ADMINISTRATIVE PROCEDURES

Procedure Number: 23-15

Effective Date: 02/05/2019
Revision Date: NEW

County Administrator

SUBJECT: County Directives

DEPARTMENT RESPONSIBLE: Human Resources

I. STATEMENT

The County strives to establish and maintain secure and positive work environments. When employees follow County directives, management structures and work teams operate as expected, time and resources are utilized more efficiently, and errors in processes and practices can easily be identified and addressed timely and effectively.

II. PROCEDURES

The County Administrator will identify, on an annual basis and with the assistance of Human Resources, County directives for review and acknowledgement by County employees. Human Resources will create a timeline and method for dissemination and acknowledgement of the identified directives.

A County Wide Directive Policy Acknowledgement ("Acknowledgement") which provides documentation that each employee acknowledges having received, read, and agreed to abide by the identified County directives, shall be collected, tracked and maintained by the employee's department.

III. RESPONSIBILITY

A. New Employees:

Departments are responsible for disseminating directives to new employees during the onboarding process and collecting Acknowledgement(s) for the following directives:

- AP 23-19, Pima County ID Card
- AP 23-38, Leave Administration
- AP 27-4, Information Technology Program
- AP 27-5, Electronic Mail (Email) Governance
- PP 8-111, Outside Employment
- PP 8-119, Rules of Conduct
- BOS Policy C 2.1, Workplace Ethics, Conduct and Compliance
- BOS Policy C 3.7, Privacy, Information Security and Compliance Policy
- BOS Policy D 21.2, Prevention of Sexual Harassment
- BOS Policy D 21.3, Prevention of Workplace Harassment
- BOS Policy D 23.1, Preventing, Identifying and Addressing Workplace Bullying

- BOS Policy D 23.11, Preventing Workplace Violence
- BOS Policy D 27.1, Pima County Information Technology Program
- Educational Guide – Understanding & Preventing Workplace/Sexual Harassment

Departments will also issue for review and acknowledgment to new employees those directives disseminated during the previous calendar year of hire.

B. Current Employees:

Human Resources will oversee dissemination of identified directives. Departmental assistance will be necessary to ensure compliance with the Acknowledgement signed by employees acknowledging they have received, read, and agreed to abide by the County's directives disseminated for review. Departments will also be responsible for maintaining records on Acknowledgements signed by employees and conveying departmental compliance to Human Resources.