



## **POLICY & PROCEDURE MANUAL** **North Dakota State College of Science**

### Policy and Procedure Creation Policy

Source: NDSCS President

Applies to: Policies Affecting All Staff

Purpose: To define the process for policy creation and revision

#### **Policy**

##### **General**

1. All policies or changes to existing policies of a permanent nature affecting all departments and employees shall be published in the NDSCS Online Policy Manual. The official signed policy will be maintained in the Policy Manual in Human Resources. Before approval by the President and placement into the policy manual, such policies must be presented to the campus, committees, and councils to solicit feedback. The following details that process:
  - a. Policies may only be recommended by committees, councils, or recognized administrative units.
  - b. Draft policies will be made available to the campus, committees, and councils for review and feedback for 30 days. This time period may be extended at the discretion of the President or management team.
  - c. Staff, committees, and councils will submit feedback on the policy to the HR Executive Director or designee.
  - d. Feedback will be compiled and sent to the originating group for possible revisions.
  - e. Policy is presented to the management team by the originator. HR will provide summary data from the feedback. Revisions are not required at any stage.
  - f. The management team has the sole responsibility to ensure other councils, committees, and applicable administrative units have been consulted.
  - g. Management team makes a recommendation to the President to approve or deny the policy.
  - h. Matters of law will require only the President's review and signature to become effective. Policies that are signed under this provision will be shared with the management team on an informational basis.
2. Following the President's approval, Human Resources will be responsible for online publication in the policy manual.

**Interim Policies**

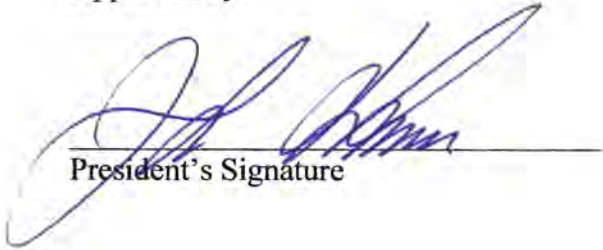
Adoption of an interim policy or procedure must include notice to the faculty senate or other legislative body prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the appropriate legislative body for review and its decision, subject to the President's approval or veto, concerning whether the policy or procedure should be adopted, revised or discontinued.

Reference to SBHE Governance and Organization 305.1.3g

**Where to Obtain Additional Information**

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at [ndscs.hr@ndscs.edu](mailto:ndscs.hr@ndscs.edu).

Approved by:

  
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President's Signature

2-14-12  
Date