

**Policy Name:** Revising Policies and Procedures

**Policy Category:** Administrative (Policy Development and Standards)

**Scope of Policy:** A City Policy is defined as an organizational direction that is formally adopted by Council resolution. Enacting policies provides a framework for decision making ensuring consistency throughout our city.

This Policy describes and establishes processes and standards for developing, reviewing, approving, amending, and neutralizing city of Geneva policies as defined below. By adopting this Policy, the city seeks to enhance ethics and integrity, operational efficiencies, best practices, effective decision making and compliance with laws and regulations across the city. This Policy also helps ensure that city policies are easily accessible and understandable, widely disseminated, consistent and standardized to the extent reasonable, and approved in an appropriate way.

City policies support the City's mission by establishing clear and well understood standards for individual conduct, clarifying institutional expectations, promoting compliance with law, mitigating risk, and supporting productivity. All staff, and visitors to the city are expected to comply with city policies. City policies shall be kept current and shall be made available in a timely manner.

**Reference:** City Manager, Resolution No. 30 in 2024; and the City of Geneva Charter Section 3.12

**Modification Dates:** May 2024

**Responsible Department or Office:** City Manager's Office

**General Information:** The City Manager's Office is responsible for coordinating and tracking additions or revisions to the Administrative Manual according to the procedures outlined in this policy. City staff or a member of Council can initiate requests for additions, deletions, or updates to the Administrative Manual. To ensure consistency and accuracy, all updates and additions must be prepared using the Administrative Manual Template. The Administrative Manual Template mentioned throughout this policy, are accessible online via the City website or by contacting the City Manager's office. The City Manager's Office will send out an annual notice to all City employees detailing all amendments made to the Administrative Manual during the calendar year.

**Next Scheduled Review:** May 2029

**Definitions:**

- 1. Policy:** The policy or city policy is an official, written city directive that establishes expectations for the conduct of the members of the city, community, and/or the conduct of city business; applies broadly throughout the city and not just to a particular department; furthers the work of the City and promotes operational effectiveness and efficiency; is applied to reduce formal risk; helps to achieve

compliance with applicable legal standards; has been reviewed and approved by the leadership of the City; and is sponsored by at least one city department.

The term “City policy” or “policy” does not include: Policies or procedures that by their purpose and scope apply only to a specific department or administrative unit such as a Standard Operating procedure; City council Bylaws, resolutions, negotiated conditions of employment through memorandums of understandings, or operating procedures

2. **Responsible Office or Department:** The responsible office or department is the unit responsible for sponsoring, enforcing, and answering inquiries about a city policy. The responsible department may also be responsible for monitoring the effectiveness of and ensuring compliance with a city policy.
3. **Procedure:** A prescribed set of steps, actions, or activities generally needed to obtain consistent results. Revisions need to be presented to the members of City Council for their information.
4. **Electronic Information Dissemination** means an electronic portal on the city website that is easily accessible from the City’s home page and that contains in a numbered and searchable format a compendium of city policies and procedures.
5. **Policy Categories:** The City of Geneva Policies and Procedures are divided into the following policy categories:
  - a. Administrative including policy development and standards
  - b. Business and Finance Affairs
  - c. Information Technology
  - d. Buildings and Property
  - e. Human Resources, Personnel, and Employee Benefits
  - f. Safety and Security
  - g. Legal and Compliance
  - h. Environmental Health

### **Policy Statement:**

All city policies shall be developed, approved, and published in accordance with the standards outlined in this Policy and shall appear online in the city’s policy documents. The City of Geneva aspires to maintain a policy framework that best serves its mission and represents and supports excellence, ethics, and compliance in all of its activities

### **Policy:**

1. Council approval (a formal vote) is required for new policies or for changes to existing policy.
2. Council approval (a formal vote) is not required for new or revised procedures; however, as a courtesy, revisions will be presented to City Council by the City Manager for their information and reaction.

3. The responsible office or department will ensure that relevant policies and procedures are introduced, reviewed or updated in consultation with the City Manager according to the following criteria:
  - a. A change in federal, state, or local law has affected existing policy/procedure;
  - b. A change due to labor contract negotiations has affected existing policy and/or procedure;
  - c. the policy and/or procedure has not been reviewed within the past five years. (Refer to the “next scheduled review date” section of the policy.)
  - d. The policy and/ or procedure in question no longer reflects actual practice
  - e. The need for a new policy and/or procedure has been identified.
4. To ensure ready access to city policies, City of Geneva will maintain an official city Policies web page (Geneva, NY | Official Website ([cityofgenevany.com](http://cityofgenevany.com))) with the most current approved version of all policies, with links to applicable procedures.

