**Policy and Procedure New or Revised Steps**

**New policy or procedure:**

1. Draft the document.
2. Email document to HR (Tim) to format, proof to make sure it follows WVC communications standards and assign a number.
3. Tim will email the draft document back to the author.
4. Author will take, or email document to appropriate cabinet member or Reagan to take to cabinet for approval (the same person will make sure it is put on the cabinet agenda).
5. Once approved, with or without changes, the final draft will be emailed to HR and to the president’s administrative assistant for inclusion in the board packet (for adoption if a policy or for presentation if a procedure). A short “reason for” the policy or procedure should be included in the email.
6. After the board meeting, Reagan will let Tim know the disposition of the document and he will post on the website.
7. HR saves the final approved/adopted document electronically and prints a hard copy and creates a file folder for it.

**Revising an existing policy or procedure:**

1. Contact HR (Tim) for the original Word document.
2. Make sure track changes is on to show all revisions (don’t worry about formatting changes).
3. Email to HR (Tim) to format, proof and to make sure it follows WVC communications standards.
4. Tim will email the draft document back to the author.
5. Author will take, or email document to appropriate cabinet member or Reagan to take to cabinet for approval (the same person will make sure it is put on the cabinet agenda).
6. Once approved, with or without changes, the final draft, showing revisions, will be emailed to HR and to the president’s administrative assistant for inclusion in the board packet (for adoption if a policy or for presentation if a procedure). A short “reason for” the policy or procedure change should be included in the email.
7. After the board meeting, Reagan will let Tim know the disposition of the document and he will post on the website.
8. HR saves the final approved/adopted document electronically and prints a hard copy for inclusion in the policy or procedure file.

2/17 tm