



Policy Type: Administrative

Category: Administrative Practices

Policy Name: Proposing, Revising, or Rescinding an Administrative Policy

Policy Owner: County Executive

Policy Purpose

The purpose of this policy is to provide a consistent, transparent, and collaborative process for the development, approval, and management of County administrative policies and procedures. This process was created to reduce risk and comply with County and legal requirements.

Policy Summary

The County establishes administrative policies and procedures to align operations, set behavioral expectations Countywide, and communicate policy roles and responsibilities. The existence of a uniform and transparent process by which County administrative policies and procedures are developed, approved, and managed promotes both consistency and operational efficiency.

This policy applies to County administrative policies and procedures and to policies developed by individual departments and agencies that affect the practices or responsibilities of other departments and agencies. This policy does not apply to departmental or agency policies governing only an individual department's or agency's employees and/or operations.

County administrative policies will either require, prohibit, or recommend actions of County employees, whether full time, part time, extra help, paid interns, unpaid interns, contractors, or volunteers, and members of the



general public who access County resources, facilities, or services, as appropriate.

Generally, every County administrative policy must meet all of the following criteria:

- Implement Board policy, achieve compliance with applicable laws and regulations, or address a risk to the County that cannot be adequately addressed elsewhere;
- Apply countywide and promote operational efficiency and effectiveness; and
- Have significant impact on the number of County employees affected and the level and number of risk factors involved.

Authority and Responsibilities of the Administrative Policy Council

The County Executive has delegated authority to the APC to establish and review County administrative policies. The APC is an ongoing committee with the authority to carry out the following responsibilities:

- Develop, review and implement new policies, revisions to existing policies, and rescissions of policies that no longer meet the criteria for administrative policies;
- Ensure that representatives from Stakeholder departments are involved in the development phase of both new and significantly revised policies; and
- Meet regularly to ensure that all policy needs are met and to prevent the County from unnecessary exposure to risk.



The County Executive reserves the authority to make the final decision on whether to approve or reject a proposed policy, revision to a policy, or rescission of a policy.

Membership and Meetings of the Administrative Policy Council

In general, a meeting of the APC will include the following representatives:

- Deputy County Executive, or a designee, who serves as chair of the APC;
- A representative from the Office of the County Counsel with knowledge of the area of law that is relevant to the policies being considered; and
- A representative from the Office of Labor Relations.

It is the responsibility of the chair of the APC to ensure that representatives from all relevant Stakeholder departments are afforded the opportunity to participate in the development or review of each policy, either prior to or during the APC meeting. Stakeholder departments or agencies are those departments or agencies that would be significantly impacted by the particular policies considered at a given meeting.

The APC meets as often as is necessary to carry out its responsibilities. Although the APC does not meet on a set schedule, it generally shall meet at least once every other quarter. The APC chair shall schedule all APC meetings in a manner that allows for the maximum number of representatives to attend.



The APC chair shall have the authority to prioritize which policies are addressed and/or reviewed at each meeting and may include additional items on any APC agenda as necessary.

The APC shall keep a record of the policies it addresses at its meetings, as well as any decisions and recommendations it makes. Publication of a County policy on the Connect Policy Library will constitute official approval of a County administrative policy.

Procedures

The following procedures are to be used for proposing new policies, revising existing policies, or rescinding policies that no longer meet the criteria for administrative policies.

Proposing a New Policy or Procedure

- 1) Upon identifying a need for a new administrative policy or procedure, an **employee** completes the Policy Proposal Form and submits it to the Deputy County Executive serving as the APC chair.
- 2) The **Deputy County Executive** or designee meets with the department proposing the policy to discuss the implications of the new policy, the Stakeholders that need to be involved, and a plan for implementing the policy.
- 3) The **Department Head**, or other designee, drafts the proposed policy using the County Policy Template.
- 4) The **Deputy County Executive** or designee circulates the draft policy among the County Counsel's Office, the Office of Labor Relations, the department or agency that originally proposed the new policy, and all Stakeholder departments for feedback.



