



POLICY TEMPLATE

Purpose	This document adds clarification to Guidance on Writing Policies .
Who Should Know This Policy	All employees should familiarize themselves with this addendum.
Policy Specifics	<p>This further clarifies Guidance on Writing Policies by providing a template to be utilized by all policy writers when submitting policies for consideration and approval.</p> <p>Before writing new policy, please assess the need for this policy or an update. Ask the following questions: Why is this policy needed? What is this policy intended to accomplish? Stay on topic and avoid drifting into peripheral topics.</p> <p>Be specific. Be direct. Policies that are not clearly written, too detailed and convoluted, or ambiguous can be easily misinterpreted and improperly executed by others. Use plain, direct language that can be easily understood by most readers the first time they read it. Avoid vernacular and any specialized terms, complex phrases, and legalese.</p> <p>DO NOT CONFLATE PROCEDURES WITH POLICIES – please see Policy or Procedure document.</p>

The following format should be utilized for all new policies and updates:

[DRAFT] POLICY TITLE	
POLICY TYPE:	[Employment, Administrative, Student, Legal Compliance]
OFFICE:	[Name of Department, Unit, or Office Responsible for Enforcement of the Policy]
INITIAL POLICY APPROVED:	MM/DD/YYYY
CURRENT REVISION APPROVED:	MM/DD/YYYY

POLICY STATEMENT AND PURPOSE

The main goal of a policy is to clearly convey important information and to establish required actions and to provide guidance on how to comply with the policy. Compliance with regulations and legal mandates should be supported by references to applicable law.

The Policy Statement describes **the purpose, key requirements and expectations of the policy** and may include reference to consequences of noncompliance, including disciplinary actions, when appropriate. If including a noncompliance clause, the policy should include the following verbiage:

For staff and faculty: *“Noncompliance with this policy may result in disciplinary action up to and including termination. LIBI strives to maintain an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.”*

For students: *“Noncompliance with this policy may result in disciplinary action up to and including dismissal without recourse. LIBI strives to maintain an environment free from retaliation. Retaliation against any student who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.”*

WHO SHOULD KNOW THIS POLICY

[List the groups -staff, faculty, all employees, students, students in specific programs, etc.] are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

DEFINITIONS

If you are using any technical terms, legal vocabulary, or acronyms please include a “definitions” section.

[List each word, term, or acronym and the definition separately in a bulleted format.]

CONTACT

Provide the name of the department, unit, or office that is responsible for the interpretation of this policy and its enforcement. Please note, policies should include only titles of positions not specific names of individuals. For instance, if questions regarding the policy should be referred to the office of the registrar, simply state that and do not include specific names.

State the following: **[Name of the department, unit, or office]** officially interprets this policy. **[Name of the department, unit, or office]** is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Policy questions should be referred to **[Name of the department, unit, or office, and title/position of person to contact]**.

POLICY SPECIFICS

This section should be used to convey any required actions and processes to support compliance with the policy. This is also the place where any additional information that helps mitigate legal or regulatory risks is included.

FORMS

If there are forms that must be filled out in compliance with the policy, links should be included in this section.

Forms should be clearly labeled. Individuals affected by the policy should be able to locate any required materials associated with the policy without guessing or searching.

REVISION HISTORY

Insert the name and date of the policy being replaced by this one. Please include the date this new policy was approved or revised.

This policy supersedes the following policy:

[If this is a new policy - insert - Not applicable. New Policy.]

Approval/Revision Date

If you anticipate that there will be many questions associated with this policy, consider drafting a Q&A document that can be appended to the new policy.