

PURPOSE: TO ESTABLISH PROCEDURES FOR DEVELOPING AND DISTRIBUTING APPROVED GUIDELINES

In general, the use of good judgment, based on high ethical principles is expected from all Brenau University employees.

Policies approved by the Brenau Vice President's Council shall be standardized, organized and distributed in accordance with the below-listed guidelines.

A. INDEXING

All guidelines included in this manual shall be indexed with a numerical code. The following system shall be employed:

General	1-01 to 1-99
Administration	2-01 to 2-99
Human Resources	3-01 to 3-99
Pay and Benefits	4-01 to 4-99
Campus Services	5-01 to 5-99
Appendix	6-01 to 6-99

B. STANDARDIZED FORMAT

All guidelines shall be published in a standard format to ensure consistency in style and content. The following procedures shall apply to the submission of new or revised guidelines:

1. A guideline developed or revised by a department or administrative office, which has broad applicability to Brenau, shall be submitted to the Director of Human Resources in draft form.
2. The Director of Human Resources will be responsible for comparing proposed changes to existing guidelines, for standardizing the format of the guideline, and for indexing them.
3. The Director of Human Resources will return the standardized guideline to the originator for final review and submission through the Vice President's Council for approval by the President.

C. CONFORMITY

All guidelines, which are promulgated by a staff activity or academic department, will conform to the Brenau Faculty/Staff Guidelines format.

D. DURATION

Brenau guidelines will be effective immediately, unless otherwise designated, following the date in which they are approved by the President, Senior VP for Administration and Director of Human Resources. Policies will remain in force until cancelled or superseded.

E. REVISIONS

Revisions to Guidelines must be approved by the appropriate Vice President and Director of Human Resources. Changes may become effective immediately, unless otherwise designated, following their approval. The entire set of guidelines will be reviewed and

appropriately revised annually.

F. DISTRIBUTION

The Faculty & Staff Guidelines (FSG) is available for each employee to review and print at their discretion via the intranet under the Office of Human Resources. The web address is: <http://intranet.brenau.edu/dnn/Operations/HumanResources/FacultyStaffGuidelines/tabid/198/Default.aspx>. Navigation to the site will be explained to each employee during his or her “New Employee Orientation upon hire.