

CITY OF HAMILTON, OHIO

No. 100

ADMINISTRATIVE DIRECTIVE

Effective Date: 3-6-17

Supersedes No. 100 dated 11/01/77

Approved by: Joshua A. Smith,
City Manager

SUBJECT: ADMINISTRATIVE MANUAL

PURPOSE: To provide a clear understanding of the Administrative Directives.

1. Policy.

- a. At the present time, we have a collection of directives, setting forth certain administrative policies and procedures. Directives on some matters may have been amended and are still in force and effect. Others may have been forgotten or ignored by some. Good administrative practice requires that we have an up-to-date administrative manual.
- b. Please use the recently released Administrative Directives in place of any previously used Directive as these new Directives will supersede any previous iteration.

2. Administrative Manual Benefits.

- a. The Administrator (this would apply to Department Directors) is relieved of a certain amount of training and supervision over activities.
- b. Procedures and policies are standardized (throughout the entire organization), which aids in treating all affected parties fairly and equitably.
- c. Preparing procedural directives forces an analysis of operations.
- d. When our manual is complete, it will be possible to determine promptly what the latest administrative policy is on a particular matter.

3. Administrative Manual Format.

- a. Our administrative manual will contain policy statements, administrative regulations, and operating procedures. It will not, however, contain procedural regulations developed strictly as a guide for employees of a particular department, unless the regulation would have a significant impact on other departments. Neither will it contain one-time directives. The administrative manual will cover matters of general application that have a high degree of permanency. Additionally, these directives will be available at all times on the Department of Human Resources Webpage when they are finalized.
- b. Our administrative manual will be sectionalized and numbered as follows:

• General Administration	100
• Finance	200
• Personnel	300
• Public Health & Safety	400
• Public Works	500
• Public Utilities	600
• Community Development	700

- c. Each of the above broad categories will have consecutive numbering. Additional main categories can be added at any time.
- d. Some directives under “General Administration” may appear to belong in one of the special categories. In the case of personnel regulations, for example, those that have a general administrative quality are placed under “General Administration”. These would include those dealing with the use of City cars. On the other hand, those dealing with the HR/Payroll system or employee benefits would be included under “Personnel”.

4. Procedural Concerns.

- a. Use these Administrative Directives in all appropriate situations. If there is any question regarding the interpretation of an Administrative Directive, first contact your supervisor, department Director, then contact the Department of Human Resources.
- b. When referencing the specific Administrative Directive text the numbers shall be referred to as Sections, the lower case letters following shall be referred to as paragraphs, and the lower case roman numerals shall be referred to as subparagraphs, and numbers under the subparagraphs shall be referred to as items.
- c. We want to include all previously issued directives that are pertinent, but some may be missed. If you discover any errors (processes/procedures are not reflective of current practices) or omissions, let the Department of Human Resources know. Additionally, a needed administrative regulation can be initiated by a department, so if a Department Director would like to have one considered, submit it to the Department of Human Resources for review.

Note: All Existing Directives are to remain in full force and effect until replaced by an update or note of its deletion has occurred.