



EMPLOYEE HANDBOOK

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The personnel policies of the Carbon County Higher Education Center shall be subject to review from time to time by the Board of Cooperative Education Services (BOCHES) and may be changed, amended, canceled, revoked or revised at any time as deemed appropriate by the Board.

Please note: *The following handbook offers (in some cases) a condensed version of the actual policies that make up this handbook. Please check the Policies and Procedures book for details on specific policies. Each Administrative Assistant has a copy at their desk, or you can find an electronic copy in the shared folder.*

Organization

The chief administrative officer of the Carbon County Higher Education Center (CCHEC) is the Executive Director. CCHEC is comprised of the headquarters located in Rawlins, Wyoming at 1650 Harshman Street, Rawlins, Wyoming and a branch located at 360 Whippoorwill Street in Baggs, Wyoming.

Definitions of Work Time

1. Full-time non-instructional employees are defined as those expected to work forty (40) hours per week. Full-time employees receive the following benefits:
 - Sick leave
 - Vacation
 - Personal leave
 - Wyoming Worker's Compensation benefits
 - Life Insurance
 - Health Insurance - BOCHES Health plan
 - Wyoming State Retirement
 - Long – Term Disability Insurance
 - Wyoming Unemployment Insurance
2. Full-time instructional employees- Follow the Carbon County School District #1 calendar for student contact hours. Instructors receive the following benefits:
 - Sick leave
 - Personal leave
 - Wyoming Worker's Compensation benefits
 - Life Insurance
 - Health Insurance - BOCHES Health plan
 - Wyoming State Retirement
 - Long – Term Disability Insurance
 - Wyoming Unemployment Insurance
3. Permanent part-time employees are defined as those employed to work less than thirty (30) hours per week. Part-time employees receive Wyoming Worker's Compensation and Wyoming State Retirement, if eligible, and the ability to participate in the health insurance program under special conditions.
4. The work week is defined as follows: Sunday at 12:00 a.m. to the following Saturday at 11:59 p.m.
5. The term "work year" or "years" as used in connection with benefits for any individual, means one full calendar year of employment of that person by CCHEC.

Wages and Salaries

From time to time, the Director shall recommend and the Board shall adopt, a wage and salary schedule which will be subject to the financial limitations of CCHEC. The wage and salary schedule shall reflect the nature of each position. Compensation will be recommended by the Director and presented to the Board for final approval. The Board specifically reserves the right to increase and decrease salaries and wages.

The board of the Carbon County Higher Education Center believes in life-long learning: employees are encouraged to continue their educations. Accordingly, when non-teaching employees meet designated educational milestones, they will be advanced an additional step on the salary schedule. The advance will take place at the beginning of the next fiscal year when the step raises are normally granted.

Recognized milestones are: Associates Degree, Bachelor's Degree, Master's Degree.

Voluntary Separation from Service

Employees are requested to provide the following advance notice when voluntarily separating from the Carbon County Higher Education Center.

An employee who resigns shall notify the Director ten (10) working days prior to the anticipated date of separation. A Director who resigns shall notify the Board twenty (20) working days prior to the anticipated date of separation. An employee who fails to provide advance notification, without good cause, is considered not to have separated in good standing.

Layoffs

All staff positions are subject to availability of funds and work to be performed. Any employee may be laid off without reflection on his/her standing due to lack of work or funds. In lieu of notices an employee may be paid regular wages for ten working days.

Involuntary Separation from Service

The Board may terminate the service of any employee.

Holidays

CCHEC's calendar has been developed in consideration with local needs as well as the Western Wyoming Community College schedule. The calendar will be approved each year with the budget.

Vacation

Year round non instructional full-time employees, after completing one year of service, are entitled to two weeks (10) days of paid vacation. Full-time employees after completing five or more years of service shall be entitled to three weeks (15) days of paid vacation.

Vacation days are not cumulative, and shall not be carried from one work year to another. Special circumstances that are deemed to exist and carry forward must be approved in writing at the discretion of the Director.

