

CORPORATE POLICY

SUBJECT: Establishing New or Revised Policy	CATEGORY: Human Resources
	ORIGINAL DATE: May 1, 1996
	REVIEWED DATE: February 12, 2018
	REVISION DATE: February 28, 2018

I. **POLICY:**

Policies will be developed in a consistent manner with the engagement of appropriate agency stakeholders. All policies will be made available to applicable staff in alignment with the agency's mission. All policies must be reviewed and, if necessary, modified and approved, every three years from date of initial approval.

II. **SCOPE:**

All Lake County Health Department and Community Health Center (LCHD/CHC) employees.

III. **PROCEDURE:**

A. Authorization

1. New policies require approval from the Corporate Policies & Procedures Committee (CPPC) Sponsor prior to development. The new policy must be presented by the CPPC Sponsor.
2. If the CPPC authorizes development of the policy, the CPPC Sponsor is to engage appropriate stakeholders in the policy development process.
3. Modification to existing policies does not require prior authorization by the CPPC.

B. Development

1. The CPPC Sponsor will review County and internal policies for possible duplication prior to a proposal.
2. The CPPC Sponsor is to prepare an initial draft of the policy using the LCHD/CHC policy template.
3. Once the policy is drafted, the CPPC Sponsor distributes the policy to the CPPC and Executive Team for comments/revisions. They will have up to 5 business days to provide input.
4. It is the CPPC Sponsor's responsibility to reconcile comments provided by the Executive Team and CPPC.
5. The Executive Assistant to the Executive Director is responsible for final review and formatting of the policy, prior to the approval stage.

C. Approval

1. The policy is submitted for approval to the CPPC and the Executive Team, excluding the Executive Director.
2. The CPPC and Executive Team approves or rejects the policy.
3. If the policy is rejected, the CPPC sponsor will re-execute step B, Development.
4. If the policy is approved, it is sent to the Executive Director for review.
5. The proposed policy shall then be delivered to the Executive Committees of the Board of Health and Governing Council for review and comment. "Delivery" may

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be satisfied either by hand or by Email to the Board or Council member's official Email address.

6. Proposed policies shall not become effective until at least 14 consecutive calendar days after the date of delivery.
7. After the 14th day, the Executive Director has the authority to sign and date the policy.
8. Human Resources and Budget policies must also be signed by the Board of Health President. In his/her absence, the Board of Health Vice President may sign.
9. The CPPC Sponsor confirms with the Compliance Officer on distribution mechanisms of the policy.

D. Deployment

1. The policy is electronically posted to the policy site on HealthNet and notification made to staff identified in the policy scope.

E. Expectations

All Employees/Managers/Supervisors/Directors are expected to:

1. Become familiarized with the policy site on HealthNet.
2. Read and comply with all LCHD/CHC policies and procedures, state and federal laws and regulatory guidelines.
3. Where applicable, electronically sign acknowledgement that they read and understood the policy.

F. Violations

Employees refusing to read policies are considered insubordinate and may be subject to disciplinary action. Any violation of the LCHD/CHC policies and procedures may subject the employee to disciplinary action, up to and including termination.

IV. REFERENCES: None

DEFINITIONS

- Policy: A guiding principle used to set direction in an organization.
- Scope: The identification of those in which a policy applies.
- Procedure: A series of steps to be followed as a consistent and repetitive approach to accomplishing an end-result.

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____