

Policies & Procedures Process/Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Administration
Number:	100.1
Effective Date:	6/16/14
Review Date:	9/17/20
Revised Date:	9/17/20
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I. Policy: To establish a consistent process to follow for a new or revised SJA policy.

II. Procedure:

The following steps will be followed when a new policy is written or revised:

- A. First, it is determined that there is a need for a new policy or revision of an existing policy by the President/CEO and/or a Leadership Team (LT) member responsible for the policy (Author).
- B. The Author creates and emails the draft policy to the Administrative Services Manager who assigns a number to the policy.
- C. The Administrative Services Manager emails the draft policy to the Corporate Responsibility (CR) officer for review. The CR officer emails the draft policy back to the Author with either an approval or recommended change(s) to the policy. It is important that the Author is aware of any revisions.
- D. The Author will make the recommended change(s) or, if approved by the CR officer, the policy is sent to the President/CEO for review, approval and signature.
- E. The President/CEO sends the signed policy to the Administrative Services Manager who will add it to the LT agenda for their approval or revision at the next meeting.
- F. After approval by the LT, the signed policy is scanned-in and added to the Policies on the Management Drive and added to the SJA website. The SJA Policy manual is in the Administrative Services Manager's office.
- G. It is the Author's responsibility to inform employees about the new policy or changes to an existing policy as appropriate. Policies, Author may want to have employee's sign an acknowledgement sheet.
- H. All policies are to be reviewed, at least **annually**, by the Author or supervisor. All policies, upon review for accuracy, will be updated with current date of review and signature by President/CEO.

Approved by:


President/CEO

Date

