

MODIFYING THE ADMINISTRATIVE MANUAL: THE POLICIES AND PROCEDURES OF TOMPKINS COUNTY GOVERNMENT

Objective:	To create a process for establishing new policy and procedures; modifying existing policy and procedures; and periodically reviewing and updating policies and procedures in the Administrative Manual.	Policy/Procedure Number:	01-04
Reference: <i>(All Applicable Federal, State, and Local Laws)</i>	County Administration, Resolution No. 12 in 1981, and the Tompkins County Charter, Article 3, Section 3.03.l	Effective Date:	January 12, 1981
		Responsible Department:	County Administration
		Modified Date (s):	June 16, 1992; December 2, 2003; January 2, 2008
Legislative Policy Statement:	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.	Resolution No.:	03-256; 08-005
		Next Scheduled Review:	December 2015
General Information:	<p>Tompkins County Department of County Administration is responsible for coordinating and tracking additions or revisions to the Administrative Manual according to the processes outlined below (Sections A and B). The responsible department will ensure that relevant policies and procedures are introduced, reviewed or updated according to the following criteria:</p> <ol style="list-style-type: none"> 1. The need for a new policy and/or procedure has been identified; 2. A change in federal, state, or local law has affected existing policy/procedure; 3. A change due to labor contract negotiations has affected existing policy/procedure; 4. The policy/procedure has not been reviewed within the past three years. (Refer to the %next scheduled review date+ included in the heading of the policy/procedure description.) 5. The policy/procedure in question no longer reflects actual practice, or inadequately addresses changed conditions. <p>A member of the Legislature or County staff can initiate requests for additions, updates, or modifications to the Administrative Manual. However, all requests must be submitted via the Administrative Manual Change Request Form and submitted to the Department of County Administration for determining %responsible department+designation, processing, and tracking. Legislative approval is required for new policies or modifications to existing policies. Legislative approval is not required for new or revised procedures, but these need to be presented to the appropriate Legislative Standing (Program) Committee and the committee responsible for policy review for their information.</p> <p>To ensure consistency and accuracy, it is best to prepare all updates to the Administrative Manual according to Administrative Manual Style Guidelines.</p>		

I. Definitions:

I. Definitions: Impact Review - Conducted by designated department/division personnel for assessing the impact of the new or revised policy/procedure on day-to-day operations, critical timelines/deadlines, or existing financial or human resources.

Content Review - Conducted by the appropriate Legislative Standing Committee(s) for assessing the relevancy and appropriateness of the new or revised policy, and ensuring that the wording is clear and consistent with other related policies or procedures.

Policy - A Legislative statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s). Legislative approval is required for new policies or modifications to existing policies.

Procedure - A prescribed set of steps, actions, or activities generally needed to obtain consistent results. New or revised procedures do not require Legislative approval, but final procedures need to be presented for their information to the appropriate Legislative Standing Committee and the legislative standing committee responsible for policy review.

Procedural Review - Conducted by the legislative standing committee responsible for policy review for confirming consistency, completeness, and clarity in the language and intent of the new or revised policy, and ensuring that process steps have been followed sufficiently as outlined in Policy 01-04.

Responsible Department - The department or division within the County organizational structure responsible for preparing the appropriate language for new or updated policies or procedures, and for routinely reviewing policies or procedures according to the criteria outlined in the General Information section of Policy 01-04.

II. Policy:

Procedure:

Procedure: 1. Section A. NEW POLICY OR UPDATES TO EXISTING POLICY:

Legislative approval is required for new policies or for modifications to existing policy. The following steps are required for introducing new policy or for updating/revising existing policy:

Step 1. A member of the Legislature or County staff completes an [Administrative Manual Change Request Form](#) and sends the suggested modification to the Department of County Administration for determining [responsible department](#) designation, processing and tracking. Time frame: up to 10 business days

Step 2. The [responsible department](#) prepares (or reworks) the new or revised policy language and submits this information to the Department of County Administration, and as a courtesy to the initiator. Time frame: up to 15 business days

