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.

Penelope Culbreth-Graft, DPA, City Administrator