

Introduction

Employees of the City of Taft are expected to be at their assigned station during scheduled work hours.

Following completion of an assigned shift, however, employees are expected to leave their work station in timely fashion, unless assigned to work overtime hours.

POLICY

1. Employees of the City of Taft shall leave City premises within 15 minutes following the completion of assigned working hours.
2. Supervisory personnel noticing off-duty personnel loitering on City premises shall determine the reason for the individual's presence.
3. Employees loitering on City premises without valid reason shall be reported to the appropriate department head for disciplinary action.
4. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.