

Administrative Policy Manual

PROPOSED POLICY STATEMENT

As per AP 1: Proposed new or revised City of Richmond policies and procedures shall be submitted to the Human Resources Department for presentation to the City Manager or designee for review and approval with this form, AP1-1, as the cover sheet.

Approved Legal Opinion attached

Proposed Administrative Policy and Procedure attached

Revised/updated Administrative Policy and Procedure markup document attached (if applicable)

Originating Department (Department proposing policy and procedure):

Proposed new policy and procedure subject (if applicable):

Reason for new policy and procedure (brief explanation):

Reason for revision and/or update (if applicable):

Financial implications of policy and procedure or lack thereof:

Originating Department Head signature

Date

Human Resources Director or designee approval: _____

Date: _____

Forwarded to City Manager or designee for signature on (date): _____

Once the City Manager or designee has signed, return this form, along with attachments, to the Human Resources Department for distribution.