

ADOPTION AND AMENDMENT OF POLICIES

Policy # **1000**
Original Effective Date: 04/05/1994
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Type of Policy: ☒ BOARD ☐ DISTRICT ☐ FIRE ☐ PARKS

POLICY

1000.1 The Cosumnes Community Services District ("District") will develop and implement policies that are consistent with federal, state, and local laws and regulations.

PURPOSE AND SCOPE

1000.2 The District is committed to providing the best quality services to the public and its employees. Therefore, it is critical that all District services be provided in accordance with applicable laws, regulations, and District policies and procedures.

1000.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

APPLICATION / PROCEDURE

1000.4 Definitions:

- a. Application / Procedure
 - 1. Outlines a particular and specific way of doing things.
 - 2. Defines how, who, and when something should be done.
- b. Chain of Command: an official hierarchy, in order of rank or assigned responsibility, of person having authority or undertaking. This organization is available on the District organizational chart.
- c. Policy
 - 1. A written statement that outlines guiding principles intended to influence decisions and actions.
 - 2. Defines what and why something shall be done.
 - 3. Reflects the rules governing the District and employee conduct.
 - 4. Should be as simple and direct as possible.

1000.5 District policies will be categorized within the following areas:

- a. Board Policies – Policies that apply to the entire District and include areas that have a material impact on the ability of the District to govern and operate. Adopted by the District Board of Directors ("Board") and implemented by the General Manager.

- b. District Policies and Procedures – Policies and procedures that apply to the entire District and include areas that impact the day-to-day operations of the District. Approved and implemented by the General Manager.
- c. Fire Department Policies and Procedures – Policies and procedures that apply to the members of the Fire Department and include areas that are specific to the day-to-day operations of the Department. Approved and implemented by the Fire Chief or General Manager.
- d. Parks and Recreation Department Policies and Procedures – Policies and procedures that apply to the members of the Parks and Recreation Department and include areas that are specific to the day-to-day operations of the Department. Approved and implemented by the Parks and Recreation Administrator or General Manager.

1000.6 Consideration by the Board of Directors to adopt a new Board policy or to amend an existing Board policy may be initiated by any Board Director or the General Manager.

- a. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended Board policy to the Board President and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.
- b. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board.
- c. The General Manager will place Board items on a future Board agenda to the extent that personnel time and research on the proposed item is mutually decided upon between personnel and the Board.

1000.7 Adoption of a new Board policy or amendment of an existing Board policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

- a. The General Manager is authorized to issue interim Board policy or amendments by Executive Directive when a Board policy must be established in a time period too short to permit completion of the process delineated in this policy. Interim Board policy may remain in force up to twelve months from the date of issuance or until a final Board policy has been approved and disseminated, whichever is sooner.

1000.8 Copies of the proposed new or amended Board policy(ies) shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

- 1000.9 The management, organization, and dissemination of all District and Department Policies and Procedures will be at the discretion of the General Manager.
- 1000.10 The delivery and dissemination of Board Policies must be in a manner where it is accessible to all affected personnel. If updates and revisions are required, personnel must be notified where to find the updated version. The General Manager and District Clerk are responsible for the notice of new and revised Board Policies.
- 1000.11 District, Fire, and Parks and Recreation Policies and Procedures should be developed, approved, and implemented in accordance with their Policies.
- 1000.12 In any instance that authorization is provided to subordinate personnel to the General manager within Board, District, or Department policy, purpose, scope, application, or procedure, it is understood that such authority is granted through and as an extension of the General Manager. Approval and authorization may be superseded, or suspended, through the chain of command and organizational structure of the District up to the General Manager.
- 1000.13 In the event of any inconsistency or conflict between policy and a Memorandum of Understanding ("MOU"), the terms and provisions of the MOU shall supersede the policy for the employees governed by the applicable MOU.
- 1000.14 If any policy pertains to a mandatory subject of bargaining under applicable law or legal obligation under Meyer Milias Brown Act ("MMBA"), any meet and confer obligations will be satisfied.

REFERENCES

None