

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p><b>SUBJECT:</b> Policy Development, Distribution and Periodic Review Policy and Procedure</p>	<p>PAGE <u>1</u> of <u>4</u> PAGES</p>
	<p><b>RULE/CODE REFERENCE:</b> Departmental Policy, Procedure, and Directive</p>	<p>POLICY #DNR-OHR-0004</p>
	<p><b>PURPOSE:</b> To set forth guidelines to establish, implement and periodically review policies, procedures, and directives within the Ohio Department of Natural Resources.</p>	<p><b>SUPERSEDES:</b> ODNR Policy Review And Distribution Procedure 12/01/2011</p>
	<p><b>AUTHORITY:</b> <u>ORC §1501.01</u> ODNR Director</p>	<p><b>EFFECTIVE DATE:</b> 08/01/2014</p> <p><b>REVISION DATE:</b> N/A</p>
		<p><b>APPROVER AND DATE:</b> <i>[Signature]</i> 7-1-14</p>

**I. DEFINITIONS:**

TERM	DEFINITION
OHR Policy Coordinator	ODNR employee responsible for ensuring the policy, procedure, or directive is in the proper format and adheres to all rules, regulations, and contracts. The OHR Policy Coordinator will be responsible for: <ol style="list-style-type: none"> <li>1. Managing review and revision input from the Executive Policy Review Group;</li> <li>2. Delivering the finalized policy to the Director for review and approval;</li> <li>3. Updating the policy on the OHR webpage and Sharepoint links;</li> <li>4. Distributing the policy to ODNR Divisions/Offices for distribution to employees.</li> </ol>
Division/Office Policy Coordinator	A representative from each Division/Office responsible for coordinating initial drafts of and/or revisions to any policy, procedure or directive that lists their particular Division/Office as the resource. Additionally, the representative ensures that policy manuals are updated/revised and notification made to employees accordingly.
Policy	A mandatory rule implemented by the ODNR which affects all employees or employees within a particular Division/Office.
Procedure	A written process guide which instructs employees how to comply with an ODNR, Division/Office, or State policy, directive, or Executive order.
Directive	A written process guide issued by a Division/Office or Appointing Authority detailing action steps towards successful completion of an action or goal.
Resource	The Office/Division, including a particular employee or section, responsible for the formation, periodic review, revision, enforcement, and response to questions pertaining to the application of a particular policy, procedure, directive, or Executive order.
Policy Review Group	Executive Leadership and their designees tasked with editorial review and approval of an ODNR policy, procedure, directive or Executive Order that lists their particular Division/Office as the resource.
Executive Policy Review Group	ODNR Deputy Directors, Chiefs, Deputy and Assistant Chiefs, HR Professionals, Chief Legal Counsel, and their designees tasked with final review and approval of an ODNR policy, procedure, directive, or Executive order.

## II. **POLICY:**

It is the policy of the ODNR to set forth guidelines to establish, implement and periodically review policies, procedures, directives, and Executive orders within the ODNR to ensure consistency, notice to employees, and enforcement by all Divisions.

### 1. Department Review and Implementation Process

Prior to a Department policy being implemented, the following process shall be followed:

- 1.1. Upon determination that a Department policy, procedure, or directive needs to be established or revised, the appropriate resource person will prepare the policy, procedure, or directive and forward it to the OHR Policy Coordinator who will review and ensure proper formatting.
- 1.2. The OHR Policy Coordinator will send the policy, procedure, or directive to the Policy Review Group. Any comments or revisions to the policy, procedure, or directive will be made within **2 weeks** and all comments shall be documented in one document from each Division/Office. The OHR Policy Coordinator will summarize the comments/revisions and forward to the resource person for review and consideration. The resource person(s) will determine any necessary final revision to be made to the policy, procedure, or directive and/or respond to the comments, if necessary. If significant changes are made to the policy, procedure, or directive after the Policy Review Group has viewed the policy, it is recommended that the policy, procedure, or directive be returned to the Policy Review Group for a second review of the updated document.
- 1.3. The OHR Policy Coordinator will make any necessary revisions and will then submit the final draft policy, procedure, or directive to the resource person for review and approval.
- 1.4. Upon the approval of the resource(s), the OHR Policy Coordinator will forward the final draft policy, procedure, or directive to the appropriate collective bargaining union no later than two (2) weeks prior to implementation.
- 1.5. Upon the approval of the resource(s), the OHR Policy Coordinator will forward the policy, procedure, or directive to the OHR Director for final approval and signature. After the OHR Director approves the policy, procedure, or directive, the OHR Policy Coordinator will add the effective date and place the policy, procedure, or directive on the Office of Human Resources website located at: <http://ohiodnr.gov/offices-programs/human-resources/policies-procedures>.
- 1.6. Additionally the OHR Policy Coordinator will forward the revised policy, procedure, or directive to the Executive Policy Review Group and alert the Office of Communications of the policy, procedure, or directive revision in order to place a message on the ODNR intranet page.

