UHD Guidebook on Policy Writing

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Introduction

Writing and revising a policy can seem daunting, but this guidebook is intended establish a shared understanding of how policies are created, reviewed, rescinded, organized, communicated, implemented, and monitored at UHD. The policy process is a shared responsibility among three primary roles: the division representative, the policy reviewer, and Human Resources (HR). In the case of academic and faculty policies, HR's role may be performed by a representative from the Office of the Provost.

The division representative is the executive leader responsible for ensuring policies are advanced to the President. This is typically a division head, though these responsibilities may be delegated. The division representative is responsible for:

- Initiating the creation of new policies
- Retrieving existing policy statements and initiating revisions
- Submitting new and revised policies to the President with all documentation
- Submitting suggested policy rescissions to the President with all documentation
- Ensuring policies are reviewed according to internal compliance deadlines
- Informing HR of progress throughout the process

The policy reviewer is the subject matter expert whose expertise in a topic enables them to effectively create and/or review policy language. This may be a team of subject matter experts, or this may be a committee as is the case with academic and faculty policies. The policy reviewer is responsible for:

- Consulting necessary stakeholders affected by the policy
- Consulting applicable SAMs, BoR policies, and state/federal laws and regulations
- Creating or reviewing policy language
- Delivering policy content and other policy documentation according to internal compliance deadlines
- Submitting policies to division representatives for approval

HR serves as a facilitator of this process. HR is responsible for:

- Communicating yearly policy review requirements to division representatives
- Maintaining policy review templates and other helpful resources
- Providing division representatives and policy reviewers access to policy files
- Fielding general policy questions sent to policy@uhd.edu
- Reminding policy reviewers and division representatives of compliance deadlines
- Ensuring submitted policies comply with internal policy standards
- Updating public-facing policy resources (website, dashboards, etc.)
- Communicating about policy milestones with the UHD community

**For questions please contact policy@uhd.edu**

Section 1: Things to consider before getting started

1. Consider if the policy is needed, or if it needs to be reviewed, and if so, what other policies are related to that policy.
    a. If a SAM governs the policy topic, consider if a UHD PS is needed.
    b. Consider if the policy can be added into another policy instead of creating a new policy.

2. Create a timeline.
    a. Create a deadline for each step of the policy review process and track its progress.
    b. Keep in mind that every policy must have a review period.
    c. If the policy change is for regulatory reasons, ensure the timeline aligns with the required compliance date.
    d. Keep in mind the length of time it takes to write the policy can vary greatly depending on the kind of policy being written, how many people are involved in writing the policy (stakeholders and peers), and if it is a new policy, revision, or recission.

3. Gather emails and links that should be listed in the references section and any correspondence (names, phone numbers, and addresses) listed in the exhibits section.

4. Identify stakeholders and peers to assist with the review process.
    a. Determine who needs to be involved in writing and reviewing the policy and notify them. Every policy must have a responsible party.
    b. Share the timeline with the stakeholders to ensure there are no conflicts or unanticipated delays due to planned, extended absences.
    c. Peers can be upper management, coworkers, and/or anyone that can make and influence decisions within a policy.

5. Apply the Associated Press (AP) writing style.
    a. All policies are required to use the AP writing style. For more information, refer to the following resources:
        i. UHD University Relations style guide
        ii. Purdue University Online Writing Lab Associated Press Style guidelines

6. Outline questions to consider before writing:
    a. Who are the readers of each policy? For example, some policies will pertain to students, while others will aim at UHD staff.
    b. What is this policy about?

c.   Define key terms that will be used in policy.
d.   Who does it affect? Determine the departments and students that will be affected by this change (or sitewide).
e.   Where does it take place? (If necessary)
f.   When does it go into effect?
g.   How will it be implemented? This should be outlined in the procedures section of the policy.

7.   When creating updates and revisions, consider the following:
a.   Is this policy allowed to be changed?
b.   Who oversees implementing these changes?
c.   When will it go into effect?

