



Desk and Process Manual Policy

The desk and process manuals for StanCERA staff functions (located @ V/Desk and Process Manuals) are adopted by the Board of Retirement. Staff will update standardized manuals as procedures and processes change. Changes will be approved by the Management prior to implementation. A revision history will be created with previous manuals electronically archived. Revision dates will be used to ensure manuals are reviewed and updated no less than triennially. Manuals will be maintained electronically and reloaded to the Tyler Help Menu and Continuity of Operations application annually by January 1.

Policy Review

This Board shall review this policy at least every three years.

Policy History

Adopted by the Retirement Board on June 28, 2011

Revised April 24, 2012

Revised November 26, 2013

Revised May 23, 2017

Reviewed and amended by the Board of Retirement

Rick Santos, Executive Director

Approval/Adoption Date: ___6/28/11__