

# **Borough Wide Policies and Procedures**

The Mayor has appointed a Policy Review Committee (PRC) to create/update Borough wide policies as needed. The goal is to maintain clearly defined, easy to understand policies and procedures.

Those appointed to serve on the PRC are:

- \* April Trickey, Borough Clerk
- \* Jill Dolan, Legal
- \* Michelle Michel, Human Resources Director, Chair
- \* Nikki Garcia, Administrative Assistant IV designated Staff Support to PRC

The process is as follows:

- a. The Policy Review Committee (PRC) makes the initial draft changes to the policies. New policies may be assigned to specific departments to create the initial draft.
- b. Once the draft is ready, the policy is forwarded to the Directors for review and comment. Comments and suggestions are considered by the PRC for incorporation.
- c. Once the final draft is ready, the policy is forwarded to FNSBEA, ASEA and the Laborers for review and comment. Comments and suggestions are considered by the PRC for incorporation.
- d. The final policies are promulgated by the Mayor and then posted on the Intranet. It is the policy of the FNSB administration (as defined in the Borough Policies and Procedures Policy, FNSB 01.01) 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 Human Resources Website.
- e. All staff are notified that the Mayor has promulgated a new policy via notice to "all of FNSB" e-mail, which will include a link to the new policy as well as a track changes copy so that changes to existing policies are easily evident.

Michelle Michel, Human Resources Director is the chair of the PRC. Please contact Michelle at 459-1207 or email:

michelle.michel@fnsb.us if you have any questions concerning the review and update process.