

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION:	POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 2.00
SUBJECT:	DISTRIBUTION OF POLICIES, PROCEDURES, AND ADMINISTRATIVE DIRECTIVES	INITIAL EFFECTIVE DATE: 09/01/84
TITLE:	DISTRIBUTION OF POLICIES, PROCEDURES, AND ADMINISTRATIVE DIRECTIVES	LAST REVISION DATE: 12/15/92

I. DISTRIBUTION OF THE MANUAL

- A. Copies of the Policies and Procedures Manual will be distributed to all individuals on Distribution Lists I and II. These individuals will be referred to hereafter as "manual holders."
- B. All new or revised policies, procedures, and administrative directives will be distributed from the Human Resources Department. A policy, procedure, or administrative directive shall not be considered official unless (1) it has been distributed under a cover memorandum signed by the Director of Human Resources, and (2) it has been given an effective date.
- C. Draft policies, procedures, and administrative directives will not have an effective date and will be stamped "draft." Drafts should be kept separately from your official Policies/Procedures Manual so as to avoid confusion with later transmittals.
- D. A printing charge will be made from the Human Resources Department to the originating department (department recommending policy/procedure changes), for printing costs associated with distribution of new or revised policies, procedures, and directives.

II. ACCESS TO THE MANUAL

Manual holders are responsible for making their Policies and Procedures Manual accessible to *all employees* in their department.