



Administrative Manuals

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The Administrative Manual

The Administrative Manual is the heart of the AMS, containing either directly or by reference, information about each part of the AMS. It will be composed of Administrative Instructions (AI), each addressed to a particular problem or administrative matter. AI will be issued by the City Manager, and will contain reference numbers and effective dates. References which are important in relation to a specific AI will be listed, such as the authority for the AI, or a related Manual or AI. Any Instructions, Memoranda, or other policy or procedural statements superseded by an AI will similarly be listed.

1. The Administrative Manual. The purpose of this Manual is to define the rules and procedures, applicable to all City departments and employees, for the operation of the City government. Directions concerning the development and maintenance of other Manuals in the AMS will be included in the Administrative Manual. In addition, this Manual will contain instructions cross-referencing the important policy documents under which the City government operates and to which departments and employees frequently refer.

2. Special Manuals. The purpose of these Manuals is to define the policies and procedures which are applicable to particular phases of City operations, but which affect all City departments, such as purchasing or financial procedures. An Administrative Instruction will be issued establishing each Special Manual, which will set forth the purpose of the Manual, the type of material to be included in the Manual, and the official responsible for the development and maintenance of the Manual.

3. Department Manuals. The purpose of these Manuals is to define the policies and procedures which are applicable to single departments or agencies of the City organization. As with Special Manuals, an Administrative Instruction will be issued defining the purposes, contents, and responsibilities for each Departmental Manual.

OVERVIEW

- The Administrative Manual serves as a guide to assist University employees in their day-to-day performance of administrative and management functions.
- The manual contains instructions for completing forms, shows reporting relationships, provides procedures for requesting services, and delineates responsibility.
- The manual also serves as a consolidated reference document about the operations and programs of the University.