



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.1

Title: Policy on Policies

Implementation Date: June 27th, 2013

Last Audited: June 25th, 2018

Last Revised: June 23rd, 2017

Introduction

It is the policy of Facilities Management to develop and promulgate a set of comprehensive policies and procedures, establishing uniformity and consistency in the activities and duties of its employees. This policy provides several requirements to be followed regarding this policy and procedure program, including a uniform format by which managers, associate directors, and directors can develop policies for their own divisions. The aim of this standardized format is to encourage clear and concise policy statements, providing a framework for accurate policy information and ensuring consistency from one policy document to another.

Scope

This policy applies to all employees in Facilities Management.

Procedures

Facilities Management managers, associate directors, and directors are encouraged to develop policies and procedures for their particular divisions. When preparing a policy, the format found in Appendix "A" shall be used. Completed policy drafts must be submitted to the policy coordinator for format review and the final draft forwarded to the Associate Vice President for approval. A hardcopy and an electronic copy of the approved policy must be submitted to the policy coordinator. The policy coordinator will publish all submitted policies on the Facilities Management website. The policy coordinator will notify the appropriate contact person to conduct the periodic audit, when necessary. Policy modifications must be submitted to the policy coordinator, who will make the appropriate changes and forward to the Associate Vice President for approval. The policy coordinator will publish all modified policies on the Facilities Management website.

Responsibilities

All Facilities Management employees are responsible for reading, reviewing, and complying with this policy. All managers, associate directors, and directors are

assigned the responsibility of ensuring that the process listed in the *Procedures Section* is followed by all employees.

Contact Persons

Associate Vice President
Senior Director
Director of Facilities Management Operations
Policy Coordinator

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

Audited: June 4th, 2014
June 7th, 2016
June 22nd, 2017
June 25th, 2018

Revised: June 20th, 2016
June 23rd, 2017

Appendix "A"

Use the following format when developing or revising a policy or procedure. Use 11 point Verdana Font with single line spacing.



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number:

Title:

Implementation Date

Last Audited:

Last Revised:

Introduction or Purpose

State the reason for or the origin of the policy. Include what is addressed by the policy and what the policy intends to do.

Scope

Briefly describe to whom or what the policy applies to.

Definitions

Define those terms that may have specialized meaning in the policy. List definitions in numbered format and alphabetical order. For example:

1. Employee. "Employee" means...
2. Full-time Employee. "Full-time employee" means...
3. Part-time Employee. "Part-time employee" means...

Procedures

Provide statements of specific actions to be taken to provide for the orderly implementation of the established policy. The Procedures section should consist of implementing instructions that support the policy text. Procedures often include step-by-step instructions for performing administrative tasks and should be sufficiently detailed to ensure the consistent application of the policy by departmental personnel.

Responsibilities

Include a summary of the responsibilities assigned to various individuals and offices in the administration of the policy and procedures.

References

List related TBR policies, institutional policies, statutes, and regulations that provide helpful, relevant information.

Contact Person

List the person responsible for answering operational questions about the policy and who will conduct policy audits and revisions when requested.

Forms

Any forms that support the policy should be listed in this section and attached to the policy as an appendices.

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

Audited:

Revised: