

Category: 100
Number: 111

Subject: **Policy Development**

1. **PURPOSE:** The purpose of this policy is to establish a system for the preparation of policies promulgated by the Board of Commissioners of the County of Gratiot. These policies provide guidance for actions, create consistency and uniformity in the handling of business affairs, and improve internal communications and understanding.
2. **AUTHORITY:** The Gratiot County Board of Commissioners approve all new and amended policies, and rescind policies no longer required.
3. **APPLICATION:** This policy applies to all Department Heads, Elected Officials, Employees and Volunteers.
4. **DEFINITIONS:**
 - 4.1 "Employees" shall refer to Department Heads, Elected Officials, Employees and Volunteers.
 - 4.2 "Policies" are statements that direct the conduct and management of the administrative affairs of Gratiot County government.
 - 4.3 "Policy manual" is an electronic compilation of all policies issued by the Gratiot County Board of Commissioners and published on the Gratiot County website.
5. **RESPONSIBILITY:**
 - 5.1 Elected Officials and Department Heads shall be responsible for:
 - 5.1.1 Implementing policies adopted by the Board of Commissioners.
 - 5.1.2 Developing procedures for the policies adopted by the Board of Commissioners, as required.
 - 5.1.3 Notifying their employees of new and revised County policies.
 - 5.1.4 Ensuring that all staff under their direction are made aware of how to access the Policy Manual on the Gratiot County website.
 - 5.1.5 Securing compliance with the provisions of all policies.
 - 5.1.6 Notifying their employees of appropriate new and revised County policies.

5.2 The County Administrator shall be responsible for:

5.2.1 Assigning the appropriate three-digit codes to new policies.

5.2.2 Maintaining a record of all policies approved by the Board of Commissioners.

5.2.3 Announcing the adoption or amendment of policies to Employees.

6. POLICY - ORGANIZATION:

6.1 Subject Categories. Policies will be issued under one of the following four (4) subject categories:

6.1.1 General/Administrative – 100

6.1.2 Financial – 200

6.1.3 Personnel – 300

6.1.4 Facilities/Equipment – 400

6.2 Numbering System. Policies will be numbered sequentially according to the three-digit code assigned each subject category.

6.3 Policy Form. Policies shall be written in the following manner.

1. Purpose
2. Authority
3. Application
4. Definitions
5. Responsibility
6. Policy
7. Administrative Procedure
8. Review

6.4 Review of Proposed Policies. Drafts of proposed policies or proposed amendments to existing policies will be submitted to the Board of commissioners. Copies of proposed new or amended policies may also be given to other impacted groups for review and comment.

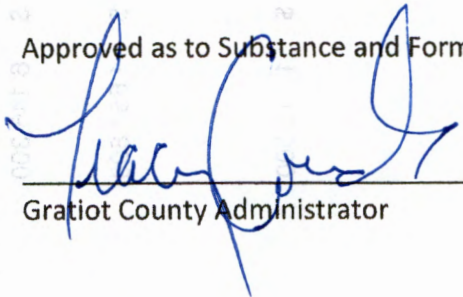
6.5 Exceptions to Policy Guidelines. Policies are intended to serve as guidelines for the administration of Gratiot County government. All Employees shall follow the

Policies. When it is determined by the Board of Commissioners to be in the best interest of the County that a policy should be waived, the meeting minutes must state the reason for variance from the policy.

7. ADMINISTRATIVE PROCEDURES: None.

8. REVIEW: The Administrator shall sign off on all new and amended policies as to form and substance. The Administrator shall submit for review by the County Legal Counsel any policy likely, in his/her view, to implicate any local, state or federal law or regulation, or other County policy or collective bargaining agreement.

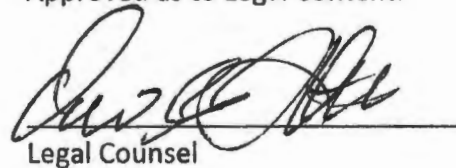
Approved as to Substance and Form:



Gratiot County Administrator

5/23/18
Date

Approved as to Legal Content:



Legal Counsel

5-21-18
Date

Amended May 15, 2018