8.   Write for readability and inclusion.
a.   Use gender neutral language.
b.   Overall, make it easy to understand for the general reader by using plain language. Use of AI is permitted to assist, however, please review the UHD guidelines before using at: https://library.uhd.edu/generativeai
c.   Consider all perspectives when writing the policy. Remember that the policy is written for a group of people and/or everyone at UHD.
d.   Avoid using jargon and overly technical terms.
e.   Choose generic terms when referring to systems (e.g., use the term 'applicant tracking system' instead of 'Taleo').

9.   SACSCOC requires that every policy has a:
a.   review period,
b.   responsible party, and
c.   method for implementation

10. Add language that instructs reviewers to enumerate how we can show evidence of implementation of the policy, whether it's in the policy or procedures section.

11. Determine if the policy is academic or non-academic.
a.   Academic policies pertain to the students that attend UHD and faculty members.
b.   Non-academic policies pertain to

Getting Started Checklist ✔

☐ Set Deadline

☐ Gather any documents needed to be used during and after the review process

☐ Identified stakeholders

☐ Reviewed AP guidelines

☐ Gathered policy contacts-peers and stakeholders

☐ Outlined questions (Section 1, Q5)
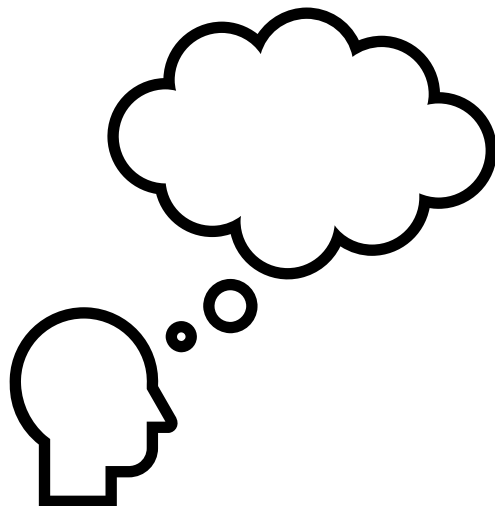
Section 2: What is the policy process?

The policy process is the collection of actions taken within the institution to create, revise, or rescind a university policy.

Policy Creation

1. Consult with the subject matter expert.

2. Determine need for policy by considering the following:
   a. Will this policy statement support the University in achieving its strategic goals and/or vision?
   b. Will this policy statement prevent the University from loss?
   c. Does a UHD PS, UHS SAM, UHS BoR policy, state, or federal law already address this?
   d. Could this topic be addressed/included in another (existing) policy?

3. Gain support from senior leader and/or committee chair with area responsibility.

4. Work with subject matter expert to draft policy.

5. Submit proposed policy to senior leader and/or committee chair with area responsibility for review.

6. Senior leader and/or committee chair with area responsibility presents policy to Cabinet and/or the appropriate policy committee for review.

7. If approved by Cabinet and/or appropriate policy committee, senior leader and/or committee chair with area responsibility submits draft policy language to policy@uhd.edu

8. HR will distribute policy for public comment.

9. HR will share comments with senior leader and/or committee chair responsible in the area.

10. Once comments have been evaluated, policy will either be revised, the process will stop, or the policy will be submitted to the President for approval.

Policy Revision

1. Policies are requested by each division representative to the Manager of Projects, Compliance and Communications (MPCC).

2. The Word version of the policy is provided by HR via Teams.
   a. A policy tracking form is also provided.

3. Requested documents are forwarded from the division representative (if necessary) to the party responsible for the maintenance and update of the policy.

4. When making policy revisions, please turn "Track Changes" on. (directions on how to do this are in Section 7).

5. When all revisions are made, the policy reviewer provides it to their division representative.

6. The division representative reviews the policy draft and Policy Tracking Form to ensure the submission requirements are met.

7. If approved, the division representative either forwards the policy documents to HR for Cabinet Review and preparation for the President's signature. If not approved, the division representative sends the documents back to the responsible party with feedback and/or recommendations.

8. When the Manager of Projects, Compliance and Communications receives the policy draft and Policy Tracking Form, they review the documents and make light edits as needed prior to submitting to the President's Cabinet for review. Light edits may include non-substantive changes.
   a. At their discretion, the MPCC may return the policy draft to the division representative with feedback and/or recommendations.

