



"Creating an excellent  
*college experience*"

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<b>Section:</b> <b>Administration</b>	
<b>Subject:</b>  <b>Procedure for Policies and Procedures</b>	

## **Procedure for new Policies and Procedure:**

If you come across a policy or procedure that you would like written or changed in any way email the Dining Services Office Assistant and it will be presented at the bi-weekly policy and procedures committee meeting for it to be discussed.

Revisions to any policies or procedures will be reviewed and approved by the policy and procedure committee, reviewed and approved in Direct Reports Meeting and then placed on the shares drive and website and sent to specific operation managers to be added to the policies and procedure books in each area.

Managers are required to print new policies and procedure, add to individual area books, and are required to let their staff know of any changes that have been made to the books.

Each manager should keep the policy and procedure books on hand so at any time any employee can review the policies and procedures if they choose. Once a policy or procedure is in place, it is expected that all employees are aware of and follow procedures.

Manager should review policies and procedures book in employee meetings.