



Acknowledgment of Receipt of Policy and Procedures Manual

The Southern State Community College Policy and Procedure Manual contains important information pertaining to my employment at Southern State Community College. I understand that I should consult my supervisor if I have any questions about the information contained in the Policy and Procedure Manual.

Since the information, policies, and benefits described in the Policy and Procedure Manual are necessarily subject to change, I acknowledge that revisions to the Policy and Procedures Manual may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

A copy of this Policy and Procedures Manual has been given to me to retain for future reference and/or I have been provided with the following website address,

<http://www.sccc.edu/facultystaff/assets/manual-policy-and-information.pdf>

where I have obtained an electronic copy of the Policy and Procedure Manual. I agree to familiarize myself with its contents and comply with the information provided.

Furthermore, I acknowledge that this Policy and Procedure Manual is neither a contract of employment nor a legal document. I understand this Manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of SCCC.

I have received the Policy and Procedures Manual and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____