

**Area:** Human Resources

**Subject:** HR09 – Written Policies

**Reference:** 1301.31 (a)

**Policy:** SCOE will obtain Head Start Policy Council approval for personnel policies.

**Procedure:**

1. Policy Council will approve new or revised SCOE personnel policies that are developed by the Human Resources department.
2. Division Administrator will act as liaison to the Human Resources department and initiate the Policy Council approval/disapproval procedure.

**Supervised by:** Division Administrator

**Performed by:** Child Development Supervisor II

**Forms needed:** N/A

**Frequency:** As Needed