

ADMINISTRATIVE DIRECTIVES AND DEPARTMENT PROCEDURES MANUAL

1.0 Purpose:

1.1 In the interest of fostering and maintaining an efficient City administrative organization with a clear understanding of all policies and procedures, Administrative Directives will be issued by the City Manager, through the Human Resources Department, to establish and interpret administrative and operational procedures essential to the proper administration of City affairs. Each Director will be responsible for issuing individual procedural memoranda necessary for the smooth operation of their department.

2.0 Scope:

2.1 Directives and procedural memoranda shall be used primarily to cover topics which are not specific only to one department and are not subjects of municipal ordinances, the City Charter or applicable state statutes. However, they shall also be used to clarify or to present provisions of such laws in a systematic, easily understood manner to ensure a clear understanding on the part of all employees.

3.0 Policy:

3.1 Format of Directives: All Administrative Directives shall follow a consistent format to facilitate ease in using and understanding the content. The following format shall be followed:

TITLE

1.0 Purpose:

1.1 (Explanation)

2.0 Scope:

2.1 (Explanation)

3.0 Policy:

3.1 (Explanation)

4.0 Distribution:

4.1 (Explanation)

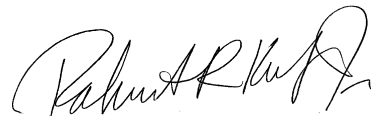
Each paragraph introducing a new thought shall be preceded by a numerical reference. For example, the third paragraph under the statement of "Policy" shall be numbered "3.3", etc.

Electronic copies of the directives shall be sent to the Director of Human Resources, who will assign a directive number to a new document, so that a complete electronic file of directives can be maintained.

- 3.2 Distribution of Administrative Directives: All Administrative Directives will be posted on the City's Employee Information Site at www.citylf.org. When the subject of a directive is of specific interest or importance to employees, employees will be specifically notified of the directive and may receive a printed copy. In all cases, department heads are responsible for ensuring that information contained in all Administrative Directives is disseminated to all affected employees.
- 3.3 Responsibility for Updating Directives: Though the responsibility to issue Administrative Directives lies with the City Manager and Human Resources Department, all department heads and staff members have the responsibility to recommend changes or new directives as necessary to maintain a website that comprehensively and effectively conveys current policies and procedures of The City of Lake Forest. All directives should be reviewed annually and reissued at least every five years. When updating directives, the electronic copy should first be obtained from the Human Resources Department.
- 3.5 Indexing of Administrative Directives: All electronic copies of directives are maintained by the Human Resources Department. Human Resources should be contacted for assistance in indexing, filing and effecting changes to the Administrative Directives.

4.0 Distribution:

- 4.1 Employee Information Site, www.citylf.org.



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City Manager