

Sample Departmental Policy & Procedure Table of Contents

1. Purchasing
 - a. Approval process and purchasing procedures
 - b. Cash handling
 - c. Outside user fees for copies and fax use
2. Facilities
 - a. Facility reservation procedures
 - b. Open/closing procedures (by facility)
 - c. Facility after hours call out list
 - d. Emergency evacuation plan
3. Programs
 - a. Activity Promotions
 - i. Flyer/publication standards
 - ii. Public Service Announcements
 - iii. Press Release statements
 - b. Cancelled class or relocation procedure
 - c. Contract for services agreement
 - i. Class instructor
 - ii. Class instructor payment percentages
 - iii. Events
 - d. Refund Policy
 - e. Waiver & liability forms
 - f. Sponsorship and vendor agreements
4. Employment Procedures
 - a. Recruiting, interviewing and hiring timeline & practices
 - b. Procedures for hiring temporary employees, volunteers, and contract instructors
 - i. Background checks
 - ii. Fingerprinting
 - iii. Reference checks
 - c. First Aid and CPR requirements
 - d. ADA and Agency's Inclusion Policy
5. Reporting Procedures
 - a. Accident Reporting
 - b. Incident Reporting
 - c. Harassment in the workplace