



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 1.01

**APPROVAL DATE:** 01-08-2013

**EFFECTIVE DATE:** 01-23-2013

**REVISED DATE:** 03-03-2015

**POLICY SUBJECT:**

Administration of PTC Policies

**RESPONSIBLE DEPARTMENT:**

Executive Office

**A. PURPOSE:**

This policy letter governs the development, review process, approval process and maintenance of all policy letters within the Pennsylvania Turnpike Commission.

**B. SCOPE:**

This policy applies to all PTC policy letters to be developed or in effect throughout the organization.

**C. GENERAL POLICY:**

The Chief Operating Officer or designee is responsible for ensuring policy letters are accurate and relevant. Departments are responsible for establishing written policies and associated procedures for their areas of responsibility.

All policy letters require the formal approval of the Commission prior to implementation. The Chief Operating Officer and the Chief Executive Officer will review all policy letters prior to submission for approval. All Substantive Changes to a policy will require the approval of the Chief Operating Officer, the Chief Executive Officer and the Commission while Administrative Changes may be made by the Chief Operating Officer or designee at any time without additional approval.

The process established to facilitate the approval of policy letters can be found in the supporting document *Process for Creating, Updating and Maintaining PTC Policies*.

**D. DEFINITIONS:**

Policy - A policy outlines and identifies “what” needs to be done. It is a high level statement of an objective or course of action to influence and determine business decisions or actions by the PTC.

Procedure- A procedure outlines and describes “how” to do what needs to be accomplished. It establishes a process to be followed in order to provide direction for following a policy or to ensure our actions comply with the policy.

Substantive Change- A change that has a material effect on the objective of the policy.

Administrative Change- A change that has immaterial effect on the objective of the policy such as address, position title, department name, department re-structuring, etc.

**E. PROCEDURES:**

The Chief Operating Officer or designee will work with the department sponsor to establish new policy letters when appropriate, revise current policy letters to ensure accuracy, and maintain a review schedule to provide any required updates to existing policy letters.

A Policy Committee comprising the Chief Operating Officer or designee and representatives from the Compliance, Human Resources, Policy and Legal Departments will review all proposed new policies and Substantive Changes to existing policies to determine potential impact upon applicable standards, existing policies, federal and/or state regulations, etc. prior to being submitted for approval. The Director of Policy & External Affairs shall serve as the Chair of the Committee.

The Chief Operating Officer or designee will maintain the document *Process for Creating, Updating and Maintaining PTC Policies* to support the policy letter processes and ensure its accuracy.

All policies shall be posted to the PTC intranet.

All PTC policies will undergo annual review by the department sponsor to ensure relevance and accuracy.

*This Policy Letter supersedes all previous Policy Letters on this subject.*