	CITY OF DECATUR PERSONNEL POLICY		
Chapter 01	**General Provisions**		
Section 03	**Departmental Policy and Procedural Requirements**		
Revised By:	**Nate Mara, City Manager**	**Revised Date:**	**September 8, 2025**
Approved By:	**Nate Mara, City Manager**	**Effective Date:**	**January 1, 2026**

01.03 Departmental Policy and Procedural Requirements

Individual City departments may develop policies and procedures that are consistent with City policies and procedures. All employment related department policies must be reviewed by the Director of Human Resources and the City Manager. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures.

Departmental policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy. Policies and procedures that are operational and that do not relate to those in this handbook or other approved operational manuals do not need to be reviewed and approved by the Director of Human Resources, City Manager, or other appropriate departments. All others, however, are subject to approval by the Human Resource Department and the City Manager.