

|  |  |
| --- | --- |
| **Title:** | Procedures for [Name of Policy] |
| **Effective Date** | XX/XX/XXXX |
| **Revision Date** | XX/XX/XXXX |
| **Approval Date** | XX/XX/XXXX |
| **Approved By** |  |

**(Title)**

**Purpose**

## [A well-articulated, authoritative expression of philosophy and direction. Does not change frequently.]

**Example:** This procedure establishes guidelines for requesting, approving, and reporting overtime.

**Scope**

[Who these procedures apply to]

**Procedures** [List step-by-step actions and detailed descriptions of what is needed to carry out the policy. Not all policies contain procedures.]

**Responsibilities**

[Explain parties responsible for the procedure and what are they charged with to ensure that procedure is carried out, if not already covered above]

**Example:** Administrators will ensure overtime is warranted and approve/modify overtime requests.

**Procedure Review**

[When and how the procedure will be reviewed]

**History**

|  |  |  |
| --- | --- | --- |
| **Date** | **Author** | **Description** |
| MM-DD-YYYY | Office, Department/Unit | Brief & specific description of change |
|  |  |  |