

PHYSICAL PLANT **OPERATING POLICY AND PROCEDURE**

PP/OP 01.01: Departmental Operating Policy and Procedure Manual

DATE: April 12, 2007

PURPOSE

In order to standardize policy and procedures for the Physical Plant Department and to provide a consistent and coherent method of defining Departmental policy on any given matter, the Physical Plant Operating Policy and Procedure (PP/OP) system has been implemented. The system is intended to:

- provide written policies and procedures for Physical Plant operations to ensure standardization and continuity,
- provide a pattern for developing policies/procedures for the Department and sections within the Department,
- outline a standard format for policies/procedures,
- provide a single-source reference for rapid identification of policy/procedures for Physical Plant operations,
- facilitate continuity of high performance, even though personnel assignments change and,
- ensure periodic review and update of all Departmental operating policies.

REVIEW

This PP/OP will be reviewed by November 1 of each odd numbered year (ONY) by the Administrative Assistant to the Managing Director for Physical Plant (AAMDPP) and recommendations forwarded to the Managing Director for Physical Plant (MDPP).

POLICY AND PROCEDURE

1. Format
 - a. All departmental policies and procedures will be developed in the format indicated in this PP/OP and will pass through the approval process outlined below. Each policy will consist of four (4) main sections, as follows:
 - i. Purpose
 - ii. Review

- iii. Policy/Procedure
- iv. Responsibilities

- b. The Purpose section should provide a rationale for a PP/OP. The rationale might be a reference to a legal requirement, a statement of the goals that a PP/OP is attempting to facilitate, or some other description of the reasons for the implementation of the policy.
- c. The Review section should define the position responsible for reviewing a PP/OP and the date the review takes place.
- d. The Policy/Procedure section should explain the whom, what, when, where, how, and why of the policy.
- e. The last section of the each PP/OP will be entitled Responsibilities. This section will list all major scheduled responsibilities assigned by position, the section in a PP/OP where the responsibility is described, and the date when action is required. The following guidelines should be followed in developing this section:
 - i. The ultimate purpose of this section is to facilitate reminder notices.
 - ii. In a long procedure where action flows in a chain of events, only the first initiating action should be listed.
 - iii. List the exact month and day the action is to occur. When the review occurs every other year, “ONY” (odd-numbered year) or “ENY” (even-numbered year) should be designated along with the month.
 - iv. Do not list responsibilities that weekly, monthly, quarterly, or more frequently than semiannually or those that arise “on demand.”
- f. The heading and format of all PP/OPs should be uniformly patterned after this PP/OP.

2. PP/OP Revision

- a. To maintain an effective set of departmental PP/OPs, regular reviews will be held and revisions made as needed.
- b. The AAMDPP will determine which PP/OPs are due for review and request suggestions/additions/deletions from the responsible reviewers. This reminder procedure includes all categories of PP/OPs.

- i. Each person responsible for routine review of a PP/OP will send the suggested revisions through administrative channels to the appropriate administrator.
- ii. If, in the opinion of a section head, a PP/OP should be revised or canceled before the regular review cycle, this may be done at any time by sending recommendations via memorandum to the appropriate administrator.
- c. When a PP/OP is revised, it is reissued with a new date. However, single pages may be revised without changing the entire PP/OP. When single pages are revised, the pages will have the notation "Revised (date)" placed in the top left corner. The AAMDPP determines whether to issue an entirely new PP/OP or single pages.
- d. Changed sections in a revised PP/OP will be noted by an asterisk (*) in the left margin in order to conserve reading time.

3. Departmental PP/OP Approvals and the Numbering Plan

Departmental PP/OPs are to be approved by a designated administrator and MDPP for the specific subject area of the policy. The designated administrator will be named on individual PP/OPs in the Review section.

<u>Numerical Series</u>	<u>Description</u>
01.00	General Administration
02.00	Safety
03.00	Human Resources
04.00	Work Management and Control
05.00	Business Management
06.00	Facilities, Planning, Design & Construction
07.00	Physical Plant Operations
08.00	Utilities

4. Policy Versus Procedure

"Policy" and "Procedure" can be, and frequently are, defined differently. Basic philosophy of the PP/OP system that both are developed and approved under the authority of the MDPP and are included within the PP/OP manual. No distinction will be made between policy and procedure.

5. Authority Invoked by PP/OPs

- a. Should there occur at any time a conflict between a PP/OP policy and policy reflected in documents of a higher authority (e.g. TTU/OP, federal

law, state law, Coordinating Board policy, Regents' rule), the policy document of higher authority will prevail. Action should therefore be taken to update PP/OPs superseded by higher authority documents.

- b. Should there occur at any time a conflict between policy in a PP/OP and any other written or oral policy statement developed by any operating section in the department, the policy of the PP/OP will prevail.

6. Holders of PP/OP Manuals

Current PP/OP policies will be available on the physical plant website for review. <http://www.physicalplant.ttu.edu/HumRes/HRPPOP.asp> An official hard copy of the PP/OP Manual will be kept updated and available in the Physical Plant Human Resources Office.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Month</u>	<u>Day</u>
Administrative Assistant to Managing Director for Physical Plant	REVIEW	Nov (ONY)	1

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant