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.)