

Southwestern Community College

# Policies and Procedures Acknowledgment

As an employee of Southwestern Community College I understand that I will be accountable for conducting my duties in the workplace in accordance with the information contained in the Southwestern Community College Policies and Procedures Manual found on the college's Web Site.

The Policies and Procedures Manual is one source of information about the College. It is not an expressed or implied contract, but merely sets forth College policies and procedures. My signature below acknowledges that I will be responsible for reviewing and understanding Southwestern Community College's policies and procedures. "Review and understanding" of the policies and procedures means the following:

I am responsible for reading, understanding, and adhering to statements of Southwestern Community College's Policies and Procedures Manual and I will ask the appropriate faculty, staff, or administration any questions I may have.

I am aware that the College may, through whatever internal processes are designated, change the guidelines, policies and procedures contained in this manual, at any time and the College will periodically update the policies and procedures on the website from time to time.

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Printed Name

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Date

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Signature