

<b>RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Program Officer- Maile Lu'uwai	<b>Policy No.:</b> <b>ADM 001</b>
		<b>Effective Date:</b> 03/15/2006
Subject: <b><i>Policies &amp; Procedure Development Guidelines</i></b>	<b>Approved by:</b> RDP Statewide Program Coordinator-John Dunicliffe	<b>Revision No.:</b> N/A
		<b>Supersedes Policy:</b> N/A

I. **PURPOSE:** To guide RDP staff in the development of RDP policies and procedures.

II. **STAFF RESPONSIBILITIES.** The RDP Statewide Coordinator or a designated individual at senior management level has overall responsibility for formulating, implementing and developing each policy.

### III. GUIDELINES

#### A. All RDP policies and procedures will be:

1. Developed in accordance with statutory requirements, University of Hawaii, and Research Corporation of the University of Hawaii rules and regulations, when applicable.
2. Given a Policy Number.
3. Published with the name of the person responsible for issuing the original policy and the name of the person responsible for final approval.
4. Available to all staff.

#### B. Approval Process

The RDP Statewide Coordinator and/or the Principal Investigator must approve each policy.

#### C. Policy Heading

1. Effective Date. To ensure that staff has access to the most up-to-date version of a policy; the policy will have an **Effective Date** identifier in each policy heading.
2. Interim. A policy identified as **Interim** in the policy heading is a policy that has received initial approval for implementation and will be enforced until the policy receives final approval.

#### IV. REVISED POLICIES / CHECKLIST / FORMS & TEMPLATES

- A. Revision Number:** To ensure that staff has access to the most recent version of a policy, the policy will have a **Revision Number** identifier in the policy heading.
1. Revision Number. When a policy is modified and the changes are approved, its Revision Number will be changed from N/A to **1.0** (the first revision of the original policy). If it is modified again, the updated policy will replace the existing policy (Revision 1.0) and its Revision Number will change to **2.0** and so on. The older drafts of a policy will be archived to produce an audit trail of the changes.
  2. Effective Date. When a policy is modified and the changes are approved, the Effective Date will be changed to the date the revised policy was approved by the RDP Statewide Coordinator and/or Principal Investigator.
- B. Update the Website:** After a policy is revised and approved, the new policy must replace the current policy on the RDP website. An email notice notifying all staff of that the policy has been revised is recommended.
- C.** Find the **Policies & Procedures Checklist** on the RDP website and modify the section to conform with the revised policy.
- D.** Find the **Templates** and **Forms** associated with the policy on the RDP website and modify these documents to conform with the revised policy.

#### V. REVIEW PROCESS

Policies and procedures will be developed in consultation with:

- Key Statewide Staff and/or
- Island Project Directors

#### V. STAFF ACCESS

**Website.** All RDP employees will have access to most recent version of the RDP Policies and Procedures via the RDP website.

**VI. DEVELOPMENT AND APPROVAL PROCESS**

