

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-020

SUBJECT: Policy and Procedure Committee

EFFECTIVE DATE: May 1987

Policy:

Cottonwood, Inc. shall maintain a Policy and Procedure Manual, which shall be available to all employees, contractors, and agents. Such policies and procedures shall be reviewed annually.

Procedures:

1. The Administrator of Services is responsible for the distribution of the manual, policy additions, and/or revisions to all manual holders. Policies and procedures are available to all employees on the Intranet and to all contractors and agents on the corporate website.
2. All new employees are oriented to policies pertaining to their job, provided a personnel manual and encouraged to review the complete manual as part of their orientation to the agency. They may refer questions pertaining to policy and procedure to their supervisor. If an employee has a policy suggestion, they should contact their supervisor or Policy Committee representative (See Policy No. 03-029).
3. The Policy Committee shall be formed and will consist of representatives from administration, and all service areas.
4. Meetings of the Policy Committee will be held on a regular basis in order to review and consider the addition/deletion of policies and revisions of established policies.
5. The Committee chairperson will be responsible for notifying committee members of upcoming meetings and sections covered.
6. If the Policy Committee approves a new or revised policy, the chairperson will send the drafts to the Office Manager who will make the changes and return them to the Administrator of Services for a final review. They will then be submitted to the CEO for approval.
7. The CEO will review policies and note approval by signature. The policy will be assigned a number, an effective date, and will be distributed to all Policy Manual holders for inclusion in the manual.
8. The Office Manager will securely maintain the official policies electronically which prevents unauthorized changes being made.

9. Policy Committee members will be responsible for disseminating information as per departmental practice.

10. All policies will be reviewed each year.

11. Policy Committee Minutes will be disseminated through Paycom with employee acknowledgement required.