



## Procedure 400-01 Introduction

Sponsor: Human Resources

### **Purpose**

This handbook summarizes policies and procedures for the employees of the College. At the time new policies or revisions are issued, they shall be deemed incorporated into the handbook. The College shall release additions and changes for insertion in the handbook, so that all copies may be up to date.

### **Definitions**

None

### **Procedure**

In order to ensure that policy interpretations are consistent, the Human Resources Director or designee is responsible for interpreting policy application and intent. His/her interpretations shall be applicable to all pertinent situations. All references to "Human Resources Director" shall include that person's designee.

**Nothing in this handbook is intended to create a contract, either expressed or implied, between the District Governing Board, CCC, and College employees, for either employment or any benefit. All policies herein are subject to the continuing approval, revision or elimination of the College and the District Governing Board.**

**The College may alter, eliminate, or add to any of the provisions of the handbook at any time and for any reasons, and such alterations, eliminations, or additions shall apply to all pertinent situations from the time of their inception.**

### **References**

None

### **Procedure History**

09/2010      Reformatted

### **Legal Review**

None