



01.01.99.D1.01 Distribution and Interpretation of System Policies and Regulations

Approved: September 8, 2010

Revised: December 3, 2015

Next Scheduled Review: December 3, 2018

Procedure Statement

Texas A&M University System Policies and Regulations will be distributed and interpreted by the appropriate Texas A&M University-Central Texas administrator and Compliance Officer.

Reason for Procedure

The purpose of this procedure is to ensure employees are informed about proposed and approved system policies and regulations in an effective and orderly manner.

Procedures and Responsibilities

1. ASSIGNMENT OF RESPONSIBILITIES FOR DISTRIBUTION OF POLICIES AND REGULATIONS
 - 1.1 The university's Compliance Officer distributes *proposed* policies and regulations sent by System to the following employees for their review: President, Vice Presidents, Division Directors, Director of Library Services, and the Director of Employee Services. These individuals are responsible for distributing proposed policies and regulations to applicable employees in their respective areas, as deemed necessary, for review. Any changes or comments from employees received by the Compliance Officer will be evaluated for submission to the System Policy Office.
 - 1.2 The university's Compliance Officer distributes *approved* policies and regulations to the following individuals: President, Vice Presidents, Division Directors, Director of Library Services, and the Director of Employee Services. These individuals are responsible for distributing, communicating, and providing training if needed, of approved policies and regulations to employees in their area.

2. INTERPRETATION OF SYSTEM POLICIES AND REGULATIONS

- 2.1 The university Compliance Officer will provide assistance in interpreting policies and regulations. The university Compliance Officer may consult with the System Ethics and Compliance Officer for clarification.

Related Statutes, Policies, or Requirements

[System Policy 01.01](#) *System Policies and Regulations, and Member Rules and Procedures*
[System Regulation 01.01.01](#) *Format for System Policies and Regulations, and Member Rules*

Definitions

System Policies – System policies guide the system by incorporating the board’s philosophies, expectations and priorities. System policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements.

System Regulations – System regulations include specific directives and reporting requirements needed to implement system policies and include interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniformed guidelines established by the chancellor on matters of overall system concern that are not specifically addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

Contact Office

Compliance Office
(254) 519-5722