

FOREWORD

The *Lurleen B. Wallace 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 *Lurleen B. Wallace Community College 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 the Alabama Community College System website. The website URL is <https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/>. 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 Chief Financial Officer, the Human Resources office, and the Learning Resources Center.

The *Lurleen B. Wallace 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 *Lurleen B. Wallace Community College Policies and Procedures Manual* and any policy found in the *Lurleen B. Wallace Community College Catalog*, the current catalog shall prevail.

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Issues relating to Title IX and ADA policies should be reported to Mr. Jason Jessie, Dean of Student Affairs. Mr. Jessie's office on the Andalusia Campus is located in the Student Center of Lurleen B. Wallace Community College, 1000 Dannelly Boulevard, Andalusia, Alabama 36420; telephone (334) 881-2245. Mr. Jessie's office on the MacArthur Campus is located in the Administration Building of Lurleen B. Wallace Community College, 1708 North Main Street, Opp, AL 36467.

For questions regarding student rights and privileges please contact the Dean of Student Affairs. 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 employment, or any policy or procedure found in this document that cannot be answered by your immediate supervisor, please contact the Human Resources Coordinator.