

Policy & Procedure Manual Template

The template below is designed to guide you through the process of developing or revising a PCC policy or procedure. Please fill in the sections that apply to the policy/procedure. If a section is not applicable, please indicate "N/A" in that section.

Policy/Procedure Number & Title

(e.g. 2.8 - Hunting Policy)

Last Revised: Provide the most recent revision approval date.

Policy: Policy statements are designed to make known the College's position on an issue, and to educate and provide guidance on issues of concern. Policy statements are reviewed and approved by PCC's Board of Trustees to ensure that they are in agreement with the mission and goals of the college.

Purpose/Definitions: This section may not be applicable to all policies or procedures however, if a purpose statement is included, it should be brief and provide an explanation for the policy/procedure's need. Definitions should be used to define roles or terms included in the policy.

Approval Authority/Monitoring Authority: All policies/procedures MUST indicate the appropriate approval authority. If it is a college policy, PCC's Board of Trustees has approval authority. If it is a procedure, indicate the appropriate college committee and/or position that are responsible for the revision and approval.

Procedure: Provide the steps necessary to complete the procedure. Use a bullet or numbering system to provide the recommended or priority order to complete the process.

Legal Citation: Indicate the local, state or federal guideline/law that the policy or procedure supports.

History: Provide the chronological order of policy/procedure revisions by listing the month and year the policy was changed and approved (e.g. January 2010).