

## Revising the Administrative Manual: The Policies and Procedures of Tompkins County Government

<b>Objective:</b>	To create a process for establishing new administrative policy and procedures; modifying existing administrative policy and procedures; and periodically reviewing and updating policies and procedures in the Administrative Manual.	<b>Policy/Procedure Number:</b>	01-04
<b>Reference:</b> (All applicable federal, state, and local laws)	County Administration, Resolution No. 12 in 1981; and the Tompkins County Charter, Article 3, Section 3.03.I	<b>Effective Date:</b>	January 12, 1981
<b>Legislative Policy Statement:</b>	It is the policy of the Tompkins County Legislature to have a manual of Legislative policies and administrative procedures that govern the functioning of the County organization, and to have a process for keeping the manual up to date.	<b>Responsible Department:</b>	County Administration
<b>General Information:</b>	<p>The Department of County Administration is responsible for coordinating and tracking additions or revisions to the Administrative Manual according to the procedures outlined in this policy.</p> <p>County staff or a member of the legislature can initiate requests for additions, deletions, or updates to the Administrative Manual.</p> <p>To ensure consistency and accuracy, all updates and additions must be prepared using the Administrative Manual Template. The Administrative Manual Template mentioned throughout this policy, are accessible online via the County website or by contacting County Administration at (607) 274-5551.</p> <p>The Department of County Administration will send out an annual notice to all County employees detailing all amendments made to the Administrative Manual during the calendar year.</p>	<b>Modified Date (s):</b>	June 1992; December 2003; January 2008; June 2015; January 16, 2019
		<b>Resolution No.:</b>	03-256; 08-005
		<b>Next Scheduled Review:</b>	January 2024

### I. Definitions:

**Policy** - A Legislative statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s).

**Procedure** - A prescribed set of steps, actions, or activities generally needed to obtain consistent results. Revisions need to be presented to the appropriate Legislative Committees for their information.

**Responsible Department** - The department or division within the County organizational structure that is responsible for preparing the appropriate language for new or updated policies or procedures, and for routinely reviewing policies or procedures according to the criteria presented in Section II of this policy. The responsible department is identified in the top quadrant of the first page of the policy template.

### II. Policy:

**A.** Legislative approval (a formal vote) is required for new policies or for changes to existing policy.

- B.** Legislative approval (a formal vote) is not required for new or revised procedures; however, as a courtesy, revisions need to be presented to the appropriate Legislative Committee(s) for their information and reaction.
- C.** The responsible department will ensure that relevant policies and procedures are introduced, reviewed or updated according to the following criteria:
1. A change in federal, state, or local law has affected existing policy/procedure;
  2. A change due to labor contract negotiations has affected existing policy and/or procedure;
  3. The policy and/or procedure has not been reviewed within the past five years. (Refer to the “next scheduled review date” section of the policy.)
  4. The policy and/ or procedure in question no longer reflects actual practice;
  5. The need for a new policy and/or procedure has been identified.

### **III. Procedure:**

#### **A. Proposing New County Policy or Revising an Existing Policy Section of a County Policy:**

1. The responsible department is often the first to become aware of the need for a new or revised policy because of changes in federal, state or local laws. In the absence of such legislative changes, it is County Administration’s responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update existing policies at a minimum of every five (5) years. A member of the Legislature may also initiate a proposal for a new policy or initiate review of an existing policy.
2. The responsible department will draft new or revised policy language and submit it to County Administration for review. For revisions to existing policies, *track changes* shall be used to identify all updates.
3. County Administration will review the document, make edits as necessary, and send the document to all Department Heads and members of the Legislature for further review, with a deadline to submit revisions.
4. County Administration will prepare a final draft based on feedback received and share it with the responsible department.
5. County Administration, in coordination with the responsible department, will bring the final draft for formal vote and approval before the relevant program Committee(s), the Government Operations Committee, and the full Legislature.
6. County Administration will notify all departments and make final changes to the Administrative Manual.

**B. Introducing New Procedures within an Existing County Policy or Updates to an Existing Procedure Section within an Existing County Policy:**

1. The responsible department is often the first to become aware of the need for a new or revised procedure as a result of changes in federal, state or local laws. In the absence of such legislative changes, it is County Administration's responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update respective procedures at a minimum of every five (5) years. A member of the Legislature may also initiate a proposal for a new procedure or initiate review of an existing procedure.
2. The responsible department will draft new or revised procedures and submit them to County Administration for review. For revisions to existing procedures, *track changes* shall be used to identify all updates.
3. County Administration will review the document, make edits as necessary, and send the document to all Department Heads and members of the Legislature for further review, with a deadline to submit revisions.
4. County Administration will prepare a final draft based on feedback received and share it with the responsible department.
5. County Administration, in coordination with the responsible department, will share the final draft with the relevant program committees and the Government Operations Committee for informational purposes only.
6. County Administration will notify all departments and make final changes to the Administrative Manual.