

SECTION: 1.0 GENERAL

SUBJECT: LCSC POLICY AND PROCEDURES MANUAL ("Policy on Policies")

Title: LCSC Policy on Policies

Background: This policy describes how LCSC policies are established, reviewed, revised, and published.

Point of Contact: Vice President for Finance and Administration, Admin. Bldg Room 106, 792-2240.

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: LCSC Office of President and Office of Provost.

Date of approval by LCSC authority 5/14/09

Date of State Board Approval (enter "N/A" if not applicable):

Date of Most Recent Review: (LCSC policies are reviewed annually—if the review led to any changes in the policy, use the LCSC "approval date" as the review date) 9/93; 10/02; 5/2009

Summary of Major Changes incorporated in this revision to the policy: (enter "N/A" if this is the first issuance of the policy, or if there were no changes made during the annual review of the policy). Formerly 3.103 Faculty/Staff Manual.

Policy: LCSC Policy on Policies

General Purpose: This Policy outlines the process by which LCSC's Administration and subordinate units develop, publish, and review policies applicable to College operations, in support of Idaho statutory requirements and higher-level policies established by the Board of Trustees (State Board of Education) for LCSC.

Guidelines: The LCSC Policy and Procedures Manual (at one time known as the "Faculty/Staff Handbook") is a collation of institutional policies applicable to administrative and academic units, and directive to faculty, staff (both classified and non-classified), and student operations.

This manual includes policies and procedures that are applicable to more than one department or organizational unit. Procedures that pertain only to the internal procedures of a single department or functional area do not normally need to be included in the LCSC policy manual, unless this is useful for the responsible unit or other units or personnel in the College.

Authority: LCSC policies are written expressions of philosophy and direction, established to provide guidance and assistance to the Administration and College constituencies in the conduct of College affairs. This handbook is not intended to be a legal document or a contract of employment. The President, as chief administrative officer of the College, may issue policy statements on various issues and amend the handbook from time to time with or without notice. Policies adopted by LCSC are to be consistent with those of the State Board of Education, and in the event of an inconsistency, the policy of the State Board of Education shall take precedence. When practicable, LCSC policies which are derived from guidance from a higher authority (e.g. State law, Governor's Executive Orders, State Board Policies,

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SUBJECT: LCSC POLICY AND PROCEDURES MANUAL ("Policy on Policies") etc.) should specifically reference those higher level policies, and/or include internet links to the authoritative source.

Policies in this handbook are official policies of the College and remain in full effect until changed by appropriate institutional actions. Groups or individuals may propose revisions to the Policies and Procedures Manual. Contact the office of the responsible Vice President (or the Office of the President for Direct Report Units) if you have recommended changes or proposals for new policies. Standard templates and coordination sheets for new policies and/or policy revisions are available on-line <http://www.lcsc.edu/policy> or can be obtained, along with guidance on how to prepare policies, from the Management Assistants of the President, Provost, and/or Vice President for Finance and Administration. Responsibility for the maintenance of the LCSC Policy Manual rests in the Office of Administrative Services [(208) 792-2240].

Style Considerations: LCSC policies should be clear, accurate, and brief. Policy guidance is typically general and over-arching. Detailed procedural instructions and perishable technical material may be cross-referenced or linked to an LCSC policy and should not be embedded within a policy unless necessary. Use plain English. Avoid the use of passive voice—describe clearly who is responsible for specific actions.

Coordination: After drafting a proposed policy (or conducting a periodic review), obtain coordination and sign-off from other functional units that may be affected or have a shared interest in the policy. Coordination with other units (including comments by those units, if applicable) should be included on the transmittal sheet that is sent to the Vice Presidents and President for final review and signature.

Review Process: Policies should be reviewed and updated as necessary, for example, when driven by changes in higher headquarters (State Board, statutory, Federal, etc.) policies, laws, or executive orders—but normally at least once each year—by the Office of Primary Responsibility for the given policy. Be sure to verify that any higher-level (State, Federal) guidance cited in the LCSC policy is still accurate/relevant during periodic reviews and updates. Contact the Management Assistants for the applicable Vice President or President if you have questions on the policy review and update process or if you have suggestions for improving the policy process itself.