**Personnel Policies and Procedures Manual**

**A Proposal To:**

**The City of Galion**

**Health Department**

**Date Submitted:**

February 21, 2014

**Submitted By:**

[Brian D. Butcher, Esq.](mailto:bbutcher@clemansnelson.com?subject=Proposal)

[Account Manager](mailto:bbutcher@clemansnelson.com?subject=Proposal)/Shareholder

Prices quoted in this proposal shall be effective for 60 days following the date of submission of this proposal

Clemans, Nelson & Associates, Inc.

485 Metro Place South, Suite 200

Dublin, Ohio 43017

[www.clemansnelson.com](http://www.clemansnelson.com)

Telephone:

(614) 923-7700

Fax:

(614) 923-7707



February 21, 2014

Stephanie Zmuda, Environmental Health Director

Galion City Health Department

113 Harding Way East

Galion, Ohio 44833

## LETTER OF TRANSMITTAL

Dear Stephanie:

We have enclosed a copy of the quote you requested.

Please feel free to call me at 614-923-7700, or you may reach me via e-mail at [bbutcher@clemansnelson.com](mailto:bbutcher@clemansnelson.com).

Thank you for allowing us to propose our services.

Yours very truly,

CLEMANS, NELSON & ASSOCIATES, INC.

Brian D. Butcher

Account Manager / Shareholder

Enclosure(s)

Clemans, Nelson & Associates, Inc.

485 Metro Place South, Suite 200

Dublin, Ohio 43017

[www.clemansnelson.com](http://www.clemansnelson.com)

## METHODOLOGY:

## PERSONNEL POLICIES AND PROCEDURES MANUAL

**STEP ONE — Review of Current Documents**

**Method:** The consultant will review current organizational charts, personnel policies and procedures, work rules, memorandums, and other relevant documents.

**Client Input:** The client should provide the necessary documentation and include any additional data the client thinks is important to the project. Both the client and the consultant can then ask questions and share observations at or before the initial client meeting.

**Result:** The consultant will be able to formulate a preliminary understanding of the organization's current policies, procedures, and organizational structure based on the data and the consultant's experience and expertise.

**STEP TWO — Client Meeting to Initiate the Project**

**Method:** The consultant will meet personally with the client to discuss the scope and steps of the project and obtain input regarding changes the client desires. The client may include other key administrators in the initial meeting and planning process. The project cost is based on two meetings, but can include additional meetings if necessary.

**Client Input:** The consultant will incorporate the client's strategic suggestions into the proposed project methodology, and confirm any modifications in the scope of the project or methodology with the client before proceeding.

**Result:** The client will know what to expect from the project and how the project will proceed. The consultant will have valuable insight into the client's managerial style and employee relations environment. Both parties will avoid wasted time and energy, and the project should progress more smoothly than it would without proper planning.

**STEP THREE — Developing the First Draft of the PPM**

**Method:** The consultant will develop the first draft of the PPM based on the information obtained in the previous two steps, the consultant's analysis of the current work rules, policies, and procedures, and the consultant's knowledge of best practices regarding applicable laws and administrative regulations.

**Client Input:** The client will assign one or more individuals who are knowledgeable of the organization's operations and current practices to be available to answer the consultant's questions during the development stage.

**Results:** The consultant will develop a draft PPM specifically designed to meet the client's needs in a practical manner.

**STEP FOUR — Review of the First Draft of the PPM**

**Method:** The consultant will meet with the client to review the first draft of the revised PPM.

**Client Input:** The consultant will answer all questions presented by the client during the review of the PPM and discuss any additional changes the client desires to incorporate.

**Results:** The consultant can make final adjustments to the PPM, incorporate the changes suggested by the client, and prepare a final draft based on the client's input.

**STEP FIVE — Developing the Final Draft of the PPM**

**Method:** The consultant will finalize the PPM as requested by the client within professionally accepted standards and present the final draft to the client.

**Client Input:** Together the client and consultant will review the final draft and confirm that the objectives of the project have been met.

**Result:** Upon completion of the project the client will have up-to-date professionally developed policies and procedures in an easy to read and convenient-to-use format. The consultant can also provide the PPM in a PDF format.

## COST OF PROPOSED PROJECT:

## PERSONNEL POLICIES AND PROCEDURES MANUAL

Estimated consultant time cost $3,000 – $5,000

Mileage, Reasonable and Necessary Expenses

Not to Exceed $300

**AUTHORIZATION**

I hereby authorize Clemans, Nelson & Associates, Inc. to proceed with the above project in accordance with the letter submitted and agree to pay all costs as contained herein.

Authorizing Signature Date