

CITY OF YREKA  
PERSONNEL POLICY AND PROCEDURE

**OVERTIME AND OCCASIONAL CHANGES IN WORK HOURS**

**Purpose:**

To establish procedure and decision making authority for scheduled and unscheduled overtime and occasional modifications to work schedules, depending on the needs of the City.

**Policy:**

◆ **Emergency Overtime:**

Employees are required to respond to emergency call outs when contacted by their supervisor, department head, or any authorized member of the Police Department. Excuse from this requirement will only be granted for a valid reason, determined by the department head.

◆ **Non-Emergency Overtime and Occasional Changes in Work Hours:**

Employees may be required to work overtime on an occasional basis, as directed by his/her supervisor, department head, and/or the City Manager. Supervisors, department heads, and the City Manager are authorized to require the employee to work a schedule other than the normal work schedule on an occasional basis to meet the needs of the City. Non-exempt employees are not authorized to determine on their own to work overtime or to work hours other than normal work hours without the prior authorization of their supervisor, department head and/or the City Manager.

◆ **Presence at Work Site:**

Employees are not permitted at City Business work places at any time other than the normal work schedule, authorized modified schedules, or authorized overtime in accordance with the procedure established above.