

City of New Haven
Procedures for Issuance of Citywide Policy Statements

Purpose: The purpose of this policy is to provide a process for approval of policies to be implemented on a Citywide basis.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: The Chief Administrative Officer is responsible for insuring departmental compliance with this policy.

Policy

1. Citywide policies are to be prepared or amended by the Department of Human Resources. Upon noting a need for the development of or amendment to a City-wide policy statement, Department Heads or Coordinators are to advise Human Resources by preparing the policy amendment in the format approved by the CAO.
2. Upon completion of the policy statement, the statement must be submitted by Human Resources to the Policy Approval Committee who will submit it to Corporation Counsel and Labor Relations for approval.
3. The approved policy will be submitted to the Mayor for review and approval.
4. Once approved said policy shall be signed by the appropriate issuing authority and issued to all City departments for implementation with a designated effective date.
5. A master copy of all Citywide policies will be maintained by Human Resources and the Chief Administrator's Office in the form of a "Policy Packet".

Definitions

Policy: Any Citywide operational procedure required to effectively and efficiently carry out the activities of municipal government.

Issuing Authority: _____

Effective Date: 12/11/09

Previously Revised: Date _____

A copy of this policy is available for review at the Office of Organizational Development. It is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>