

Focus: Division of Personnel DIR	State of Alaska Department of Administration Division of Personnel <b><u>Policies and Procedures</u></b>
Topic: Writing Policy & Procedure 10120 CHK	Effective Date: 12/28/05  Supercedes: SOP 11 Division Procedures Section II
Link(s): DIR 10110 POL DIR 10110 PRO DIR 10110 FRM	DIR 10120 POL DIR 10120 PRO DIR 10120 CHK  DIR 10130 POL SPR 10130 PRO

## PROCEDURES:

The Statewide Planning and Research Section of the Division of Personnel is responsible for overall coordination of writing policies and procedures. The checklist below is provided to guide authors in drafting policies and procedures and to help assure consistency of product.

### Writing Policy and Procedure

- Determine the audience - Focus
  - Consider the scope of the topic and identify the types of procedures needed to implement the policy or policies. The audience is determined by answering the question, "Who is going to use these procedures?" All procedures for departmental employees, supervisors and administrative staff should be published as Departmental Procedures (DEP). Other users will predominantly be in Technical Services (TS), Management Services (MS), Employee Services (ES), Statewide Planning & Research (SPR), Training & Development (T&D), Director's Office (DIR), Equal Employment Opportunity Services (EEOP), and Classification (CLS).
  
- Topic includes the correct Subject Code and grid number.
  - When preparing to write a policy or procedure, start with identifying the P&P subject number. If a number is not specifically assigned to the topic, contact the Statewide Planning & Research Team Leader for assistance.
  
- Effective Date and Supercedes.
  - Verify the approved effective date is recorded. Verify the applicable supercedes information has been identified.
  
- Links
  - Verify all links have been identified. Policy (POL), Procedure (PRO), Form (FRM), Chart (CHT), Checklist (CHK), Summary (SUM), Example (EXM),
  
- All needed definitions have been identified and written.

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Review the definitions of 'policy' and 'procedure' in DIR 10110 POL. Consider the topic to be covered and identify the policy statements associated with it. In the event that there are several short policy issues regarding one subject, they can be combined and published in one Statewide Policy (POL).

All authorities are cited.  
 Reference applicable Collective Bargaining Agreements, Statutes, and Personnel Rules. All authorities referenced in a procedure should coincide with authorities outlined in the policy.

P&P's are written or drafted in an active voice.

The policy or procedure is 2 pages or less.  
 It is the policy of DOP that all policies and procedures be two pages in length or shorter whenever possible. Policies longer than two pages will be reviewed in consideration of possible grid expansion.

The links, forms and/or examples must be clearly labeled and state whether they are examples, required or optional. Any calculations within a document must be tested for accuracy.

Any decision made by the director has been recorded in the policy.  
 Decisions made under the Director of the Division of Personnel's authority must be referenced in the authority section of the policy.

Approval of the policy and procedures has been obtained from the Director of the Division of Personnel.