

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources      400.0000.14  
SUBSECTION: All Employees      415.0000.15

*Credentials*  
**Policy Number: 415.0200.79**

**POLICY**

The Human Resources Office is responsible for ensuring that all forms and documents which are required of new employees be executed and received before employment authorization occurs.

**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**Rescinded Date:**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:**