

RCC EMPLOYEES' GENERAL INFORMATION AND ADMINISTRATIVE PROCEDURES HANDBOOK

INTRODUCTION

This *Employees' General Information and Administrative Procedure Handbook* (the "Handbook") was designed to serve as a one-stop reference source for Rogue Community College ("Rogue," "RCC," or the "College") employees seeking general information about the College: campuses, departments, services, committees, administrative procedures and Board policy, employment benefits, and other issues.

This handbook is comprised of "**General Information**" ("**GI**") and "**Administrative Procedure**" ("**AP**") all listed in alphabetical order. Each procedure or information item contains contact information for specifics on the issue outlined.

Important note: The Board is responsible for policy at RCC. The information and procedures in this Handbook are *administrative procedure*, and not Board Policy.

The Board creates policy, and the President and other College managers, are administrators of the *Policy*. *Administrative Procedures* carry out management's understanding of Board's *Policy* (see section marked "Policy vs. Procedure") , for a more detailed explanation of the difference between policies and procedures).

The *procedures* in this Handbook are subject to review and revision (see AP-045, "Process – Review and Approval of Policy (Board); Procedures (Administrative)."