



Pharr Literacy Project, Inc. Policy on Policy and Procedure Manual

- A. Purpose** - The purpose of this policy is to establish the authority and intention of recommendations to the board of directors of PLP new policies and revisions of existing policies to the PLP's Policy and Procedure Manual.
- B. Persons Affected** - This policy applies to all staff, students and volunteers. employees of PLP.
- C. Policy** The policy of PLP is:
1. The Policies and Procedures Manual (PPM) will be written in accordance with all federal, state and local laws and regulations.
 2. The *PPM* will be the official repository of policies established for the PLP.
 3. The *PPM* will be written such that it does not add administrative burden to compliance and that it provides the proper degree of autonomy and integration to PLP. To ensure that the *PPM* provides the proper degree of autonomy and integration, the following guidelines should be considered when drafting or amending policies in the *PPM*.
 - a. The policy should help ensure compliance with applicable laws and regulations, promote operational efficiencies, enhance the mission, or reduce institutional risks.
 - b. The policy should establish a governing principle that has University-wide application.
 - c. The policy should communicate an important governing principle rather than specifying operational detail.
 - e. The policy should avoid restating a law or regulation.
 4. Every employee and student of PLP has the right to propose new policies or changes to existing policies in the *PPM* and to present arguments in support thereof.
 - a. Proposals for new policies and substantive changes to existing policies shall originate and follow routines as prescribed in Subsection F below.
 - b. When a proposal has been approved by the *PPM* Committee it will present a report to the board of directors for final approval.
 5. When necessary, the PLP attorney should be consulted.
- D. Review** - This policy should be reviewed by the board of directors every 5 years or sooner if necessary.