# 1000.020 POLICY AND PROCEDURE REVIEW PROCEDURE

The human resources office will maintain all approved policies and procedures in paper and electronic form, The most current version of each policy and procedure will be available on the college’s website and the original plus any revised versions will be located in the human resources office.

All college policies and procedures will be reviewed on a cyclic schedule to ensure that they are up to date, efficient, and in compliance with state and federal laws and local collective bargaining agreements. The human resources office will develop a revision schedule that ensures all policies and procedures are reviewed at least every three years. This review schedule does not preclude revision of any policy or procedure at any time deemed necessary by the board of trustees or college staff.

Approved by the president’s cabinet: 10/2/01

Revised and approved by the president’s cabinet: 12/8/09

Presented to the board of trustees: 10/9/01, 1/20/10

Last reviewed: 9/24/19

Procedure contact: Human Resources

Related policies and procedures

 000.010 [Definitions Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.010-definitions.html)

 000.030 [Implementation Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.030-Implementation.html)

 000.040 [Maintenance of Manual Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.040-maintenance-of-manual.html)

 1000.010 [Submitting or Revising Policies & Procedures Procedure](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.020-authority-to-develop-policies-procedures.html)