


POLICY MANUAL

 ARIZONA WESTERN COLLEGE		POLICY 405	
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		Last Revision Date:	03-10-92
Effective Date:			
Section:	Personnel	Subject:	Contracts and Advices for Employment for Employees

The President of the College or designated representative is responsible for the establishment of procedures for providing written contracts and advices for employment forms for exempt and non-exempt employees and for the establishment of procedures for payment. All contracts and advices for employment forms will specify salaries, wages, and other terms of employment.