For purposes of computing time of service, tacking on of noncontiguous employment is not permitted, and the anniversary date of employment shall be the date of commencement of the current period of employment.

Vacation scheduling requires Director approval. Vacation requests or changes to previous requests must be approved in advance. The Director reserves the right to deny vacation requests due to work demands during peak work times such as during registration at the beginning of each semester.

Vacation time is to be scheduled and used in the year in which it is earned.

Carry over vacation balances that are not used will expire. Upon termination of employment annual vacation will be prorated, and remaining balances will be paid.

Personal Leave

All full-time employees will be allowed 2 days (16 hours) of personal leave each **fiscal** (July 1 – June 30) **year**. All personal leave with the reason stated on the request should be approved **in advance** by the Director.

Personal leave **may not** be accumulated or carried over into the next fiscal year or converted to sick leave.

Sick Leave

A. Sick Leave:

1. Leave for sickness of the employee and his/her immediate family. Immediate family includes: Spouse, children, step-children, parents, step-parents, grandparents, grandchildren, brothers, sisters, father or mother-in-law, brother or sister-in-law.
2. Sick leave shall include the pursuance of checkups in order to impede illness and/or any follow up treatments for the alleviation of a condition in order for the body, mind, and extremities to function normally.
3. Sick leave shall include Doctor's appointments and exams for employees and immediate family.
4. Sick leave shall include leave for maternity.

Maternity Leave: (continued on next page)

- a. Any staff member who becomes pregnant will be allowed to continue in her duties as long as she wishes before delivery, provided she presents a

written statement from her physician attesting to her physical ability to work. She may return to work as soon after delivery as she signifies her intent to return and as soon as her physical condition warrants.

- b. The pregnant staff member shall be allowed the benefits as outlined in the sick leave policy with no benefits added or subtracted.
- B. Sick leave shall be earned as follows:
1. All full-time personnel will earn sick leave in hours in accordance to their work day (8 hours) equivalent per month.
 2. New employees, upon hire, will be given an advance of sick leave for the first five months of work and will begin earning additional sick leave hours in the sixth month.
- C. Sick leave may be accumulated up to 60 days.
- D. Personnel unable to work because of sickness shall notify his/her immediate supervisor as soon as possible of the absence or anticipated absence. If such notification is not given, the absence may be charged to vacation leave or leave without pay.
- E. After an employee has used five (5) days consecutively, written verification from a physician must be provided to the Director explaining the illness.
- F. In the case of an emergency illness, application may be made to the Director for additional sick leave (utilizing sick leave donations) after all accumulated sick leave, vacation, and personal leave have been used.
- G. CCHEC recognizes employees may, on occasion, need extended leave time in order to care for themselves or for an immediate family member. Pursuant to the Family and Medical Leave Act of 1993, CCHEC will provide family and medical leave for all eligible employees.

Sick Leave Donation Policy:

The Director (or his or her designee), after determining that an employee has a legitimate reason to be absent, may request donated sick leave from other employees for an employee who has exhausted all of their accrued sick leave, compensatory time and vacation leave. An employee who has accrued a minimum of eighty (80) hours of sick leave may donate a minimum of eight (8) hours up to a maximum of sixteen (16) hours of sick leave for every 80 hours accrued per calendar year to the same recipient who has an immediate and reasonable need for such assistance.

Donors shall give the Director (or his or her designee), who shall approve or disapprove the donation, a written statement specifying the number of hours donated and the name of the employee to whom the donation is being made. Donations will be kept confidential; the Director

(or his or her designee) will not reveal the names of the donors to the employee receiving the donation.

- A. Employees shall have depleted all of their sick, vacation, personal or other available leave prior to use of donated sick leave.
- B. The Director (or his or her designee) shall ensure that all donated but unused sick leave shall be credited back to the original donor(s) when the recipient returns to work and/or no longer has an immediate and reasonable need for the leave.

