

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0908 (HR)
Effective Date: 11-15-2022
Person Responsible: Human Resources Coordinator

Subject: Policy, Procedure, Form Process
Last Revision: 02-28-2024

Approvals/Date: Brent Chan 2-29-24
Superintendent, WCBDD Date

Julie Spigone 2/28/24
Department Director/Coordinator Date

The following definitions will apply:	
<u>New Policy/Procedure/Form</u> -Documents do not have numbers assigned. Documents will need proper numbers before completing the next steps.	
<u>Current Policy</u> - Policy is currently in effect and will need proper approval from the Board.	
<u>Current Procedure</u> – Procedure is currently in effect and will need signatures from the Department Director if applicable and Superintendent with any changes/edits.	
1.	New Policy/Procedure/Form- Human Resources will be contacted to obtain proper numbers for each document. Human Resources will then send the template for Policy/Procedure if needed. Forms do not have a template.
2.	Updating Existing Policy/Procedure/Form- The editable version of the document will need to be downloaded from SharePoint to make revisions. You must download the document and not make changes within SharePoint.
3.	Once the proper numbers have been assigned and the document has been downloaded, the responsible party will edit the document with the track features changes on.
4.	Upon completion of tracking changes, the Policy/Procedure/Form will be sent to Human Resources. The Human Resources Department will review any changes made to the document.
5.	Once changes have been reviewed and approved, Human Resources will obtain proper signatures from the Superintendent and Department Director, if applicable.
6.	Once the document has been signed by both responsible parties, the document is effective immediately. If other edits need to be completed, the document will need revised.
7.	Once the document is in effect it will be updated in SharePoint as soon as possible, but no later than two weeks.
8.	Human Resources will send Policy, Procedure, and Form updates the Wednesday after the monthly board meeting , unless specified differently.