CITY ADMINISTRATIVE POLICY

Policy No: 1.1.1	**Policies and Procedures Policy**	**Effective Date:** 11/16/2020
Revision No: N/A	**Policy Administrator:** City Manager	**Next Review Due:** TBD
Related Policies and Procedures:	**Approved by:** City Manager	**Date Approved**: 11/16/2020

1. PURPOSE

To establish procedures for the preparation, approval, distribution, and maintenance of Council and Administrative policies.

2. POLICY

2.1 Policy Scope

The policy supports the City's mission and vision, is consistent with all applicable laws, and intends to reduce organizational risk. The policy achieves accountability by identifying policy administrators and review cycles. The policy provides the City Council and staff with clear, concise policy development, approval and maintenance guidelines.

2.2 Policy Guidelines

All policies shall be developed, approved and maintained in accordance with the following guidelines:

1. Formally approved by the Authorized Body.
2. Presented in a common format and easy to understand.
3. Maintained centrally and accessible to all interested parties.
4. Linked electronically to procedures for implementing the policy, if procedures are not included in the policy.
5. Kept current within the framework of an organized system of change control.
6. Policies shall be clearly distinguished from related procedures according to the definitions in section III below.
7. Individuals who are responsible for writing, updating and distributing City-wide policies must comply with this policy.
8. Internal policies that apply to the operations of individual units or departments may not conflict with City-wide policies and may be more restrictive.

3. DEFINITIONS

Authorized Body: Depending on policy type, the Authorized Body could be the City Council, or the City Manager and/or Department Head.

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the City organization and community in the conduct of City affairs.

Category: Policies fall into one of the following 2 categories:

- City Council Policies: City Council Policies must be passed by resolution, and directly affect the governance, mission and key service goals of the City. City Council policies provide the framework for the City Manager and City staff to administer Council direction rather than providing the method and means by which City operations are to be conducted.
- Administrative Policies: Administrative Policies and Procedures govern the operations of the City, compliance with laws and regulations and conduct of its employees and are authorized by the City Manager or the Department Head. Administrative policies and procedures may be city-wide or department specific. Administrative policies shall be consistent with Council Policies, as applicable.

Policy Administrator: The Policy Administrator may be the City Manager and/or Department Head.

Policy Initiator: The Policy Initiator is any Council Member, Executive Leadership member, or staff member, who identifies a City-wide issue and develops a policy proposal.

Stakeholder: Stakeholders are community members, City Council, Commission Members and/or employees who are affected by the City policy being developed.

Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy. Procedures should be incorporated into the Policy for ease of use, whenever practical.

4. PROCEDURE

4.1. Policy Development

The Policy Initiator may identify a citywide policy issue affecting the mission of the City. After the appropriate legal and administrative review, the City Manager and City Attorney shall determine if the policy should be developed as a Council or Administrative policy and shall identify a Policy Administrator.

The Policy Administrator shall review the draft policy and consult with various stakeholders regarding the policy's likely impact on the operations and on the employees, including legal and, if appropriate, any changes resulting from the meet and confer process. After review, input, and any meet and confer requirements, the Policy will either be advanced for Council consideration or approved by the City Manager or designee.

4.2. **Policy Maintenance**

The Policy Administrator shall maintain copies of signed City Administrative policies and policy revisions and place an electronic copy on the City's web site. The Policy Administrator also notifies responsible parties when particular policies are scheduled for review or revision.

As identified in particular policies, the responsible department shall monitor compliance and facilitate remedies for noncompliance. It is recommended that a policy be reviewed every 2-3 years, unless changes in laws or operational needs require a different review/revision schedule.

Unless otherwise noted, policies shall be applicable to all City employees. It is expected that all employees review and adhere to City policies. Questions regarding the interpretation of a policy shall be directed to the employee's supervisor, manager, department director or to Human Resources. Failure to adhere to any City policy may result in disciplinary action, up to and including dismissal from employment.

4.3. **Policy Format**

A standard policy format ensures clarity and consistency. Although not all policies and procedures may not contain all of the format elements, City Administrative policies and procedures shall be written and maintained following the format described below insofar as necessary. Templates of Council and Administrative Policies can be found <here>:

1. Header Information: (mandatory element)

   a. City policy number
   b. City policy title
   c. Effective date
   d. Revision number
   e. Policy Administrator
   f. Next review date
   g. Links to other related City policy link(s), or resources, if applicable
   h. Approver name and signature
   i. Approval date

2. Purpose: (mandatory element) Summary of policy including responsible parties and the statement of philosophy, position, rule, regulation or direction.

