3.3 SIERRA KINGS HEALTH CARE DISTRICT
GENERAL BUSINESS
POLICIES AND PROCEDURES

POLICY MANAGEMENT – towards good general business practices for the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to:

- Provide a format for the District's official policies and procedures.
- Provide guidelines for organization of the District's Policy and Procedure manual.
- Outline a mechanism for the routine review of the District's policy and procedure manual.
- Ensure the Policy and Procedure manual is reviewed on alternative years (in coordination with the November election) and that the policies and procedures contained therein are updated as necessary.

POLICY:
It is the policy of the District that:

1. Policy statements are formally documented and approved by the Board of Directors.
2. New policies, or substantive policy revisions, must be presented to the appropriate Board Committee (Ad Hoc Committee) for review and recommendation to the full Board for consideration (if applicable). If not applicable for Committee consideration, the policy shall be forwarded directly to the Board for consideration.
3. The Board will revise and update adopted District policies and procedures whenever the Board learns of relevant changes in circumstances or the law, or of other facts, that necessitate revision and/or update to the District's policies or procedures.
4. The Executive Director is responsible for maintaining the District's policies and procedures, and for ensuring that the review process of all policies and procedures is completed on alternating years.

PROCEDURES:

<u>Policy Document Format</u>

Policies shall be formatted such that:

1. Each policy shall have a Purpose statement.
2. Each policy shall have a Policy statement.
3. Each policy shall have a Procedure section.
4. Each policy shall have a "Written/Revised statement" section on the last page.
5. Each policy shall have an original "Written" date that maintains history of the policy by inserting dates of "Revision" and "Review" as appropriate.
6. Each policy shall have references noted on the policy document and attached as appropriate.

7. Each policy shall ensure that forms referenced in the policy should be attached to the document.

Organization of the Policy and Procedure Manual

The manual should contain the following material in the order outlined below:

1. Title Page with Mission Statement
2. Sections:
   a. Governance
   b. Executive Leadership
   c. General Business
   d. Finance
   e. Grants Management

Additional sections of the manual may be added as needed.

Policy and Procedure Manual Review

The Executive Director will initiate a review of the District's policies and procedures on alternating years. Recommended changes will be brought to the appropriate Board Committee (or Ad Hoc Committee) for review and recommendations for consideration at a regularly scheduled Board meeting. If not applicable for Committee (Ad Hoc Committee) consideration, the policy shall be forwarded directly to the Board for consideration.

Retirement of Outdated Policies and Procedures

1. When a policy is retired, insert the retired date on the old policy. Strike out the policy name on the Index and write "Retired as of (insert date) ".
2. When a policy is replaced, insert the retired date on the old policy. Write "Superseded by [new policy name] on (date)".
3. File the retired policy in the Policy Archives so that it can be retrieved if needed.
4. All policies must be retained in the District files for six (6) years.

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