

City of Mission Viejo Personnel Policy

Subject: PERSONNEL POLICIES

Purpose:

To provide guidelines for developing, approving and revising City Personnel policies.

Reference:

Personnel Ordinance and related Resolutions

Background:

The City's personnel system is designed to support the delivery of municipal services. Personnel policies are an important component in the personnel system. They establish the guidelines we follow in making personnel related decisions. Personnel policies are maintained and updated by the Personnel Office. Personnel policies may be changed from time to time to reflect changes in the organization or new state and federal laws. Each supervisor and manager is expected to be familiar with and understand our personnel policies.

Policy:

1. The City Manager, or a designee, is responsible for establishing, reviewing and updating Personnel Policies. All proposed Personnel policies must be reviewed and approved by the City Manager, or a designee. The City Manager, or a designee, is responsible for determining the need for administrative review of proposed policies. The City Manager, or a designee, shall determine the content of all Personnel Policies. Administrative policies, which affect the day-to-day operation of City programs, are not covered by this policy.
2. Personnel Policies will be printed and distributed on City Personnel Policy forms as determined by the City Manager, or a designee. The format for Personnel Policies shall be as follows:

Subject (Required)
Purpose (Optional)
Reference (Optional)
Related Policies (Optional)
Background (Optional)
Definitions (Optional)
Policy (Required)
Procedure (Optional)

3. Personnel Policies will apply to all City staff unless a specific written exception is made to the contrary.

4. If a Personnel Policy is revised, it will be posted and distributed.
5. The City Manager, or a designee, will sign or initial all approved Personnel Policies prior to distribution.
6. Proposed Personnel Policies will be submitted to the City Council for review. Any policy changes, which have an economic impact, must be approved by the City Council.
7. A file of current and past personnel policies is maintained in the Personnel Office.
8. Tenses, Gender and Numbers: In these policies, the present tense includes the past and future tenses; and the future and the present. Shall is mandatory and may is permissive. The masculine gender includes the feminine and the neuter. The singular number includes the plural; and the plural, the singular.
9. Changes to Policies, Procedures, Rules and Regulations: The City reserves the right to alter, change, amend, or revoke any and all Policies, Procedures, Rules and Regulations.
10. City Manager, or a designee: Wherever in these policies the phrase City Manager, or a designee is used, the City Manager is required to specifically designate in writing the individual(s) designated any authority or responsibility prescribed by these policies.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.