Fundamentals (5.b): Administrative Services
Administrative Policies

Ensure administrative policies and directives are current.

Goal: Establish a structure that ensures administrative policies and directives are current, continuously updated and disseminated to staff in a timely manner. By establishing this framework, DTSC staff will have access to the most up to date administrative policies and directives.

Timeline:

April – June 2013:

- Assemble list of all policies and directives, and identify those that are out-of-date
- Post the list on SharePoint along with a work plan for updating the out-of-date policies and directives
- Begin work on updating existing policies and identifying new policies

January – March 2014:

- Complete update and distribution of all administrative policies

July – September 2014:

- Complete update and distribution of all administrative directives
- Implement a system that tracks employee acknowledgement of policies and allows for electronic signatures