

**West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education**

New Employee and Division Handbook Receipt

The West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) provide each new employee with a New Employee and Division Handbook (Handbook). This collection of policies, procedures and protocols relates to and includes personnel administration, operational procedures, Legislative rules and interpretive memoranda. Some of these policies may be covered with you during your orientation; some others may not. It is your responsibility to familiarize yourself with the Handbook so you are aware of the policies that govern employment with the Commission and the Council.

The Handbook **does not create a contract of employment** for any particular time nor does it alter the at-will status of your employment. "At-will employees" are subject to discharge at any time with or without notice and may terminate their employment at any time with or without notice. The policies contained within the Handbook are subject to change at any time and any amended policies will be publicized and distributed to all employees; it is your responsibility to keep your Handbook updated. Employees hired under a specific employment contract and those covered by the classification system are nonetheless bound by these policies except to the extent that they may conflict with a specific provision in an employment contract or the provisions of *West Virginia Code §6C-2-1 et seq.*

Your signature below acknowledges your receipt of the Handbook and your responsibility to familiarize yourself with its provisions.

Employee Signature

Date

NOTE:

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK ARE TITLED WITH THE HEADING, "WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION" BUT ARE APPLICABLE TO EMPLOYEES OF BOTH THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION. ANY REFERENCE TO THE COMMISSION MAY BE SUBSTITUTED WITH THE COUNCIL.

TO VIEW THE HANDBOOK, FOLLOW THE LINK BELOW:

[EMPLOYEE AND DIVISION HANDBOOK](#)