

CITY OF YREKA
PERSONNEL POLICY AND PROCEDURES

**OVERTIME/OUT OF CLASS/
STANDBY PAY POLICIES FOR
MISCELLANEOUS CITY EMPLOYEES**

I. Call out/overtime pay:

Policy:

- a. Call out will be compensated at the rate of 1 ½ times regular pay for all hours including the two-hour minimum. Compensation shall be either payment or compensatory time at the option of the employee.
- b. Overtime as an extension of the regular work day will be at the rate of 1 ½ times the regular rate of pay for each hour worked (no minimum.)
- c. An employee who is off for vacation or sick leave during the regular work day will be credited as if it were a regular worked eight-hour day. For the purpose of computing overtime payment, this means that even when an employee is off, the overtime pay will be the same as if he or she was on the job for a full eight hours.

II. Out of Class Pay:

Policy:

When an employee is assigned to work out-of-class and does work out-of-class for four (4) continuous hours, the employee shall receive out-of-class pay. Said out-of-class pay will be paid at 5% above the current regular salary or at step A of the higher pay range, whichever is greater. The operation of specialized equipment identified in the Maintenance Worker II and III positions is not eligible for out-of-class pay.

III. Stand by Pay:

Policy:

Standby pay will be paid at the rate of \$50 per full 24 hour standby period and \$25.00 for less than a 24-hour standby period. To qualify for standby pay, an employee must be specifically assigned to standby duty on his or her regular day off.

(This policy shall not apply to Peace Officers.)