



ADMINISTRATIVE REGULATION

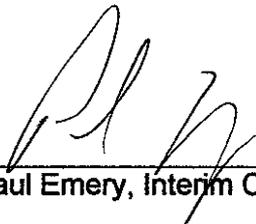
Office of the City Administrator

Number	211
Sections	1-6
Effective Date	05/01/2008
Responsible Department	Human Resources
Review Date	05/01/2013

SUBJECT: Printing Policy for Employee Associations

1. **Purpose:** To establish procedures for printing materials for employee associations.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation shall apply to all user departments where letters indicating approval and acceptance of this policy from the using associations have been received and are on file with the Human Resources Department.
4. **Policy:**
 - 4.1. Printing in the City Print Shop of materials other than City business shall be limited to materials such as agendas, invitations, announcements and reports of reasonable length for recognized City employee units. Said reports shall be those dealing with association issues and subject matter of an educational, edifying or explanatory nature.
 - 4.2. Associations shall reimburse the City for the cost of supplies and for labor for such printing.
5. **Responsibilities:**
 - 5.1. Items to be printed for employee associations shall be submitted to the Human Resources Department in accordance with established procedure for printing requests.
 - 5.1.1. No item shall be submitted for printing except that which is primarily for the purpose of promoting better working relationships between the City and its employees.
 - 5.2. The Director of Human Resources may reject copy on the basis that it would not be in the best interest of the City to print such materials.
 - 5.3. The Director of Human Resources shall request payment for printing services of the employee association in the manner established by the department for billing for services.
 - 5.4. The City Administrator shall have final approval or disapproval rights should a dispute occur regarding the suitability of materials submitted for printing under this policy.

6. It is recognized that this operating policy has been adopted at the request of official City-recognized employee associations and this policy may be unilaterally altered, amended, rescinded or cancelled by the City Administrator if the implementation of the policy becomes a cost or operating burden on the City or if irreconcilable differences result in its implementation.



Paul Emery, Interim City Administrator