

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: July 1, 1990

FILE UNDER SECTION 2

NO. 1

REVISION DATE: N/A

SUPERSEDES: N/A

APPROVED BY: Robert A. Stalzer

SUBJECT: Administrative Regulations

I. SCOPE

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

II. SUBJECT MATTER DIVISION

Administrative Regulations will be divided according to subjects in the following manner:

Chapter 1	Personnel
Chapter 2	General
Chapter 3	Purchasing
Chapter 4	Civil Defense and Public Safety
Chapter 5	Vehicle Use and Travel
Chapter 6	Finance and Budget

III. MAINTENANCE OF REGULATIONS

Each department and major division has been issued a binder to maintain all Administrative Regulations. Employees may view the book maintained within their departments. The Town Manager's office shall maintain the originals of every Administrative Regulation issued.

IV. PREPARATION OF ADMINISTRATIVE REGULATIONS


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.

(ALL REVISIONS ARE MARKED BY AN ASTERISK *)

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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 the Acting Town Manager if warranted by circumstances.



Robert A. Stalzer
Town Manager

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