GENERAL DESCRIPTION: This procedure defines and describes CESD procedures by rationale, origination, approval, distribution, and maintenance. CESD procedures are designed to be a working guide for employees in the day-to-day operation of Clackamas ESD.

PRIMARY RESPONSIBILITY: Superintendent’s Cabinet

REFERENCE OR AUTHORITY: Superintendent

PROCEDURAL STEPS:

1. Rationale
   
   a. Procedures are designed to increase understanding, guide employees, and assure uniformity throughout the agency.
   b. Procedures are included in the manual if they cut across departmental areas and affect or instruct employees in their jobs.
   c. Procedures provide further guidelines and current practice in support of CESD policies and administrative rules.

2. Format
   
   a. The body of the procedure may contain the following:
      i. General Description—a brief statement or description of the purpose of the procedure.
      ii. Primary Responsibility—a list of the person(s) responsible for the procedure.
      iii. Reference or Authority—a citation of ORS, OAR, Board Policy, Administrative Rule, or Superintendent Decision; where applicable.
      iv. Flow Chart—a chart showing the procedural flow, if needed.
      v. Procedural Steps—a list of logical steps taken to implement the procedure.

3. Procedures Committee
   
   a. A committee will be formed as needed to review and update procedures.
   b. The committee will include at least one Cabinet member.

4. Origination and Approval
   
   a. The staff member responsible for an activity for which a procedure is needed may draft the procedure and submit it to the Procedures Committee.
b. The Procedures Committee assigns a number, if a number does not already exist; reviews the draft procedure; makes the necessary changes; and submits it to the Cabinet for review and approval.

c. Once approved, the approval date is used as the “Reviewed/Revised” date at the top of the procedure, and it is included in the Procedures Manual.

5. Distribution and Maintenance

a. Procedures will be hosted by the CESD website and updated as revised.

b. Notifications will be sent to all Clackamas ESD employees and to the bargaining groups of licensed and classified employees.