



CHAPTER: 2
SECTION: 1.03
COMPUTER INDEX CODE: C2S01.03
ORIGINATION DATE: 1/8/84
PRES CABINET APP.:
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POLICY #C2S01.03

Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 1.03 PERSONNEL POLICY APPROVAL

I. PURPOSE

To outline the approval procedure and distribution process of College personnel policies and procedures prepared by the Personnel Policy Committee.



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PROCEDURES FOR POLICY #C2S01.03

Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 1.03 PERSONNEL POLICY APPROVAL PROCEDURE

I. PROCEDURE

- A. The Human Resources Office is responsible for the development, implementation, and interpretation of all new and revised Personnel Policies and Procedures in the College Policy and Procedures Manual. Any employee or group of employees may make suggestions for new and/or revised policies and procedures by submitting them in writing to the Human Resources Office.
- B. Once the Human Resources Office has developed a new or revised an existing personnel policy and/or procedure, the Human Resources Office will forward it to the President's Cabinet for consideration.
- C. The President's Cabinet will review the draft policy and/or procedure, make any changes or additions and approve the draft for general review.
- D. Once approved, the Human Resources Office will then forward the draft to members of the Administrative Council, Faculty Senate and/or Faculty Association President, Staff Association President, requesting their input. Within 45 calendar days, any individual or group may return their drafts to the President's Cabinet for further consideration and possible revision.
- E. After consideration by the President's Cabinet, The President will make any revisions he/she deems necessary.

- F. Policy is reviewed and approved by the Board of Trustees.
- G. Procedure is reviewed and approved by the President.
- H. Once approved, the Policy and Procedure is sent to the Director of Administrative Services, who will update the College Web Site and distribute paper copies to all holders of a College Policies and Procedures Manual.
- I. All questions regarding Personnel Policies and Procedures should be referred to the Human Resources Office. Where there is disagreement about an interpretation, the decision of the Director of Human Resources shall be final.