

CODIFICATION SYSTEM (POLICY)

1. The Policy and Procedure Manual is to have features that are consistent with the growing needs of the Oglala Lakota College. As a minimum, it should contain a system that is expandable, easily updated and that imposes a minimum of burden of the administration and faculty of the college. It is desirable that the system has the flexibility to encourage development in all areas where policy emanation is required.
2. Codification represents a process by which the administration implements policy within the Oglala Lakota College. It also allows staff to submit policy proposals, through the President, to the Board of Trustees for review and action. The system will accommodate the nine major categories of the manual, the sub-categories in each grouping. Policy and Procedure items are distinguished by color-coding to discern policy, procedures and implementation forms where applicable. Graphically, the coding system is as follows:

Major Classification—

- 10 - Organization (of the college)
- 20 - Board Operations
- 30 - Administration
- 40 - Fiscal Services
- 50 - Business/Facilities Services
- 60 - Personnel
- 70 - Instructional Services
- 80 - Students
- 90 - Community and Organization Relations

Sub-coding of these classification is broken down into subject areas within the major classifications (i.e. 33-000 Administrative Personnel) The 5-digit policy number is distinguished from Procedures by adding an additional "-1" to it and an additional " - 2" for exhibits.