



## Administrative Policies and Procedures

Policy Title: Role and Creation of Administrative Policies	Policy Number: 101
Effective: 1/10	
Supersedes: APR #101 dated 9/92, revised 1/93	
Approval: <i>Roger W. Freser</i>	Page 1 of 2

### 1. Purpose

To define the role of and procedure for drafting administrative policies.

### 2. Policy

- 2.1 When an operational procedure affects another Service Area, it shall be approved by the City Administrator. Such procedures shall be prepared in conjunction with the Service Area having primary responsibility for implementation of the policy or procedure.
- 2.2 Should an affected Service Area deem a new policy be created or a current policy inadequate, that Service Area will submit a new/revised policy to the City Administrator's Office. The City Administrator and Service Area Administrator team will review and approve the content of the new/revised policy.

### 3. Procedures

- 3.1 Service Area staff will explain the need for a policy review to the Service Area Administrator.
- 3.2 Service Area Administrator drafts, in the style of existing Administrative Policies, revisions or a new policy to address this need.

- 3.3 Service Area Administrator presents the draft to affected employees, if necessary, and rewrites the draft according to written comments where applicable.
- 3.4 Service Area Administrator submits revised draft to the City Administrator's Office.
- 3.5 City Administrator and Service Area Administrator team either approves the document, or returns it to the Service Area Administrator for further revision.
- 3.6 After approving a final draft and obtaining City Administrator signature, City Administrator staff will assign it a policy number and post it to A2 Central and UltiPro.
- 3.7 New indices for the Administrative Policy manual will be revised and posted as needed.