


City of SeaTac

Policies and Procedures

Policy Number:	CW-001
Policy Name:	Policies and Procedures Guidelines
Department(s):	Citywide
Effective Date:	03/25/2015
Supersedes:	September 16, 2013, May 9, 2011
Prepared by:	Kristina Gregg, City Clerk
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform procedures for the adoption and maintenance of citywide (CW) administrative policies and procedures and departmental policies and procedures.

Except as otherwise noted, this policy shall apply to all City departments and divisions.

Policy:

All administrative policies and procedures, departmental policies and procedures and regulations shall be developed and maintained in a standardized manner. This uniform system will ensure compliance with federal, state and local laws, avoid the cost of errors due to incomplete or hard-to-find policies and procedures and promote efficiency and effectiveness in government.

Procedures for implementing this policy shall be adopted by the City Manager. Procedures for the adoption and implementation of policies and procedures by the City Council, Advisory Committees and Commissions must be separately adopted by their official action.

“Administrative Policies and Procedures” are used to inform departments and staff of policies and procedures for the direction and management of CW operations and apply to all City employees.

“Departmental Policies and Procedures” are used to inform and provide direction for internal departmental management and operation of City departments. They affect primarily or exclusively single departments or divisions.

Procedure:

The template can be found at <Z:\InterDepartment\PoliciesandProcedures\Template.docx>.

Citywide (CW) policies and procedures:

Citywide policies and procedures are initiated by the City Manager, Assistant City Manager, department heads, and/or division managers. The procedure for review and adoption is as follows:

1. The department head must email the draft policy and procedure to the City Manager at least one week prior to initial review at the Leadership Team (LT) meeting.
2. The department head will present the draft policy to the LT during the citywide issues section of the LT agenda for initial review and then again two weeks later for final review.
3. Department heads will review the proposed CW policies and procedures with their departments during the two-week review period.
4. Departments/employees may either provide the suggested revisions and/or comments to the proposing department during the two-week period or department heads may discuss them during the LT final review.
5. Once the policy has been finalized, the City Manager's electronic signature will be placed on the document and the number will be assigned by the City Clerk's Office.
6. The City Clerk's Office will prepare a SeaTac Snapshots article providing a link to the new document and the effective date.

Policies and procedures will become effective the day the City Manager or designee signs the policy.

In coordination with the accountability and transparency initiative, all citywide (CW) policies will be uploaded to the City's website by the City Clerk's Office.

Departmental policies and procedures:

Departmental policies and procedures are initiated by department heads or division managers. Policies and procedures initiated by division managers must have the prior approval of the department head. The process for review and adoption for departmental policies and procedures is as follows:

1. Each department will set their process for reviewing departmental policies and procedures. However, copies of proposed policies and procedures shall be provided to all potentially affected departments for review and comment prior to final adoption.
2. Upon adoption of a departmental policy, the proposing department will either: (1) use the department head's electronic signature and forward the electronic copy to the City Clerk's Office (this will allow any links in the document to still be live when it is transferred to the network), or (2) once the department head has signed the original, the department will email a scanned copy to cityclerk@ci.seatac.wa.us. The City Clerk's Office shall be responsible for assuring that the adopted policy or procedure is placed on the City's network – <Z:\data02\data\InterDepartment\PoliciesandProcedures> (appropriate folder).

All policies and procedures:

Unless otherwise stated, amendments and repeals of existing policies and procedures shall follow the same process as the adoption of new policies or procedures.

If a policy and/or procedure contain a change to wages, hours or working conditions of employees, such proposed policy and/or procedure shall be forwarded to the Human Resources Department as a potential personnel policy and the proper review, including negotiations with the City's labor union(s), as applicable, will be facilitated by the Human Resources Department thereafter.

The electronic copy in the City Clerk's Office will be considered the City's original. The original Word version should be retained in the originating department for future revisions. All other copies will be considered secondary copies and can be destroyed.

The City Clerk's Office shall also maintain an index of all current policies and procedures organized by department. This index will be available to everyone at <\\data02\InterDepartment\PoliciesandProcedures\index.xlsx>. This index will assist with determining which folder a policy or procedure is located in and whether one actually exists.

Directions for Completion of Form:

1. The **Policy Number** will be in alpha-numeric form as established by each department but with all policy numbers beginning with the alpha- codes below:
 - CC# : City Clerk
 - CED#: Community & Economic Development
 - CMO#: City Manager's Office
 - CRT#: Municipal Court
 - CW#: Citywide *(see note below)
 - FIN#: Finance
 - FIR#: Fire
 - HR#: Human Resources
 - LEG#: Legal
 - P&R#: Parks & Recreation
 - POL#: Police
 - PP#: Personnel Policies
 - PW#: Public Works

*Note: A Policy Number for CW policies or procedures will be assigned by the City Clerk's Office after the City Clerk's Office receives the final electronic version. This will ensure that numbers aren't assigned to policies or procedures that are never implemented.

2. The **Policy Name** describes what topic the policy or procedure is meant to guide. For example: "Grant Application Policy."

3. The **Department** is the entity to which the policy or procedure applies and where the policy or procedure will primarily be implemented.

For example, a policy or procedure with the alpha-numeric “CMO-001” are those policies or procedures that apply to internal City Manager’s Office operations.

A Policy such as “Grant Application Policy” will have an alpha-numeric such as “CW-002” because it will have CW application.

4. In the event of a new policy or procedure, the “Supersedes” section should read N/A. In the event that a policy or procedure has been updated or changed, the date of the previous policy or procedure, and number if applicable, should be noted.