

Area: Management Systems

Subject: MS16 – C/FS Procedures Manual Revisions and Additions

Reference: None

Policy: Procedures will be revised or added to the C/FS Division Procedures Manual when needed following an approved process.

Procedure:

1. Procedure is identified that needs to be revised or added.
 - a. Employee addresses supervisor with the need for a revised or added procedure.
 - b. Supervisor approves the need for a revised or added procedure and assigns the employee to the task.
2. Employee reviews procedure content and purpose with supervisor and, pending approval, drafts the procedure.
3. Supervisor approves draft and forwards to a project manager to submit for approval.
4. Project Manager adds the procedure to the next scheduled C/FS Project Manager Meeting agenda.
5. At Project Manager meetings, any needed changes are resolved and procedure is approved or disapproved.
6. If procedure is approved, the Procedures Manual Coordinator submits approved procedure to Office Supervisor.
7. Office Supervisor assigns staff person to type and print procedure in approved format.
8. Revised or added procedures are placed in the Procedures Manuals.
 - a. If revised, the updated procedure replaces the older version and the date of revision is noted on top, left corner.
 - b. If added, the table of contents is revised and placed in the Procedures Manuals
10. Project Manager presents revised/new procedure at next scheduled Division Management Meeting.

Supervised by: Executive Director

Performed by: Division staff, Office Supervisor

Forms needed: None

Frequency: Bi-monthly