|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **DOCUMENT CONTROL ROUTING FORM (PLEASE PRINT ON LIGHT BLUE PAPER & See Instructions on Page 2)** | | | | | | | | |  | |
| **Organizational Handbook** | | | |  | **Other Handbooks/Manuals** | | |  | **Forms** | | | |
|  | Addition - Is this a new position? | |  |  |  | Academic Procedures Manual |  |  |  | Faculty/Staff Form | |  |
|  | (If so, attach job description and revised Organizational Chart.) | |  |  |  | Administrative Procedures Manual |  |  |  | Student Form | |  |
|  | Deletion | |  |  |  | Advisory Committee Handbook |  |  |  | Current Form # | |  |
|  | Replacement (What position does it replace?) | |  |  |  | College Catalog |  |  |  |  | |  |
|  | Correction, Revision, or Clarification | |  |  |  | Credit for Prior Learning Handbook |  |  |  | Form actions: | |  |
|  | (Add details in notes section below and attach hard  copy with red-line changes.) | |  |  |  | Employment and Affirmative Action Manual |  |  |  | Addition (New) | |  |
|  |  | |  |  |  | Faculty Handbook |  |  |  | Form number assignment | |  |
|  | Nature of Revision: | |  |  |  | Online Standards Handbook |  |  |  | Deletion | |  |
|  | Change in Job Title | |  |  |  | SGA-Clubs & Organizations Procedures Manual |  |  |  | Replacement | |  |
|  | Change in Job Description | |  |  |  | Student Handbook |  |  |  | Correction, Revision, or Clarification | |  |
|  | Change in Organizational Chart | |  |  |  | Substantive Change Procedures Manual |  |  |  | (Add details in notes section below.) | |  |
|  |  | |  |  |  | Other |  |  |  |  | |  |
|  | Does change require repoint factoring? | |  |  |  |  |  |  |  |  | |  |
|  | Yes  No | |  |  |  | Addition (new) |  |  |  |  | |  |
|  | If yes, signature approval by the Compensation Committee is required. \* (see below) | |  |  |  | Deletion |  |  |  |  | |  |
|  |  | |  |  |  | Replacement |  |  |  |  | |  |
|  | **Notes:** | |  |  |  | Correction, Revision, or Clarification |  |  |  | **Notes:** | |  |
|  |  | |  |  |  | (Add details in notes section below.) |  |  |  |  | |  |
|  |  | |  |  |  | **This is a change in:** |  |  |  |  | |  |
|  |  | |  |  |  | Procedure change only (Does not affect Board  policy) |  |  |  |  | |  |
|  |  | |  |  |  | Board approved policy (If checked, approval by the  Board of Trustees is required. \*\* see below) |  |  |  |  | |  |
|  | **SIGNATURES REQUIRED DATE** | | |  |  | **Notes:** |  |  |  |  | |  |
|  |  | |  |  |  |  |  |  |  |  | |  |
|  | Person Requesting | |  |  |  |  |  |  |  |  | |  |
|  |  | |  |  |  | **SIGNATURES REQUIRED DATE** | |  |  | **SIGNATURES REQUIRED DATE** | | |
|  |  | |  |  |  |  |  |  |  |  | |  |
|  | Supervisor(s) | |  |  |  |  |  |  |  |  | |  |
|  |  | |  |  |  | Person Requesting |  |  |  | Person Requesting | |  |
|  | Organizational Handbook Proponent | |  |  |  |  |  |  |  |  | |  |
|  |  | |  |  |  | Supervisor(s) |  |  |  | Supervisor | |  |
|  | President's Initials (Approval to send to Compensation Committee) | |  |  |  |  |  |  |  |  | |  |
|  |  | |  |  |  | Handbook/Manual Proponent |  |  |  | Blank Form Proponent | |  |
|  | Compensation Committee Chairperson | |  |  |  |  |  |  |  |  | |  |
|  | \*(Required if change to point-factoring) | |  |  |  | President |  |  |  | VP for Human Resources and Institutional Effectiveness | |  |
|  |  | |  |  |  |  |  |  |  |  | |  |
|  | President (Final Approval) | |  |  |  | \*\* Date of Board Approval |  |  |  |  | |  |
| **After all approvals send copies to:**  Personnel Manager for Initials  ­­­­\_\_\_\_\_\_\_\_ | | | | | **After all approvals send copies to:**  Handbook/Manual Proponent  Office of Human Resources and Institutional Effectiveness | | |  | **After all approvals send copies to:**  Blank Form/Handbook/Manual Proponent  Office of Human Resources and Institutional Effectiveness | | | |

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**Please follow these steps in order to submit any handbook, manual, and/or fill-in form request.**

1. Print the following page on light blue paper.
2. Ensure the appropriate fields are filled out.
3. Sign above the ‘requestor’ space.
4. Attach a copy the old version, in addition to a copy of the revised version, if applicable.
5. Send an electronic copy of any additions and/or revisions to Staci Hollingsworth at

[hollings@faytechcc.edu](mailto:hollings@faytechcc.edu). **No request will be processed if the electronic version is not sent.**

1. Submit the packet to your supervisor, if applicable, for his/her signature.
2. Once your supervisor has signed & approved your request, send the entire packet to the Office of

Human Resources, Attn: Gail Davis in Room 162-C of the Thomas McLean Administration Building.

1. Your request will be processed upon approval from the VP of Human Resources & Institutional

Effectiveness and the College President. After all signatures have been obtained, the packet will be processed by Staci Hollingsworth in the Office of Human Resources. The requestor will be notified when the request has been completed.