

Administrative Procedure Alachua County, Florida

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Procedure No.: AP 1-3

Effective: 12/12/2017

Revision No.: 1

Review Date: 10/26/2017

Review and Revision of Board Policies and Administrative Procedures

SCOPE: This policy applies to the Board of County Commissioners' Policies and Administrative Procedures.

PROVISIONS:

1. **Responsibilities.** The Administrating Officials or designees will manage a regular process of reviewing Board Policies and Administrative Procedures, revising them as necessary.
2. **Review Process.**
 - a. The Human Resources Department, County Attorney's Office, Equal Opportunity Office, Risk Management Office, Office of Management & Budget and Peer Review Committee, or the respective designees, will review revisions of Board Policies and Administrative Procedures. When considering any amendment to Board Policies or Administrative Procedures all authorities here shall review the amendments consistent with Board Policies, specifically Policy 1-1, apply their respective expertise and establish open procedures to include employee input.
 - b. Proposed revisions or additions to Board Policy in the Employee Handbook will be submitted to the Administrating Officials for approval, and then placed on the agenda for consideration at a regular meeting of the Board of County Commissioners.
 - c. Proposed revisions or additions to Administrative Procedures will be submitted to the Administrating Officials for their respective approval.
3. **Revision.**
 - a. Revised policies will be identified by a Revision Number and Effective Date and a revision history, as shown in the sample (Appendix D). Changes within a revised Employee Policy will be clearly identified, such as by strike through and underline format, when the revision is first published.

Administrative Procedure Alachua County, Florida

- b. **Effective Date.** An Effective Date will be established for each revised Board Policy when it is published. Normally a revised Policy will become effective 30 days after approval and publication. During this time the revised Policy will be distributed, read, acknowledged in writing, if necessary, and explanation or training provided, if necessary. When a revised Policy becomes effective, it supersedes the previous Policy.
4. **Publication.** Employee Policies will normally be published by adding them to the County intranet, and announcing their publication through appropriate methods designed to reach all employees.

County Manager

County Attorney