

B –4a PROCEDURE Policy, Procedure Development/Review

Objective: To create alignment across divisions of SCC with regard to all SCC policies and procedures.

Activation:

POLICY Creation:

1. New policy idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible division/stakeholders
4. HR review including formatting
(revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board Review/Revise
10. Board Review/Revise/Approval
11. Updates to file/Communication

POLICY Review:

1. Identify Review Schedule
2. Engage responsible division/stakeholders
3. HR review including formatting
4. Recommendation for no change or possible revision
(revision could be procedure to policy, policy to procedure, sunset or change in content)
5. Legal review (as needed)
6. Admin Team (review or revise as needed)
7. Division/Stakeholder (review or revise as needed)
8. Admin Team Final Approval
9. HR & Equity Board of Governors Review/Revision
10. Board of Governors Review/Revision/Approval
11. Updates to files/Communication

PROCEDURE Creation:

1. New procedure idea proposed with draft business case
2. President/Admin Team approval to move forward
3. Engage responsible division/stakeholders
4. HR review including formatting (revision could be procedure to policy, policy to procedure, sunset or change in content)

B –4a PROCEDURE Policy, Procedure Development/Review

5. Legal review (as needed)
6. Admin Team (revisions as needed)
7. Division/Stakeholder (revision as needed)
8. Admin Team Final Approval
9. Updates to file/Communication

PROCEDURE Review:

1. Identify Review Schedule
2. Engage responsible division/stakeholders
3. HR review including formatting
(revision could be procedure to policy, policy to procedure, sunset or change in content)
4. Legal review (as needed)
5. Admin Team (review or revise as needed)
6. Division/Stakeholder (review or revise as needed)
7. Admin Team Final Approval
8. Updates to files/Communication

NEW POLICY/PROCEDURE PROPOSAL:

All new policy or procedure proposals require initial draft business case:

1. What the policy/procedure is
2. How it will be executed
3. FAQ sheet of possible issues and how they will be addressed
4. Tentative timeline for execution

Approval must first be granted by the President or Administrative Team for any draft business cases to move forward through above process.

Best Practice

All policies, procedures and initiatives should be drafted and written with an eye toward Goal 9.6, “maximizing a positive and engaging organizational environment by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others.”

New policies or procedures:

Positive | Succinct language | Clear direction | References to job titles or job classifications (no specific people) | Cross-reference to current policy/procedure | Include the following links:

