfare.
- B. **Inclement Weather** - The condition wherein the appointing authority or authorized representative determines that the environmental conditions do not permit normal duties to be performed in a safe, practical manner.
- C. **Lack of Work** - The condition wherein the appointing authority or authorized representative determines that the amount of work to be performed does not require the services of an employee or employees on a particular day due to unavailability of essential equipment or other unforeseen event or condition preventing productive work on that day.
- D. **Reporting or Show-up Pay** - A minimum of two hours straight time paid to non-exempt employees officially excused due to lack of work, inclement weather, or other unusual circumstances, unless otherwise provided in an applicable labor agreement.
- E. **Reporting To Work** - The act of appearing at an assigned work site on a regularly scheduled workday, ready and able to perform normal assigned duties.

IV. **NON-EXEMPT EMPLOYEES (Overtime Eligible)**

- A. Full-time employees eligible for overtime who report to work at a regularly assigned time, but who are officially excused due to lack of work, inclement weather, or other unusual circumstances:
 - 1. Shall receive reporting or show-up pay as follows: unless otherwise provided in an applicable labor agreement, the employee shall be credited with two (2)



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hours pay at the employee's normal rate, if excused before completing at least two hours work; or

2. Shall be compensated for actual time worked, if the employee is excused after completing two (2) or more hours of work.
3. The absence of an employee who reported to work as scheduled, but was later excused, shall be considered a "scheduled" absence for purposes of department attendance procedures.

B. Once employees have been officially excused from work as described above, departments have the option to allow employees to work extra hours at a straight time rate **during the same workweek** to make up the lost time. Otherwise, employees may elect to use available Compensatory Time, Vacation Leave or take Leave Without Pay for the hours not worked. Sick Leave may not be used to cover lost time.

V. EXEMPT EMPLOYEES (Overtime Exempt)

A. Exempt employees are not eligible for reporting or show-up pay. The Fair Labor Standards Act provides that exempt employees must be paid their full salary should they be officially excused from work for a period of less than a workday due to lack of work, inclement weather, or other unusual circumstances. Therefore, all city departments shall ensure that exempt employees have backup work assigned should their primary work be completed or postponed due to inclement weather or other unusual circumstances spanning less than a workweek.

B. Departments may require exempt employees to use accrued vacation leave if excused from work.

C. As a general rule, an exempt employee need not be paid for any day in the employee's regular workweek in which the exempt employee performs no work at all.

VI. EMERGENCY RELEASE

A. Employees, both exempt and non-exempt, may be excused from work due to an emergency, if declared by the City Manager or Mayor. In the event of this emergency release, each Department Director may identify emergency personnel who will not be excused from work or given emergency release.

B. Once employees, both exempt and non-exempt, have been officially excused from work due to an emergency as declared by the City Manager or the Mayor, they will be compensated for time not worked and shall not be required to use paid leave or take Leave without Pay. This is not applicable to employees who did not work the day of the emergency release, or in the event that the emergency release is declared in advance of a given work day, to employees who were scheduled not to work on that



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day (for example, an employee with scheduled vacation leave, or on continuous leave, or whose work schedule does not include the day when emergency release is declared).

Appendices Attached to AD 2.01-1

References Tucson City Code Chapter 10
 Labor Agreements
 Fair Labor Standards Act

Review Responsibility and Frequency The Director of Human Resources will review this directive as needed.

Authorized



City Manager

9-17-14
Date

Last Review Date: January 29, 2016. No changes.