



Enriching Lives & Connecting Communities

Richland County Recreation Commission Administrative Policy Manual

Administration
Policy No. 1000

Revision Date: December 16, 2013

Policy Statement

This Administrative Manual is designed to outline Policies, Procedures and Rules and Regulations to carry out the Mission of RCRC by providing stability and consistency in decision making, a way to review existing programs and services to ensure needs are met, and help avoid conflict and potential misunderstanding.

GUIDANCE:

This Administrative manual is in loose leaf form to enable staff to easily keep the manual up-to-date as Policies, Procedures and Rules and Regulations are revised or added. Each person who is assigned a manual is responsible for keeping it current. An electronic version of the Administrative Manual is available on-line at richlandcountyrecreation.com/ in the Employee login file and is equally valid as the paper copy. RCRC Administrative Manual is reviewed on an on-going basis with a complete review every two years to ensure that it is consistent with best practices and the strategic direction the Agency. Steps for Policy, Procedure, Rules and Regulations formulation are attached as **Addendum A**.

POLICIES:

The Richland County Recreation Commission (RCRC) develops policies that describe the rules as broad or specific statements designed to state the expectations for handling situations that may arise. The Richland County Recreation Commission provides a system whereby policies are formulated by RCRC staff, reviewed by the management team, recommended to the Board by the Executive Director, after obtaining legal review if appropriate, and ultimately approved by the Commission Board. Each Richland County Recreation Commission policy will contain an identified Policy Statement at the beginning of the policy document.

PROCEDURES:

The Richland County Recreation Commission has developed procedures even more specific than rules and regulations – they describe exactly how an employee should act in a certain situation. Procedures are developed in order to accomplish policy goals by Directors, Managers and Supervisors. These procedures meet established best practices and follow safety, manufacturer and regulatory requirements.

RULES AND REGULATIONS:

The Richland County Recreation Commission staff formulates or adopts from outside governmental regulatory agencies various rules and regulations for carrying out policies. These rules and regulations or guidelines are generally a part of the policy document and are reviewed and approved by the Commission Board. Unlike the broad statements, contained in policy statements, rules and regulations are more specific and describe the accepted way of implementing the policy.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

Richland County Recreation Commission

Addendum A

Richland County Recreation Commission

Process for Formulating Policy

Ordinary Steps in Policy Formulation

- **Step One: Identify the Need for the Policy – this may come about because of a change in the law, process improvement or staff recommendation;**
- **Step Two: Seek input from employees (stakeholders) within RCRC;**
- **Step Three: Management initial review and recommendation;**
- **Step Four: Consider policy alternatives and determine associated costs;**
- **Step Five: Determine and consider possible outcomes associated with implementing a policy;**
- **Step Six: Write a policy statement that incorporates the actions needed to meet the given need and obtain further management recommendations;**
- **Step Seven: Obtain legal review as needed;**
- **Step Eight: Review and approval by Board;**
- **Step Nine: Distribution to employees, managers, Commissioners as necessary;**
- **Step Ten: On-going review and evaluation.**

Richland County Recreation Commission
Addendum A

Process for Formulating Policy

Example - Employee Service Awards

- Step One: A need was identified within Richland County Recreation Commission. Management wanted a way to reward and recognize employees' dedicated service to the Commission;
- Step Two: Input from staff indicated recognition would foster positive reinforcement for employees and would be a good way to improve morale;
- Step Three: The policy was presented to the weekly manager's meeting for initial review and input;
- Step Four: Other options were discussed such as employee service gifts: watches, jewelry, etc. Because of budget limitations, it was decided to implement a service award pin and certificate for each 5,10,15,20, 25, etc. year anniversary milestone;
- Step Five: Possible outcomes were discussed such as improved employee morale and consideration was given to an idea that employees may prefer monetary awards. Pins and certificates were agreed upon since it was thought that these would create pride in the job and organization;
- Step Six: The policy, along with associated rules and regulations, was drafted taking management recommendations into consideration;
- Step Seven: Legal review by employment legal counsel was obtained;
- Step Eight: The policy was recommended to the Board and approved March 21, 2005 and the first ever Employee Service Awards luncheon was held September 29, 2005.
- Step Nine: The Employee Service Awards Policy – Human Resources Policy No. 135 was distributed as part of the Human Resources Policy Manual and the Employee Handbook.
- Step Ten: The outcome of the program was reported by managers to be a wonderful success for recognition and morale. During the process it was also determined that Commissioners should be recognized for their service to the Richland County Recreation Commission with service pins.