



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

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| Number | 917 |
| Responsible Department | City Manager's Office |
| Established/Effective Date | June 1, 2007 March 1, 2021 – Revised |
| Latest Revision Date | October 30, 2023 |
| Next Review & Reauthorization Date | October 30, 2025 |

SUBJECT: Managerial Work Culture Policy

1. **Purpose:** To maintain a high performance managerial work culture.
2. **Authority:** By authority of the powers granted to the City Manager under Section 401 of the City Charter.
3. **Application:** This regulation shall apply to management and exempt confidential employees, including Management Employees' Organization and Non-Associated 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 All management employees shall receive 60 administrative leave hours per calendar year, in recognition that exempt status employees are often expected to work outside of normal business hours to fulfill the responsibilities of their position. These hours do not have a cash value and cannot be rolled over from calendar year to calendar year.
 - 6.2. In further consideration of the expectation that exempt management employees often work outside of normal business hours, the following additional leave consideration



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provisions apply, subject to supervisory approval. Any absence from work, except in case of emergency or illness, requires prior supervisory approval. Management employees will not be required to utilize accrued leave time balances for partial-day absences, as described below, nor shall they be required to make up time. On the day of the absence, an employee must be present and working at least six hours (if scheduled for a ten-hour day), five hours (if scheduled for a nine-hour day), or four hours (if scheduled for an eight hour day).

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. 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.
- 7.3. 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 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.
- 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.

Distribution:

All employees may access the Administrative Regulations via the [SurfNet](#) or City website:


www.huntingtonbeachca.gov/AR



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Travis Hopkins
Assistant City Manager


Approved as to Form
Michael Gates, City Attorney


Al Zelinka
City Manager

Review Schedule

| REVIEW DATE | DEPT. HEAD INITIAL | CITY MANAGER SIGNATURE |
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| 10/12/2023 |  |  |
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