- 4a) Upon obtaining feedback, the **Deputy County Executive** or designee makes appropriate edits to the draft policy.
- 5) The **Administrative Policy Council** convenes, discusses the policy, provides feedback, requests additional information, and involves additional departments in the discussion, as necessary. After discussion, the APC approves or denies, and/or amends, the policy.
- 6) If the new policy is approved, the **County Administration** notifies Department Heads, with a copy to the Department Heads' assistants.
- 7) **Learning and Employee Development** or the **Countywide Policies and Procedures team** oversees education and training of targeted groups regarding the new policy, as applicable.

Revising or Rescinding an Existing Policy or Procedure

- 1) The **Administrative Policy Council** may discuss and implement revisions or rescissions of existing policies on an as-needed basis. When revising or rescinding an existing policy, the APC should ensure that all relevant Stakeholders are offered an opportunity to provide input regarding the proposed revisions.
 - 1a) For revisions, the **Deputy County Executive**, or designee, drafts the revised policy using the County Policy Format Template. This step is not necessary for rescissions.
 - 1b) The **Administrative Policy Council** consults with the County Counsel's Office, the Office of Labor Relations, and all Stakeholder departments to receive feedback on the proposed revision or rescission.



- 1c) Upon incorporating the feedback received as appropriate, the **Administrative Policy Council** approves or denies, and/or amends, the revision or rescission.
- 1d) If the revision or rescission is approved, the **County Administration** notifies Department Heads, with a copy to the Department Heads' assistants.
- 1e) **Learning and Employee Development** or the **Countywide Policies and Procedures team** oversees education and training of targeted groups regarding the revised policy, as applicable.
- 2) Alternatively, any **Department Head**, or designee, identifies a need to revise or rescind an existing policy.
 - 2a) The **Department Head** or designee completes and submits a Policy Revision or Rescission Form to the Deputy County Executive serving as the APC chair.
 - 2b) The **Deputy County Executive**, or designee, meets with the department proposing the policy revision or rescission to discuss the implications of such action, the Stakeholders that need to be involved, and a plan for implementing the policy revision or rescission.
 - 2c) For revisions, the **Department Head**, or designee, drafts the revised policy using the County Policy Template. This step is not necessary for rescissions.
 - 2d) The **Administrative Policy Council** consults with the County Counsel's Office, the Office of Labor Relations, and all departmental Stakeholders to receive feedback on the proposed revision or rescission, and the **Administrative Policy Council** makes edits to the draft policy as necessary.



- 2e) Upon incorporating the feedback received as appropriate, the **Administrative Policy Council** approves or denies, and/or amends, the revision or rescission.
- 2f) If the revision or rescission is approved, the **County Administration** notifies Department Heads, with a copy to the Department Heads' assistants.
- 2g) **Learning and Employee Development** or the **Countywide Policies and Procedures team** oversees education and training of targeted groups regarding the revised policy, as applicable.

Changes to a Policy and/or Procedure That Do Not Require APC Approval

- 1) The **Department Head**, or designee, identifies a need for a minor change to a Countywide administrative policy or procedure. Examples of minor changes include, but are not limited to:
 - 1a) Adding or changing contact information
 - 1b) Adding to or changing the list of related policies or list of related forms and related information
 - 1c) Changing procedural steps, if those changes have already been approved by the affected departments and any affected policy users
 - 1d) Cosmetic changes, such as reformatting text or graphics
 - 1e) Fixing typos, misspellings, or grammatical errors
- 2) The **Department Head**, or designee, submits a Policy Revision Form to the Deputy County Executive serving as the APC chair. Alternatively, the



Department Head, or designee may send an email describing the minor changes to policies@ceo.sccgov.org.

- 3) The **Deputy County Executive**, or designee, contacts the department proposing the minor changes to verify the new information to be incorporated into the policy, and drafts a revision of the policy reflecting these changes.
- 4) The **Deputy County Executive**, or designee, publishes the policy or procedure, with the requested minor changes.
- 5) If a form associated with a policy has been updated, the **County Administration** notifies the Department Heads with a copy to the Department Heads' assistants, or departmental Administrative Services Managers (ASMs), as appropriate.