9. After HR approves the policy documents, the policy draft and policy tracking form are presented to the President's Cabinet by the policy's responsible party or the Vice President of Human Resources (VPHR).

10. The policy is then distributed for review by Staff Council, Faculty Senate, and Student Government Association.

11. If these groups have no concerns about the policy revision it will be prepared in hard copy form within a week for the President's review and signature.

a. If the cabinet and/or President has concerns about the policy revision, this process will return to step 3.

12. Upon the President's review and signature, the updated version of the policy becomes effective the day the President signs it.

13. Within 24 hours, the updated version of the policy is posted in the Policy Section on the UHD website, replacing the previous version.

14. All policies signed by the President are announced to the UHD community by the VPHR within 2 business days of the President's signature.

Policy Rescission

Things to consider when proposing the rescission of a policy:

1. Why is it being rescinded?
2. Will it be replaced with another policy?
3. When do you propose the policy should be rescinded?
4. Who needs to be consulted?

To initiate the rescission of a new policy:

1. Consult with the subject matter expert.

2. Determine need for rescinding policy by considering the following:
   a. Will rescinding this policy statement support the University in achieving its strategic goals and/or vision?
   b. Will rescinding this policy statement prevent the University from loss?

3. Gain support from senior leader and/or committee chair with area responsibility.

4. Submit written proposal for rescinding policy to senior leader and/or committee chair with area responsibility for review.
   a. The policy tracking form can be used as a written proposal for rescission.

5. Senior leader and/or committee chair with area responsibility presents proposal to Cabinet and/or the appropriate policy committee for review.

6. If approved by Cabinet and/or appropriate policy committee, senior leader and/or committee chair with area responsibility must gain written support from the President.

7. Senior leader and/or committee chair with area responsibility shares President's approval for rescission with policy@uhd.edu

Policy Review Flowchart

UHD Non-academic Policy Review Flowchart

Section 3: What to watch for

1. Numbering. According to AP style, unless another specific rule applies, spell out whole numbers below 10 and use figures for 10 and above.

2. Combining policies and procedures in the same section becomes confusing for the reader and may miss out on important steps because of the jumble. This error may also create a new process review because procedures change over time. Remember that policy explains what is being done, and procedure explains how it is being done.

3. Writing from only one perspective. This can create confusion with different groups and individuals at UHD. Please consider consulting with peers when writing a policy.

4. Larger paragraphs tend to lose the reader's attention, missing relevant information.

5. Missing relevant forms that should be included policies, so the reader does not have to go looking for it.

6. Incomplete sentences

7. Not numbering correctly in subsections

8. Not including necessary links throughout the policy

9. Not including necessary links in the references sections

10. Not using plain language.
    a. Abbreviations should be written out once before abbreviated.
    b. jargon, and technical language should be avoided when possible, or defined in the definitions section when they cannot be avoided.

11. Typos and excessive spacing

12. Repetition

13. University of Houston-Downtown must include a hyphen between Houston and Downtown.

14. "University" must be capitalized when referring to UHD

15. Aside from the memo section, the entire document should be left justified.

16. Use bold **or** italics sparingly, but never at the same time.

17. Underlines should be reserved for hyperlinks.

18. Policy number must be manually typed at top and bottom.

19. When adding links to the References section, add a description of the link so people won't have to figure out which link to click on or what they're clicking on.

Section 4: Sections of a policy

Overview

There are eight major sections used in all UHD policies. They are written in this order for <u>all</u> procedures. However, the "Exhibits" section may be omitted depending on the policy.

*<u>Memo</u>- the top section of the policy including basic information on the policy.

1. <u>Purpose</u>- provide a reason for the policy or procedure. The reason may be a reference to a legal requirement, a statement of the goals which the PS is attempting to facilitate, or some other description of the reasons for the implementation of the policy or procedure.

2. <u>Definitions</u>- provide a glossary of specialized terms and their meanings to help the reader understand uncommon vocabulary or references.

3. <u>Policy</u>- this section should explain in clear, concise language what the policy entails and its objectives.

