2101 – Policies/Procedures

New/Revised Policies/Procedures

Any new or revised College policy/procedure will be sent to the Director of Human Resources for processing and coordination.

Changes to an existing policy/procedure must be made in Word with deletions shown in strikethrough and additions shown in blue font. A new policy/procedure must be created in Word using Arial font size 11.

Update[1]

1. If it is an existing policy/procedure and the change(s) is a non-substantive edit, the Director of Human Resources is authorized to make the change(s).

Minor Revision[2]

1. If it is an existing policy/procedure and the change(s) is minor, the Director of Human Resources will send the policy/procedure to the Vice President of Administration for review and approval.
2. If approved, the Director of Human resources will post the revised policy/procedure into the electronic and hard copy policy manuals.

Major Revision[3]

1. If it is a new policy/procedure or an existing policy/procedure and the change(s) is major, the Director of Human Resources will send the policy/procedure to the President for his/her review and approval.
2. If approved by the President, the Director of Human Resources will forward the policy/procedure to employees for review and comment with at least a one-week review before having it placed onto the President's Staff agenda.
3. The Director of Human Resources will tabulate employee comment results and will send to the President's Office for distribution with the President's Staff agenda.
4. If approved by President's Staff, the Director of Human Resources will send the policy/procedure to the College community, and also post it into the electronic and hard copy policy manuals.

Policies or procedures that have been updated or revised subsequent to the initial "Effective" date are denoted by an "Updated/Revised" date.

In the event the Director of Human Resources is gone, this process will wait for his/her return unless he/she is gone for an extended period of time.

Maintenance of Policy/Procedure Manual

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[1] An update is a non-substantive edit. Examples include updating a position title or a department name, correction of a typographical error, clarifications, non-substantive changes, contact information, website addresses, and repair of broken resource links.

[2] A minor revision has low significance. Examples include clarifying wording within a sentence or paragraph, or adding a paragraph to address an aspect not previously included.

[3] A major revision significantly changes the policy/procedure. Examples include new requirements, new limitations, or expanded responsibilities.

1. In order to assure that all policies and procedures are kept current, annually the Director of Human Resources or his/her designee will submit existing policies/procedures to the appropriate member of President's Staff for review.
2. If changes are in order, the steps under the Update, Minor Revision or Major Revision Section(s) above will be followed.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1101 – Policies/Procedures

Approved by: President

Date: 8/16/02

Revision(s): 9/14/07; 5/29/12 (minor revision); 10/9/19 (minor revision); 11/6/19 (minor revision)