Employee Policies and Handbook Policy

POLICY: Employee Policies and Handbook			
POLICY NUMBER:	300.08.01	**CUSTODIAN:**	Human Resources
APV'D DATE:	08/11/2020		
EFFECTIVE DATE:	08/11/2020	**REVIEW DATE:**	08/2020
REFERENCES:			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College (WETCC) is committed to having up-to-date employment policies that are summarized in the Employee Handbook to provide general employment information to employees on employment policies and procedures.

Part 2. Definitions.

The Employee Handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations in abbreviated format, meant to guide all employees of WETCC. The policies and procedures should be consulted for complete information. Policies are located in SharePoint and is accessible to all employees.

Employee Handbook Certification is a form certifying an employee has received a copy of the Employee Handbook, will review the Employee Handbook, and will comply with the Employee Handbook.

Part 3. Responsibility.

The Human Resources (HR) department Technician is responsible to stay up to date on applicable laws and regulations that may impact the policies of WETCC.

HR Technician is responsible for the annual updating of the Employee Handbook.

HR is responsible to review the Employee Handbook on an annual basis and recommend changes or updates to the Special Projects Director.

Changes to Employment Policies, once approved by the President, will be submitted to the Council of Trustees for final approval.

The HR Technician is responsible to review the Employee Handbook with all new employees and ensure an Employee Handbook Certification is received.

The HR Technician is responsible to distribute all new policies and policy changes to all employees and to determine whether a new Employee Handbook certification is required or not.

The HR Technician is responsible to ensure all employees have a copy of the most recent signed Employee Handbook Certification in their employee personnel file.

All employees are required to review the Employee Handbook and become familiar with the policies contained.

All employees are required to submit a signed Employee Handbook Certification form to the HR Technician for placement in the employee's personnel file.

Part 4. Policy.

The Employee Handbook shall contain a summary version of the WETCC policies, procedures, working conditions, and behavioral expectations.

The Council of Trustees may modify, amend, change, or rescind the policies and/or procedures in the manual at any time, with or without prior notice.

Any modifications or amendments to the policies will be communicated to all employees by the Human Resource Technician.

All employees must have a signed Employee Handbook Certification in their personnel file certifying:

1. They have received a copy of the Employee Handbook,
2. They will review the Employee Handbook,
3. They understand the Employee Handbook is not a contract,
4. They understand employment is at-will, and
5. They will abide by the policies of WETCC.

The purpose of the Employee Handbook is to provide information to employees. Employment policies shall allow for fair and consistent treatment of employees aligned with the Seven Grandfather Teachings as well as the mission and vision of WETCC.