

# Rescission of Conflicting Employment- Related Department Policies and Procedures

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## PURPOSE

The Human Resources Unification Project endeavors to align human resources policies and practices while respecting the compelling business needs of individual agencies. When possible, King County Executive agencies operate under one set of human resources policies and procedures. Where duplicative, conflicting or outdated department/division-level policies exist, the following control: current federal and state law, the King County Code, the Personnel Guidelines, Executive Policy, Human Resources Bulletins and Department Policy.

Agency human resources personnel are responsible for maintaining a current list of all human resources policies and procedures. In order to ensure that such conflicts do not exist, agency human resources personnel are responsible for amending or rescinding duplicative, conflicting or outdated department/division-level human resources policies and/or procedures.

**DEFINITIONS** per Executive Policy "Description of Standardized System for All King County Rules, Policies, and Procedures" INF 7-1-1 (AEP):

"Amend" means to modify a document by adding new language or deleting existing language.

"Department Work Procedures" (DW's) are one type of directive at the Department Policy level. They are intended to provide specific detailed direction for the completion of a task which is usually performed by one person.

"Executive Policies and Procedures (AEP's)" are one type of directive at the Administrative policy level. They are statements of policy and procedure which have application throughout all or most Executive Departments.

"General Administrative Policies and Procedures (AP's)" are one type of directive at the Administrative Policy Level. They are intended to provide direction for the management of County government operations. They differ from Executive policies in that they are more detailed and their content tends to be less controversial and more managerial. As Administrative Policies, they affect most or all Executive departments.

"General Department Policies and Procedures (DP's)" are one type of directive at the Department Policy level. They are intended to provide direction for the internal management of County departments, divisions, and agencies. As department level policies they affect primarily or exclusively single departments.

"Rescind" is an action for changing the status of an existing document. Rescind means to revoke or abolish a document without adopting replacement language and without creating a new document.

## **PROCEDURES**

Per Executive Policy "Description Of Standardized System For All King County Rules, Policies, And Procedures" INF 7-1-1 (AEP) 6.2.4, each department will maintain "Policy Manual Stations" as distribution and maintenance points for all policies distributed by Records Management, in addition to their internal department-level policies (as set forth in the definitions section of this HR Bulletin). Agency policies include those in electronic and hard copy form. Agencies will designate a Coordinator for each Manual Station, who is responsible for filing, maintenance, and internal distribution of department/division/office-level policies.

Agencies are responsible for ensuring that their internal policies and procedures are current and do not duplicate or conflict with Executive Policies and Procedures, the King County Code, the Personnel Guidelines, Human Resources Bulletins, or current federal and state law as follows:

- General Department Policies and Procedures and/or Department Work Procedures that have a human resources-related nexus must be reviewed by the agencies' Human Resources Service Delivery Manager or highest ranking human resources personnel for a determination of retention, amendment or rescission on an annual basis;
- The agencies' Human Resources Service Delivery Manager or highest ranking human resources personnel will direct the annual review and may work with the department Manual Stations Coordinator in doing so;
- Internal agency policies or work procedures that are duplicative or conflict with countywide policies or are outdated should be amended or rescinded by the agencies' Human Resources Service Delivery Manager or highest ranking human resources personnel; and
- On or before March 1<sup>st</sup> of each year, the agencies' Human Resources Service Delivery Manager or highest ranking human resources personnel shall provide a report to the Human Resources Division Director or designee to include:
  1. A current list of all policies and procedures that have a human resources-related nexus;
  2. A list of agency policies that have a human resources-related nexus which were amended or rescinded as a part of the agencies' annual review;
  3. Where no policies were amended or rescinded, the agency report will indicate that status.

In the event that any provision of this Human Resources Bulletin conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail.

## **QUESTIONS/COMMENTS**

Refer all questions or comments to Human Resources Division Operations.