

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 490.1</b>	
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		<b>Last Revision Date:</b>	12-14-90
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Employee Handbook

## PURPOSE

The Employee Handbook is a valuable source of information about the College's policies, procedures, and regulations.

## PROCEDURE

1. The Director of Personnel is responsible for the compilation, printing, distribution, and timely revision of the Employee Handbook.
2. Any policies, procedures, and regulations approved subsequent to the printing date of the handbook have precedence over those in the handbooks.
3. Should any contradictions to the District Governing Board policies and College procedures and regulations occur in the handbook, District Governing Board policies and College procedures and regulations will prevail.
4. Each new edition of the Employee Handbook will be distributed to every full-time College employee.
5. The Employee Handbook will be given to every new full-time employee at orientation.