

Procedure 2000-PR(1): Policies and Procedures Development and Revision - Guidelines

Original Adopted Date: August 20th 2025

Status: Approved

GUIDELINES FOR POLICY AND PROCEDURES (P&P) DEVELOPMENT AND REVISION

To the extent possible, P&P drafts should follow a standard format as represented in the official template and use the standard features of the draft/edit mode of the Policy Manual platform (PMP) for a uniform presentation. The Policy Manual platform sub-process system will be used by developers and reviewers/editors when working with drafts.

- All P&P files will use the codification structure developed in the PMP using the section codes noted below.
- File types used in the PMP area as follows:
 - P-Policy
 - PR-Procedure
 - E-Exhibit
- The Policies and Procedures Manual is divided into meaningful institutional areas of authority and responsibility (sections). Initial sections will be the following with additional sections added as necessary or required:
 - 100 - 200 - Front Matter
 - 1000 – 1999 - District Governing Board
 - 2000 – 2999 - District Administration and General Institutional
 - 3000 – 3999 - Fiscal and Business Operations
 - 4000 – 4999 - Instruction and Academic Administration
 - 5000 – 5999 - Human Resources
 - 6000 – 6999 - Student Services
- The four-digit number sequence corresponds to the first four digits of each policy or procedure contained in the respective section (1010, 2500, 6775, etc.).
- Procedures and exhibits associated with the specific policies, as shown by the corresponding four-digit number, will be designated by the proper code followed by a numerical sequence number generated by the PMP when the file is added.
- Policies are generally descriptive in nature including general information about the policy purpose/intent, responsibilities, key features, etc. intended to enlighten institutional stakeholders as to the high-level guiding principles and foundational areas of focus.
- All Policies, whether newly developed or revised, require prior approval from the District Governing Board through a board meeting action before being added/updated to the official manual and implemented.

- Procedures and/or exhibits are the operational details that guide all District personnel in the performance of their duties and responsibilities germane to the fulfillment of the directives provided in the associated policy.
- The District Governing Board will be apprised of all revisions to Procedures as they occur at the next feasible board meeting to keep board members generally informed as to operational processes.
- It is a 'best practice' to designate a single district individual to oversee the policy and procedures process to ensure uniformity in the official manual and consistent application of all the processes involved in the development and critical maintenance of this manual.