

PEOPLE'S PLACE

Policies & Procedures Manual Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/2008

I. PURPOSE

This policy provides guidelines for the uniform development and collection of People's Place policies and procedures. In addition, this document will provide the mechanism, through which policies are developed, approved, distributed and acknowledged by staff.

II. POLICY STATEMENT

It is the policy of People's Place to issue policies and procedures to identify and/or clarify the agency's position, philosophy, structure and/or methodology as related to the day-to-day operation pursuant to State and Federal mandates as well as any intrinsic standards for performance set by the agency.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

- A. Policy Draft - Proposed policy, without final approval for implementation.
- B. Policy Coordinator - Staff person designated by the Executive Director responsible for coordinating the policy manual, policy distribution, manual distribution and provision of annual review schedule of existing policies and procedures.
- C. Policy Committee - Those staff designated by the Executive Director to develop and review policies.
- D. Policy - A method of action selected to guide and determine present and future decisions.
- E. Procedure - A series of steps followed in order to implement a policy.
- F. Policies and Procedures Manual - A guidebook containing the agency policies and the procedures used to implement them.
- G. Any reference to "People's Place" includes People's Place II, Inc. and People's Place Properties, Inc.

V. STANDARDS

- A. Policies and Procedures Manuals shall be maintained in designated numerical order by classification.
- B. Policies and Procedures Manuals shall be maintained for each program. Additional manuals may be added at the discretion of the management team.
- C. Policies shall be reviewed/revised bi-annually and sent to the Board if substantial changes are made.
- D. Executive Director, Associate Directors, Program Directors or designees will ensure that all employees review and acknowledge new and revised policies.
- E. Policies shall be submitted in the following format:
 - 1. PURPOSE – Reason/rationale or need for policy.
 - 2. POLICY STATEMENT – Statement of ideology, philosophy etc.
 - 3. APPLICATION – Individuals affected by the policy.
 - 4. DEFINITIONS – Explanation of terminology.
 - 5. STANDARDS – Minimum expectations of performance to include external requirements.
 - 6. PROCEDURES – Concise statements pertaining to methodology arranged in order of occurrence, including identification of person(s) responsible and related tasks.
 - 7. REFERENCES – Materials or guidelines used in policy development.
 - 8. EXHIBITS – Attachments to policy including forms, other procedures or examples.
- F. New and revised policies shall not be placed in manuals prior to approval.

VI. PROCEDURES

- A. Submission of New or Revised Policies

Individual Responsible

Action

All Staff & Board Members

- 1. Identify need for policy development or change, then submits to the Policy Coordinator.

Policy Coordinator

- 1. Brings identified needs to the Policy Committee.

Policy Committee

- 1. Develops or revises policy as deemed necessary.
- 2. Finalizes policy and determines if the policy is to go to the Board or to the Program Directors for approval.

VI. PROCEDURES (continued)

- | | |
|----------------------------|---|
| Policy Coordinator | 1. Submits the final draft for approval to the Board or Program Directors for approval. |
| Board or Program Directors | 1. Reviews policy and recommends changes, as appropriate. |
| Policy Coordinator | 1. Finalizes the policy as recommended by the Board or Program Directors.
2. Ensures dissemination of policy with instructions to Administration and all programs and post policy on agency website. |

B. Implementation of New or Revised Policies

Individual Responsible

Action

- | | |
|------------------------------|--|
| Program Director | 1. Receives approved policy, places it in manual and reviews policy with staff. |
| Public Relations Coordinator | 1. Publish information on new and revised policies in newsletters. All employees will receive all newsletters. |
| Staff | 1. Reviews policy as soon as possible after publishing in newsletter.
2. Signs Policy Manual Statement when signing for pay check during the audit. |

VII. REFERENCES

None