HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum #

A P P R O V E D F O R M A T
HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum #_____________
 (# issued by President’s Office)

Desk Procedures

Purpose
The HCCD has many employees who are required to perform task that are unique to their
position. If that employee misses a day or leaves the district, we need a way to ensure that the
procedure can still be completed properly.

Process

x Every employee who has procedures unique to their position will develop a “Desk
Procedure” file for each procedure.
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