

City of Mission Viejo Personnel Policy

Subject: RESIDENCY REQUIREMENT

Statement of Intent:

To define residency expectations for certain designated job classifications who are required to be available for emergency duty and, by the nature of their position, must be available for work on very short notice. The established residency requirements shall conform to California Government Code section 50083.

Definitions:

1. Residency shall mean the place where that employee normally eats and sleeps and maintains the normal personal and household effects necessary for day-to-day living. Residency shall not include a place secured solely for the purpose of meeting this requirement which is maintained in addition to the employee's actual place of residence outside the described parameters.
2. Timely fashion response time shall be defined by the City Manager and can vary between job classifications.

Policy:

1. It is the policy of the City of Mission Viejo to require certain designated job classifications to reside in a location where they are available to respond to an emergency situation and/or a call-back incident in a timely fashion to assure that services are available to the public and to meet the needs of the City.
2. The following classifications must reside either within Orange County or within 25 driving miles of the Mission Viejo Animal Services Center:
 - a. Animal Services Officer
 - b. Animal Services Officer Trainee
 - c. Senior Animal Services Officer
 - d. Reserve Animal Services Officer
 - e. Reserve Animal Services Officer Trainee
 - f. Animal Services Supervisor
 - g. Director of Animal Services
3. The following classifications must reside either within Orange County or within 25 driving miles of the Mission Viejo Emergency Operations Center:
 - a. Emergency Services Manager
4. Measurement of distance shall be calculated using existing public roadways documented on a map service such as Google Maps or MapQuest. The City Manager shall determine which map service to use.

5. Newly-hired employees, or employees promoted into the job classifications identified above, shall be required to meet residency requirements as a condition of successfully completing their probation period.
6. If an employee moves their residence outside of the maximum allowed distance, the employee may be disciplined, up to and including termination, for non-compliance of this policy.
7. Employees shall be informed of the City's response time expectations in writing by the employee's Department Director, or their designee, at time of hire. If the response time expectation changes during the employee's employment, the employee shall be notified in writing of the change at the time the change is implemented.
8. As registered disaster workers, all employees are required to inform the City of their current telephone number and residence address. Reporting changes of telephone numbers and addresses is a responsibility of the employee and failure to keep personnel records up to date may result in discipline.

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: March 22, 2016. (Reviewed by City Council – March 22, 2016 – Resolution No. 16-08.)

Revised: May 10, 2016. (Reviewed by City Council – May 10, 2016 – Resolution No. 16-19)

Revised: Reviewed by City Council – June 22, 2021, to be effective July 1, 2021 – Resolution No. 21-XX

Revised: Reviewed by City Council – June 27, 2023, to be effective July 1, 2023 – Resolution No. 23-28