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## PROPOSED REVISIONS

DEVELOPMENT	<p>The Executive Director or designee and senior leadership shall be responsible for developing and enforcing procedures for the operation of the ESC. Procedures must be consistent with Board policy and law and shall be designed to promote the achievement of ESC goals and objectives.</p> <p>These procedures shall consist of guides, handbooks, and forms, as well as other documents defining standard operating procedure and designated "Procedures."</p> <p>All administrative procedures shall be under the direction of the Executive Director or designee; variations from defined procedures shall be with the prior approval of the Executive Director or designee. In case of conflict between the administrative procedures and policy, policy shall prevail.</p>
REVISION	<p>Administrative procedures may be amended at any time by the Executive Director or designated staff, with the prior approval of the Executive Director.</p>
OFFICIAL COPY	<p>The official copy of all documents constituting administrative procedures shall be <a href="#">maintained online by business and human resource services</a>. <del>kept in the Executive Director's office, and the</del> <a href="#">The</a> Executive Director or designee shall be responsible for their accuracy. If discrepancies occur among different copies of administrative procedures distributed throughout the ESC, the official copy shall be regarded as authoritative.</p>
AVAILABILITY	<p>All administrative procedures, including manuals, guides, handbooks, and forms, shall be kept up-to-date and shall be made accessible to staff and the public as required by the Public Information chapter of the Government Code. [See EAB]</p>