



CITY OF HAMILTON, OHIO

No. 117

ADMINISTRATIVE DIRECTIVE

Effective Date: 2-22-16

Supersedes: No 117 dated 04/17/98

Approved by: Joshua A. Smith,
City Manager

SUBJECT: POLICY & PROCEDURE STANDARDS

PURPOSE: The development of new organization-wide policies or the revision of existing organization-wide policies and procedures of the City of Hamilton shall be consistent so that all Departments and Divisions within the City organization that may be affected by the change can participate to the extent necessary to assure a fruitful and equitable result.

1. Policy.

- a. The Department of Human Resources will generally solicit comments and suggestions from the Directors and Chiefs after which the Department of Human Resources, considering the input, will issue a formal policy and procedure text.
- b. New or revised policies and procedures that affect the operation of more than one Director or Chief can potentially be very troublesome, cause much controversy, and lead to a general breakdown of good relations between departments. Many times, one department may not realize how changes that it makes can impact one or more other department.
- c. Intra-department policies and procedures that adversely impact one division of a department at the expense of another division can be very disruptive to the morale of the department. New or revised policies and procedures that affect more than one division of a department shall be agreed upon by to the department heads for final approval prior to implementation.