Unavoidable Absence

In the event that a staff member is unable to be present at his/her assignment due to circumstances beyond the control of that staff member, the time lost shall be deducted from the accumulated sick leave of that person. If the sick leave is exhausted, the time lost shall be deducted from the personal leave. If personal leave is exhausted, the time lost shall be deducted from vacation.

When all personal, sick and vacation leave have been exhausted the employee will be docked an amount equal to the staff member's salary for the time of absence.

Funeral Leave

In the event of the death of a member of the immediate family, each employee shall be entitled to five (5) working day's leave with pay for the funeral arrangements and attendance. Compensation will be paid for the regularly scheduled hours which fall within this time period. Under extraordinary circumstances, this leave may be extended, but without pay. Proof of the death and/or relationship may be requested by the Director.

Immediate family includes: spouse, children, grandparents, grandchildren, step children, parents, step parents, brother, sister, father or mother-in-law, brother or sister-in-law.

Funeral leave for any other reason may be granted by the director on an individual basis without pay.

Public Service Leave

Shall be granted to all employees. CCHEC recognizes that successful functioning of our Democratic society is dependent upon the participation of individual private citizens in government. For this reason, CCHEC allows leave hours each year for those employees elected or appointed to political positions. CCHEC expects these hours of leave to be taken responsibly.

Jury Duty

Employees are to bring in documented proof of their summons and give at least 48 hour notice to the Director. CCHEC will provide paid leave when an employee must serve on a jury for up to 5 days per calendar year. At the end of 5 days employees may use paid time off or take it as an unpaid leave of absence. Additionally, you will be expected to sign over to CCHEC any paycheck you receive from the courts for the first 5 days of paid leave and during paid time off.

If the employee exhausts all their paid time off they may keep the pay provided by the court. If employees report for jury duty and are dismissed, they will be expected to report for work for the remainder of each day this occurs. If the employee is told that they do not need to report to court on any day of the jury duty stint, they are required to come to work. Employment will not be affected by jury duty in accordance with W.S. §1-11-40.

Voting Leave

Employees are entitled to vote at any primary or general election or special election. On the day of such election, employees may absent themselves from any service or employment in which they are then engaged or employed, for the period of one hour, other than meal hours, the hour being at the convenience of the supervisor, between the time of opening and closing of the polls. Such elector shall not, because of so absenting him/herself, lose any pay, providing he/she casts his/her legal vote.

Professional Leave

Employees may be granted professional leave, with pay, to participate in meetings, institutes, examinations and other activities directly related to their work, at the discretion of the Director, with a report to the Board. Out-of-town expenses shall be paid on actual and reasonable receipts for food and lodging with the itemized receipts turned in within fifteen (15) days. When possible, and at the discretion of the Director, registration, lodging and travel may be paid through direct billing. As a rule, such arrangements must be made in order to capitalize on early registration discounts; if arrangements are not made in sufficient time to qualify for early registration discounts, the employee may be responsible for the difference between the discount rates and the normal rates. It is understood that travel for professional reasons will not accrue compensation time nor overtime. Leave longer than one week for the Director or an employee shall be approved *in advance* by the Board or Director.

Absence without Leave

Absence of an employee from duty, including any absence for a single day, or part of a day, that is not specifically authorized shall be without pay. An employee who absents him/herself from his/her job for three consecutive days without authorized leave shall be deemed to have abandoned their position.

Employees of CCHEC are expected to be at work and provide notice to the Director or Administrative Assistants if absence is necessary. Employees should utilize the absence request forms to provide advance of absences. Employees of CCHEC are expected to maintain full hours of employment assigned by the Director without tardiness

Unpaid Leaves of Absence

An employee may be granted a leave of absence without compensation for such period of time and upon such other terms and conditions as the Board may determine. A request for such leave must ordinarily be submitted in writing as far in advance of the need as is known by the employee, and such written request shall state the reasons for requesting the leave, the duration of the requested leave and the date upon which it is requested that the leave begin. All such written requests shall be acted upon within forty five (45) days after receipts thereof. Scheduled

increments, adjustments in salary and other credits such as sick leave or vacation are not allowed for such leave.

