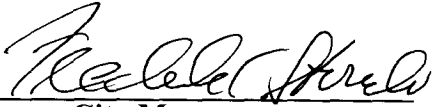


<p style="text-align: center;">City of Petaluma, CA</p> <p style="text-align: center;">Administrative Policy</p>	<p>Number:</p> <p>Last Revision Date:</p> <p>Date: July 18, 1973</p> <p>Page:</p>
<p>Subject: Overtime Approval and Reporting</p>	<p>Authority: City Manager</p> <p style="text-align: center;">  City Manager </p>

I. PURPOSE

The following guidelines apply to overtime and overtime reporting procedures.

II. POLICY

1. EMERGENCY OVERTIME, as approved by department heads, shall be reported to the City' Manager's Office within twenty-four hours of its occurrence.
2. Approval of REGULAR OVERTIME should be cleared with the City Manager's Office prior to authorization.
3. Department Heads shall be familiar with procedures for overtime affecting their departments.
4. Department heads shall review and initial all overtime slips daily and promptly forward them to the City Manager's Office. The same shall apply to vacation and sick leave slips.