

Approved by:   
 Deputy Secretary of Policy, Planning, and Enterprise Services

Date: 10-2-2015

**Proposing, Modifying, and Rescinding MDOT Policies**

In accordance with Policy No. MDOT 001, the following procedures shall be used in processing MDOT policies, directives, and supporting documents.

	<u>Responsibility</u>	<u>Action</u>
1.	Responsible Party	<ul style="list-style-type: none"> <li>• Within the Responsible Party's area of responsibility, prepare a brief written proposal to create a new or revised policy or rescind a policy when appropriate, including the purpose, justification, and legal or regulatory requirements.</li> <li>• Forward the proposal to the Deputy Secretary of Policy, Planning, and Enterprise Services or his/her designee.</li> </ul>
2.	Deputy Secretary of Policy, Planning, and Enterprise Services	<ul style="list-style-type: none"> <li>• Consult with the Responsible Party and others as deemed necessary.</li> <li>• Accept, reject, or defer the proposal.</li> <li>• Advise the Responsible Party of the decision and proceed to promulgate or rescind the policy.</li> </ul>
3.	Responsible Party	<ul style="list-style-type: none"> <li>• Advise the involved business unit(s) of the Deputy Secretary of Policy, Planning, and Enterprise Services' decision and advise the appropriate designee to take action required by the decision.</li> </ul>
4.	Deputy Secretary of Policy, Planning, and Enterprise Services' Designee	<ul style="list-style-type: none"> <li>• Promulgate or rescind the policy as directed.</li> <li>• If the policy was approved, prepare an initial draft in coordination with involved business unit(s) and others as required. <u>Double underline all new/revised text for easy recognition.</u></li> <li>• Forward the initial draft to the Responsible Party to obtain concurrence with or without the changes.</li> <li>• Forward the approved initial draft to the designated review committee, which includes the Deputy Secretary of Policy,</li> </ul>

		<p>Planning, and Enterprise Services; Deputy Secretary of Operations; Chief of Staff; Responsibility Party; and Designee. A legal sufficiency review must be completed. A Human Resources review for potential union related concerns must be completed.</p>
5.	Deputy Secretary of Policy, Planning, and Enterprise Services' Designee	<ul style="list-style-type: none"> <li>• Compile and reconcile all comments and revisions.</li> <li>• Prepare a final draft and complete final legal sufficiency and Human Resources reviews. If there are substantial changes, complete step 4 again. If there are no substantial changes, draft recommendations for the Deputy Secretary of Policy, Planning, and Enterprise Services.</li> </ul>
6.	Deputy Secretary of Policy, Planning, and Enterprise Services	<ul style="list-style-type: none"> <li>• Review the final draft and recommendations. Consult with the Secretary and others, as necessary.</li> <li>• Inform the Administrators and Executive Directors for their review or comments, as desired.</li> <li>• Approve, with or without modifications, disapprove, or defer action on the proposal.</li> <li>• Advise the designee of the decision with a copy to the Responsible Party.</li> </ul>
7.	Deputy Secretary of Policy, Planning, and Enterprise Services' Designee	<ul style="list-style-type: none"> <li>• If a new or revised policy was approved, post and archive the policy on the MDOT web-based policy manual and distribute an MDOT-wide email notifying all employees.</li> <li>• If the policy rescission was approved, post a link on the appropriate MDOT web-based policy manual and file the document in the online archive. Distribute an MDOT-wide email notifying all employees.</li> <li>• If the action on a new or revised policy or the rescission of an existing was either disapproved or deferred, notify the Responsible Party and business unit(s) involved.</li> <li>• Update the archive and records to reflect the decision.</li> </ul>