

E-2e PROCEDURE Employee Expectations

Each employee is expected to:

- A. Follow all College policies and procedures as outlined in the College Handbook.
- B. Follow all aspects of the Employee Position Description.
- C. Follow all procedures and guidelines as outlined in the administrative handbooks (Instructional Handbook, Human Resources Handbook, Purchasing Handbook, Physical Plant Handbook, Safety Management Plan Handbook, Learning Resource Centers Handbook, and any additional handbooks added in the future).
- D. Follow all directives of those to whom one is organizationally responsible.

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