Military Leave

Military leave shall be granted to all employees. An employee of the Center who is a member of the Wyoming National Guard or the Army, Navy, Air Force, Marine, or Coast Guard Reserve shall be given a leave of absence, not to exceed fifteen (15) days in any one calendar year, without pay, to attend duly authorized encampments, training courses, and similar training programs in addition to any other leave or vacation time to which persons are otherwise entitled. If the date of such training is optional, they shall be designated by the supervisor or Director. Request for such leave must be made in writing by the employee and presented to the Director at least thirty (30) days prior to the effective date of such military leave, except in an emergency.

Parental Leave

In addition to the sick leave set for above, parental leave may be granted to employees on the following basis:

Upon written application to the Director, a parental leave of absence without pay may be granted to an employee for the purpose of childbearing and/or child-rearing.

Any leave of absence shall be for maximum period of sixty (60) days after the birth of the child or receipt of a child for adoption. Except in cases of an emergency, such employee shall make a written application for leave to the Director at least forty-five (45) days prior to the date on which such leave is to begin. Upon return from leave, the employee shall be immediately reinstated to her original position or to a position of like status and pay.

Staff Development

The Board recognizes the importance of developing, improving, and extending staff skills subject to the financial restraints of the BOCHES. Certification for a position does not necessarily mean that the individual possesses and will automatically develop optimal levels of job competency. Opportunities may be provided from time to time, to attempt to assist so that staff personnel will remain abreast of emerging information and educational practices.

The Board may provide for professional growth and upgrading and updating of professional skills through:

1. Planned in-service programs and workshops offered in the system from time to time.
2. Released time for attendance at conferences, workshops, and other professional meetings.
3. Staff access to a wide variety of professional publications, reports, and materials that will contribute to professional growth.
4. Leave of absence for advanced training.

The Director will have the authority to approve released time for conferences and visitations and reimbursements of expenses if the activities are within budget allocations for that purpose.

Staff Tuition Waiver or Reimbursement

The Carbon County Higher Education Center promotes and encourages higher education for members of our staff. In order to promote and encourage that goal within the organization, CCHEC has devised the following tuition reimbursement program.

For employees taking courses through Western Wyoming Community College CCHEC will pay for up to six (6) credit hours per semester per employee with the following stipulations:

- ✓ Employee must be enrolled in an undergraduate or graduate course of study leading to a degree **or** in a course with direct application to their position or job description;
- ✓ Employee must provide proof of completion of the course with a grade of “C” or better;
- ✓ Materials and fees are the responsibility of the employee;
- ✓ Employee must receive written permission from the Director prior to enrolling in the course.
- ✓ At the end of each semester, CCHEC will pay the tuition of the course. Employees must pay the tuition of the course if they receive less than a “C” or withdraw. The tuition must be paid within thirty calendar days or it will be deducted from their check.

For employees taking courses through a college other than Western Wyoming Community College CCHEC will reimburse for up to three (3) credit hours per semester per employee with the following stipulations:

- ✓ Employee must be enrolled in an undergraduate or graduate course of study leading to a degree **or** in a course with direct application to their position or job description;
- ✓ Reimbursement will be based on whichever is less: tuition at the University of Wyoming for an identical or equivalent course or tuition at the degree-granting institution;
- ✓ Employee must provide proof of completion of the course with a grade of “C” or better;
- ✓ Materials and fees are the responsibility of the employee;
- ✓ Employee must receive written permission from the Director prior to enrolling in the course.

This policy will be in effect beginning with the Summer 2020 semester and continue until revised or repealed by the Board.

Use of CCHEC Equipment and Safety

The equipment at the Carbon County Higher Education Center belongs to the taxpayers of Carbon County School District #1. Equipment will be loaned to students registered in Western Wyoming Community College classes if the equipment is necessary for successful completion of the class. Equipment will be loaned to established businesses and organizations for specific events. CCHEC will not charge fees for the loan of equipment but will require borrowing individuals or agencies to pay complete replacement costs for the lost or damaged equipment.