4. <u>Procedures</u>- should explain the steps, forms, or methods to achieve the objectives of the policy. If procedures for the policy are incorporated in the Policy section, the following statement shall be added under the Procedures section: "See Section 3 for Procedures."

5. <u>Review Process</u>- this section designates the executive officer(s) who has ultimate or delegated authority over and/or responsibility for a given policy area and defines the review frequency.

6. <u>Policy History</u>- this section is a list of previous issues and revision and reaffirmation dates of the policy. Reaffirmation dates will be placed below the issue number to which they correspond. For the first issue of the policy, the following statement shall be added under the Policy History section: "No prior issues of this policy."

7. <u>References</u>- this section identifies any authority or other information pertinent to the contents of the policy, such as state or federal legislation, Texas Higher Education Coordinating Board rules, UH System Administrative Memoranda, etc. If there are no references in the policy, the following statement shall be added under the References section: "There are no references associated with this policy."

8. <u>Exhibits</u>- this section may or may not be used. It should provide examples of supporting materials that may demonstrate procedures or provide examples to assist in applying the policy such as forms, charts and correspondence. Exhibits are understood to be part of the policy and edits to exhibits must go through the appropriate policy approval process. If there are no exhibits in the policy, this section should not be included at all.

Details about each policy section

Memo Section:

1. Make any changes that need to be made such as the President's name, new policy name, etc.

2. Policy name shall be formatted as: ##.X.## (Example: 04.A.08).

   a) Note: When saving the policy file, please save in this format:
   Ex: PS 01.A.01 - University of Houston-Downtown Policy and Procedure System – <mark>your initials in all caps</mark>

3. The effective date of the policy draft changed to the anticipated date that the President signs it.
   a) Required by SACSCOC

4. Change the issue number from the prior issue number to the new anticipated issue number.

See example:

Memo To:	All UH-Downtown/PS Holders	UH-Downtown/PS 01.A.01
		Issue No. 15
From:	Dr. Loren J. Blanchard, President	Effective date: 02/17/2023
		Page 1 of 8
Subject:	UHD Policy and Procedure System	

1. Purpose Section:

In this section you provide a reason for the policy or procedure. The reason may be a reference to a legal requirement, a statement of the goals which the PS is attempting to facilitate, or some other description of the reasons for the implementation of the policy or procedure.

Here is an example of the <u>Purpose</u> section from policy 01.A.01:

> ## 1. PURPOSE
>
> This policy statement establishes a system for developing, organizing, maintaining, and distributing University of Houston-Downtown (UHD) policies and procedures. This policy and procedure system complies with all federal and state laws and regulations, UH System Board of Regents bylaws and policies, UH System Administrative Memorandum 01.A.01, and Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC) policies.

2. Definitions Section:

In this section you will provide a glossary of specialized terms and their meanings to help the reader understand uncommon vocabulary or references.

Types of definitions that need to be stated in the policy are terms that are used specifically in the policy that have special meaning outside of what it would normally be considered. The definitions could be jargon and/or confusing terms that would be considered outside the scope of what is normally read by the average reader of that policy. Other terms that could be included in this section are words that are used often throughout the policy. These terms should help clarify the policy further.

When listing definitions, they should be organized alphabetically.

Here is an example of the <u>Definitions</u> section from policy 01.A.01:

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2. DEFINITIONS

2.1 **Purpose:** The rationale for the policy.

2.2 **Definitions:** Defines the meanings of words and/or terms used within the context of the policy and/or procedures.

2.3 **Policy:** The description of what is to occur under the policy.

2.4 **Procedures:** The methods/steps employed to enact the policy.

2.5 **Review Process:** The responsible party and frequency with which the policy should be reviewed.

2.6 **Policy History:** A listing of issue dates of policy creations, revisions, and reaffirmations.

2.7 **References:** Any authority or other information pertinent to the contents of the policy, such as UH System Administrative Memoranda, state or federal legislation, Texas Higher Education Coordinating Board rules, etc.

2.8 **Responsible party(ies):** The executive officer(s) who has ultimate or delegated authority over and/or responsibility for a given policy area.

