

FOREWORD

This **Richmond Community College Policy and Procedure Manual** (hereinafter referred to as the Manual) should provide the faculty and staff of Richmond Community College with information concerning procedures and policies that apply to operations of the College. Each employee should become familiar with the contents of this Manual. A file copy of the Manual will be kept in the office of the President and in the offices of each Vice President, each division chair, each center director, and in the library and the Faculty/Staff Lounge. The Director of Human Resources will keep the latest official copy. **Employees of the College are employed for a definite term under a contract and this Manual does not constitute a contract between the College and the employee.**

The Table of Contents has been arranged to serve as an index to material covered in the Manual; additional information and/or full text of many regulations and policies may be found in the **North Carolina Administrative Code**, the **Financial Procedures Manual**, and the **North Carolina General Statutes, Chapter 115D**. These publications are available in the Business Office.

If questions arise which are not answered in any of the publications mentioned above, faculty and staff are encouraged to contact the appropriate Vice President, Dean, or the President.

Note: Use of "he" in text indicates "he" or "she"
Use of "him" in text indicates "him" or "her"
Use of "his" in text indicates "his" or "her"

History notes added as of the 2008-2009 school year.

EEO STATEMENT

Richmond Community College is an Equal Employment Institution. The College does not practice or permit discrimination in employment on the basis of race, color, sex, national origin, religion, age, disability or political affiliation.

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