

## **OMF POLICY: Administration**

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### **1.01 Office of Management and Finance (OMF) Policies and Procedures**

#### Purpose of OMF Policies and Procedures

OMF-wide policies and procedures are designed to identify the additional work place requirements that apply to all OMF employees. OMF Policies and Procedures must be consistent and cannot conflict with City policies and rules. OMF Policies and Procedures are not simply re-statements of Citywide policies and rules, but instead they identify more restrictive or specific requirements. Similarly, OMF bureaus and divisions may establish policies and procedures for a specific bureau, division, and/or work unit to identify requirements applicable to those respective groups.

#### OMF Employees' Responsibility

Like all City employees, OMF employees are responsible for complying with City Charter, City Code, City policies, and Citywide administrative rules. Additionally, OMF employees are responsible for complying with established OMF policies, procedures, bureau work rules, and work unit work rules.

#### Development and Management of OMF Policies and Procedures

The Policy Team of the Office of the Chief Administrative Officer (CAO) shall be responsible for coordinating the development, management, and periodic review and update of OMF Policies and Procedures.

The CAO is responsible for approving and adopting OMF Policies and Procedures.

OMF Business Owner: Policy Team  
Last updated: April 17, 2017