Purpose

The purpose of this procedure is to establish the requirements and guidelines for the development and distribution of desktop procedures as they relate to the various functions (manual or computerized) being performed within a given administrative unit.

Procedure

A. Administrators are responsible for developing desktop procedures for the various functions being performed within his/her administrative unit as necessary and appropriate. Desktop procedures should detail the steps necessary to ensure compliance, on the part of College employees, with approved administrative procedures.

B. Desktop procedures should allow for the easy reassignment of existing work, the easy cross-training of employees and the rapid training of new employees by providing step-by-step instructions as to how each task associated with a given job is to be performed. Desktop procedures should be consistent with College Board Rules and the Administrative Procedure Manual (APM).

C. Each employee should have access to a copy of the procedures as they pertain to his or her assigned duties and tasks. These procedures should be reviewed with the employee upon assumption of a duty or task and periodically thereafter.

REFERENCES: F.S. 1001.64, 1001.65

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