



Policy and Procedure Promulgation

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To attain the foregoing goals and standards, and in recognition of the complexity of the City of Gainesville and all of the services provided, the City of Gainesville shall establish human resources policies that ensure the human capital resources of the City are managed in an effective, fair, and equitable manner. In recognition of the ever changing landscape of the practice of human resource management, the adoption of flexible policies is essential to ensure that management has the tools necessary to carry out the goals of the City Commission. Furthermore, the policies must be sufficiently detailed so as to enable equal application by those charged with such responsibility, as well as to allow employees to be on notice of their rights and obligations related to the terms and conditions of employment described in the policies.

The City Commission provides direction to Charter Officers regarding human resources practices by the adoption of human resources policies for the City. The responsibility for the administration of these policies is delegated to the Charter Officers. The Charter Officers may promulgate procedures for the administration of these policies. In addition, the Charter Officers may promulgate guidelines for the administration of human resources policies and procedures for his or her respective department(s) which do not conflict with the adopted human resources policies or procedures. The City Commission designates the Human Resources & Organizational Development Department to develop, maintain and administer as appropriate city-wide human resources practices and systems in accordance with human resources policies, administrative procedures and guidelines, and local, state, and federal laws.

Policies, Administrative Procedures, and Guidelines:

The City Commission will adopt human resources policies that provide direction and flexibility to Charter Officers in the management of the City's human resources. These policies describe the nature of the employment relationship, the terms and conditions under which it exists, and the mechanism and basis for change. Charter Officers shall adopt administrative procedures that implement, interpret, or describe the requirements of each policy. Procedures include any form that imposes any requirement not specifically required by policy. Individual Charter Officers may adopt guidelines, effective within his or her respective department(s). These guidelines may address particular situations or issues where additional clarification or definition of a policy or procedure would be beneficial, and which address implementation of policy or procedure otherwise within the discretion of the Charter Officer.

Charter Officers:

Charter Officers are responsible for the administration of the adopted human resources policies and may establish administrative procedures to assist in such. Changes to the procedure of any policy will require approval by the Charter Officers. If the Charter Officers do not each approve a particular administrative procedure, the procedure may be brought forward to the City Commission for consideration and adoption. Each Charter Officer may also promulgate guidelines for the administration of human resources policies and procedures, which do not conflict with the adopted City policies or procedures, in his or her respective department(s). The Charter Officers shall not have the authority to adopt an administrative procedure only because it is reasonably related to the purpose of a policy and is not arbitrary or capricious; instead, an administrative procedure must interpret or apply specific policies, as directed or presumptively authorized by the policy. Such administrative procedures and guidelines may be amended by the Charter Officers from time to time to ensure compliance with changes in technological systems and laws governing employment at all levels of government.

Human Resources & Organizational Development Department:

The Human Resources & Organizational Development Department is responsible for the review and administration of all human resources policies and the administrative procedures, advising the Charter Officers on the establishment of administrative procedures and guidelines to ensure they comply with all City policies, local, state, and federal laws, and ensuring that the human resources goals of the City Commission are met. The Human Resources & Organizational Development Department is responsible for the consistent application of the policies and administrative procedures by all Charter Officers.

Establishment and Modification of Policies and Administrative Procedures:

- A. The Charter Officers or designees shall review all new human resources policies and administrative procedures or revisions to human resources policies and administrative procedures.
- B. Any Charter Officer may propose new or revised policies and administrative procedures. Working with the Human Resources & Organizational Development Department, the Charter Officer proposing the new policy or administrative procedure or revision to the policy or administrative procedure must submit information to the other Charter Officers justifying the need for the new or revised policy or administrative procedure and a statement as to whether, to the best of their knowledge, the proposed policy or administrative procedure complies with local, state, and federal law, as well as human resource policies, if applicable.

- C. With respect to any new or revised human resources policy, the Charter Officers shall review any proposed policy before such policy is submitted to the City Commission for approval. This process will include a legal review as to form and legality by the City Attorney/designee.
- D. With respect to any new or revised administrative procedure, if after review the each Charter Officer approves the new or revised administrative procedure, the new or revised administrative procedure shall become effective immediately. If after review any Charter Officer does not approve the proposed changes, each Charter Officer may present any new or revised administrative procedure to the City Commission for approval.
- E. Upon approval of a new or revised policy or administrative procedure by the Charter Officers or the City Commission, the Human Resources & Organizational Development Department shall update the City's human resources policies and administrative procedures manual accordingly and disseminate the new or revised policy or administrative procedure to City employees.

Establishment of Charter Officer Guidelines:

Each Charter Officer may also promulgate guidelines for the administration of City policies and procedures, which do not conflict with the adopted City policies or procedures, based on the job functions and operational needs of his or her respective department(s). If such guidelines are promulgated by a Charter Officer, a copy of the guidelines must be sent to the Human Resources Director for maintenance in a central location. The Human Resources & Organizational Development Department will provide support and advice to each Charter Officer promulgating guidelines.

Non-Material Changes to Policies and Administrative Procedures:

Over time, it may become apparent that the City's human resources policies and administrative procedures contain outdated references to industry terminology, obsolete department names or classifications, spelling and grammatical errors, or inappropriate formatting. The Human Resources & Organizational Development Department is authorized to make non-material changes to human resources policies and administrative procedures to correct these types of issues upon approval of the Charter Officers. The City Commission will be notified via memorandum from the Human Resources Director of all such changes within 14 days of the effective date of the change(s).

Adopted: 04/14/08
Revised Date: 05/06/10
Revised Date: 09/16/10