

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

## **APPENDIX D: SAMPLE**

### **Sample Policy Format**

Policy No.: x-x

Revision No.: x

**OVERVIEW:** For convenience, policies are normally confined to a single topic, denoted in the title and explained concisely in the overview. Appendix B describes the standard format for all Board of County Commissioners' Employee Policies.

**SCOPE:** Scope specifies concisely to whom or what the policy applies. This policy applies to all Board of County Commissioners' Employee Policies.

#### **PROVISIONS:**

1. This simple format is intended to clearly identify the effective date of a policy or revision, the policies revision history and the planned review date.
2. The Effective date in the header will refer to the initial policy or policy revision, as indicated by the Revision Number, if any. The "Eff:" (Effective) date in the footer will refer to the initial effective date of the basic policy, before any revisions were applied.
3. The date and page number in the footer will refer to the last comprehensive printing of the entire set of Board Employee Policies. A page number such as 12.1 will be used to indicate the sequence of an extra page, added in a revision to a policy between reprintings.
  - a. Even a single subparagraph, like this one, will be numbered in the next level.
4. The revision history in the footer will refer to the number and effective date of each revision of this policy.

Eff: xx/xx/xx

R1: xx/xx/xx; R2: xx/xx/xx