The Executive Director is responsible for establishing Internal Management Policies and Procedures (IMPPs) for the effective management and administration of the Commission in accordance with the actions and decisions of the Commission. The Executive Director or designee is the final approving authority for all IMPPs as set forth in this IMPP.

The Executive Director has delegated to the Chief Operating Officer (COO) the responsibility for preparing, distributing and maintaining all IMPPs. The Improvement and Planning Section (IPS), under the direction of the COO, will coordinate this function.

It is the supervisor’s responsibility to ensure new and updated IMPPs are provided to employees who do not have regular access to an agency issued computer.

It is the responsibility of every Commission employee, including Other Personnel Services (OPS) employees to be familiar with and abide by the Commission IMPPs.

Every IMPP will have a designated owner. The IMPP owner is required to review their IMPPs once a year to assure that they are current and applicable. If changes are necessary, the owner will contact other Divisions/Offices that are impacted by the IMPP to assure coordination of needed changes and to assure its continued relevance.

The Commission will publish and distribute IMPPs electronically via the Commission’s Policy Management System.

All IMPPs will also be located on the IMPP website.

Contents: 1.1.1 Purpose  
1.1.2 Origination and Approval of Policies and Procedures  
1.1.3 Distribution
1.1.1 PURPOSE

IMPPs are implemented to provide guidance and information to Commission employees.

1.1.2 ORIGINATION AND APPROVAL OF POLICIES AND PROCEDURES

Except as provided below, new IMPPs or revisions to current IMPPs may originate with any Commission employee. Contents shall follow the format of this IMPP and must be submitted electronically via a Word document using the “track changes” feature. In addition to the new or revised IMPP document, the originator must also provide a summary of revisions to the existing IMPP or the justification of need to create a new IMPP.

The suggested new IMPP or revision shall be sent through the IMPP owner for review and approval prior to being submitted, as instructed below.

To submit a new or revised IMPP:

1. Contact the IMPP Coordinator within IPS via the IMPP website with the suggested revision(s) or draft of new IMPP. The IMPP Coordinator will submit the new or revised policy to the COO and copy the Chief of Staff.

2. The COO will determine if the new or revised IMPP is appropriate and necessary, based upon criteria established by the Business Leadership Team (BLT). Following review, the COO will submit the new or revised IMPP to BLT for consideration.

3. Should BLT make revisions or modifications, the revisions/modifications will be submitted back to the IMPP Owner via the IMPP Coordinator. Once final revisions are complete, BLT may require additional review. Should BLT make the determination that the new or revised IMPP requires additional review by internal or external entities (i.e., General Counsel’s Office, Department of Financial Services and/or Department of Management Services), the IMPP will be submitted back to the IMPP Owner through the IMPP Coordinator. BLT may or may not require additional review, prior to final review and approval.

4. Once BLT provides approval, the IMPP Coordinator will submit the final document to the Executive Director or designee for signature.

5. Origination and approval of IMPP 1.8 Office of the Inspector General

   a. Suggested new IMPPs or revisions to current IMPPs may originate with any employee within the Office of the Inspector General. These new or revised IMPPs must be approved by the Inspector General.

   b. Upon approval by the Inspector General, the new or revised IMPPs shall be sent to the Executive Director or designee for review and approval.

6. Upon signature by the Executive Director or designee, the original, signed IMPP will be returned to the IMPP Coordinator.
1.1.3 DISTRIBUTION

The IMPP Coordinator will distribute new or revised IMPPs via the Commission’s Policy Management System and IMPP website, as needed, throughout the year.

1. Commission staff will have 30 days from the date a new or revised IMPP is provided to them to acknowledge receipt and their responsibility to be familiar with and abide by the IMPP. Said acknowledgement will be made through the Commission’s Policy Management System or in writing to their supervisor.

2. All new hires of the Commission will have 45 days from their hire date to acknowledge receipt of and their responsibility to be familiar with and abide by all the Commission IMPPs. Said acknowledgement will be made through the Commission’s Policy Management System or in writing to their supervisor.

3. IMPPs may be transmitted electronically via the Commission’s Policy Management System, or may be made accessible to Commission employees by other means, including but not limited to, direct email, posting to the IMPP website, or hardcopy issuance.

FORMS

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Approved: Eric Sutton  
Date: 06/23/2017

Nick Wiley, Executive Director or Designee

History: Est.: 01/14/2002; Revised: 09/11/2008; 2/15/2013; 07/12/2016; 06/23/2017