

**SAMPLE POLICY FORMAT**

**HUMAN RESOURCE POLICIES**

Policy Title: _____	Approved By: _____
Policy Number: _____	_____
Human Resource Manual Section: _____	Date Adopted: _____ Last Rev. Date: _____

Policy:

Steps and/or Procedures in implementing the above policy:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

