



Style Guide

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Introduction

“Yavapai College has a clear, consistent, standardized process for College Policy Development and administration that promotes transparency, institutional efficiency and effectiveness, mitigates risk, and enhances compliance and accountability.” – [Policy administration 10.15](#)

This guide is meant to provide the reader with accurate style tips to be used when developing a new policy or editing an existing policy. With proper use of this style guide we can ensure that all Yavapai College policies and procedures are legible and consistent with one another.

Why do we need policies and procedures?

Policies and procedures provide a foundation of consistency and fairness and contribute to a healthy, organized, and energized organization where ever employee feels they are treated fairly and belong.

What is the difference between a policy and a procedure?

In simple terms a policy explains the “why” while a procedure explains the “how.” A policy is meant to set the rules, need and intent for policy, and explain who is responsible for this policy. A procedure is used to explain the necessary steps and processes to ensure a policy is being

correctly managed and carried out. Policies should not have procedures written into them. Procedures should not have Policies written into them.

Naming Convention

Policy Name (note that the word “policy” should not be included in the name) followed by a comma and policy number

Sample: Learning Excellence, 2.05

Procedure Name (it is ok to include the word procedure in the name), policy number followed by a period and procedure number. Procedures should be labeled “01, .02, .03”

Sample: Faculty Professional Growth Procedures, 2.05.01

Guiding Statements

A guiding statement connects the policy to the college values and culture.

Policy Purpose: *Yavapai College values (equity, excellence, caring, integrity) the purpose of this policy is.....*

Sample: Yavapai College has a clear, consistent, standardized process for College Policy development and administration that promotes transparency, institutional efficiency and effectiveness, mitigates risk, and enhances compliance and accountability.

Sample: Yavapai College is committed to providing a work environment that encourages an open atmosphere in which problems and complaints are answered quickly by supervisors and management. This operational policy provides a means for employees to communicate and resolve specific concerns pertaining to their employment that demonstrates the Yavapai College values of equity, caring, integrity, and excellence.

Procedure (goes in Procedure Description): Contains a concise description of the procedure. Ties back to the policy and who the procedure applies to. Should be titled as: Policy Name Procedure, 11.11.01

General Guidelines

Yavapai College References

When referring to Yavapai College use Yavapai College in the first reference and “the College” in subsequent references.

Sample: Yavapai College values equity and excellence. This policy outlines the College policy related to animals on campus.

Acronyms:

Spell out the acronym in words in first reference followed by acronym in parenthesis. Subsequent references, use acronym.

Sample: The Student Government Association (SGA) is a body that represents students. SGA officers are elected annually.

Sample: The Yavapai College Staff Association (YCSA) administers the YCSA professional growth program.

Participatory Governance Statement:

Sample: Yavapai College utilizes a participatory governance approach to develop, review, and communicate the operational procedures that support this policy annually. The Vice President of Academic Affairs shall approve changes to operational procedures.

Sample in a Policy (at the bottom of Operational Policy Statement): The Chief Human Resources Officer, in conjunction with employee professional growth committees, will demonstrate good stewardship of college resources by adopting written procedures for professional growth programs and organizational development needs.

Sample in a Procedure (in the procedure responsibility section): These procedures are developed by the Faculty Professional Growth Committee in collaboration with the Business Office and the Office of Instructional Support. The Vice President of Academic Affairs or designee approves these procedures.

Section Ordering

Under the **procedure sections** will be organized by Roman numerals (**I, II, III**). If a section needs to go into **steps** it will then use a capital letter system (**A B C**). If **further indentation** is required in a step it will then use numbers (**1 2 3**). The title of each section and subsection will be bolded (as seen below)

SUBHEADING	PROCEDURE
PARAGRAPH	I. Section
PARAGRAPH	A. Step One Title. (regular paragraph bold). Should describe the first step of the procedure.
	1. Step items can be narrative or bullet points
PARAGRAPH	B. Step Two Title. (regular paragraph bold). Should describe the second step of the procedure.

These formats will auto format the text and indentation. (if needed indentation can be changed via the toolbar)

SUB-HEADING	OPERATIONAL POLICY
PARAGRAPH	Leading statement if needed
	I. Policy Section Name.
PARAGRAPH	Indented text in paragraph format or
PARAGRAPH	A. Subsection Name. (if needed and indented)
PARAGRAPH	text
PARAGRAPH	B. Subsection Name. (if needed and indented)
PARAGRAPH	text

How to Write a Policy

Policy Administration 10.15

1. Title the policy (see **Naming Convention** above)

Policy Administration, 10.15

2. **Complete purpose statement** (see **Guiding Statements** above), implementing the purpose that the policy serves as well as the values it relates to.
The title, **purpose** should be **bolded** in **subheading format**. The description should be in **paragraph format** below.

