

## **Employee Handbook**

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### **Employee Handbook Overview:**

The College Employee Handbook has been developed to provide a general overview of the policies of the College, information about employment and benefits, and the mission, vision and goals that strategically guide the work of the College.

The provisions of the Employee Handbook are not intended to limit the authority of the Board of Trustees as the Board has the responsibility and legal duty to develop, evaluate and modify policies of the College based on business necessity, legislation, economic conditions and meeting the operational and strategic goals of the College.

The Board entrusts the administration of its policies and corresponding procedures to the President.

The Employee Handbook does not create an employment contract. The most current version supersedes any prior editions.

### **Authority of the Board:**

The Board of Trustees as a legally constituted body has authority both in law and in its bylaws to institute human resources policies for the College and entrusts the development and implementation of procedures to the President of the College.

For all policies of the College, the Board of Trustees shall be the final authority in both interpretation and implementation. Any action taken by the Board of Trustees shall apply to all existing as well as to future employees.

No statement or promise by a supervisor, manager, department head, Dean, or Vice President past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

### **Legal Validity:**

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.