

# City of Mission Viejo

## Personnel Policy

**Subject:**     **ATTENDANCE - Non-exempt Employees**

**Statement of Intent:**

To define reporting and attendance expectations for non-exempt employees. The City schedules non-exempt employees to work certain hours to assure that services are available to the public. Non-exempt employees are expected to report to work on time and to be ready to begin work at their scheduled start time each day they are scheduled to work.

**Policy:**

1. Each non-exempt employee is expected to report to work and to be prepared to work at the start of the work shift for each day he/she is scheduled to work.
  
2. ABSENCE: If a non-exempt employee cannot report to work for any reason, he/she shall contact his/her supervisor not later than fifteen (15) minutes after his/her scheduled start time. The employee must tell the supervisor why he/she will not be able to report to work and when he/she does expect to report to work. If the supervisor is not available, the employee must provide the required information by calling his/her department head's office.
  - a. As determined by the employee's supervisor, if an employee does not call in within fifteen (15) minutes after his/her scheduled start time, the absence may not be compensated or charged to Comprehensive Annual Leave.
  - b. A department head may require employees to report absences within a more restrictive time period than the fifteen (15) minute time required in 2.a. above, provided that the alternative time period is approved by the City Manager, or a designee, and affected employees are notified of the more restrictive requirement in writing.
  
3. TARDINESS: Employees must notify their supervisor, in advance when possible, and in no case later than fifteen (15) minutes after their scheduled starting time, if they are unable to report to work on time.
  - a. As determined by the employee's supervisor, a non-exempt employee who is tardy may not be compensated for the period of tardiness and the period of tardiness may not be charged to Comprehensive Annual Leave.
  - b. When a non-exempt employee is tardy, the supervisor will determine the time at which the employee shall begin working.

**Administration:**

In accordance with City of Mission Viejo Municipal Code chapter 2.60 “Personnel System”, this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)