

Borough Wide Policies and Procedures

The Mayor has appointed a Policy Review Committee (PRC) to review all Borough wide policies for revision, deletion or creation. The goal is to maintain clearly defined, easy to understand policies and procedures.

Those appointed to serve on the PRC are:

- * Mona Drexler, Borough Clerk
- * Rene Broker, Legal
- * Sallie Stuvek, Human Resources Director, Chair
- * Bonne' Woldstad, Senior Secretary II designated Staff Support to PRC

The process is as follows:

- a. The Policy Review Committee (PRC) makes the initial draft changes to the policies. New policies are assigned to specific departments to create the initial draft.
- b. Once the final draft is ready, the policy is forwarded to FNSBEA, ASEA and the Laborers for review and comment. Comments and suggestions are considered by the PRC for incorporation.
- c. The final policies are promulgated by the Mayor and then posted on the Intranet. It is the policy of the FNSB administration (as defined in the Borough Policies and Procedures Policy, FNSBO 1.01) that all policies and procedures with applicability to overall borough operations be expressed in writing and incorporated into the Borough Policy and Procedure Manual and posted electronically on the FNSB Internet. In addition to the electronic posting, each department will maintain a hard copy Policy & Procedures Manual.
- d. Department Directors are notified that the Mayor has promulgated a new policy so that they can advise staff of the new policy. In addition, notice to "everyone" e-mail is given of a new policy promulgation.

Sallie Stuvek, Human Resources Director is the chair of the PRC. Please contact Sallie at 459-1207 or email: sstuvek@fnsb.us if you have any questions concerning the review and update process.