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New Administration Web Page is Easy Portal to Metro Policies

- [Check it out](#)

(Jan. 12, 2006) Metro Administration has posted on the Intranet an updated, easier-to-use portal to the complete list of agency policies.

The new Administration page is the official site for all agency-wide administrative policies approved by the CEO.

It provides links to the 47 Human Resources policies and the 34 policies of seven other major areas of Metro activity – Management Audit, Communications, Equal Opportunity, Finance, General Management, Information Technology and Corporate Safety.

A link to a .pdf file of the entire 232-page Procurement Policy Manual is included on the new page.

Employees searching for a particular policy can use the handy Google search box, at top left. Type in a subject, such as “military leave,” and Google instantly provides a link to Human Resources Policy 14, Military Leave, along with links to other relevant policies, such as Policy 16, Time Off With Pay.

‘Quick and easy reference’

“Staff in all the strategic business units have worked hard to update our policies and the Administrative staff, working closely with Communications staff members made the web page a quick and easy reference for our employees,” says Don Ott, executive officer, Administration. “I ask that departments with Intranet sites remove any old policy pages and re-link to the new Administration policy page.”

The new web page can be accessed by clicking on the “Policies” link located near the bottom of the left-hand navigation bar.

It also can be reached by opening the drop-down menu at top right on the home page, clicking on “Administration” and then on the “Policies and Procedures” link.

Geyner Paz and Joe Parise of Administration worked closely with Kevin Woo, assistant Metro webmaster, to redesign and reconfigure the policy page.