



**City of Hoboken  
ADMINISTRATIVE DIRECTIVE**

**NUMBER:** 2011-01

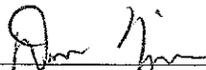
**EFFECTIVE DATE:** February 6, 2011

**DEPARTMENTS:** All

**EXPIRES:** Until Rescinded

**SUBJECT:** Directives System

**ISSUING AUTHORITY:** Mayor Dawn Zimmer

  
Signature

2/6/11  
Date

To assure the proper promulgation of citywide personnel, policy or procedure changes to all City of Hoboken personnel, this system of "Administrative Directives" is hereby established.<sup>1</sup>

When new or changes in policy or procedures occur, an "Administrative Directive" shall be issued by the Mayor or Business Administrator's Office. They shall be numbered by the year issued and in the sequence of their issuance (Example: 2010 is the year issued, and 1 would be the first directive issued in that year). At the same time, an updated index shall be issued.

It shall be the Department Heads' responsibility to promulgate and document the issuance of all relevant directives to their subordinates. It shall also be the Department Heads', Managers' and Supervisors' responsibility to enforce all directives. Directives are to be posted in a conspicuous location within the departments at the usual place notices are posted.

Directives shall have the same authority as an order and may subject employees to disciplinary action for non-compliance. Directives shall supersede conflicting "Employee Handbook" rules and regulations.

Every Department shall maintain an "Administrative Directives" book within their administrative offices, which shall be available to all personnel during regular business hours.

<sup>1</sup> This system is being established as a change/modification as pursuant to the paragraph 3, page 100-3 of the City of Hoboken Employee Handbook which provides: "In addition, this Employee Handbook is subject to alteration by resolutions of the City Council, changes in City and/or departmental rules, or changes in federal, state or local statutes, rules, or regulations. (This is not meant to be a comprehensive list.)"