City of Mission Viejo
Personnel Policy

Subject: HOURS OF WORK

Statement of Intent:
To establish work hours, breaks and meal periods.

Policy:
1. Breaks not to exceed ten (10) minutes may be taken in approximately the middle of each four (4) hours of scheduled work.
   a. An employee may not accumulate breaks to be taken at a later time.
   b. Unused breaks may not be used to make up tardiness or to shorten the workday of an employee.

2. Meal periods are provided for non-exempt employees scheduled to work at least six (6) hours in a day. Non-exempt employees working a minimum of six (6) hours per day will be scheduled for a minimum thirty (30) minute unpaid meal period. Non-exempt employees working eight (8) hours per day will be scheduled for a one (1) hour unpaid meal period. Department heads may, at their discretion, schedule meal periods for non-exempt employees working less than six (6) hours per day. Scheduling of meal periods shall take into consideration the employees work schedule and shall not result in unauthorized overtime work. Employees who are eligible for meal periods are expected to take them.

As an exception to the Meal Period provision of this policy, a department head, or designee, may schedule a non-exempt employee to work hours that does not include a meal period. In this situation, the non-exempt employee will be required to remain on City premises and take all breaks and/or meal periods on the work site, while remaining available to the public.

3. Workweek Defined: The workweek for a non-exempt employee shall consist of seven (7) consecutive days beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday.

4. The usual work schedule for non-exempt employees is Monday through Friday from 8:00 a.m. to 5:00 p.m. A department head, or a designee, may establish alternative work hours for an organizational unit or individual employees to meet the service needs of the public, with the approval of the City Manager or a designee.

5. Effective October 1, 2016, the following job classifications shall be scheduled to work an alternative work week consisting of four 10-hour days between Saturday and Friday.
a. Animal Services Officer  
b. Senior Animal Services Officer  
c. Animal Services Field Supervisor

When an employee moves into or out of one of the above job classifications, the effective date of the move shall coincide with the beginning and end dates of a pay period.

6. Abuse of breaks and meal periods may be cause for disciplinary action up to and including termination.

7. A department head may establish a flextime work schedule for his/her employees. Flextime allows an employee to vary his/her work hours within a specified period of time each day, provided that a specified period of hours is worked each day. A proposed flextime schedule must be in writing and approved by the City Manager, or a designee, before it is implemented.

Administration:
In accordance with City of Mission Viejo Municipal Code chapter 2.60 “Personnel System”, this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Approved: By City Manager – December 8, 1989.  
Revised: By City Manager –, 2000.  
Revised: Resolution No. 16-19, May 10, 2016.