



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2024.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: Stafford County Government

Program Title: Administrative Authority for Policy Changes Adds Efficiency and Flexibility

Program Category: Organizational Development

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Donna Krauss

Title: Deputy County Administrator

Signature: _____

Title: Administrative Authority for Policy Changes Adds Efficiency and Flexibility

Executive Summary

The Human Resources department maintains several policies related to the organization and administration of Stafford County Government's human resources and associated programs. Stafford County Leadership team members worked together to identify specific types of policy amendments that the County Administrator could authorize. This concept was discussed with individual members of the Board of Supervisors to gauge openness to delegating their authority during these identified areas of policy amendments before bringing the program to the full Board of Supervisors for a resolution. The goal of delegating authority to the County Administrator is to create efficiency and flexibility for the County to maintain its Human Resources policies.

The Problem or Need for the Program

Previously, all changes or edits to Human Resources policies required full review and approval by the Board of Supervisors (Board). This process included bringing the proposed policy to a committee of the Board for discussion, which sometimes required more than one meeting, before bringing it to the full Board for consideration. Simple policy changes may have been considered under the consent agenda, but many would require two Board meetings prior to approval (new business and then unfinished business). Based on the timing of these meetings, it would take a minimum of six weeks to receive approval for a policy recommendation and often would take two or more months.

There are many policy recommendations which may have significant impacts to the County's workforce, and thoroughly reviewing those recommendations with the Board is prudent to ensure there is consensus on the appropriate direction before taking action. However, many times there is a need to make minor changes to a policy, or edit a policy to provide clarification in the language without changing the nature of the policy. In these cases, the process expectation would provide significant delays with keeping policies up to date.

Description of the Program

The Board of Supervisors agreed to delegate administrative authority to the County Administrator to create or amend Human Resources policies in the following situations:

- When changes to the Federal, State, or local laws and regulations require the County to make minor, insignificant amendments to HR policies;
- When clerical or scrivener revisions are required when editing and proof-reading HR policies;
- When amendments to HR policies are needed for clarification to the text but do not alter the meaning, interpretations, or execution of the HR policy;
- Changes to the administrative procedures to accompany a policy which may be referenced within the policy document;
- When for practical application purposes, HR policies should be combined or separated for simplicity or where distinctions are important;

- Where HR policies or amendments that meet the criteria above, and would result in only minor impacts to the budget, but which can be managed within the budget authority already approved by the Board.

Policy additions or amendments that will continue to require full review by the Board of Supervisors:

- HR policies or amendments that have more than a de minimis budgetary impact or require additional funds be budgeted or appropriated by the Board;
- HR policies or amendments needed to resolve any conflicts between federal and state legislation where interpretation or decisions may be required; or
- HR policies or amendments that would have a significant impact on the entire workforce.

The Cost of the Program

There is no cost for the Board to delegate authority for the County Administrator to amend HR policies in certain circumstances, and based on the approved parameters only minor cost impacts related to future policy changes may be incurred. Additionally savings in time spent by Staff will be reduced as a result of moving administrative policy changes forward more quickly, as well as a reduction in time spent by the Board in reviewing policy changes that do not have a budgetary impact or significant impact on the workforce.

The Results/Success of the Program

Since the Board's adoption of the delegation of authority for policies, the County Human Resources team has been able to move four policies forward in the first quarter of calendar year 2024 for review and approval by the County Administrator, which has enabled a streamlined implementation and communication of policies to the organization.

Fulfilling the Awards Criteria

This program fulfills the criteria for an innovative solution to a problem and intergovernmental cooperation. This program fulfills this criterion by creating a way to streamline and improve the administration of human resources policies. Delaying policy changes can put the governmental entity and the employees at risk. Streamlining the process facilitates more effective and efficient public policy-making. Furthermore, it promotes better cooperation and coordination between elected officials, appointed officials and staff by delineating and identifying responsibilities. It is also a model easily followed by other localities in Virginia with Board of Supervisors approval.