

MANAGERIAL WORK CULTURE POLICY

Purpose: *To maintain a high performance managerial work culture*

The Organization's Work Ethic

- a. Management and exempt confidential employees are expected to adjust their work schedule to accommodate job demands.
- b. The organization recognizes that partial day absences for management and exempt confidential employees are not subject to salary reductions.
- c. The organizational culture expects high performance that emphasizes responsibility and respect.

Policy

- a. Leave will be taken 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.
- b. Full days off (charged to "regular" time) may be authorized to reward employees for extraordinary hours and/or successful completion of critical projects.
- c. Compensatory time off is no longer used.

Time Reporting

- a. A bi-weekly time report is required to certify attendance and/or document exceptions and shall be signed by employees at the close of each bi-weekly pay period.
- b. If an employee reports to work, he/she is compensated for the full day.
- c. Sick leave and vacation will be reported in full day increments only.
- d. Holidays will be recorded as 8 hours holiday time. Employees on flex schedules are expected to adjust their bi-weekly work schedule to accommodate for the 8-hour holiday.
- e. Executive managers are expected to maintain appropriate staffing levels. Partial or full day absences shall require (whenever possible) advance approval of the executive manager or his/her designee and may be denied where such absences would adversely impact departmental projects, services, or employee workloads.
- f. Managers are expected to communicate expectations and address misuse of this policy through the performance management process.

Communication

- a. It is the expectation of the City Manager 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
- b. It is expected that such orientation continue to ensure that newly appointed management and exempt confidential employees are also properly advised of these expectations.

Managing Performance

- a. Supervisors/managers are expected to manage performance issues immediately, including any misuse of these new time reporting policies.
- b. Regular hours off shall be at the full discretion of the executive manager or his/her designee when deemed appropriate.

Flexible Schedules/Alternate Work Schedule

- a. The City of Anaheim will continue to support flexible and alternate work schedules.
- b. Exempt employees are paid to accomplish both self directed and assigned projects and daily work tasks, balancing and managing their time appropriately and responsibly.

The Organization's Commitment to Work/Life Balance

- a. The City of Anaheim prides itself on its high standard of excellence and the successful accomplishment of goals affecting residential and business communities.
- b. The City also recognizes the importance of employees successfully balancing their professional and personal life.
- c. 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.