

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 3.00
SUBJECT: METHOD FOR INSTITUTING A NEW OR REVISED POLICY, PROCEDURE, OR DIRECTIVE	INITIAL EFFECTIVE DATE: 09/01/84
TITLE: METHOD FOR INSTITUTING A NEW OR REVISED POLICY, PROCEDURE, OR DIRECTIVE	LAST REVISION DATE: 12/15/92

When a situation arises that requires the institution of a new/revised policy, procedure, or directive, the following procedure will be adhered to:

1. Department directors will forward a draft of the proposed policy, procedure, or directive to the Executive Committee for study.
2. After the Executive Committee has approved the first draft, they will provide the draft to other directors for review with their staffs. The extent of departmental review will be determined by the Executive Committee based on the nature of the policy.
3. Departments shall forward written feedback and suggestions to the Human Resources Department within ten working days.
4. After reviewing departmental input, the initiating director shall present a second draft along with all recommendations from other departments to the Executive Committee for final review and approval.
5. After final approval, the Human Resources Department shall copy and forward the new/revised policy, procedure, or directive to all manual holders.
6. No policies, procedures, or administrative directives affecting all departments will be considered official unless properly communicated and distributed by the Human Resources Department.