Purpose

Yavapai College has a clear, consistent, standardized process for College Policy development and administration that promotes transparency, institutional efficiency and effectiveness, mitigates risk, and enhances compliance and accountability.

3. **Complete the policy application.** This will define the individuals that are affected by this policy.

The title, policy application should be bolded in subheading format. The description should be in **paragraph format** below.

Policy Application

This policy applies to all College faculty, staff, and students

4. **Policy body** – This is where the Policy will be written explaining what the policy is. This section should not have procedures as procedures should be in a separate document. The title, operation policy should be bolded in subheading format. The policy will be placed below in paragraph format with the step titles bolded (see **section ordering** and **text and paragraph formatting** above).

Operational Policy

I. Policy Development

A. Policy Criteria

College policies are formally approved internal directives that generally:

1. Advance the College's mission and values
2. Provide faculty, staff, and students with clear, concise guidance regarding expectations
3. Ensure compliance with external mandates
4. Assure efficient use of resources
5. Reduce risks
6. Promote consistency

B. Policy Development and Review Cycle

Policy review is subject to Participatory Governance and involves individuals at all levels in the review cycle.

1. Proposing and Sponsoring

Any College faculty or staff member, office, or unit may propose a new College policy or recommend that an existing policy be revised or rescinded. Making such a recommendation requires the submission of a Policy Impact and Tracking Statement to a Responsible Executive. If the Responsible Executive supports the recommendation, it will be forwarded to the President's Executive Leadership Team for conceptual review.

2. Conceptual Review

The Responsible Executive will share the Policy Impact Statement with the President's Executive Leadership Team and discuss the potential benefits and risks associated with the proposed policy change. The President's Executive Leadership Team may offer conceptual approval to draft, create, revise, or rescind a policy and engage the College community in the policy-review process.

5. **Definitions** – This section is used to bring attention and define any keywords, acronyms, or important context written within the **Policy Body**.

The title, **definitions** should be bolded in **subheading format**. The definitions should be placed in paragraph format below with **the title of the specific definition** bolded followed by the definition not bolded.

Definitions

College Policies: internal directives that establish or guide the College's academic standards, instructional mission, operational practices, or organizational expectations.

College Policy Engagement Process: a standardized approach to alerting the College community to a potential policy change and inviting comment.

Conceptual Approval: Approval by the President's Executive Leadership Team to begin the policy making or revision process.

Conceptual Review: The process by which the President's Executive Leadership Team determines whether a policy recommendation should move forward in the College's policy-making process.

Participatory Governance: Definition to be inserted at later date.

Policy: a formally approved internal directive that details duties, obligations, rights rules, or practices and sets behavioral expectations for a member, group, or unit of the College community. A policy changes infrequently and sets a course for the foreseeable future.

Policy Impact Statement: a document that outlines the benefits and risk associated with establishing, revising, or rescinding a policy.

Policy Review Committee: a standing committee of College officials that advises the President on College policy development and administration.

Procedures: instructions that serve to implement a College policy.

Responsible Executive: the member of the President's Executive Leadership Team who sponsors, creates, implements, ensures compliance with, is responsible for, and continually oversees a College policy.

Responsible Office: the office charged with ensuring compliance of a given College policy.

6. **Procedures** – Here is linked the appropriate procedures that apply to this policy.
The title, **procedures** should be bolded in **subheading format**. The procedures will be placed below in **paragraph format** with the procedure title being a **hyperlink** directly to the procedure.

Procedures

[Policy Administration Procedure, 10.15.01](#)

7. **Related Policies** – Here is linked any related policies. Any related policies will have their name as a hyperlink.
The title, **related policies** should be bolded in **subheading format**. Any related policies will be placed below in **paragraph format** with the policy title as a **hyperlink** directly to the policy.

Related Policies

There are no related policies.

8. **Related information** – Any further information necessary will be here.
The title, **related information** should be bolded in **subheading format**. Any related information should be in **paragraph format** below with the title of any document or webpage placed as a **hyperlink** directly to the document or webpage.

Related Information

Policy Template (insert link)

Policy Impact and Tracking Statement (insert link)

9. **Operational Policy History** – This section will contain all operational history related to policy revision, adoption, or sunset.

Operational Policy History

Interim Policy 10.15: Interim Policy Making Process Adopted 12/10/2021

10. **History** – This section is a detailed account of policy history as well as any comment administrators have placed in relevance to the policy.

