

HARTNELL COMMUNITY COLLEGE DISTRICT

Operational Memorandum # _____

(# issued by President's Office)

Desk Procedures

Purpose

The HCCD has many employees who are required to perform task that are unique to their position. If that employee misses a day or leaves the district, we need a way to ensure that the procedure can still be completed properly.

Process

- Every employee who has procedures unique to their position will develop a "Desk Procedure" file for each procedure.
- Each file will include a brief explanation that includes the reason that the procedure needs to be done.
- Each file will include a step-by-step description of what needs to be done to complete the procedure.
- The file(s) will be kept by the person creating it and with their immediate supervisor.
- Procedures will be re-evaluated every 3 years unless the procedure changes and needs to be changed at that time.
- Desk Procedures can also be created for processes that shared by multiple positions to ensure consistency.