



Blue Mountain Community College *Administrative Procedures*

Procedure Title: Approval of Handbooks and Directives
Procedure Number: 06-2006-0002
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: President
Position responsible for updating: President
Original Date: 01-19-06
Date Approved by Cabinet: 02-07-06
Authorized Signature: *Signed original on file*
Dated: 02-08-06
Date Posted on Web: 03-07-22
Revised: 01-25-06
Reviewed: 01-22

Purpose/Principle/Definitions:

In order that pertinent policies, administrative procedures and College rules may be known by all staff members, patrons and students affected, the President grants authority to College administrators to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with administrative procedures. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

The President will use his/her judgment as to whether specific handbooks need Board approval; however, all handbooks published are to be made available to the Board for informational purposes. At a minimum, handbooks should be published for classified staff, full-time faculty, part-time faculty, exempt employees, and students.

Legal References:

[ORS 341.290](#) (2)