

# ADMINISTRATIVE POLICY

RE: EMPLOYEE CONTACT WITH ELECTED OFFICIALS

POLICY: #110

ORIGINAL DATE: 2/93

APPROVED BY:



REVISION DATES:

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## 1. Purpose

To ensure accountability, consistency and accuracy of information provided to elected officials.

## 2. Definition

Chain of Command: the sequence of reporting relationships from line employee to line supervisor to division manager to department head to City Administrator.

Routine Information: any factual or programmatic information normally given by city staff to any citizen of Ann Arbor.

Non-Routine Information: any information not readily available that pertains to policy or may require research and analysis.

## 3. Policy

3.1 City employees are to follow the chain of command for non-routine, work-related communications with elected officials or their staff.

## 4. Procedure

4.1 Employee responses to requests for routine information by elected officials or their staff shall be provided as quickly and accurately as possible. The employee shall then inform their immediate supervisor of the inquiry and response.

4.2 Employees who are contacted by elected officials or their staff are not obligated to provide an immediate response to an inquiry. Employees who are uncomfortable with providing an immediate response should politely decline to answer at that time, and inform the elected official or staff member that a supervisor will follow up as quickly as possible.

4.3 Requests for information from elected officials or their staff should be in writing whenever possible.

4.4 Requests for policy-related information from elected officials or their staff should be submitted through the City Administrator's Office.