Definitions

- 1) "**Administrative Policy**" or "**Policy**" or "**Administrative Procedure**" or "**Procedure**" means any Countywide policy or procedure other than a Board or department/agency policy. For the purposes of this document, these terms may be used interchangeably. Regardless of the term used, the processes and provisions described in this document are assumed to apply to both policies and procedures, unless otherwise specified.
- 2) "**Administrative Policy Council (APC)**" means a committee that develops, reviews, approves, and/or denies new policies, revisions to existing policies, and policy rescissions. The committee will be made up of representatives of the departments affected by the specific policies that the APC is reviewing at a specific meeting.
- 3) "**Draft Policy**" means a draft of a proposed new policy, revision, or rescission that is submitted to the APC.



- 4) **“Minor Change”** means a cosmetic, grammatical, or other minor change to a Countywide administrative policy and/or procedure that does not require APC approval. Minor changes include, but are not limited to, adding or changing contact information; adding to or changing the list of related policies or list of related forms and information; changing procedural steps, if those changes have already been approved by the affected departments and any affected policy users; cosmetic changes, such as reformatting text or graphics; and fixing typos, misspellings, or grammatical errors.
- 5) **“Policy Owner”** means the department most involved in the administration or implementation of a specific policy.
- 6) **“Policy Proposal Form”** means the standardized form completed by any Department Head, or other individual responsible for a department’s or agency’s policies, and submitted to the APC to begin development of a new policy. This form is available at [\[url\]/sites/policies/PolicyOperations/Pages/Policy-Proposal.aspx](#).
- 7) **“Policy Revision or Rescission Form”** means the standardized form completed by any Department Head, or other individual responsible for a department’s or agency’s policies, and submitted to the APC to begin development of a revised policy or to begin the process of rescinding an existing policy. This form is available at [\[url\]/sites/policies/PolicyOperations/Pages/Policy-Proposal.aspx](#).
- 8) **“Rescind”** means to completely repeal a policy. This act has no effect on any other policy.
- 9) **“Revise”** means to change one or more provisions, other than the purpose, of an existing policy. A revision cannot change the purpose of a policy. In order to change a policy’s purpose, the policy must be rescinded and a new policy proposed and approved.



- 10) **“Stakeholder”** means any County department, agency, office, division, budget unit, or other group of employees substantially affected by any County policy, whether by being assigned responsibilities under the policy, playing a role in implementing the policy, enforcing the policy, or initiating the policy proposal, revision or rescission.

Frequently Asked Questions

- 1) **Does this process apply to policies I wish to pass that only affect my department?**

No. This process only applies to countywide policies. Any policies that only affect your department can be passed through your department’s internal policy process. However, any policies your department passes must comply with any Countywide policies on the same or related subjects, as well as all applicable local, state and federal laws.

- 2) **If I am asked to participate in an Administrative Policy Council (APC) meeting, am I now a member of the APC for all future meetings?**

No. The membership of the APC changes each meeting depending on the policies to be addressed. Only the departments most affected by the policies (the Stakeholder departments) will be asked to participate in a given meeting. When you are asked to participate in the APC, you are only asked to participate in decisions regarding policies that most affect your department.

- 3) **Can my department create a departmental policy on the same subject as a Countywide administrative policy?**

Yes, but only if the departmental policy is not less restrictive than the administrative policy and does not conflict with the Countywide



administrative policy. Departments may pass departmental policies that are more restrictive than administrative policies, but they cannot allow employees to do something that the administrative policy forbids. For example, if an administrative policy required closed-toe shoes to be worn in a department's facility, the department could pass a policy that required steel-toe shoes (this is more restrictive because it further limits the types of shoes that are allowed), but the department could not pass a policy that allowed sandals (this is less restrictive because it allows employees to do something that is forbidden by the administrative policy).

In the event of a conflict between a Countywide administrative policy and a departmental policy, the Countywide administrative policy shall supersede all departmental policies.

Related Policies

None.

Related Forms and Information

- Countywide Administrative Policy Template –
[url]/sites/policies/FormsrelatedtoPolicies/Policy-Template-122314.docx
- Propose or Revise a Policy -
[url]/sites/policies/PolicyOperations/Pages/Policy-Proposal.aspx

History

Date	Changes Made
12/29/2015	Policy Uploaded. (Kyle Larson)