

City of Richmond

Administrative Policy Manual

SUBJECT: Administrative Policies and Procedures

SECTION: Instructions

POLICY NUMBER: AP 1

INITIAL DATE PREPARED: August 25, 1999 **LAST DATE REVISED:** April 30, 2021

I. Purpose

The City of Richmond Administrative Policy Manual (AP Manual) is a compilation of City administrative policies and procedures. The purpose of AP 1 is to clearly state and provide for the distribution of the City of Richmond policies and procedures for all concerned and establish instruction for the creation, revision, distribution, and maintenance.

Background

All General Orders have been replaced and are housed in the AP Manual. The AP Manual is a consolidation of policies and procedures for ease of access which facilitates implementation.

II. Policy

The AP Manual:

- A. is designed to ensure compliance with City policies and procedures in a variety of areas for which the City Manager exercises or delegates administrative authority.
- B. is not intended to duplicate what is contained in other documents such as departmental operating procedures. Departmental manuals and handbooks, however, may contain only policies and procedures which are consistent with policies and procedures contained in the AP Manual. In the event of a conflict with departmental manuals, the AP Manual will prevail.
- C. contains only those policies and procedures which are authorized and signed by the City of Richmond City Manager or designee.
- D. is divided according to operational or functional areas. Although the AP Manual is divided, all policies and procedures must be applicable to all city departments and employees. Each policy is numbered with the prefix "AP" for Administrative Policy, followed by a number in accordance with the numbering system outlined below:

<u>Number</u>	<u>Section</u>	<u>Explanation</u>
AP 1-9	Instructions	Establishment of the Administrative Manual's system and procedures for updating it.
AP 10-99	Basic Policy	Basic documents such as charters, etc. establishing policy applicable to the City as a whole.
AP 100-199	General Administration	General administrative policies and procedures, and

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support services applicable to all City departments and not specifically mentioned below.

AP 250-299	Legal/City Attorney	Policies regarding City services and procedures.
AP 300-349	Human Resources	Policies, procedures and services pertaining to human resources and personnel functions.
AP 400-449	Risk Management	Policies and procedures regarding insurance matters and Work Compensation.
AP500-599	Finance	Financial policies and procedures.
AP 600-649	Purchasing	Policies and procedures regarding the procurement function.
AP 650-699	Information Technology	Policies and procedures regarding information technology functions.
AP 700-799	Public Services	Policies and procedures pertaining to City office buildings and City equipment, engineering, planning, design and construction functions, and inclusion of projects in the Capital Improvement Program (CIP)

III. Procedure

The procedures for creating, updating, revising, and/or maintaining policies and procedures contained in the AP Manual are described below:

- A. Individual departments are responsible for updating and/or revising, existing policies and procedures relating to their area of responsibility. The initiating department is responsible for obtaining a legal opinion from the City Attorney's Office by submitting a Request for Legal Opinion form (AP 250).
- B. Proposed new and revised policies and procedures shall be submitted to the Human Resources Department for review and approval. The following should be attached to the AP1-1:
 - Approved legal opinion.
 - Proposed final document.
 - a copy of the markup of the original document for a revised and/or updated policy and procedure

AP1-1 requires the following information be provided:

- Reason for new policy or reason for revision/update
- Financial implications of policy and procedure or lack thereof

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- Department Head signature
- C. Any newly created, revised and/or updated policy and procedures shall be sent to all City of Richmond bargaining unions by the Human Resources Department for review and is subject to meet and confer if the policy affects wages, hours and other terms and conditions of employment.
- D. Approved policies and procedures will be assigned a number by the Human Resources Department.
- E. The Human Resources Director will forward finalized, approved policies and procedures to the City Manager or designee for signature.
- F. The effective date of the policy and procedure is the date the City Manager or designee signs approval.
- G. All new, revised, and/or updated policies and procedures will be distributed to all City employees by email. Once distributed, it is the responsibility of each Department Head to assure that all employees within their department have received a copy of any and all new, revised, and/or updated policies and procedures.
- H. All new, revised, and/or updated policies and procedures will be added to the current AP Manual. The AP Manual is available on the City of Richmond Human Resources website page at <http://www.ci.richmond.ca.us/1124/AP-Manual>.
- I. An approved City Administrative Policy and Procedure will remain in effect until superseded or no longer valid.
- J. A complete set of all AP Policies and Procedures, active and superseded, is maintained in the Human Resources Department.

APPROVED:



City of Richmond City Manager or Designee

April 30, 2021

Date