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## *Policies and Procedures Manual*

### **FOREWORD**

The *Alabama Southern Community College Policies and Procedures Manual* promotes the mission of the College and guides the work of administrative, instructional, and support personnel in accomplishing the objectives of the College. It contains several guidelines that support the policies of the Alabama Community College System Board of Trustees. These guidelines include statements concerning employment, benefits, instruction, evaluation, and services. The *ASCC Policies and Procedures Manual* also contains specific Alabama Community College System Board of Trustees policies and samples of various forms used in the daily operation of the College.

The entire Alabama Community College System Board of Trustees Policy Manual is maintained on a website by the Alabama Community College System. The website URL is <http://www.accs.cc>. Print copies of the Alabama Community College System Board of Trustees Policy Manual may be found in the following locations at the College: the office of the President, the office of the Vice President, each Library (Monroeville, Thomasville and Gilbertown Campuses) and the Human Resources office.

The *Alabama Southern Community College Policies and Procedures Manual* is intended as a resource to promote the smooth operation of the College, not as a contract between the College and employee. The College reserves the right to add, delete or revise policies and procedures at any time in order to ensure the smooth operation of the College. Any statements inadvertently in conflict with federal or state statutes or Alabama Community College System Board of Trustees policies have no legal force or effect. If there is a discrepancy between the *ASCC Policies and Procedures Manual* and any policy found in the Alabama Southern Community College Catalog and Student Handbook, the current catalog shall prevail.

It is the official policy of the Alabama Community College System Board of Trustees and Alabama Southern Community College, a postsecondary institution under its control, that no person shall, on grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Issues relating to Title IX and ADA policies should be reported to Dr. Melissa Haab, Dean of Students. Dr. Haab's office on the Monroeville Campus is located in the Administrative Building of Alabama Southern Community College, 2800 South Alabama Avenue, Monroeville, Alabama 36460; telephone (251) 575-8227 .

For questions regarding student rights and privileges please contact the Dean of Students. For questions regarding instructional processes, please contact the Dean of Instruction. For questions regarding employee benefits, please contact the Payroll Officer. For questions regarding the terms of your contract, or any policy or procedure found in this document that cannot be answered by your supervisor, please contact the Director of Administrative Services and Human Resources.