**Policy & Procedure Action Form**

**Human Resources and Benefits Manager Use Only**

Website/MyYCCC updated? \_\_\_\_\_\_\_\_

Employee Handbook updated? \_\_\_\_\_\_\_\_

Other??? \_\_\_\_\_\_\_\_

(draft, 3/6/17)

Name of Policy or Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Number (if revision): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Action: New Revision Rescission

General Information Change: New Revision Rescission

Publication Status:

* Employee Handbook
* College Catalog
* Student Handbook
* Website/MyYCCC

Responsible Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consulted with Stakeholders?

* Yes Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief summary of reason for the policy, procedural, or general information change?

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**Approval and Routing Process**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date received | Date forwarded | Comments |
| Responsible Office/Policy Owner |  |  |  |
| Policy Committee |  |  |  |
| * Comment Period |  |  |  |
| College Council |  |  |  |
| President |  |  |  |
| General Counsel (for review, as required) |  |  |  |
| Other? |  |  |  |