

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: Department of Professional and Occupational Regulation policies shall conform to all state and federal requirements. In the absence of a Department policy, applicable state policies, directives and guidelines shall apply to the situation. DPOR policies shall be accessible to all employees in electronic format in the shared DPOR Policy Manual folder.

III. DEFINITIONS:

Guidance document Any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations, excluding agency minutes or documents that pertain only to the internal management of agencies.

Policy Overall plan or guiding principles intended to influence and determine present and future Department decisions.

IV. RELATED DOCUMENTS:

- [Department of Human Resource Management Policies](#)
- [DPOR Director's Policy #100-13 Establishing & Revising Department Procedures](#)

V. GENERAL PROVISIONS:

A. INFORMATION MANAGEMENT DIRECTOR

1. The DPOR Information Management Director shall advise agency staff on the policy development process to ensure appropriate categorization of policy and procedure documents. In addition, the Information Management Director shall draft or collaborate on the drafting of agency policy; coordinate any policy review activities; and ensure that all agency policies comply with federal, state and Department directives.
2. The Information Management Director shall determine the appropriate level of employee input or feedback, if any, prior to submitting the final policy to the DPOR Director for review and approval. Employee involvement in policy development may be limited to a senior management review or expanded to include a general solicitation of input/feedback from all employees.
3. The Information Management Director shall determine whether the policy should be classified as a Guidance Document. Policies that meet the definition of a guidance document shall be posted to the Virginia Regulatory Town Hall.

B. CRITERIA FOR ESTABLISHING POLICY

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

1. A policy is required in order to address a critical issue within the Department.
2. A policy is required by federal or state laws, policies or guidelines (e.g., Equal Employment Opportunity, State Travel Regulations, Virginia Freedom of Information Act, and Virginia Department of Human Resource Management Policies).

C. INITIATING POLICY CHANGES

1. The DPOR Director, Deputy Director(s) and Division Directors may e-mail requests for a new policy as well as amendment to, or deletion of, an existing policy to the Information Management Director.
2. Any DPOR employee may request a policy change by submitting their request through his/her Division Deputy or Director. The request should identify the policy, the type of policy change (create, revise or delete) and a brief justification for the requested change.

D. REVIEW PROCESS

1. Requests to create, revise or repeal a policy must be justified and consistent with federal, state and Department guidelines. The Information Management Director shall notify the requester of any reasons for not processing the policy change request and may offer alternative ways of addressing the issue (e.g., use of state policy, agency procedures, work unit desk procedures, agency guidelines).
2. Any input/feedback obtained through an employee review, shall be summarized for the Director to consider when reviewing the final draft of the policy.
3. The Information Management Director shall submit a final draft of the policy to the DPOR Director for review and approval. Any additional changes requested by the Director shall be incorporated by the Information Management Director and resubmitted to the Director for signature.

E. POLICY AVAILABILITY

The approved copy of agency policies shall be posted to the electronic [DPOR Policy Manual](#) on the shared I:\ drive. The Information Management Director shall notify all employees of policy changes by e-mail.