3. Policy:(mandatory element) Identification of those governed by the policy and contains a statement of the scope of the policy as well as covers any applicable guidelines for the policy, including duties assigned to responsible parties and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

4. Definitions: (optional element) Meaning and interpretation of terms used in the policy.

5. Procedure: (mandatory element) Instructions or guidelines, which identify roles and responsibilities and major tasks, incorporated or linked to the policy designed to assist in consistent policy execution.

6. Distribution and Acknowledgement: Administrative Policies shall be made available to all staff. Staff may be required to acknowledge receipt for, and understanding of, the policy and/or policy and procedure by signing an acknowledgement form.

NOTE: For City policies that predate this policy, the format described above is not applicable. Upon policy review, if it is feasible, policies should be written in the approved policy format.

4.4. Location of Policies

To maintain an organized system of change control, and to ensure consistency throughout the City, individual departmental web sites should not contain separate copies or versions of Council or Administrative policies. Instead, departmental web sites that reference Council or Administrative policies and procedures must use hyperlinks to the documents on the official Council Policies or Administrative Policies web page. This does not preclude departments from maintaining internal departmental policies and procedures on the City's intranet.

To ensure access to policies, the City shall maintain an official policies web page as delineated below:

1. Council Policies shall be maintained on an official Council Policies web page (http://www.ci.milpitas.ca.gov/policies) with the most current approved version of all Council policies, with links to procedures as applicable. The web page shall be maintained by the Department of Information Technology in a standard electronic format and shall be updated by the Policy Administrator. The documents on the City Policies web page constitute the official electronic depository for Council policies for the City of Milpitas.

2. Administrative Policies shall be maintained on an official City Administrative Policies webpage (http://www.ci.milpitas.ca.gov/administrative policies) with the most current approved version of all Administrative policies, with links to procedures as applicable. The web page shall be maintained by the Department of Information Technology in a standard electronic format and shall be updated by the Policy Administrator. The documents on the Administrative Policies web page constitute the official electronic depository for Administrative policies for the City of Milpitas.

3. Department Policies and other Administrative Procedures: The City recognizes that the size and complexity of a City department may or may not warrant the implementation of Departmental policies. Insofar as practical, a City Department should house departmental policies on an official City Department intranet webpage, with the most current approved version and links to applicable Administrative Policies, if procedures are not incorporated in policies. The web page shall be maintained by the Department of Information Technology in a standard electronic format and shall be updated by the Policy Administrator.

4.5. Structure and Organization of City Administrative Policies

The Council and Administrative Policies web site list all policies by name and category and provide links to related procedures as applicable. The organizational structure for all policies is incorporated into this policy in Exhibit A.

Exhibit A: Organization of City Policies and Procedures

Three separate manuals – Council Policies, Administrative Policies, Administrative Procedures

Council Policy Manual

Includes policies that require Council approval and are of interest to the general community.

Section 1	Administration and Government
Section 2	Personnel
Section 3	Finance and Accounting
Section 4	City Facilities and Infrastructure
Section 5	Public Safety

*Manual should note any rescinded policies

Administrative Policy Manual

Includes policies that govern City operations and functions and require City Manager approval. These policies may also include detailed procedures.

Section 1	**Administration and Government**
Chapter 1.1	General Policies (such as Policy on policies)
Section 2	**Workplace Rules and Policies**
Chapter 2.1	Fair Employment
Chapter 2.2	Ethical Conduct
Chapter 2.3	Health and Safety
Chapter 2.4	Drug Free Workplace
Chapter 2.5	City Equipment and Facilities
Chapter 2.6	Technology
Chapter 2.7	Transportation and Travel
Section 3	**Employment**
Chapter 3.1	Employee Relations
Chapter 3.2	Hiring
Chapter 3.3	Employment and Classification
Chapter 3.4	Performance Assessment
Chapter 3.5	Compensation and Benefits
Chapter 3.6	Attendance and Leave
Chapter 3.7	Training and Development
Section 4	**Finance and Accounting**
Chapter 4.1	Purchasing
Chapter 4.2	Surplus Property
Chapter 4.3	Loans, Cash Handling etc.

Department Policies and Administrative Procedures

These include specific department policies and detailed procedures regarding City programs and operations and may be developed to be used by specific departments or citywide (examples include procedures for DocuSign, posting information on City website or City Hall electronic sign).

Section 1	Citywide
Section 2	Building Safety and Housing
Section 3	City Attorney
Section 4	City Manager's Office (Including Offices)
Section 5	Engineering
Section 6	Finance
Section 7	Fire
Section 8	Human Resources
Section 9	Information Technology
Section 10	Planning
Section 11	Police
Section 12	Public Works
Section 13	Recreation and Community Services