

**POLICY REVISION AND DEVELOPMENT**

**HR D14**

**POLICY**

Human Resources Policies will be reviewed at least annually and revised as necessary. New policies will be developed to meet changing needs of the agency’s Human Resources function.

**PROCEDURES**

1. Suggestions for changes and/or additions will be directed to the Executive Director who will draft revisions and additions.
2. The Management Team will review and revise if necessary all draft revisions and additions.
3. The Executive Director will approve all Human Resources policy changes and/or revisions.
4. Members of the Management Team will convey changes to all staff. The most current policy manual will be available for staff on the Server.

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>