Step 3. The Department of County Administration will forward the new or revised policy to all Department Heads for an [Impact Review](#). Time frame: up to 10 business days

Step 4. Designated county department/division personnel will conduct an [Impact Review](#) and submit recommended changes or comments, via the [Administrative Manual Impact Review Form](#), to the Department of County Administration for tracking and dissemination. Time frame: up to 15 business days

Step 5. The Department of County Administration will prepare a verbatim summary of all recommendations and comments received (copies of originals will be available) via the Administrative Manual Impact Review Forms and will send the summary to the [responsible department](#) for the recommended modifications. Time frame: Up to 10 business days

Step 6. The [responsible department](#) will prepare (a) a final draft of the new or revised policy and (b) a corresponding resolution explaining why changes are being proposed and what is being proposed for adoption, and will forward these documents to the Department of County Administration for tracking and dissemination. Time frame: Up to 10 business days

Step 7. The Department of County Administration will forward the final draft of the new or revised policy and accompanying resolution to the relevant Legislative Standing (Program) Committee(s) for [Content Review](#). Following Legislative Standing Committee review, the new or revised policy and corresponding resolution will be returned to the Department of County Administration for tracking, regardless of disposition. Time frame: Up to 30 business days

Step 8. The Department of County Administration will forward the new or revised policy and corresponding resolution to the legislative standing committee responsible for policy review for a [Procedural Review](#) and approval for presentation to the full Legislature. (If the legislative standing committee responsible for policy review is also the relevant program committee, the new or revised policy will go to that Committee for both Content and Procedural Review.) Time frame: Up to 30 business days

Note: If the new or revised policy is not approved, Steps 2-8, or a combination of these, may be repeated until either the policy is approved or tabled for consideration at a later date.

Step 9. The Department of County Administration will submit the new or revised policy and corresponding resolution to the Clerk of the Legislature at least one week prior to the next scheduled meeting of the full Legislature.

Step 10. The Clerk of the Legislature will include the new or revised policy and corresponding resolution in the Legislature Agenda and will notify County Administration of the outcome. Time frame: Up to 10 business days

Step 11. County Administration will track all results, notify all departments as appropriate, and make the final changes to the Administrative Manual if changes are approved. Time frame: Up to 10 business days

Section B. NEW PROCEDURE OR UPDATES TO EXISTING PROCEDURE:

Legislative approval is not required for new or revised procedures, but Legislative comments should be sought. The following steps are required when revising or updating a procedure(s):

Step 1. A member of the Legislature or County staff completes an Administrative Manual Change Request Form and sends the suggested modification to the Department of County Administration for determining [responsible department](#)+designation, processing, and tracking. Time frame: up to 10 business days

Step 2. The Department of County Administration will forward the new or revised procedure to the [responsible department](#) for review and to assess the relevancy and appropriateness of the proposed new or revised procedure.

Step 3. The [responsible department](#) prepares (or reworks) the new or revised procedure language and submits this information to the Department of County Administration, and as a courtesy to the initiator and members of the relevant standing committee(s). Time frame: up to 15 business days

Step 4. The Department of County Administration will forward the new or revised procedure to all Department Heads for an [Impact Review](#). Time frame: up to 10 business days

Step 5. Designated county department/division personnel will conduct an [Impact Review](#) and submit recommended changes or comments, via the [Administrative Manual Impact Review Form](#), to the Department of County Administration for tracking and dissemination. Time frame: up to 15 business days

Step 6. The Department of County Administration will prepare a summary of all recommendations and comments received via the Administrative Manual Impact Review Forms (copies of originals will be available) and will send the summary to the [responsible department](#) for the relevant modifications. Time frame: Up to 10 business days

Step 7. The [responsible department](#) will prepare the final language of the new or revised procedure and will forward to the Department of County Administration for tracking and dissemination. Time frame: up to 15 business days

Step 8 . The Department of County Administration will (a) share revised procedures with the relevant Legislative Standing (program) Committee(s) and the legislative standing committee responsible for policy review for information purposes only, (b) make the final changes to the Administrative Manual, and (c) notify all departments as appropriate. Time frame: Up to 10 business days