

Structure for Policy and Procedure Manual Sections

This exhibit provides a brief overview of the information typically contained in a standard Policy and Procedure Manual section. Some sections will vary from this standard, but most sections should retain these general standards for ease of use. Contact the Administrative Policy Office for additional information or assistance with the structure of your policy section.

Header

The header for each policy section includes the chapter number and name, section number and name, approval date, supersedes date, responsible department, and source document. Section names should be as simple and clear as possible to aid users finding appropriate policy sections. The source document listed should be the document that provides primary guidance for the policy and procedures that follow.

I. Purpose

Briefly summarize the information covered in the section. A concise summary of the objectives may also be given if it helps to clarify the subject matter. The purpose statement should inform readers why the section was issued and what information they will find there. Any exclusions to the applicability of the policy should be included. If applicable, provide reference to the related UCDHS policy section or other PPM section for specific procedures addressed elsewhere.

II. Definitions

When the subject matter requires a precise understanding of terms used throughout a policy, include them here. This allows a reader to approach the content in a more knowledgeable manner, and to easily refer back to the definition as needed when the term is used frequently throughout the policy section. When a term has more limited use, it can be defined in the body of the section and Definitions may be omitted. Only terms that are actually used in the policy should be included.

III. Policy

The policy statement is the governing principle, plan, or understanding that guides the action. It states what we do and why, but not how. The policy statement(s) should be brief, and is supplemented by the information within the rest of the section.

IV. Roles and Responsibilities

Roles and responsibilities provide a list of the tasks that are required for implementation of the policy, and are organized by the individual or unit responsible for completing the task.

V. Procedures

Procedures are a step by step description of required actions, and should not be overly detailed. Procedures are the *required* process for the specific situation, unlike guidelines. Guidelines provide suggested methods for accomplishing tasks governed by the policy, but are not mandatory procedures, and can be maintained on the policy owner's website.

Procedures should be organized for ease of use. Some policy sections may require multiple procedure headings for the different tasks addressed. Procedures should be organized chronologically by task.

Not all policies require Procedures to be included.

VI. Further Information

Provide an office name and telephone number, email address, or Web address for individuals who may need assistance or additional information regarding topics covered in the policy section.

VII. References

List the sources upon which the policy section is based, including Federal and State laws, Systemwide policies, and other UC Davis policies. In addition, list other UC Davis policies that are related to or referenced in the section. Provide links to the references for ease of use.