

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.

The goal of this Handbook is to improve campus-wide communications, pursuant to the College's November 1998, Board-adopted Long-Range Goals (aka Guiding Principles), No. 6: ***"To communicate effectively and nurture ongoing development within our organization."***

This handbook is comprised of "**General Information**" ("**GI**") and "**Administrative Procedure**" ("**AP**") all listed in alphabetical order. Each section includes contact information for specifics on each of the general information items and procedures 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, Executive Team, and/or President's Council, (collectively Management) are administrators of the *Policy*. *Administrative Procedures* carry out Management's understanding of Board's *Policy* (see page 2, 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)."

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POLICY vs. PROCEDURE

Board Policy – The formation and adoption of written statements that constitute basic Board leadership and provide direction to the President and staff of the College in matters of decision-making and/or specific actions, including but not limited to, Board organization/authority, vision, mission, values, guiding principles and goals for the College, human resources and student matters, business operations, contracts, budget, instruction, and community relations.

Board policy is subject to review, revision, and change; however, unless circumstances require immediate action, Board Policy I.D.100 dictates that, “no policy shall be voted upon at the first meeting during which it is discussed.”

Board policy is maintained by the President’s Office in an “RCC Board Policy Handbook.” Board Policy can also be accessed on-line at www.roguecc.edu/BoardPolicies/index.html or by contacting the President’s Office at 541-956-7001.

Administrative Procedure – Guidelines for staff administered by College Management and used for specification of a required action(s) in specific situation(s). Administrative procedures are used at RCC to provide clear and positive direction, and are designed to coincide with and carry out the intentions of Board Policy.

General Information – General information about miscellaneous issues of interest to college faculty and staff are also included within the administrative procedure for reference.