

item # 7E

**Carson City
Agenda Report**

Date Submitted: October 28, 2008

Agenda Date Requested: November 6, 2008

Time Requested: 5 minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: Action to approve General Policy 1.1, establishing the method for updating and revising the Carson City Administrative Policies and Procedures Manual, defining the process for approval of policies and procedures and defining the process for distribution of the policies and procedures to Carson City staff.

Staff Summary: The City currently has a policy and procedure manual but the process for revising and updating is not clear nor is the policy approval process clear. The proposed policy sets forth the requirements for updating, approval and distribution. The current policies will remain in effect until such time as they are revised, replaced or eliminated.

Type of Action Requested: (check one)

(☐) Resolution

(☐) Ordinance

(☒) Formal Action/Motion

(☐) Other (Specify)

Does This Action Require A Business Impact Statement: (☐) Yes (☒) No

Recommended Board Action: I move to approve General Policy 1.1, establishing the method for updating and revising the Carson City Administrative Policies and Procedures Manual, defining the process for approval of policies and procedures and defining the process for distribution of the policies and procedures to Carson City staff.

Explanation for Recommended Board Action: See Staff Summary

Applicable Statue, Code, Policy, Rule or Regulation: None

Fiscal Impact: None

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Deny or modify

Supporting Material: Proposed Policy 1.1

Prepared By: Lawrence A. Werner, P.E., P.L.S., Director/City Engineer

Reviewed By:

(Department Head)

(City Manager)

(District Attorney)

(Finance Director)

Date:

Date:

Date:

Date:

Board Action Taken:

Motion:

1)

2)

Aye/Nay

(Vote Recorded By)

POLICY AND PROCEDURE

Subject: Administrative Policy and Procedure Manual		Index: General	
		Number: 1.1	
Effective Date:	Supersedes: N/A	Pages: 3	Approved by:

1.0 PURPOSE:

The purpose is to establish the policy and procedure for the development, coordination and issuance of the Carson City Administrative Policies and Procedures Manual.

2.0 ORGANIZATIONS AFFECTED:

All Carson City employees except those exempted by a specific policy.

3.0 REFERENCES:

Carson City Charter Section 2.330 and Section 3.020.

4.0 POLICY:

Carson City maintains an Administrative Policies and Procedures Manual which sets forth the major policies and procedures of its organizational departments. The manual is intended to serve as a centralized reference source for city policies and procedures and to help provide a unified approach to city operations.

5.0 DEFINITIONS:

5.1 Policy: A general principal, plan or course of action the city or a department intends to pursue. City wide policies may only be established by action of the City Manager.

5.2 Procedure: Specific instructions which implement policies. City wide procedures must only be established by action of the City Manager

5.3 Policy and Procedures List: A list maintained by Department Directors which every employee must sign after he/she reviews a new policy or procedure.

6.0 PROCEDURES:

6.1 All department managers and administrative staff are responsible for providing analysis and recommendations for improved administrative techniques and for preparing policy and procedure documents for the City.

6.2 All policy and procedure documents must be reviewed by the City Manager prior to publication in order to ensure appropriateness to subject matter and adherence to format.

6.3 Coordination and Approval

6.3.1 New or revised policies and procedures shall be drafted by a department director or the City Manager. Any suggested policies and procedures drafted by a department director must be submitted to the City Manager, who will distribute copies for review and comment by affected department directors and staff.

6.3.1.1 When there is non-concurrence, reasons and/or alternatives should be included in the comments.

6.3.1.2 If the comments are not returned within the time allotted as specified by the return date, concurrence will be assumed.

6.3.2 After circulated copies of the proposed policy and procedure have been reviewed, the City Manager will schedule a meeting with the department director(s) involved to review comments and finalize the policy and procedure.

6.3.3 Final approval of a new or revised policy or procedure can only be made by the City Manager.

6.4 Distribution

6.4.1 Approved policies and procedures will be dated and numbered and entered into the Carson City Administrative Policies and Procedures Manual. The City Manager's office shall maintain a master copy of the Carson City Administrative Policies and Procedures Manual and shall be responsible for posting the manual, updates and new procedures and policies on the City's web-site.

6.4.2 All employees must sign a statement indicating they are aware that the Policies and Procedures Manual is on the City's web site and that they have read and understand the policies and procedures.

6.4.3 New policies and procedures will be distributed to all city personnel by e-mail. Department Directors shall require each employee to sign the New or Revised Policies and Procedures List kept by the Department Director. If an employee refuses to sign a statement acknowledging that they have received and reviewed the new policy and procedure, the Department Director must indicate their refusal on the List.

6.5 Accountability

6.5.1 All city personnel are responsible for keeping themselves informed of policies and procedures as they affect their job responsibilities and must immediately implement all new or revised policies and procedures. An employee is not excused from implementing or following a new or revised policy or procedure simply because he/she has not signed the New or Revised Policies and Procedures List.

- 6.5.2 Department Directors are encouraged to periodically review the policies and procedures with their employees.
- 6.6 Relationship to Collective Bargaining Agreements
These policies and procedures are intended to apply to employees covered by collective bargaining agreements only in those situations where the agreement is silent. In the absence of a collective bargaining agreement that covers a specific policy or procedure set forth in the Carson City Administrative Policy and Procedure Manual, all employees shall be governed by the policies and procedures set forth in the manual.
- 6.7 Department Specific Policies and Procedures
- 6.7.1 Department Directors may prepare and adopt administrative policy and procedure manuals for the department's operation, provided that such manual is not in conflict with the Carson City Administrative Policy and Procedure Manual.
- 6.7.2 Department directors are responsible for originating and drafting their policies and procedures for their respective areas of responsibility.
- 6.7.3 Assistance in coordinating procedures and finalizing and distributing procedures will be provided by the City Manager. Requests for assistance should outline the subject, describe the intended procedure, indicate the responsibility of those involved and make reference to all appropriate Board and/or administrative policy actions. A department specific policy and procedure must not be implemented before review and approval by the City Manager.
- 6.8 This Manual Does Not Create a Contract of Employment
The contents of this manual, or any department specific manual, do not create contracts of employment for any person employed by Carson City.
- 6.9 Amendments
The policies and procedures, as can be seen by the provisions of this policy and procedure, are subject to change and modification from time to time.

END OF SECTION