

Subject: POLICY DEVELOPMENT AND REVIEW PROCESS

Date: July 10, 1993

Pages: 1 of 1

Replaces Policy Dated: N/A

PURPOSE: To establish a method by which Personnel Policies may be developed and revised as needed through a review process.

SCOPE: Any Pinal County employee may recommend a proposed new Personnel Policy or a proposed revision to an existing Personnel Policy. The proposal must be in writing giving the suggested wording together with the reasons for the policy or revision and an explanation of how it will benefit the County. Such proposals will be submitted through the employee's Department Director and Assistant County Manager or Elected Official to the Human Resources Director.

The Human Resources Director will, with the advice of the Civil Division of the Pinal County Attorney's Office, ensure that the proposed policy or revision does not contradict existing policy, procedure, or statute, and place the proposed policy or revision in proper format for formal review.

A Policy Review Form establishing a due date for comment and brief statement of intent will accompany the proposed policy or revision. Circularization will be made to Elected Officials, the County Manager, Assistant County Managers, and Department Directors.

After comments have been received, the Human Resources Director will incorporate all appropriate changes and submit the proposed policy or revision to Elected Officials, the County Manager, and Assistant County Managers for final review and comment. If the proposed policy or revisions are changed so as to be substantive in nature or alter the meaning or purpose of the original proposal, they will be referred to the originator for comment.

The County Manager will forward the final policy or revision to the Board of Supervisors for consideration for adoption.