

**Area:** Program Governance

**Subject:** PG13 – Policy Groups and Personnel Policies

**Reference:** 1304.50(d)(1)(ix)

**Policy:** CCMHS/SCOE Policy Councils and Policy Committees will work in partnership with key management staff and the governing body to develop, review, and approve or disapprove program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.

**Procedure:**

1. Director III or delegate agency staff will notify Policy Council and Policy Committee members if changes related to program personnel policies are being proposed by the governing body.
2. Director III or delegate agency staff will keep Policy Council and Policy Committees members abreast of changes and provide an opportunity for input.
3. Policy Councils and Policy Committees will approve or disapprove changes to personnel policies.
4. Minutes of meetings will reflect the above activities.

**Supervised by:** Division Administrator/Assistant Superintendent

**Performed by:** Director III

**Forms needed:** N/A

**Frequency:** At each occurrence