

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Policy Manual
Policy Number: 415.0100.79

POLICY

Each regular employee of the College shall have routine access to a copy of the Manual of Policies, either by electronic means through the employee's assigned computer or a paper copy at their workstation. Each employee shall sign, acknowledging receipt or ability to access, and such receipt of said document shall be maintained in the employee's personnel file.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: