

## 4-002 - Policy Development & Review

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MOTION: 2018-17

DATE APPROVED: November 27, 2003

REVIEWED: April 8, 2021

POLICY NO: 4-002

1. The policies and guidelines in the Policy Manual will remain in effect until changes are deemed necessary, and are reviewed and approved by the full Board.

Any questions relating to the interpretation or understanding of any policy or practice should be discussed with either the Board Chair or the President.

2. There are two different types of policy review: ad hoc or as-needed, and regular or planned reviews.

1. Ad hoc reviews might occur due to changes in the guidelines established by the College Employer Council, or, in the case of the Board-approved College-wide policies, due to changes in laws affecting the workplace. Ad hoc revisions may also arise, as practical problems with existing policies become apparent.
2. Regular or planned reviews occur at regular intervals, at least once every three years.

3. From time to time, the Board will develop updates and additional policies that should be added to the Policy Manual. As appropriate, old policy statements and procedures will be removed.