

Policy No. 1.01 **Policy Manual**
Date of Issuance: **May 17, 2012**
Revision Date:

Description: This policy explains the purpose for and scope of the Town’s Manual. It also covers procedures necessary for policy administration and policy additions.

1. Purpose & Applicability

- A. The general purpose of this manual is to provide written documentation of Town policies in an effort to ensure consistency in their understanding and application.
- B. While uniform implementation of policies is the desired goal, it is recognized that each department has unique characteristics that may require special consideration in certain policy areas.
- C. These policies apply to the Town’s general staff, public safety, Rome Water Utility (except where they may conflict with Public Service Commission of Wisconsin’s regulations and applicable state and federal laws, rules and regulations) and Lester Public Library (to the extent that it is within the scope of the Town Board’s responsibility in governing the "use, management and preservation" language found in Wisconsin Statute Section 43.52(1)).

2. Policy Administration

- A. It is the responsibility of all management personnel to **implement this manual** and apply it in a fair and consistent manner. The Town Administrator is responsible to ensure this policy manual is followed by all staff and that all staff receive a copy of this manual.

3. Policy Revisions

- A. The Town **Board** may unilaterally modify any provision of the policies at any time.
- B. All new policies or policy revisions must be approved by the Town Board and reviewed and issued to all employees with a receipt.