


APPROVED 

BOROUGH WIDE POLICIES AND PROCEDURES

I. GENERAL

A policy and procedure manual will be developed and maintained by the FNSB administration. This manual includes all Borough wide policies. The aim of these policies is to ensure the equitable treatment of all similarly situated employees.

II. PURPOSE

This policy establishes a uniform procedure for setting policy that pertains to more than one department.

III. RESPONSIBILITY

- A. Each department director shall ensure that the procedure set forth in this policy is followed by their department staff.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Management has the responsibility and obligation to set policy.
- D. Human Resources shall maintain this policy.

IV. POLICY

- A. It is the policy of the FNSB administration that all policies and procedures with applicability to overall borough operations be expressed in writing and incorporated into the Borough Policy and Procedure Manual and posted electronically on the FNSB Intranet. Policies must also be systematically and logically numbered and organized.
- B. All administrative policies will be developed directly by the mayor or a designee except for those policies developed by groups as specified in the collective bargaining agreement or negotiated by other means such as the Sick Leave Bank Policy.
- C. Internal departmental policies and procedures are established by each department Director and maintained by each department. No department policy shall supersede or conflict with a Borough wide policy.

V. PROCEDURE

- A. Content of Policies and Procedures
 - 1. All Fairbanks North Star Borough policies and procedures shall be written as clearly, concisely and understandably as possible. Title of the policy shall be brief and descriptive.
 - 2. The policy template shall be used to draft new policies to maintain uniform formatting. See the attached example for additional instruction.

B. Declaration of Policies and Procedures Created by the Mayor or a Mayoral Designee

1. The Mayor or his/her appointed designee reserves the right to develop and implement policies directly.

C. Development of Policies and Procedures Recommended by Employees

1. A FNSB employee who perceives that a policy or procedure is needed may suggest policies and procedures. Suggestions must be made to a department Director.
2. Policy and procedure suggestions must be written up in the standard policy format. (See example.)
3. The Policy Committee shall review the suggestion to determine the following:
 - a) The appropriateness, need for and priority of the suggestion.
 - b) Whether the suggestion should be combined with other suggestions or topics, or a previous policy or procedure.
 - c) Whether the scope of the suggestion should be expanded or reduced.
 - d) The impact of the suggestion on other policies and procedures.
 - e) If the suggestion conflicts with an existing policy or procedure.
4. If a policy or procedure is not needed, the suggesting employee shall be notified in writing of the status of their request by the Policy Committee within a reasonable timeframe.
5. If the suggestion is to be implemented as Policy, then the Policy Committee may elect to solicit staff input and comments on the draft document.
6. After review is completed, the Policy Committee will route the request to Human Resources who will be responsible for all document edits for the life of the policy.
7. The draft policy and procedure will be reviewed and discussed at a future Directors' Meeting.
8. The draft will be routed to the union(s) to review, if required, by the Collective Bargaining Agreement (CBA). The Policy Committee will review all suggestions made by the Union(s) for possible inclusion.
9. The final draft shall be submitted to the Mayor for approval.
10. After approval by the Mayor, Human Resources will ensure that the document is added to the electronic repository for display on the FNSB Intra-Net. A notification will be sent to all Directors to download the new/updated policy and index and update all Policy Manuals. Directors shall ensure that all department employees are informed of and have access to all Policies.
11. Where appropriate, any policies that require employee signatures for filing will be hard copied and forwarded to Human Resources.
12. The Policy Committee will meet quarterly, or as needed, to review, assess, update and create new policy.

D. Process for repealing policies

1. When a policy has been determined no longer necessary (meaning an update or replacement is not needed), the policy shall be repealed by the Mayor or designee. The Policy effective date shall be changed to the repeal date and the number shall be preserved. All text in the policy shall be deleted and the word "repealed" shall be put in the policy title. Notification of a repealed policy shall be the same as identified in this policy for new or updated policies.

E. Format for Policies and Procedures

1. Format

- a) Use Policy Template. See attached example.

2. Numbering System

- a) Policy numbers will be assigned by the Policy Committee.

- b) Decimal system will be used.

- c) Numbers will be allocated as follows:

First two digits – Subject Designator (Additional subjects will be added as needed and agreed upon by the Policy Committee)

Number	Subject
01	Admin/Organization
05	Budget
10	Capital Assets
15	Community/Public Relations
20	Contracts
25	Emergency Management
30	Employee Benefits/Programs
35	Finance
40	Information Technology/Systems
45	Labor Relations
50	Land Resources
55	Legal
60	Miscellaneous
65	Personnel/Payroll
70	Procurement
75	Records Management
80	Risk Management
85	Safety Management
90	Vehicles/Equipment

Last two digits – Policy number (standard numbering sequence assigned in ascending order)

Example: ##. ## (Subject Designator. policy number)

VI. SUPPLEMENTAL INFORMATION

- A. References – None.

B. Definitions –

1. Policy: A statement providing guidance, direction and position on a particular issue.
2. Procedure: A specific detailed description of the way an operation or activity is to be carried out.
3. Policy Committee: – Top management team appointed by the Mayor.

C. Attachments –

1. Policy Template Outline

D. Revision History –

Supersedes Policy No.	Effective Date
01.01	5/13/88
01.01.01	5/13/88
01.01.02	5/13/88
01.01.03	5/13/88, 12/3/90
01-01	8/26/02