

August 1992	Corporation of the City of Pembroke	
Revision #: 1	Human Resources Policies and Procedures	
Date: July 2006	Policy: 900 – Miscellaneous Policies	Section 900-04 Amendments or Revisions to the Manual
Coverage: All Employees		

POLICY STATEMENT:

In order to remain in compliance with legislation and changes to policies and benefits approved by City Council, all amendments to this document will be recorded in accordance with this policy.

PROCEDURE:

1. It is the responsibility of Human Resources to amend policies in accordance with changes approved by Council, and to distribute amendments as required to Departments.
2. It is the responsibility of the Department Head to ensure that all copyholders (employees) receive a copy of any updates or amendment(s), and that all employees provide written confirmation that they have received said amendments (Appendix 900-04-A).
3. Each Department shall hold a master copy of the Policies & Procedures, and will designate a staff member to ensure that all amendments are kept up to date in said master copy, and recorded on the Revision Record (Appendix 900-04-B).
 - 3.1. The Revision Record will be kept at the front of the binder.
4. Any recommendation for changes to the Human Resources Policies & Procedures must be brought to the attention of the Chief Administrative Officer/Clerk and the Manager of Human Resources by the Department Head.
5. The City reserves the right to change, add or terminate policies at any time.
6. All new policies override previous policies, whether verbal or written.

Appendix 900-04-A Revision Record