HUMAN RESOURCES PROCEDURES INSTRUCTIONS

1. Margins: left, right, top and bottom - 1"
    Type Style: Arial 10 pt.
    Block style, full justification

2. Title should be four lines below the procedure number line, centered, bold, and in capital letters.

3. Text should be three lines down from the title.

4. Human Resources Procedure including the identification number is to be bold, 1" down from the top of the page, flush right, underlined from margin to margin. The second and succeeding pages of a procedure will repeat the procedure number and line, flush right, bold, with a page number, flush right, bold, under the line.

5. On the last page of each procedure, 1" from the bottom of the page, left-hand side, type (using Arial 6pt.) the date adopted (Mo/Da/Yr). When revised, add date(s) of revision, retaining the adoption date, as follows:

    Mo/Da/Yr, Rev. Mo/Da/Yr, Mo/Da/Yr

    The date of adoption or revision of a Human Resources Procedure is the date of Chancellor's Cabinet action.

    Procedures adopted or revised prior to July 1990 will have month and year only.

6. Procedures with more than one page will be printed on both sides of the paper. Each procedure, however, will always start with page one on the right-hand side.

7. When possible, use the following outline format:

    1. ....
        a. ....
            1) ....
                a) ....

    At every level of an outline there should be at least two items. If an item is labeled a., there must be at least one more item labeled b. at the same level.

8. Guidelines for capitalization within text. Capitalize the following:

    a. Governing Board
    b. Chancellor
    c. President
    d. State of California
    e. Academic Senate

9. The derivation of Human Resources procedures converted from former administrative policies and administrative or payroll procedures will be shown at the end of the procedure, left-hand side, Arial 6pt., on the line(s) immediately following the Human Resources procedure conversion date.

Administrative procedures and policies will be listed on separate lines, followed by the date of conversion to a Human Reosurces procedure (the procedure adoption date).

10.   Human Resources procedures will not duplicate information clearly provided in an employee manual or contract.

11.   A historical/reference file should be maintained for all procedures. Reference material, if any, upon which a procedure is based should be retained in this file. In addition, a copy of each procedure should be placed in this file when issued (original issue and all subsequent revisions). Binders are the preferred filing method.