**Procedure:**

1. Proposing New City Policy or Revising an Existing Policy Section of a City Policy:
  - a. The responsible department is often the first to become aware of the need for a new or revised policy because of changes in federal, state or local laws. In the absence of such legislative changes, it is City Manager Office’s responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update existing policies at a minimum of every five (5) years.
  - b. City offices should be annually reviewing the policies which they are responsible for to determine whether a policy requires a revision, replacement, or removal because of a change in applicable law or business process. A department or office may deem it appropriate to retire a policy or consolidate two or more policies following this process.
  - c. A city policy shall be formatted in a manner consistent with the formatting template in this policy; and is included on the City website in a publicly accessible format. Many other department and unit rules, standards or guidelines guide or direct employees, but are outside the scope of this policy. They should nevertheless be clearly written and appropriately available online to affected members of the community.
  - d. The responsible department will draft new or revised policy language and submit it to the City Manager’s Office for review by the City Leadership Team. For revisions to existing policies, track changes shall be used to identify all updates.
  - e. Upon completion of review by the City Leadership Team, members of the Collective Bargaining Units will receive the policy update for review and comment prior to submittal to City Council.
  - f. The City reserves the right to amend, modify, delete, or add any policy at any time in order to meet the needs of the community, in order to comply with law,

or for any other reason the city may determine. Nothing in this Policy on Policies diminishes or interferes with the ultimate right of the City Council to adopt, rescind, modify, amend, or replace any City policy on any subject, following this procedure.

- g. The City Manager, in coordination with the responsible party, will bring the final draft for formal vote and approval before City Council.
- h. The City Manager's Office will notify all departments and make final changes to the Administrative Manual. The Human Resources Office will ensure that the policy is updated on the City Website.

2. Revising an Existing Procedure of a City Policy:

- a. The responsible department is often the first to become aware of the need for a new or revised policy because of changes in federal, state or local laws. In the absence of such legislative changes, it is City Manager Office's responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update existing policies at a minimum of every five (5) years.
- b. Any individual or unit may identify the need for new or changing procedures, but at least one city department head must agree to serve as the policy owner (or designate an appropriate supervisor in their department) and be accountable for a procedures implementation and enforcement.
- c. City offices should be annually reviewing the policies and procedures which they are responsible for to determine whether a procedure requires a revision, replacement, or removal because of a change in applicable law or business process. A department or office may deem it appropriate to retire a policy or consolidate two or more policies following this process.
- d. The responsible department will draft new or revised procedure language and submit it to the City Manager's Office for review by the City Leadership Team. For revisions to existing policies, track changes shall be used to identify all updates.
- e. Upon completion of review members of the Collective Bargaining Units will receive the policy update for review and comment prior to submittal to City Council.
- f. The City Manager, in coordination with the responsible party, will bring the final draft of the procedure update before City Council for their awareness.
- g. The City Manager's Office will notify all departments and make final changes to the Administrative Manual. The Human Resources Office will ensure that the policy is updated on the City Website.

3. Policy Format, City policies will be written and maintained following the format described below: A City policy should be written so that it is clear and concise. It should contain sufficient information on the subject without being excessive in length or complexity.

- a. Policy Name.

- b. Policy Category
- c. Scope of Policy
- d. References
- e. Modification Dates
- f. General Information
- g. Responsible Department or Offices
- h. Next Scheduled Review Date
- i. Definitions
- j. Policy Statement
- k. Policy
- l. Procedures
- m. Approval Date

4. To ensure ready access to city policies, the City of Geneva will maintain an official city policies web page (Geneva, NY| Official Website is [cityofgenevany.com](http://cityofgenevany.com)) with the most current approved version of all policies and procedures. To maintain an organized system of change control and consistency, individual departmental web sites should not contain separate versions or copies of city policies. Departmental websites that reference city policies must use hyperlinks to the official City Administrative Manual. This does not preclude departments from maintaining internal departmental policies and procedures on their websites, provided the departmental policies and procedures are not identified as City policies and do not conflict with official City policies.

5. For city of Geneva policies that predate this policy, the format described above will be updated with each review. All policies will follow this format within five years of the adoption date of this policy.

**Approval Date:**