

Essex County College College Regulation

REG 1-12 OFFICE MANUALS & OPERATING PROCEDURES

Purpose:

To delegate authority for the preparation, distribution and use of departmental or area level office manuals and operating procedures.

Application:

1. Each Area Head may authorize and oversee the establishment and issuance of operating procedures and manuals (handbooks, etc.), for the use by offices in that area, and persons having business with those offices. Such procedures shall not conflict with any Regulation manual policy or statutes, or operating procedures. Each Area Head is required to conduct a yearly review and update of operating procedures that govern the activities of a particular department or area.
2. Board Policies and College Regulations shall supersede the content of any manual or operating procedure. The Area Head shall be responsible for updating and ensuring the accuracy and validity of all manuals or procedures drafted by subordinate offices.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A: 64A-12(o)
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):