

City of Mission Viejo Personnel Policy

Subject: **MANAGEMENT RIGHTS**

Statement of Intent:

To establish the rights of the City to direct and manage its work force to accomplish its mission of providing municipal government services.

Policy:

1. The City retains all of its exclusive rights and authority under law, and expressly and exclusively retains its management rights which include, but are not limited to:
 - a. the right to determine the mission of its constituent departments, commissions and boards;
 - b. set standards and levels of service and means for providing them;
 - c. determine the procedures and standards of selection for employment and promotions;
 - d. direct its employees and determine staffing patterns;
 - e. establish and enforce reasonable dress and grooming standards;
 - f. determine the number and kinds of personnel required;
 - g. maintain the efficiency of governmental operations;
 - h. determine the methods, means, numbers and kinds of personnel by which government operations are to be conducted;
 - i. determine the content and scope of job classifications;
 - j. classify and reclassify positions;
 - k. determine methods of financing;
 - l. determine style and/or types of City-issued wearing apparel, equipment or technology to be used;
 - m. determine and/or change the facilities, methods, technology, means, organizational structure and size and composition of the workforce and allocate and assign work by which the City operations are to be conducted;

- n. determine and change the number of locations, relocations and types of operations, process and materials to be used in carrying out all City functions, including, but not limited to, the right to contract for, or subcontract any work or operations of the City;
- o. to assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules, hours and assignments;
- p. establish and modify productivity and performance programs and standards;
- q. discipline employees;
- r. withhold employee salary increases and benefits;
- s. relieve employees of duties because of lack of work or funds;
- t. establish and publish rules and regulations, handbooks, policies and procedures relating to productivity and employee conduct;
- u. establish performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;
- v. take all necessary actions to carry out its mission in emergencies;
- w. direct employees to submit to background checks for City employment purposes and/or for providing services to contracting agencies; and,
- x. exercise complete control and discretion over its organization, including, but not limited to, personnel, and the technology of performing its work and to contract work out.

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.)

Amended: February 4, 2014. (Reviewed by City Council – June 16, 2014 – Resolution No. 14-31.)