GOVERNING BOARD POLICY

Mojave Desert Air Quality Management District

Policy No: 93-3
Amended: August 22, 2016

Robert Lovingood
Governing Board Chair

Brad Poiriez
Executive Director/APCO

SUBJECT: POLICY AND PROCEDURE MANUAL

POLICY:

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to require the Executive Director/Air Pollution Control Officer (APCO) to develop a system of Standard Practices to ensure that the policies established by the Board are properly documented, coordinated, and translated into systems, procedures, and detailed instructions for execution at the appropriate organizational levels.

AMPLIFICATION OF POLICY:

(A) General

The successful operation of any organization is largely dependent upon a balanced relationship between centralization of policy direction and administration, and decentralization of authority and responsibility for policy implementation. The effective functioning of this relationship is, in turn, dependent upon the existence of an integrated system of communication from the point of policy direction to the points of ultimate execution. A Policy and Procedural Manual is one method of providing this type of communication.

(B) Policy & Procedural Manual

The Policy and Procedural Manual of the District consists of the following types of documents:

1. Governing Board Policies

The formal policy statements of the Governing Board as approved and signed by the Chair.

2. Organization and Personnel Materials

Documents which include, but are not limited to, the District's Personnel Policies and Procedures (PPP), any Memorandum of Understanding (MOU) with an authorized Employee Association, the Exempt Compensation Plan (ECP), the Confidential Compensation Plan (CCP), the Classification Plan, the Flexible Benefit Plan, and the Deferred Compensation Plans. These documents are approved by the Governing Board unless such duties are delegated by the Governing Board.

3, Standard Practices

Documents which provide instructions for administering and performing various tasks and duties required for the efficient functioning of the District as well as documents necessary for the implementation of Governing Board Policies. These documents are issued and signed by the Executive Director/APCO.

4. Protocols and Forms

These documents are step by step instructions on how to perform particular specified tasks. They are usually tied to a specific project and/or task. They are issued by the person having the lead supervisory function over the particular project or task or by the Executive Director/APCO.

(C) Formats and Designs

Standard formatting and organization of the documents contained in the Policy and Procedural Manual shall be determined by the Executive Director/APCO.

(D) Review Cycle

1. Governing Board Policies should be reviewed periodically for relevance, legal standards, and accuracy. The Executive Director/APCO shall develop the review cycle with the goal that all policies are reviewed every three years but not less than five years. To the extent possible, the review cycle will be coordinated with review of the attending standard practices, etc.

2. The Governing Board Procedural Rules shall be examined annually to ensure that they reflect current Governing Board practices and recently adopted legislative actions.

(E) Other Policy Reviews

1. The review of the Conflict of Interest Code is governed by the provisions of the Fair Political Practices Act and will be conducted in accordance with the provisions of that legislation.

2. The Personnel Policies and Procedures and Memorandum of Understanding are labor documents setting forth terms and conditions of employment and are thus subject to negotiation. They will be reviewed and updated in consultation with the appropriate bargaining unit.

3. The Exempt Compensation Plan and Confidential Compensation plan normally are reviewed and updated after changes have been made to the Memorandum of Understanding but they may be reviewed and updated at the pleasure of the Governing Board.

Revision History
Adopted: July 1, 1993
Amended: June 24, 1996
Amended: January 22, 2007
Amended: January 24, 2011

Last Review: January 26, 2015