The use of BOCHES property for personal use is prohibited.

Each employee shall conduct him/herself and handle equipment in such a manner as to avoid accidents. Employees are responsible for observing all safety regulations.

CCHEC Vehicle Use

Employees of CCHEC are the only ones allowed to drive company vehicles. You must have a valid driver's license and a safe and clean driving record. If an employee receives a citation while driving a company vehicle it must be reported to the Director that same day. The employee is responsible for paying any fees associated with the citation. No tobacco including chew, cigarettes, vape pens, hookahs, or other electronic smoking devices are allowed in the vehicles. Texting, calling, or receiving calls while driving company cars is not permitted. Students and staff must wear seat belts at all times and obey all driving laws. Vehicles should be cleaned of all trash and filled with gas before returning the keys to the administrative assistant. No pets allowed in vehicles.

The use of BOCHES property for personal use is prohibited.

Gratuities

No employee shall accept or receive property for his/her personal use as the result of any purchasing or other actions that he/she shall perform as part of his/her duties for the BOCHES.

Any employee must disclose pecuniary interest/conflict of interest to the Director and or the board.

Tardiness

Each employee is expected to maintain the full hours of employment assigned by the Director without tardiness.

Problem Solving

Communication Procedure: The following is the channel of communication for any problem solving or suggestions pertaining to any of the conditions of employment or operations of the Carbon County Higher Education Center.

Any employee with complaints or suggestions shall discuss the matter with the Director.

If the Director is unable to resolve the situation, the employee shall have the right to present the matter in writing to the Board and to appear in person before the Board in an effort to resolve the matter. At the time of consideration by the Board, the employee, the Director, and, if appropriate, others involved, shall be present.

Staff Confidentiality

The Board expects employees of the Carbon County Higher Education Center to adhere to rules of confidentiality as they apply in the relationship with students, public, co-workers, and officials. You are expected to respect the confidential nature of information you may read, overhear, etc. concerning students, parents, faculty, staff, alumni, including income information, grade and job evaluations, documents relating to performance, salary and fringe benefits, insurance information, account information and other administrative or personal information.

Staff Conflict of Interest

Employees will not engage in or have a financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities in the BOCHES.

Employees will not engage in any type of work or business where the source of information concerning customer, client, or employer originates from information available to the employee through BOCHES sources.

Employees shall not sell books, instructional supplies, equipment, or other Center supplies when their position on the staff is used to influence the sale of goods or services to students or parents.

There should be no conflict of interest in the supervision or evaluation of employees. At no time may any person be responsible for the supervision or evaluation of an employee directly related to him/her.

Purchasing Procedures

A purchase order or requisition shall be prepared for all purchases. The purchase order shall show the items to be purchased, their known or estimated price including shipping charges, and the vendor. A CCHEC voucher may be used in lieu of a purchase order when deemed appropriate by the Director. A credit card with an attached itemized receipt may be used as a voucher with the approval of the Director.

The Director or his/her designee shall approve all purchase orders. Purchasing outside consulting services may be made only with prior authorization of the Director. A copy of the purchase order shall be sent to the vendor, and a copy will be filed with CCHEC's accounting department.

Travel Reimbursements

Travel expenses (excluding wages) may be included but not limited to lodging, meals, mileage, registration fees, and any other BOCHES related expenses incurred while traveling. Travel expenses can be paid by either credit card accompanied by an itemized receipt or reimbursed upon proof of an itemized receipt. Credit card receipts must include an itemization of expenses no reimbursement for alcoholic beverages or in room movies are allowed.

Expense Reimbursements

Personnel and board members who incur expenses in performing their authorized duties will be reimbursed upon submission and approval of a request for reimbursement form and such supporting receipts as required by the business office.

These expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed only when it has been authorized in advance by the Board and/or Director. The Director may grant this authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval.

