	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
				Category: Administrative
		Reviewed by/Reviewed Date: CSA Exec Staff 10/30/09, 1/11/10	Replaces:	Distribution: All Staff
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. <u>Approval Process for Revised Policies</u>
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. <u>Policy Manual</u>
A Policy Manual will be maintained by the CSA Human Resources and will be available for review on OLLIE.

D. <u>Division Policies</u>
Division policies that affect only specific divisions will be housed and maintained within their division.