ADMINISTERING THE PERSONNEL SYSTEM

The College personnel system is controlled by the Board of Trustees. The Board approves the policies that govern the system, and the administration of the system is guided by equal employment opportunity and non-discrimination laws.

The Board of Trustees of Western Wyoming Community College controls the personnel system through the adoption of personnel policies, pay plans, and the budget. The Board of Trustees appoints the President of the College as the chief administrator who may delegate the authority to administer and enforce personnel policies.

The President shall establish procedures regarding administration of the personnel system.

Adopted November 19, 1981
Reformatted October 7, 1986
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Revised January 15, 2015
ADMINISTERING THE PERSONNEL SYSTEM

The College will provide an equal employment opportunity to all applicants and employees. The College will not discriminate against any person because of national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or other non-merit factors unless a specific age, sex, or physical requirement is a bona fide occupational qualification.

The Director of Human Resources will administer the personnel system according to policies approved by the Board of Trustees. The President of the College can make exceptions concerning individual policies and procedures when in the best interest of the College. The Board of Trustees must approve amendments to personnel policies.

The Director of Human Resources will administer the College personnel system and its policies. The Director is also designated as the Equal Employment Opportunity Officer, Section 504, and Title IX Compliance Officer of Western Wyoming Community College.

Employees should refer questions involving the interpretation of personnel policies and procedures to the Director of Human Resources after consulting first with their immediate supervisor.

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