

# Chapter 1

## Issue 1

Date 08/04/86

### SUBJECT: ISSUANCE AND REVISION INSTRUCTIONS FOR HUMAN RESOURCES PROCEDURES

#### I. PURPOSE

In accordance with Sections 20-1 and 20-2 of the Lompoc City Code, the purpose of this procedure is to establish a standard method for requesting, issuing, monitoring, and amending human resources procedures in the City of Lompoc.

#### II. ADMINISTRATION

The provisions of this manual shall be administered by the Human Resources Department and shall apply to all departments.

#### III. DEFINITION

"Human Resources Procedures" shall consist of practices and policies designed to implement and administer applicable sections of the Lompoc City Code and Personnel Rules adopted in accordance with Section 20-5.

#### IV. AUTHORITY OF HUMAN RESOURCES PROCEDURES

A. All human resources policy directions affecting City departments will be issued as human resource procedures.

B. All human resource procedures will be issued over the signature of the City Administrator and will be in full force and effort until canceled or revised in writing.

#### V. ISSUANCE AND REVISION

A. Requests for new or revised procedures will be forwarded to the Human Resources Director with a brief summary of the recommended procedure.

B. The Human Resources Office shall

prepare and the City Administrator shall approve changes to the human resources manual.

VI. DEPARTMENTAL RESPONSIBILITY

A. It is the responsibility of each department director to monitor existing human resources procedures and to propose new or revised procedures for approval based on changes in management policies and government regulations and statutes.

B. Each department director should also inform all concerned departmental staff of these human resources procedures and issue any further instructions to insure their implementation.

C. Each City Department should maintain at least one current copy of the City of Lompoc Human Resources Procedures Manual.

Authorized:

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City Administrator

Effective Date