

POLICY NUMBER:

APM- 2 - 92

DATE:
March 3, 2003

ISSUED BY:

Linda Haskins

City Manager/Designee



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION	DATE OF REVISION
Created	07/22/92
Revised	06/18/97
Revised	03/03/03

Page 1 of 1

SUBJECT: ESTABLISHING ADMINISTRATIVE POLICIES

PURPOSE: To amend the guidelines and procedures for creating new or revising prevailing administrative policies.

Effective this date, this administrative policy will supersede LMP-2-92 and all previous directives relating to the establishment and/or revision of administrative and/or labor/ management policies.

The Policy will be as Follows:

- I** All departments creating new or revising prevailing administrative policies shall submit the proposed policy draft to the Department of Employee Relations, Labor Relations Division.
- II** The Office of Labor Relations will review the administrative policy for language and content and recommend changes, if necessary. Upon completion of their review, the proposed policy shall then be forwarded to the City Manager/Designee for final approval. Assignment of appropriate indexing and implementation date will be the responsibility of the Department of Employee Relations, Labor Relations Division.
- III** The APM should include the following:
 - A** Subject
 - B** Purpose
 - C** Policy in detail
- IV** Form or exhibit, where applicable
- V** Any policy submitted for review shall not conflict with any labor agreement provision, Civil Service Rule or any other Administrative Policy in effect.
- VI** The Department of Employee Relations, Labor Relations Division will be responsible for dissemination of the approved APM to all departments.