

1. No KDADS Commission shall develop policies or procedures that duplicate, alter, or contradict the KDADS Employee Policy Manual. Commissions may develop policies and procedures subject to approval by KDADS Human Resources that ensure compliance with the KDADS Employee Policy Manual.
2. Each KDADS Commissioner shall be responsible for ensuring that each Commission's policies and procedure impacting KDADS as an agency or specific KDADS Commissions are reviewed for concurrence as needed by the following:
 - a. Fiscal and Information Systems Commission – if the policy relates to expenditure of funds, maintenance of grants, program budget, data collection or reporting, contracting and information systems.
 - b. Office of the Secretary, Communications Division – if the policy relates to media, web development and design, marketing, public events, audio/video recording and proclamations.
3. KDADS Commission internal policies and procedures shall complete the concurrence process and attain a fully signed concurrence form prior to posting, distributing, revoking or implementing.

Reference: