LLE INSTRUCTION 1000O

SUBJECT: LLE DIRECTIVES

1. **Purpose:** To establish a directive system within LLE for the promulgation of policy and procedures.

2. **Background:** Directives consist of INSTRUCTIONS. Instructions are used to promulgate policy and procedures of a permanent nature.

3. **Procedures:**

   a. Instructions will be reviewed annually and updated as necessary. A notice listing effective instructions will be issued annually.

   b. Directives are posted on the LLE website at http://www.lle.rochester.edu/resources/documents

   ![Signature]

   John Schoen
   Administrative Director