Mileage will be paid at a rate not to exceed the state mileage limit established for state employees. Mileage will only be reimbursed if a CCHCC vehicle is not available. Extenuating circumstances must be approved by the Director.

Requests for expense reimbursements must be submitted within 15 days of travel.

Access to Personnel File

An employee may have access to his/her own personnel file during working hours upon request to the designated Records Manager. The right to access includes the right to make written objections to any information contained in the file. Any written objection must be on a separate written document or paper and must be signed by the employee and it shall become part of the personnel file.

Payday Schedule

Paydays shall be on the 20th of each month. If the 20th falls on a weekend or holiday, then the payday shall be on the preceding workday.

Personnel Policy Review

The personnel policies of the Carbon County Higher Education Center shall be subject to review from time to time by the Board of Directors and may be changed, amended, canceled, revoked or revised at any time as deemed appropriate by the board.

All employment with the Carbon County Higher Education Center is **employment at will**, except as specifically altered by written contract. No policy is intended to constitute a contract of employment or a guaranty of benefits or policies stated herein. The Board of Directors may unilaterally amend, change, cancel, revoke, or revise any policy at any time or for any reason. None of the provisions of these policies or employee benefits described in this Handbook are intended to confer any contractual right or privilege upon any specific individual or employee, or entitle any person to remain employed for any period of time.

ALL EMPLOYMENT WITH CCHC IS **EMPLOYMENT AT WILL**. THIS POLICY HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB; NOTHING CONTAINED IN THE HANDBOOK SHALL BE CONSTRUED TO BE A CONTRACT EITHER EXPRESSED OR IMPLIED BETWEEN CARBON COUNTY HIGHER EDUCATION AND THE EMPLOYEE. ADDITIONALLY, THIS BENEFITS HANDBOOK IS NOT TO BE CONSTRUED BY AN EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT.

ALL EMPLOYEES ARE **EMPLOYEES-AT-WILL**. THE EMPLOYEE RETAINS THE ABSOLUTE RIGHT TO QUIT OR RESIGN, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. CARBON COUNTY HIGHER EDUCATION RETAINS THE RIGHT TO TERMINATE ANY EMPLOYEE AT ANY TIME WITH OR WITHOUT GOOD CAUSE.

CARBON COUNTY HIGHER EDUCATION RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AT ANY TIME IT DEEMS NECESSARY WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THAT I AM AN EMPLOYEE AT WILL AS STATED ABOVE.

| | |
|----------------|-------------|
| _____ | _____ |
| <i>Signed</i> | <i>Date</i> |
| _____ | _____ |
| <i>Witness</i> | <i>Date</i> |

Employee Copy

All employment with the Carbon County Higher Education Center is **employment at will**, except as specifically altered by written contract. No policy is intended to constitute a contract of employment or a guaranty of benefits or policies stated herein. The Board of Directors may unilaterally amend, change, cancel, revoke, or revise any policy at any time or for any reason. None of the provisions of these policies or employee benefits described in this Handbook are intended to confer any contractual right or privilege upon any specific individual or employee, or entitle any person to remain employed for any period of time.

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CARBON COUNTY HIGHER EDUCATION RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AT ANY TIME IT DEEMS NECESSARY WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THAT I AM AN EMPLOYEE AT WILL AS STATED ABOVE.

Signed

Date

Witness

Date

Employee Copy



Staff Handbook Signature Page

The Staff Handbook describes important information about Carbon County Higher Education Center. I understand I should consult the Director regarding any questions not answered in the policies and procedures. I have access to these policies online at

I understand it is my responsibility to read, know, and understand, and comply with the policies contained therein and any additions made to it.

Please initial next to each item and sign at the bottom indicating you have been provided a written copy of the following policy/procedures/handbook:

Policy/Procedure/Handbook

Initials

I have read the CCHEC policies referenced in this handbook. _____

Signature of Staff Member

Date

Printed Name of Staff Member