History ✓ Edits ✓ Approvals ✓ Comments

Comment by [REDACTED]: Chief Human Resources Officer on February 20 2022 at 04:32pm 

Before I forward to [REDACTED] for approval, do you have any feedback, input? Please respond by 2/23. This email is coming from policy stat. You may need to sign in using regular credentials in the employee portal under "Applications/Policy Stat".

Edited by [REDACTED]: Chief Human Resources Officer on February 24 2022 at 05:19pm 

Title chage; format change to define PR Cycle, minor edits

Approved by [REDACTED]: Chief Human Resources Officer on February 24 2022 at 05:19pm [Approval Workflow](#) 

Effective Date Schedule Changed by [REDACTED]: Chief Human Resources Officer on February 24 2022 at 05:20pm 

Effective date delay removed. Policy scheduled to become active immediately upon final approval.

Approved by [REDACTED]: Chief Human Resources Officer on February 24 2022 at 05:20pm [Approval Workflow](#) 

Approved by [REDACTED]: Yavapai College President on February 24 2022 at 05:28pm [Approval Workflow](#) 

Activated by [REDACTED]: Yavapai College President on February 24 2022 at 05:28pm 

Overridden by [REDACTED]: HR Support Specialist on June 29 2022 at 05:17pm 

Verbage.

Overridden by [REDACTED]: HR Support Specialist on July 13 2022 at 01:40pm 

Adding link to procedure

Overridden by [REDACTED]: HR Support Specialist on July 13 2022 at 03:14pm 

Formatting edit

How to Write a Procedure

Policy Administration Procedure, 10.15.01

1. Title the procedure (see **Naming Convention** above)

Policy Administration Procedure, 10.15.01

2. Complete the **procedure description**. The procedure description is intended explain the purpose of the procedure as well as link it to the policy it supports.

The title, **procedure description** will be **bolded** in the **subheading format**. The description itself will be placed below in a **paragraph format**.

PROCEDURE DESCRIPTION

Yavapai College utilizes Participatory Governance to develop standardized processes for college policy administration. In support of Policy Administration, 10.15, this procedure outlines the necessary processes to support the implementation of this policy.

3. Complete the **procedure responsibility**. This section explains those responsible for development of the procedure, as well as the maintaining of the procedure.

The title, **procedure responsibility** will be bolded in the subheading format. The description itself will be placed below in a **paragraph format**.

PROCEDURE RESPONSIBILITY

This procedure is a Participatory Governance procedure developed in collaboration with the Chief Human Resources Officer (CHRO) and the Policy Review Committee (PRC).

The CHRO or designee develops and maintains these procedures.

4. Complete the **body of the procedure**.

The title, procedure will be bolded in the subheading format. The procedure as written below will be placed in paragraph format with and step titles bolded (see **section ordering** and **text and paragraph formatting** above)

PROCEDURE

I. Policy Development and Implementation

- A. Proposing and Sponsoring.** Any YC student, faculty or staff member, office, or unit may propose a new college policy or recommend that an existing policy be revised or rescinded. The process is initiated by submitting a Policy Impact and Tracking Statement to the responsible member of the Executive Leadership Team (ELT) or designee.
- B. Conceptual Review.** If supported, the responsible ELT member will provide leadership to draft policy language and discuss the policy action with ELT.
- C. College Community Engagement.** The responsible ELT member will engage the college community by submitting the policy to PRC. The policy draft/changes will be placed on the college policy web page. A Policy Update will be made to the college community inviting feedback on the draft/changes. The Policy Update will contain the current policy (if applicable), the purposed draft/changes, and a link to the survey the college community may use to issue input. The college community will then have at least 10 working days to provide feedback.
- D. Policy Review Committee Responsibility.** The PRC will review the comments received during the College Community Engagement Process. Based on the feedback, the Committee will recommend changes and submit their recommendation to the College Council.
- E. College Council Responsibility.** The CHRO is responsible for placing the policy recommendation on the College Council agenda. The College Council will review the PRC recommendations and make a final recommendation to the President.
- F. President's Decision.** The President will review College Council recommendations with ELT and then will approve or decline the final policy recommendation.
- G. Interactive Process.** The policy review process is meant to be interactive. The PRC, the College Council, and/or the College President may work with the policy owner to clarify, revise, and/or make recommendations on policy improvement throughout the process.

5. Complete the **References** section. This section will have the Policy that this procedure applies to typed out with its text hyperlinking to the policy. It will also have the Policy Impact and Tracking Statement in the same manner.

REFERENCES

[Policy Administration, 10.15](#)

Policy Impact and Tracking Statement

6. The remaining sections will auto fill the same way they do in the Policies: **Procedure history, Attachments, Approval Signatures, and History.**