Policy Review Process Flow Chart

Manager Reviews policy in myPolicies

 

Are there authors or sponsors assigned?

Sponsor reviews the policy and submits back to the owner.

Author reviews the policy and submits back to the owner.

Sent to HR Assistant to post on website.

Sent to Senior Team to review.

Changes Approved

Yes

No

Approved

Owner sends policy to the Policy Committee to review.

Minor Changes

Revisions Required

Major Changes

Sent back to owner to make revisions.

Owner reviews changes