

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.11	Development of Work Group/Team Administrative Policies	Revised	06/23/2000 12/01/2007

Audience:

All Logistics Business Units, Work Groups, and Teams.

Purpose:

To provide consistent guidelines in the development of Work Group/Team administrative policies.

Policy:

Work Groups/Teams within Logistics may develop administrative policies to establish consistent standards to address specific operational or customer needs.

Definitions:

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

Each work group/team policy will be written in the established standard policy format, which includes the following sections:

- Audience
- Purpose
- Policy
- Definitions (if applicable)
- Procedure
- Consequences (if applicable)
- References (if applicable)

Approved by Leadership: _____

Date: _____

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To establish a work group/team administrative policy the work group/team should:

- Identify the need for a work group/team administrative policy
- Draft the policy using standard format
- Agree, by consensus, on the policy
- Submit the draft policy to the supervisor for the work group/team for feedback and approval
- Inform the work group/team of the policy approval and implementation date
- Submit the policy to be posted on the Employee Page, Policies, Section 2; Work Group/Team Adm. Policies.

A policy template is provided in Logistics Policies Section 3, Policy Related Forms:

3.1 Work Group/Team Administrative Policies