

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Marylou Martinez 10/30/06; Exec Staff Revised 9/4/07, Rev. 12/09	Page: 1 of 2	Number: 7.10
	Reviewed by/Reviewed Date: CSA Exec Staff 10/30/09, 1/11/10	Replaces:	Category: Administrative
Title: Agency Format for Policies/Procedures/Guidelines		Approved: 1/11/10	

Policy

 Procedure

 Guideline

Purpose

The Community Services Agency (CSA) has adopted a process to ensure that agency policies, procedures and guidelines (PPG) are submitted in a consistent format, and that they are maintained and available to all CSA staff.

Definition

This policy delineates a process for:

- Proposing new PPG and revising current ones;
- Maintaining a consistent format;
- Notifying staff when new or revised PPG are available to access;
- Providing a place to post all PPG that is accessible to all CSA staff.

Procedure

A. Agency Policies/Procedures/Guidelines

Approval Process for New Policies

1. PPG are written that effect all or most staff by the Manager in the area of need (Example: If a policy is needed in HR, the HR Manager will write the new or revised policy.), or a committee representative.
2. PPG will follow a standard format including the following information; Purpose, Definition and Procedure. CSA HR staff will format all new PPG for agency and prepare for next steps of approval required.
3. Each approved PPG will be assigned a number and properly coded through CSA HR staff:
 - 1 – Employee Conduct/Expectations
 - 2 – Time Keeping and Attendance
 - 3 – Travel Related
 - 4 – Information Technology
 - 5 – Safety and Security
 - 6 – Professional Development
 - 7 – Administrative
4. All new and revised PPG will go to the Executive Committee for review and approval. The author or designee will request their properly formatted PPG as

a presentation to the agenda for an upcoming Executive Committee Team meeting.

5. Once a PPG is approved, CSA Human Resources will post and advertise the new approved version.

B. Approval Process for Revised Policies

1. All revisions to existing policies need to follow the above procedure.
2. Revised policies need to be emailed to staff with a corresponding number to the original.

C. Policy Manual

A Policy Manual will be maintained by the CSA Human Resources and will be available for review on OLLIE.

D. Division Policies

Division policies that affect only specific divisions will be housed and maintained within their division.