

Development

The Executive Director or designee and administrative staff shall be responsible for developing and enforcing procedures for the operation of the ESC. These procedures shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The Executive Director or designee shall ensure that procedures are kept up to date and are consistent with Board policy. The Executive Director or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

No Board Action

Administrative regulations are subject to Board review but shall not be adopted by the Board.

Availability

All administrative procedures shall be made accessible to staff and the public as required by law or Board policy.