ADMINISTRATIVE PROCEDURES

1. Definition

Administrative Regulations generally establish and interpret rules, procedures and practices that affect more than one City department. These regulations normally apply to employee activities, working conditions, public relations, internal communications, and other matters that do not require formal authorization from the City Council.

2. Policy

Under authority granted in Chapter 2, Section 2-41, of the Port Huron City Code, the City Manager issues Administrative Regulations as deemed necessary. Matters solely or primarily of concern to one department are expected to be compiled and issued as departmental regulations by the department concerned.

3. Procedures

A. Issuance: Administrative Regulations are issued by the City Manager as necessary. They are effective as of the date issued unless otherwise noted. All regulations, once issued, remain in effect until superseded or canceled.

B. Filing: Each department shall be responsible for keeping at least one (1) printed, up-to-date copy, of the Administrative Regulation Manual.

C. Copies: Administrative Regulation Manuals and all subsequent regulations and indices are also available for reviewing on the City's Intranet site.

4. Responsibility

All department heads are responsible for instructing departmental personnel in administrative regulations as appropriate.

*This regulation supersedes:
Administrative Regulation No. 1-2, effective April 1, 2004
Administrative Regulation No. 1-2, effective August 1, 2001
Administrative Regulation No. 1-2, effective January 26, 1998