## **Policy 119: Adoption and Amendment of Policies and Procedures**

Category: Administration

Covered Individuals: All CEI Employees

Approved: 05/27/2025

Formerly Approved: 04/28/2022

**119.1 Policy**

The purpose of CEI’s Policies and Procedures Manual is to establish a safe, efficient and cooperative working environment; to establish the responsibilities and level of performance expected of all CEI employees; and to explain benefits provided to CEI employees. As new and unforeseen circumstances may arise from time to time, CEI will strive to update and create policies and procedures that keep in line with this purpose. The following procedures will guide for the initial adoption of and any future amendments to this Policy and Procedure Manual.

**119.2 Procedures**

The College of Eastern Idaho Affirms the collaborative role of Human Resources, the Faculty Senate, and the Staff Senate, and employees in the development and implementation of policies, procedures, and amendments. The Human Resources Department will take the lead in identifying and overseeing the creation of new policies or modifications, while ensuring active involvement from both Faculty Senate, Staff Senate, and CEI employees throughout the process. Each policy is categorized under the appropriate division. The Vice President or Chief over the Division will be the “Lead” for that policy and procedure that is being created, reviewed, or amended.

1. Human Resources reviews the draft for accuracy and intent.
2. Legal counsel reviews the draft for legal sufficiency.
3. The proposed draft will then be sent via email for review by Faculty Senate, Staff Senate, and CEI employees. Any comments, questions, or concerns from Faculty Senate, Staff Senate, or CEI employees may be addressed to the Lead (Vice President or Chief) over the policy. Faculty Senate, Staff Senate, and CEI employees will each review the draft for accuracy, intent and potential impacts to CEI’s mission. Faculty Senate, Staff Senate, and CEI employees will have 10 business days to review, comment and propose any amendments/alterations.
4. Any additional changes made by the Lead, the policy will begin again starting with step 2.
5. The Lead will send and present the policy to the President Advisory Council (PAC) for review of accuracy and intent. PAC will have 10 business days for review. Any additional changes by PAC, the policy will begin again starting with Step 2.
6. The proposed draft will be sent for final approval. In matters regarding proposed policy changes, the Board of Trustees shall make the final decision. In matters regarding procedural changes, the Presidential Advisory Council (PAC) shall make the final decision. Procedural changes will follow the same steps as outlined in the policy and review process excluding seeking approval from the Board of Trustees.
7. Upon approval, the new policy, procedure, or amendment shall be added to the Policy and Procedure Manual in all of its future publications by the Human Resources Department.
8. In cases of emergency, as determined by the Human Resources Department, where such policies, procedures, or amendments need immediate implementation per State or Federal guidelines, the ten-day notice to CEI employees for review may be suspended and the proposed drafts may be sent directly for final approval In such cases, if the provisional policy, procedure, or amendment is approved, notice to all CEI employees shall be sent in the most direct and timely manner available. CEI employees should direct any concerns regarding any emergency policies or procedures to Human Resources in a timely manner. Such concerns will be reviewed by Human Resources and legal counsel but there is no guarantee that any changes will be made.

The Human Resources Department will maintain transparency of any current Policy and Procedure that are up for review by following these steps:

* Faculty Senate and Staff Senate will be given a list of policies via email that will be under review the month prior before adhering to these procedural steps to allow more evaluation time. The list will be given at the beginning of each month.
* Policies will not be reviewed during breaks (summer, spring, or holiday) or sent out on Fridays with the exception of an emergency sanction as outlined above.