**State Personnel Board Rulemaking/Rule Modification Process**

**Proposed rule change**
- Step 1: Rule change is proposed as a result of feedback from the statewide HR Community, legislative change, etc.

**Research and Recommendation**
- Step 2: The HRA Policy team drafts recommended changes to the State Personnel Board Rule(s).
  - Internal review completed by HRA and DOAS leadership.
  - Final draft of rule modifications prepared for scheduled State Personnel Board Meeting.

**Board Review and Approval**
- Step 3: Proposed modifications are presented to the Board.
  - The Board is asked to approve the release of rule modifications to public comment.

**Public Comment Period**
- Step 4: The public comment period lasts for 30 calendar days.
  - Agency Heads and HR Leaders are notified of the public comment period via email and the DOAS/HRA website.
  - During this period, any comments received (from agencies, the public, etc) are thoroughly reviewed and considered.

**Board Review and Adoption**
- Step 5: Additional modifications may be made to the rule(s) after the public comment period.
  - Final rule modifications are presented to the Board during the next scheduled State Personnel Board Meeting.
  - The Board is asked to approve adoption of the Board rule(s) as written.

**Governor’s Signature and Rule Codification**
- Step 6: The final rule is then forwarded to the Governor’s office for signature.
  - Once the Governor’s signature is received, the final rule is codified (or made effective).

*Note: once a modified rule is made effective, agencies should review applicable HR policies to ensure consistency. Please see the “Summary of Rule Modifications, 2015-current” document for listing of modifications over time.*