



ADMINISTRATIVE REGULATION

Office of the City Administrator

Number	417
Sections	1-10
Effective Date	6/1/07
Responsible Department	Human Resources
Review Date	6/1/12

SUBJECT: Managerial Work Culture Policy

1. **Purpose:** To maintain a high performance managerial work culture.
2. **Authority:** By the authority of the powers granted to the City Administrator under Section 401 of the City Charter.
3. **Application:** This regulation shall apply to management and exempt confidential employees.
4. **The Organization's Commitment to Work/Life Balance:**
 - 4.1. The City of Huntington Beach prides itself on its high standard of excellence and the successful accomplishment of goals affecting residential and business communities.
 - 4.2. The City also recognizes the importance of employees successfully balancing their professional and personal life.
 - 4.3. Achieving both requires commitment on the part of management and employees to ensure that work continues to get done well within a flexible work environment.
5. **The Organization's Work Ethic:**
 - 5.1. Management and exempt confidential employees are expected to maintain regular hours, but may need to adjust their work schedule to accommodate job demands.
 - 5.2. The organization recognizes that partial day absences for management and exempt confidential employees are not subject to salary reductions.
 - 5.3. The organizational culture expects high performance that emphasizes responsibility and respect.
6. **Policy:**
 - 6.1. Leave will be deducted in full day increments only—no partial day absences should be reported. Exceptions may occur with regard to flexible work schedules when an employee's regular schedule includes a partial day, or where Short Term Disability or Family Leave situations exist.
 - 6.2. In addition to Admin Leave, full days off may be authorized by the Department Head with concurrence by the City Administrator to recognize employees for extraordinary hours and/or successful completion of critical projects.
 - 6.3. All management employees shall receive 50 administrative leave hours per calendar year. These hours do not have a cash value and cannot be rolled over from year to year.
7. **Time Reporting:**

- 7.1. A bi-weekly time report is required to certify attendance and/or document exceptions and shall be signed or electronically approved by employees at the close of each bi-weekly pay period.
 - 7.2. If an employee reports to work, he/she is compensated for the full day.
 - 7.3. Leave will be reported in full day increments only.
 - 7.4. Department Heads are expected to maintain appropriate staffing levels, partial or full day absences shall require (whenever possible) advance approval of the Department Head or his/her designee, and may be denied where such absences would adversely impact departmental projects, services, or employee workloads.
 - 7.5. Department Heads are expected to communicate expectations and address misuse of this policy through the annual performance appraisal process.
8. **Flexible Schedule/Alternate Work Schedule:**
- 8.1. The City of Huntington Beach will continue to support flexible and alternate work schedules.
 - 8.2. Exempt employees are paid to accomplish both self-directed and assigned projects and daily work tasks, balancing and managing their time appropriately and responsibly.
9. **Managing Performance:**
- 9.1. Supervisors/managers are expected to manage performance issues immediately, including any misuse of these new time reporting policies.
 - 9.2. Regular hours off shall be at the full discretion of the Department Head or his/her designee when deemed appropriate.
10. **Communication:**
- 10.1. It is the expectation of the City Administrator that Department Heads provide current management and exempt confidential employees a thorough orientation regarding City and department expectations of our managerial work culture and this policy.
 - 10.2. It is expected that such orientation continue to ensure that newly appointed management and exempt confidential employees are also properly advised of these expectations.



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