2101 – Policies/Procedures

New/Revised Policies/Procedures

1. Any new or revised College policy/procedure will either be sent to the Director of Human Resources or be initiated by this position.
2. After review, the Director of Human Resources will send the policy/procedure to the President for his/her review, including any comments.
3. If approved by the President, the Director of Human Resources will forward the policy/procedure to employees for comment with at least a one-week review before having it placed onto the President's Staff agenda.
4. The Director of Human Resources will tabulate employee comment results and will send to the President's Office for distribution.
5. 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.

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

1. In order to assure that all policies and procedures are kept current, throughout the year the Director of Human Resources will submit existing policies/procedures to the appropriate member of President's Staff for his/her review.
2. If changes are in order, the steps under the New/Revised Policies/Procedures Section above will be followed.

(Based on policy 1101; revised and approved by President on 5-29-12)