



## **Policy on Policies**

Date of Origin: *08/14/2018*  
Modification Date(s): *3/14/19*  
Date of Last Review: *4/09/2019*

### **I. Purpose**

To outline the process for developing, formalizing, approving, issuing and maintaining UCP of Maine policies.

### **II. Policy**

UCP of Maine leadership (employees holding the title of Director or CEO) is responsible for the development and review of new policies and sending to the UCP Board of Directors for approval.

Policies will be developed and revised as determined necessary by leadership to ensure compliance with State and Federal law, program/licensing regulations, or other governing body requirements.

Policies will contain the following sections:

- Title
- Date of Origin
- Modification Date
- Date of Last Review
- Purpose – to include the specific regulatory requirement being met if applicable
- Policy
- Procedure (as needed)
- CEO Signature and date indicated date of last Board approval

A policy may also include a section for Definitions if leadership determines it appropriate, but is not required for all policies.

Department/Program specific policies may not conflict with agency-wide policies, but may be more restrictive.

All policies will be reviewed by leadership and the Board of Directors on an annual basis on a schedule deemed appropriate by UCP leadership.

### **III. Procedure**

#### **Policy Management**

The Policy Coordinator will be a member of the Director team.

Responsibilities of the Policy Coordinator include:

- Management and Updating of the Agency Policy folder
- Maintenance of the Policy Table of Contents to track process of editing, review date, and approval
- Ensure required content is included in proposed policies (title is accurate, format, reason for policy is written under Purpose, date of last review is board review)
- Notifying owner of policies of upcoming reviews and implementing quarterly timelines
  - Finance Policies: January – March
  - HR Policies: April – June
  - Program/Remaining Policies: July – September
  - New policies will be reviewed on a rolling schedule
- Obtaining CEO signature on all board approved policies
- Ensure that original signed copies of policies are sent to the Executive Assistant
- Notify Marketing Manager of policy updates to the website
- Notifying employees via monthly email of policy changes or updates

Completed policies need to be emailed to the Policy Coordinator who will maintain the policy through approval process and will present them for review to the Directors (meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month). The Director of Operations will upload director approved policies to the Board portal for review (Board meets 2<sup>nd</sup> Tuesday of the month).

Policies will be formally reviewed and approved by all members of UCP's leadership team. Upon leadership approval, policies will be forwarded to the UCP Board of Directors through the appropriate subcommittee for review.

The Finance Committee will review and forward finance and facilities policies to the full Board of Directors.

The Personnel Committee will review and forward personnel-related policies to the full Board of Directors.

Program policies and policies that do not clearly fall under a subcommittee of the Board of Directors, will be forwarded to the Board of Directors by the Director of Operations to the board portal as policies are ready for review.

#### **Accessing Policies**

Policies will be housed in the Company Shared Folder as Agency Policies and policies categorized as agency policies will be on the employee portal.

The Agency Policies folder will contain the following:

- Active Policies in PDF
- Policy Table of Contents
- Folder: Active Policies in Word (Limited Access)
- Folder: Archived Policies (Limited Access)
- Folder: Blank Policy Layout
- Folder: Policies in Process (Limited Access)

The Policy Table of Contents will include the alphabetical list of each active policy for the agency, the category, date of origin, date of last review, and ownership (who responsible for review) of each policy.

### **Policy Writing and Editing**

New policies should be written with the Blank Policy Layout document, which is available within the Agency Policy folder in the Blank Policy Layout folder.

Existing policies that need edits will be requested from the Policy Coordinator. While editing existing policies use the Track Changes functionality in word so changes made are easily understood.

The original signed copy of the policy will go to the Executive Assistant for filing and the Policy Coordinator will add the electronic versions to the Agency Policy folder.

Employees will be notified of any policy changes or updates monthly via an all staff email from the Policy Coordinator. The Policy Coordinator will notify the marketing manager of any agency policies to be uploaded to the employee portal.

### **Archived Policies**

Only the most recent previous version of the policy will be kept as a signed PDF in the Retired Policies folder.

  
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Scott Tash, CEO

4-12-19  
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Date