

## PREFACE

### COOPERATIVE AGREEMENTS IMPLEMENTATION GUIDELINES

In order to aide the understanding of our new process, following are definitions to be used as a guide in determining whether a document is a Cooperative Agreement or an Implementation Guideline.

#### Cooperative Agreements:

Cooperative Agreements are process-oriented agreements, where cooperative planning and sharing of information takes place. More than one entity/department will agree on how to implement a law, regulation, Board policy, or to improve processes.

Cooperative Agreements will go to the Cabinet for consensus prior to seeking approval from the various constituents. The approval date will be that date that all constituents came to agreement, and the names/titles of those persons approving the document will become part of the document. The Cooperative Agreement (including the historical MOUs currently on file) will then be placed on the web site, with notification to all District employees via e-mail.

#### Implementation Guidelines:

Implementation Guidelines are those guidelines that are specific and oriented to the implementation of policy/procedure in terms of clarification of terminology, timelines, expectations. The Implementation Guidelines should remove all questions as to the implementation of policy or procedure. A District Office department will issue the implementation guideline as necessary.

Implementation Guidelines will be developed by the appropriate department and then forwarded to Cabinet for review. The historical annotation date will be that of the Cabinet meeting where consensus was reached. There will be no need for names/titles. The Implementation Guideline will then be placed on the web site, with notification to all District employees via e-mail.

Note: Those documents which have historically been referred to as Memorandums of Understanding are actually Cooperative Agreements and will be treated as such.