

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

POLICY:

The Division of Personnel Program Manager's are responsible for writing, updating, and maintaining the policies and procedures (P&P) related to their program area.

DEFINITIONS:

Policy: a governing principle established at an executive level, which mandates or constrains action, has consistent system-wide application, and sets a course, which changes infrequently.

Procedure: a set of effective and logical interrelated steps that implement a policy.

Update: revising published policy and procedure to reflect policy changes, changes in procedures, changes in collective bargaining agreements, or changes in business practices.

Maintain: revising published policy and procedure to reflect changes in P&P format requirements or structural design.