

PERSONNEL POLICIES- COMMUNICATION OF	PROCEDURE	
	Document Number:	AS-HR-PR-3760
	Version Number:	02

1.0 Purpose:

To identify methods of communicating additions or changes to the Personnel Policies and Procedures at VTA.

2.0 Scope:

Applies to all Personnel Policies and Procedures at VTA.

3.0 Responsibilities:

3.1 Administrative Services shall maintain and distribute all Personnel Policies and Procedures.

3.2 Department Managers shall be responsible for communicating changes.

4.0 Procedure:

New policies and policy changes will be communicated to employees as follows.

- Policies will initially be distributed to each manager for inclusion in the Policy and Procedure Manual.
- Managers will announce pertinent changes to policy and/or procedure at staff meetings.
- New employee orientation will always reflect current policies and procedures.
- All changes will also be posted on the departmental bulletin boards and on VTA's intranet.

5.0 Definitions:

6.0 Records:

7.0 Appendices:

8.0 Training Requirements:

9.0 Summary of Changes:

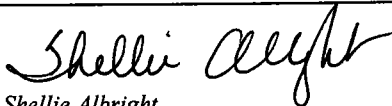

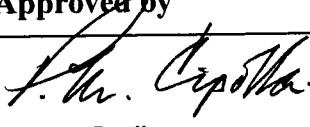
This Procedure replaces Policy 510- Personnel Policies, Communication of

Policies and Procedures will now be posted on VTA's intranet as well.

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10.0 Approval Information:

Prepared by	Reviewed by	Approved by
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