
Chief Operating Officer

2024-2025 Procedures for Developing Circulars

To: All Staff

From: Daniel L. Lubeley
Acting Chief Operating Officer

Circulars are provided to ensure awareness of the latest policies and procedures and are available for review on the **HCPSS STAFFHUB**. The process for requesting a circular is as follows:

Procedures for Developing Circulars

1. All information involving systemwide implications or considered a “need-to-know basis” will be communicated through a circular.
2. Use the attached template to send all proposed circulars to the appropriate executive leader or Chief of your division for review and approval.
3. **Once approved and ready for posting**, please call the Office of the Chief Operating Officer (410-313-1550) for an assigned number.
4. All circulars should be sent electronically in Word and PDF format to the Executive Assistant and the Chief Operating Officer for posting on the HCPSS STAFF HUB daily digest email.
5. Vacancies are available for viewing on the HCPSS STAFF HUB and do not require a circular number.
6. All circulars stay in effect until a revised edition replaces it.

We hope you find this process of circulars easy to follow and access. If you have any questions, please call the Office of the Chief Operating Officer.

DL/vw

Attachment