

City of Mission Viejo Personnel Policy

Subject: **TIME WORKED - Non-exempt Employees**

Statement of Intent:

To provide guidelines for recording and reporting employee work time.

Policy:

- I. Non-exempt employees must record for each work day their starting time, meal breaks, non-compensated time off and the ending time as prescribed by the City. Comprehensive Annual Leave time off and other forms of compensated absences must also be recorded each day.
 - a. Employees shall not make an entry on another employee's time report for any reason.
 - b. Corrections to time reports can be made only by the employee's immediate supervisor, or a designee.

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.)