2.9 **Exhibits:** Any supporting materials that help clarify or enact the policy and are considered part of the policy for purposes of revision, such as forms, charts or correspondence.

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3. Policy Section:

In this section you should explain in clear, concise language what the policy entails and its objectives.

Here is an example of part of the <u>Policy</u> section from policy 01.A.01:

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3. POLICY

   3.1   Format

       3.1.1   All UHD Policy Statements shall be developed or revised in the format indicated

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PS 01.A.01   **Page 1 of 8**

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by this policy. Following the heading, there shall be seven major sections labeled as follows:

Section No	Section Title
1	Purpose
2	Definitions
3	Policy
4	Procedures
5	Review Process
6	Policy History
7	References

There may be instances in which policies require exhibits. In such cases, the policy-writing body may add an eighth section labeled "Exhibits."

Any section that has no content shall contain a statement to that effect, except the Exhibits section, which should be omitted if there are no exhibits. The other exception is in cases where official policy-writing bodies for academic policies determine that policy and procedures are best presented in a single section; in those cases, Section 3 would be labeled "Policy/Procedures" and Section 4 would be labeled "See Section 3 for Procedures." In this event, the policy-writing body is encouraged to clearly articulate procedural steps in the Policy/Procedures section as and where appropriate.

   3.1.2   The Purpose section of each PS should provide a rationale for the policy or procedure outlined in the PS. The rationale may be a reference to a legal requirement, a statement of the goals which the PS is attempting to facilitate, or some other description of the reasons for the implementation of the policy or procedure.

   3.1.3   The Definitions section of each PS should provide a glossary of specialized terms and their meanings to help the reader understand uncommon vocabulary or references.

   3.1.4   The Policy section of the PS should explain in clear, concise language what the policy entails and its objectives.

   3.1.5   The Procedures section should explain the steps, forms, or methods to achieve the objectives of the policy. If procedures for the policy are incorporated in the Policy section, the following statement shall be added under the Procedures section: "See Section 3 for Procedures."

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4. Procedures Section:

This section should explain the steps or methods to achieve the objectives of the policy. The procedure section should be thorough but brief explaining a step-by-step guideline for the mentioned policy.

You may include procedures as a link to a webpage *or* they can be included to a dedicated procedure section *if* the procedures must be included in policy. Please note, that when a procedure changes, it must go through another policy review process.

Here is an example of part of the <u>Procedures</u> section from policy 01.A.01:

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4. PROCEDURES

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4.1   Review and Approval

    4.1.1   After a draft of a non-academic policy has been developed, it will be reviewed by the President's Cabinet. The VP for Human Resources will simultaneously circulate the policy to the Faculty Senate, Staff Council, and Student Government Association as an information item with each group given two weeks to make comments. The senior administrator responsible for the draft policy may agree to modifications, which are suggested during this review period.

        4.1.1.1   Senior administration is responsible for reviewing <u>SACSCOC Substantive Change Policy</u> to ensure that new policy proposals and policy changes adhere to SACSCOC substantive change policy in accordance with <u>PS 03.A.32, Monitoring and Reporting of Substantive Changes</u> and submitting a completed UHD <u>Required Compliance Change Form</u> to the SACSCOC liaison, if applicable.

    4.1.2   Upon approval of the President's Cabinet and President's signature, Employment Services and Operations will post administrative policies online at <u>HR Resources</u> and notify the university community and the Office of the Provost will post academic affairs and faculty policies online at HR Resources.

    4.1.3   Unless otherwise specified, a policy becomes effective the date the President signs it.

    4.1.4   The VP for Human Resources will initiate the review process of non-academic policies and the Senior VP for Academic Affairs and Provost will initiate the review of academic affairs and faculty policies by notifying the responsible party.

4.2   Policy Tracking

    4.2.1   The VP for Human Resources will track the status of non- academic policies and the Senior VP for Academic Affairs and Provost will track the status of academic affairs and faculty policies under review and/or revision.

