

Section Name: General Effective Date: March 23, 1999  
Section Number: 100 Date of Revision: February 16, 2021  
Policy Number: 101

Subject: Organization and Structure of County Policies

### Overview

The County's policies are intended to provide written guidelines for administrative actions, achieve consistency and uniformity in the handling of administrative affairs, guide decision making and improve internal communications and understanding.

### Purpose:

To establish a structure for the preparation and issuance of policies by the Monroe County Board of Commissioners.

### Scope:

This policy shall apply to all offices, departments and administrative units of Monroe County government.

### Statement of Policy:

- A. County policies are promulgated to promote quality and efficiency of public services to the citizens and users of county programs and services. All policies shall be accessible to employees and the public through posting of the County policy manual on the County's official website.

The County's policies shall not be construed as creating a contract between the Employer and any of its employees. The interpretation and application of all policies are within the sole discretion of the County with ultimate responsibility residing in the Board of Commissioners.

- B. Subject Categories. Board policies will be issued under one of the following nine (9) subject categories:

- 100 Organization and Structure of County Policies
- 200 Governance
- 300 Financial Management and Budgeting
- 400 Employment Compensation and Benefits
- 500 Post-Employment Benefits
- 600 Employee Relations

- 700 Safety
- 800 Information Technology
- 900 Property & Facilities

C. Numbering System. Board policies will be numbered serially according to a three-digit code assigned each subject category.

D. Policy Format. Board policies shall be generally organized as follows:

- Overview
- Purpose
- Scope
- Statement of Policy
- Definitions
- Policy Compliance
  - Responsibility
- Administrative Procedure
- Legislative History

E. Approval Process. Drafts of proposed and revised policies shall be submitted to the Board of Commissioners through the Administrator/Chief Financial Officer. The Chairperson of the Board of Commissioners *may* refer the policy to the appropriate Standing Committee of the Board of Commissioners which shall review the need for the proposed policy and the revisions proposed for existing policies and provide a recommendation along with any supplemental revisions to the Board of Commissioners. The full Board of Commissioners shall then consider the policy for adoption or modification or elimination.

F. Interpretation of Policy. The County Administrator/Chief Financial Officer or his or her authorized designee shall be responsible for the interpretation of Board policy and shall issue such interpretive rulings or guidelines as may be required in their implementation. The Administrator/Chief Financial Officer may seek additional advice and guidance from general and/or labor counsel in the interpretation of policies.

G. Exceptions to Policy. Policies are intended to serve as guidelines for the administration of day to day operations within the County. Exceptions to policy may be approved upon recommendation of the County Administrator/Chief Financial Officer and approval of the Board of Commissioners as applicable.

H. Revisions or Cancellation of Policies. All policies shall be subject to review, revision or cancellation by the Board of Commissioners at its discretion.

## Definitions.

- A. Policy- A statement that makes Board decisions available in a form that is convenient for the conduct and management of the County's administrative affairs.
- B. Policy Manual- A loose-leaf binder or series of electronic files/folders containing policies of Monroe County.
- C. County Departments- Departments responsible for the management of specific County operations.
- D. Appointing Authority- An Appointing Authority is the head of a department, a person or group of persons with the power of law, ordinance, or lawfully delegated authority to make appointments to positions in the County.

## Policy Compliance:

### A. Responsibility

- 1. The Monroe County Board of Commissioners: Shall be responsible for the adoption of all policies.
- 2. The Board of Commissioners Administrative Assistant/Deputy Clerk: Shall be responsible for certifying policies approved by the Board of Commissioners, and posting the same to the County's official web site and for maintaining a record of all policies approved by the Board of Commissioners as part of the Board's official business.
- 3. The Administrator/Chief Financial Officer: Shall be responsible for maintaining a complete and up-to-date Policy Manual.
- 4. Department Head/ Elected officials: Shall be responsible for informing employees of the policies, and ensuring compliance with all policies.

Administrative Procedure: None

## Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.