

Introduction

The purpose of this handbook is to set forth policies and procedures to assist College employees in fulfilling the requirements of their respective positions in a consistent and effective manner. The information is presented in an organized manner, with each section pertaining to a general area of interest. The documents within each section are numbered by document, rather than by page number, to allow for updates and printing of specific sections.

This handbook is written primarily for faculty and staff; however, additional material has been incorporated to provide others with general information and direction on College related operations. It is intended to supplement, not duplicate, District policies and procedures **posted on the District website. (link below):**

—————http://www.4cd.edu/gb/pol_proc.aspx

The handbook will be kept current and posted on the **College website P-drive for easy access.**

All policy and procedure changes must be adopted through the appropriate governance group (**i.e. e.g. Operations Committee Council, College Council, College Instruction Committee, etc.**). Any questions, corrections, or suggestions for changes to the handbook should be directed to the President's Office.

If anything in this handbook ~~inadvertently~~ conflicts with the State Education Code, District policy, or the bargaining agreements with the United Faculty or Local 1, those documents always supersede this handbook.