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5. Review Process Section:

This section designates the executive officer(s) who has ultimate or delegated authority over and/or responsibility for a given policy area and defines the review frequency. This is required by SACSCOC

Here is an example of the Review Process section from policy 01.A.01:

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5. REVIEW PROCESS

PS 01.A.01   Page 7 of 8

Responsible Party (Reviewer): President

Review: Every three years on or before May 1st.

Signed original on file in The Office of Human Resources.

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6. Policy History Section:

For "Policy History" list the effective date from the current official policy added to the bottom of the section.

Here is an example of the Policy History section from policy 01.A.01:

6. POLICY HISTORY

Issue #1: 08/11/81 (as Policy #01.01)
Issue #2: 08/11/83
Issue #3: 01/16/85
Issue #4: 07/15/86
Issue #5: 10/13/89
Issue #6: 04/25/94
Issue #7: 08/01/96
Issue #8: 07/24/00
Issue #9: 10/10/07
Issue #10: 02/07/11
Issue #11: 03/18/14
Issue #12: 08/15/16
Issue #13: 05/10/18
Issue #14: 05/15/19 ← **Most recent update listed at the bottom**

7. References Section:

This section identifies any authority or other information pertinent to the contents of the policy, such as state or federal legislation, Texas Higher Education Coordinating Board rules, UH System Administrative Memoranda, etc. If there are no references in the policy, the following statement shall be added under the References section: "There are no references associated with this policy."

All hyperlinks that pertain to the policy should be placed in this section. See notes on adding hyperlinks to the policy.

a. Make sure all hyperlinks are accurate and work.

b. The type of hyperlinks that are typically included are: Departmental documents that are online, government instructions or documents.

c. For other policies that are discussed, please list, and link them in the references section for ease of accessibility. Check for the following important details:
   i. Compliance with applicable federal, state, and local laws and regulations.
   ii. Compliance with applicable System Administrative Memoranda (SAMs);
   iii. Compliance with applicable UHD Policy Statements;
   iv. Accuracy of all information, including links.
   v. Grammar, punctuation, compliance with UHD's Style Guide, compliance with PS 01.A.01 (UHD Policy and Procedure System), and clarity.

d. Any exhibits from older official versions of policies must now be renamed to an official document name (not addendum, exhibit, etc.) and receive a hyperlink so it can be easily found on the UHD website.

e. When referring to SACSCOC publications, there are certain requirements the reference must meet...

Here is an example of the References section from policy 01.A.01:

7. REFERENCES

PS 01.A.03, Academic Shared Governance Policy
PS 03.A.32, Monitoring and Reporting of Substantive Changes
UH System Memorandum 01.A.01
SACSCOC Substantive Change Policy
UHD Required Compliance Change Form

8. Exhibits Section:

This section may or may not be used. It should provide examples of supporting materials that may demonstrate procedures or provide examples to assist in applying the policy such as forms, charts and correspondence.

Exhibits are understood to be part of the policy and edits to exhibits must go through the appropriate policy approval process. If there are no exhibits in the policy, this section should not be included at all.

Here is an example of the <u>Exhibits</u> section from policy 01.A.01:

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8. Exhibits

NOTE: This section is included in this policy as a sample. If a policy does not have any exhibits, this section should be left out entirely.

# Section 5: Using track changes when writing or revising a policy

Track changes is a function in Microsoft that tracks document edits. It is important to use this function when proposing update and/or revision actions to ensure that those participating in the policy review process can easily compare the original against the revised document.

When updating/revising a policy in Word, "Track changes" must be turned on with the policy draft you intend to turn in. To turn on "Track Changes":

