

ADMINISTRATIVE POLICY

ADMINISTRATIVE POLICY CREATION GUIDELINES

This policy pertains to employees.

The president is authorized by the Board of Trustees to establish and implement administrative policies and procedures. Such policies and procedures will comply with the provisions of Chapter 38 *Wis. Stats.*, WTCS Board policies, and any and all other state and federal laws and regulations.

- When articulating policy, the administration will strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The president will establish and maintain an orderly plan of preserving and making accessible administrative policies to all students, staff, and interested citizens.
- Staff may initiate development of new administrative policies or revisions of existing administrative policies through established administrative channels. (See *FVTC Administrative Policy Flowchart* included within.)

Adopted: 07/14/1980

Reviewed: 02/24/2021, 04/17/2023

Revised: 03/23/2016

For New Policy/Major Revision of Existing Policy

For Existing Policy Revisions

