

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

POLICY STRUCTURE—APPROVE POLICY

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the Policy Structure Policy as attached, to be implemented immediately; and

BE IT FURTHER RESOLVED, that the Human Resources and Administration Departments will take the necessary steps to provide the policy and training to all County Departments so that it will be effectively utilized.

Moved by Commissioner Spreitzer, seconded by Commissioner Kapenga to amend the resolution to state that Administrative policy changes be presented to the Board of Commissioners before changes are implemented. Motion carried by roll call vote: Yeas - 6 votes. Nays - 4 votes. Absent - 1 vote.

Moved by Commissioner Burns, seconded by Commissioner VanEck to adopt the resolution as amended. Motion carried by roll call vote: Yeas - 10 votes. Nays - 0 votes. Absent - 1 vote.

ATTEST, A TRUE COPY

Joyce R. Watts, Clerk-Register

APPROVED: August 16, 2007

cc: Admin. - Finance - Human Resources

Allegan County Policy

Title: Policy Structure

Document Code No.: BD01
Department: Administration
Effective Date: August 16, 2007
Approved: August 16, 2007
Type of Action: Identify policy structure in Allegan County

1.0 SUBJECT TITLE: Policy Structure

2.0 PURPOSE:

2.1 It is the desire of the Allegan County Board of Commissioners and the County Administrator to identify the policy structure within the County.

3.0 ORGANIZATIONS AFFECTED:

3.1 All Administrative Departments, Courts, and Elected Offices (where applicable and not in conflict with State Law).

4.0 REFERENCES: N/A

5.0 DEFINITIONS:

5.1 "County Policy" is a high level overall plan reflective of general goals and provides direction in the development of Administrative Policy and Department Policy for Allegan County, recommended by the County Administrator or the Board of Commissioners and approved by the Board of Commissioners, and which has organization-wide impact.

5.2 "Administrative Policy" is regulation governing procedure or a prescribed guide for conduct or action, developed by the Executive Team and/or the County Administrator and approved by the County Administrator. It applies to Appointed Department Heads and related departments. An Administrative Policy shall not conflict with a County Policy.

5.3 "Department Policy" outlines a series of steps followed in a regular definite order or a particular way of carrying out an Administrative Policy or County Policy. This shall include "Standard Operating Procedures" and is recommended by a Department Head for their

respective department, and which has been reviewed and approved by the Human Resources Director before implementation. A Department Policy shall not conflict with a County Policy or an Administrative Policy.

6.0 POLICIES:

6.1 Each County Policy, Administrative Policy, or Department Policy developed by the County Administrator, Executive Team, or Department Head must be in writing and receive the appropriate level of review and approval prior to implementation as noted in 5.0 Definitions.

7.0 PROCEDURES: N/A

8.0 RESPONSIBILITIES: N/A

9.0 APPENDICES: N/A

Created: August 2, 2007

Updated: