



**DIRECTOR'S POLICY #100-01
ESTABLISHING, REVISING AND REPEALING DEPARTMENT POLICY**

Effective Date: July 27, 2007

Approved By:

- I. **PURPOSE:** The purpose of this policy is to establish procedures for creating, revising and repealing Department of Professional and Occupational Regulation (DPOR) policy.

- II. **POLICY STATEMENT:** The Department's policies shall conform to all state and federal requirements. In the absence of a Department policy, related state policies, directives and guidelines shall apply to the situation. The Department's process for establishing new policies and revising/repealing existing policies may include an employee review prior to Director approval. DPOR policy shall be accessible to all employees.

- III. **DEFINITIONS:**
Policy Overall plan or guiding principles intended to influence and determine present and future Department decisions.

- IV. **RELATED DOCUMENTS:** [DPOR Director's Policy #100-13 Establishing & Revising Procedures & Forms](#)
[Department of Human Resource Management Policies](#)

- V. **GENERAL PROVISIONS:**
 - A. **POLICY DIRECTOR**
 - 1. The DPOR Policy, Planning and Public Records Director (for the purposes of this policy referred to as the Policy Director) shall draft Department policy, coordinate any policy review activities and ensure that all policies comply with federal, state and Department directives.
 - 2. The Policy Director may solicit employee input prior to submitting a policy to the Director for approval.

 - B. **CRITERIA FOR ESTABLISHING POLICY**

The decision to establish a DPOR policy shall be based on at least one of the following criteria:

 - 1. The policy is required in order to address a critical issue within the Department.

2. The policy is required by federal or state laws, policies or guidelines (e.g., Equal Employment Opportunity, State Travel Regulations, Virginia Freedom of Information Act, Virginia Department of Human Resource Management Policies).

C. INITIATING POLICY CHANGES

1. The Department Director, Chief Deputy Director and Division Deputies may request a new policy as well as amendment to, or deletion of, an existing policy by e-mailing their request to the Policy Director.
2. Any DPOR employee may request a policy change by submitting their request through his/her division deputy. The request should identify the type of policy change (create, revise or delete) and a brief justification of the requested change.

D. REVIEW PROCESS

1. Requests to create, revise or repeal a policy must document a necessity for the change and shall be consistent with federal, state and department guidelines. If warranted, the Policy Director will draft/revise the policy. Any justification for not processing the request shall be communicated to the requester and may offer other effective ways of addressing the issue (e.g., agency procedure, section/work unit procedure, agency guidelines)
2. At the Policy Director's discretion or upon request from the Director or Division Deputies, employee input may be solicited prior to final approval of the policy. All employee comments, regardless of their inclusion in the final draft, shall be available to the Director for consideration.
3. The Policy Director shall forward a final draft of the policy to the Director for review and approval. Any additional changes requested by the Director, shall be incorporated by the Policy Director.

E. POLICY AVAILABILITY

The approved copy of the policy shall be posted to the electronic [DPOR Policy Manual](#) on the shared I:\ drive. All employees shall be notified of policy changes through the e-mail system.