



## Department of Public Works and Engineering

### Policy Development, Review and Distribution

Policy No. 1-1

#### Purpose

To create, document, and disseminate Department policy, and establish appropriate procedures for development, periodic review, and continual enhancement of policies to increase the efficiency and cost effectiveness of the Department.

#### Scope

This policy applies to all Department of Public Works and Engineering organizations and employees and supersedes any other former Departmental policy, procedure or directive.

#### Definitions

The following terms are used in this document.

Term	Definition
<b>Policy</b>	A concise statement of organizational and individual performance and conduct expected of Department of Public Works and Engineering employees.
<b>Procedure</b>	Instructions, forms, processes and diagrams which establish the steps required to implement a stated policy.
<b>Periodic</b>	A review cycle of at least three years.

#### Roles & Responsibilities

Roles	Responsibilities
Deputy Directors	<ul style="list-style-type: none"><li>Review all PWE policies prior to Director's approval.</li><li>Designate a representative of each Division for the Policy Committee.</li></ul>
Human Resources Client Relations Group	<ul style="list-style-type: none"><li>Maintain official Department policy files.</li><li>Distribution of new and approved policies to Deputy Directors (or Designee)</li></ul>
Assistant Director, Management Support	<ul style="list-style-type: none"><li>Serve as Department Chair and coordinates Policy and Procedure Development and Review</li></ul>

Approved:

Date Approved:

3/13/17

Page 1 of 5

All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

Branch	<p>Committee.</p> <ul style="list-style-type: none"> <li>• When necessary, appoint sub-committee consisting of employees with expertise in area of policy being developed or reviewed.</li> <li>• Review, revise, and develop new and/or existing policies.</li> <li>• Develop methodology for ensuring these department policies and procedures are reviewed periodically.</li> <li>• Distribute new drafts of policy to Deputy Directors for review.</li> <li>• Submit final draft after review to the Director for final review, approval, and signature.</li> </ul>
PWE Executives and Leaders	<ul style="list-style-type: none"> <li>• Designate all authorized bulletin boards where policies will be posted.</li> <li>• Ensure that all new policies are posted for 30 days.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>• Encourage employees to make recommendations for new or revised policies</li> <li>• Ensure training is provided for all employees on new or revised policies</li> <li>• Ensure that field employees have a common computer workstation available so that they can access the department's intranet to review PWE policies and procedures.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Read and understand all policies.</li> <li>• Review workplace bulletin board on a weekly basis for policy updates and changes. <b>(Policy will be posted for 30 days.)</b></li> <li>• Sign Policy and Procedure Receipt Verification Form acknowledging responsibility to read and understand all policies. (Attachment A).</li> </ul>

## Goals and Objectives

### 1. Goals

- Establish uniform policies and procedures for efficient operation of the Department.
- Provide means for employee participation in policy development.
- Provide method for periodic review and approval of policies and procedures by the Director.



- Provide all employees access to policies and procedures.

## 2. Objectives

- Review on a defined, periodic basis all policies to ensure continuous improvement in management and operations.
- Eliminate outdated or conflicting policies.

## Procedure

### 1. Policy and Procedure Manual

- Electronic versions of the manual shall be available on the PWE Content Management (CMS) website. Notice of new policies will be displayed on CMS and on "In The WORKS."
- Policies and procedures shall be divided into the following sections:
  - Section 1 Administration
  - Section 2 General
  - Section 3 Personnel
  - Section 4 Finance
  - Section 5 Purchasing
  - Section 6 Operations and Safety
  - Section 7 Property
  - Section 8 Environment
  - Section 9 Miscellaneous

### 2. Policy Development Procedure

- Employees may submit suggestions for new policies and changes to existing policies to the Policy and Procedure Development and Review Committee using the attached submission form. (Attachment B)
- The Department Chair shall distribute the submission form for review by committee members and shall thereafter call a meeting to review, revise or reject the policy or changes. The reason for rejection shall be provided to the employee who submitted the revision or idea for new policy
- After revisions are made or new policy drafted, the Department Chair shall forward to the Deputy Directors for review and comment. When the Deputy Directors approve, the recommended revised or new policy will be transmitted to the Director for review and signature
- Policy will be checked for consistency with current City policy. If a current City policy is applicable, the policy will be referenced in the departmental policy.

Title/Subject: <b>Policy Development, Review and Distribution</b> Policy No. <b>1-1</b>	Effective Date: <b>Upon Approval</b>	<b>Page 3 of 5</b>
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- Review comments will be attached to the policy when forwarding to the Director for approval.

### 3. Policy Review Procedure

- As of the effective date of this revised policy, all department policies and procedures have been reviewed and are in effect and remain in effect until revised in accordance with this policy.
- Beginning immediately upon approval of this policy and the appointment of the Department Chair and Committee, the committee shall begin the review of each policy and procedure and develop a plan to review and revise as necessary at least one-third (1/3) of the policies each year thereafter.
- When presented to the Director for signature, the policy shall indicate revised or reviewed without revision.

### Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action.

### Attachments

Attachments	Title
A	Policy and Procedure Receipt Verification Form
B	Policy and Procedure Suggestion Submission Form

## Revision History

Rev.	Revision Date	Modified by	Description
01	03/13/17	DO/MSB	New format

**Department of Public Works and Engineering  
Policy and Procedure Receipt Verification Form**

I \_\_\_\_\_ verify that I have received Policy # \_\_\_\_\_  
(Print Full Name)

titled \_\_\_\_\_ on \_\_\_\_\_ (date).

I understand that it is my responsibility to read and understand all Department of Public Works and Engineering policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness



**Department of Public Works and Engineering  
Policy and Procedure Suggestion Submission Form**

Person Submitting Form: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

Employee Number: \_\_\_\_\_

Division: \_\_\_\_\_

Location: \_\_\_\_\_

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**Will your submission create a new policy?** \_\_\_\_\_  
YES NO

If yes, attach an explanation of the intent and reason for the suggestion. Describe important points the policy should entail/cover.

**Will your submission revise an existing policy?** \_\_\_\_\_  
YES NO

If yes, attach a copy of the current policy and highlight the area to be revised. Describe how the revisions should read and give reasons for your suggested changes.

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Received:

\_\_\_\_\_  
**Department Chair** Date

Please submit to: PWE Policy and Procedures Committee Chairperson  
Management Support Branch  
22<sup>nd</sup> Floor  
611 Walker