

Section: Introduction to the Employee Handbook

Adoption Date: 8/15/19

Revision Date: 5/08/2024

Sponsoring Unit/Department: Human Resources

Introduction to the Employee Handbook

The purpose of this employee handbook and the related procedures is to define the relationship between the College and its employees within a framework for advancing the mission with service to students as the highest priority. The handbook applies to all employees and provides information about terms and conditions of employment, including compensation, working conditions, benefits, standards of conduct, procedures for addressing concerns, and resources for finding additional information. Some benefits or policies differ by employee type and this is noted specifically.

College commitments:

- Offer efficient and high level educational service to the community
- Create a workplace of ethics, integrity, and fairness for all
- Operate in compliance with legal requirements
- Strive for equitable and competitive pay for all employees
- Provide written, clear and equitable procedures
- Respect the professional expertise of all employees
- Provide employees with opportunity for workplace success, including professional development

The Governing Board holds the authority to operate the College and delegates to the Chancellor and its Administration authority and responsibility to administer, manage, direct and control the activities and workforce of the College including, but not necessarily limited to, the right to:

- determine and implement methods, means, assignments, reassignments, and personnel in the best interest of the College
- hire, evaluate, promote, transfer, retain, reassign and relocate personnel
- relieve its employees from duties because of lack of work, financial exigency, or other legitimate reasons
- suspend, discipline, or discharge employees for proper cause

The Administration develops procedures that are necessary for the implementation of all College policies, providing opportunities for employee input through the All Employee Representative Council (AERC). (See [Board Policy 1.25](#) Personnel Governance and Policy for College Employees). The College Human Resources Department is responsible for interpreting and overseeing the implementation of personnel policies and procedures. The most current version of the employee handbook supersedes all prior versions.