

Procedure: POLICY AND PROCEDURE DEVELOPMENT PROCESS

The stakeholders in policy and procedure for the Adams County BOCES and its self- insurance pool include the following:

Board of Directors
Management Advisory Council
Workers' Compensation/ Loss/Safety Advisory Council
Executive Director - Adams County BOCES
School District members (Members)

Any of the stakeholders may originate a proposed policy or procedure for consideration and final approval of the Board of Directors. Adoption of a proposed policy or procedure shall be subject to the following process:

1. Originator may submit an idea or draft of a proposed policy or procedure to the Executive Director.
2. The Executive Director shall prepare the proposed policy and/or procedure in draft in a standard format along with comments and suggestions and submit it to the next regularly scheduled Board of Directors meeting for comment and approval to proceed through the policy process. If proposed policy or procedure is rejected disapproved by the Board, the Executive Director shall notify originator.
3. The Executive Director shall submit the approved proposed draft policy and/or procedure to the next regularly scheduled meeting of the appropriate subject matter advisory council as follows:

Issues

- All Insurance
- General Management/Board Governance-Administration

Council

Management Advisory Council

Board/Management Advisory Council

4. The subject matter advisory council shall review and comment on draft policy and/or procedure, and:

- 4.1 Recommend as proposed or with modifications; or
 - 4.2 Reject with specific reasons enumerated.
5. The Executive Director shall:
 - 5.1 Revise the proposed policy and/or procedure based on modification by subject matter advisory council and submit it to remaining advisory councils for review/comment at their next regularly scheduled meeting; or
 - 5.2 Return the proposed policy to the originator with comments of advisory council as to why it was disapproved.
6. Advisory Councils shall review and comment on draft policy and:
 - 6.1 Recommend as proposed or with modifications; or
 - 6.2 Reject with specific reasons enumerated.
7. Thereafter, the Executive Director shall:
 - 7.1 Revise proposed policy and/or procedure based on advisory council modifications; and
 - 7.2 Return rejected proposed policy to originator with appropriate comments.
8. The Executive Director shall:
 - 8.1 Revise proposed policy and/or procedure, if necessary, and submit to the Board of Directors at its next regularly scheduled meeting; or
 - 8.2 Return rejected proposed policy to originator with comments.
9. Board of Directors shall:
 - 9.1 Approve the proposed policy and/or procedure as submitted or with modifications; or
 - 9.2 Reject proposed policy and/or procedure with specific reason enumerated.

Note: Board of Directors shall have the opportunity to solicit input from their respective school boards prior to final approval, in which case the final consideration of the policy/procedure shall be deferred to a subsequent Board meeting.

10. The Executive Director shall:

10.1 Advise member/originator of the approved policy and/or procedure, and send approved policy and/or procedure to Management Advisory Council;
or

10.2 Advise originator of rejected policy/procedure.

11. Management Council advises members of final policy/procedure, and directs implementation of same. Executive Director incorporates policy/procedure in BOCES policy manual.

Emergency Process for Policies and Procedures:

The Board of Directors may declare an emergency and adopt a policy and/or procedure at an appropriately scheduled Board Meeting. If, after the implementation by the member's, modification or adjustment is considered necessary by any of the stakeholders, the process outlined herein for adoption of policies and procedures shall be pursued.