


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 481.1		
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	Last Revision Date:	01-22-97	
Effective Date:			
Section:	Personnel	Subject:	Conflicts with Outside Agencies

PURPOSE

The purpose is to provide guidelines for discussing conflicts related to functions of the College between outside agencies and employees.

PROCEDURE

1. Definition
Outside agency refers to any agency that works in cooperation with Arizona Western College.
2. If an outside agency reports to the College a conflict with an employee involved in the College-agency relationship, the employee and the appropriate supervisor(s) will be notified immediately.
3. The employee and the appropriate supervisor(s) will be notified of any discussions related to the conflict in order that the employee can participate.
4. The discussion may lead to further action covered by established Arizona Western College policies and procedures.