

Town of Meredith - Administrative Regulation

Effective Date: 03/10/10

Regulation No: 01

Revision Date: 02/22/10

Supersedes: 01/26/04

Approved By: Phillip L. Warren, Jr.

SUBJECT: ADMINISTRATIVE REGULATIONS

I. Purpose

All employees of the Town of Meredith, New Hampshire, will be guided in administrative policy by Administrative Regulations which will be issued from time to time by the Town Manager.

II. Subject Matter

Administrative Regulations will include varied programs, procedures and policies of the Town such as purchasing, hiring procedures and other programs in some detail.

III. Maintenance of Regulations

The Executive Department shall maintain the master copy of the Administrative Regulations, and an electronic copy of said master shall be posted on the Town Website. Department Heads shall be advised of any changes in the Administrative Regulations by the Executive Department. Employees should be informed of new or revised regulations by their department head and should be directed to the website to view any regulation. As of the effective date of this regulation, all departmental copies of Administrative Regulations shall be destroyed.

IV. Preparation of Administrative Regulation

When department heads or other Town officials become aware of situations requiring clarification as to specific policy, they should prepare a proposed Administrative Regulation for the Town Manager's consideration.

V. Issuance of Administrative Regulations

Administrative Regulations may only be issued by the Town Manager, or in cases of prolonged absence or disability of the Town Manager, they may be issued by an Acting Town Manager if warranted by circumstances.

Phillip L. Warren, Jr.

Town Manager

2-22-2010