### 2. Formulation Process

The policy, procedure and directive template can be found at the following website:

<http://ohiodnr.gov/offices-programs/human-resources/policies-procedures/procedures/policy-design-template>. The following format should be followed when creating new policies, procedures and/or directives:

- 2.1. Use Microsoft Word "Arial" font, size 11 or 12
- 2.2. Replace the title on the template with the appropriate title, using the word "Policy," "Procedure," or "Directive" at the end of the title.
- 2.3. The tables found below the title contain the effective date, purpose, authority, reference, and resource information.

- 2.4. Begin typing the actual policy where the template denotes "directive text"
  - 2.5. Do not use special formatting, such as tabs, spaces, etc., as this text will be converted to html text and have visible difference. If necessary, use tables.
  - 2.6. When making changes to an existing policy, procedure or directive, please track your recommended changes in Microsoft Word before sending your submission to the Division/Office Policy Coordinator. The "tracking" option in Microsoft Word can be found under the tools menu, in which you would select "highlight changes."
3. Division/Office Specific Policies
- 3.1. All Division/Office specific policies must be reviewed by the OHR prior to implementation if the Division/Office policy references contractual language or department policy.
  - 3.2. The Division/Office Policy Coordinator will be responsible for ensuring that the appropriate collective bargaining union is provided a copy pursuant to the appropriate collective bargaining agreements. The Division/Office Policy Coordinator will be responsible for forwarding the Division specific policy, procedure, or directive to the Division Chief for final approval. After the Division Chief approves the policy, procedure, or directive, the Division/Office Policy Coordinator will add the effective date and place the policy, procedure, or directive on the Office of Human Resources website located at: <http://ohiodnr.gov/offices-programs/human-resources/policies-procedures> or in the alternative, ensure that it is incorporated into the relevant manual or Division guideline.
  - 3.3. Additionally the Division/Office Policy Coordinator will forward the revised Division specific policy, procedure, or directive to Division Leadership and alert the Office of Communications of the policy, procedure, or directive revision in order to place a message on the ODNR intranet page.
4. Distribution Process
- 4.1. It is imperative that all employees and volunteers are aware of all established policies, procedures, and directives. It is each Division/Office Chiefs responsibility to ensure the Division/Office Policy Coordinator adheres to this distribution process. Once newly created or updated policies, procedures, and directives are approved, each Division/Office Policy Coordinator will be e-mailed. These documents will also be available on the ODNR Website: <http://ohiodnr.gov/offices-programs/human-resources/policies-procedures>.
  - 4.2. Each Division/Office Policy Coordinator is to ensure that all employees (regardless of appointment type) as well as volunteers are aware of all policy updates/revisions. Division/Office Policy Coordinators are responsible for:
    - a. Ensuring all employees receive notification of new and/or updated policies, procedures and directives. Notification can be either hard copies or instructions on how to access the information on-line,
    - b. Ensuring newly hired employees receive a hard copy or are instructed on how to view the policies, procedures and directives on-line within 30 days of their start date. Note: Selected policies require an initial acknowledgement of that particular policy.
    - c. Ensuring hard copies are placed in the division/office policy manuals.
    - d. Ensuring that employees have access to and complete any mandatory ELM training associated with the new or updated policy, procedure or directive.

**III. RESPONSIBILITIES:**

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	<ul style="list-style-type: none"> <li>A. To annually review department policies for applicability and updates.</li> <li>B. To process violations of the policy according to the disciplinary process and grid.</li> </ul>
ODNR Division/Office Supervisors and Managers	<ul style="list-style-type: none"> <li>A. Maintains Division specific policies, procedures, directives and Executive Orders, and ensures their periodic review and update, as necessary.</li> <li>B. Monitor workforce, ensure compliance, and report violations to Human Resources.</li> <li>C. Proactively communicate questions, concerns and issues to the appropriate contact listed below.</li> <li>D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.</li> </ul>
Employee	<ul style="list-style-type: none"> <li>A. Read and comply with policy.</li> <li>B. Proactively communicate questions, concerns and issues to the appropriate contact listed below.</li> <li>C. Complete all associated policy training in a timely fashion.</li> </ul>

**IV. CONTACTS:**

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	<a href="mailto:Policy.Coordinator@dnr.state.oh.us">Policy.Coordinator@dnr.state.oh.us</a>