1) Open the policy document in Microsoft Word.
2) Click on the Review tab at the top section of Word.
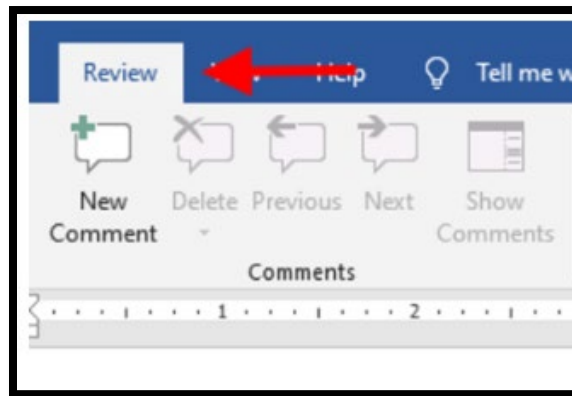
3) In the middle you will see a section called "Track Changes", click to turn track changes on.
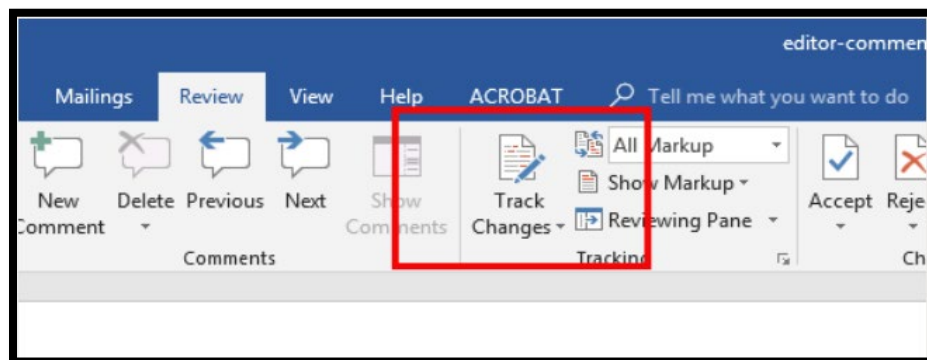
Section 6: Tracking form

1. All policy actions must be accompanied by a corresponding [Policy Review Tracking](#) form. A copy of the tracking form can be found here: [UHD PS Review Tracking Form - 04-24 CP.pdf](#)
2. All policy tracking forms should have the following when they arrive at HR:
   a. Must be the most recent version of the Policy Tracking Form.
   b. List Manager of Projects, Compliance and Communications in the "To" section.

3. The policy number typed in the "Policy #" section.

4. The policy title must be stated. This can be found in the top memo section of the policy.
   a. Spell out the exact name of the policy or proposed name change to the policy (as noted in the revised policy draft). If the name is too long, appropriate abbreviation is acceptable.

5. Select the reasons why the policy is being presented for revision/recission in the "Reason for Review" section.

6. Select the type of review.

7. List all major changes made to the policy in the boxed section along with the responsible parties involved in the policy change.

POLICY REVIEW TRACKING FORM

Subject: Policy Review

Please complete this form after revising or proposing the creation/rescission of a policy statement.

Please contact policy@uhd.edu or x5012 with any questions you may have.

To: [_____]   **Date:** [_____]

Policy #: [_____]   **Policy Title:** [_____]

Reason for Review:

◯ Proposing new policy
◯ Proposing policy rescission
◯ Revising existing policy (indicate reason/s)

☐ Changes in SAM
☐ Changes in forms
☐ Changes in legislation
☐ Organizational changes
☐ Changes in process/procedure
☐ Other reason? [_____]

Type of Review (Check one):

◯ Full/scheduled process
◯ Expedited process (indicate **one**)

☐ Legal changes
☐ Minor changes
☐ Housekeeping
☐ Interim issuance

Who is responsible for implementing this policy? [_____]

What artifacts could be collected to show evidence of implementation? [_____]

Detail the revisions/ updates.

This language will be used in public policy communications.

More space is available on page 2.

[_____]

Section 7: Resources

PS-01.A.01 – University of Houston-Downtown Policy and Procedure System -
https://www.uhd.edu/hr/policies/ps-01a01-uhd-policy-and-procedure-system.aspx

PS-01.A.03 – Academic Shared Governance Policy- https://www.uhd.edu/hr/policies/ps-01a03-academic-shared-governance-policy.aspx

UHD Policies - https://www.uhd.edu/hr/policies/

Texas Government Code for Higher Education -
https://statutes.capitol.texas.gov/Docs/ED/htm/ED.61.htm

Texas Human Resources Management Statutes Inventory -
https://hr.sao.texas.gov/Resources/StatutesInventory/

Format Template (for setting up your policy) - https://www.uhd.edu/hr/policies/policy-development.aspx