

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Introduction / Disclaimer		Approved by:
Insert:	01.01	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

The Coastal Alabama Community College (“Coastal”) Policies and Procedures Manual is an all-inclusive document that details all aspects of college policies, the procedures for following those policies, and the forms required for the procedures.

The policies, procedures, and forms contained in this Policies and Procedures Manual are designed to be consistent with applicable federal and state laws and regulations, policies, and regulations of the Alabama Community College System Board of Trustees, and the mission, purposes, and objectives of Coastal Alabama Community College. Refer to www.accs.edu.

Coastal Alabama Community College is a member of the Alabama Community College System (ACCS). The system consists of 24 community and technical colleges. The ACCS mission is “to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.” Coastal Alabama Community College, located in Baldwin, Choctaw, Clarke, Escambia, Mobile, and Monroe counties in South Alabama, has instructional sites located throughout Southwest Alabama. The Bay Minette Campus is the main campus.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. **Disclaimer:** Coastal Alabama Community College reserves the right to modify, rescind, delete, or add to the provisions of this document from time to time in its sole and absolute discretion. The Policies and Procedures Manual is updated as needed to ensure compliance with state and federal laws, as well as to reflect revisions in college policies, procedures, services, and benefits, applicable to any individual covered under this Manual. Questions about the Policies and Procedures Manual may be directed to the Human Resources Office (HR@coastalabama.edu).
2. **Not Intended to be a Contract:** This Policies and Procedures Manual is not a binding contract between the College and any student or employee. It should not be construed as creating a contract of employment nor is it intended to alter the employment relationship between the College and its employees. If any statement contained herein is in conflict with any applicable federal or state law or regulation, then that statement is deemed to be

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null and void except to the extent that any portion of it may be consistent with applicable laws, policies, and regulations.

3. **No Guarantee of Employment:** No commitment for employment for any specified duration, including “lifetime” employment, shall be valid or binding on the College.
4. **Right to Amend Without Notice:** Coastal Alabama Community College reserves the right to revise, supersede, or delete any policy, practice, procedure, or form contained herein, with or without prior notice, but shall make a reasonable effort to inform students and employees of any and all such changes.
5. **Property of the College:** This Policies and Procedures Manual remains the property of Coastal Alabama Community College and supersedes any and all previous policies, written and oral, express or implied, except as expressly incorporated herein.
6. **Reference Materials:** The Policies and Procedures Manual is intended to be the central document for policies, procedures, and resources. References within the Policies and Procedures Manual connect directly to the following documents:
 - Alabama Community College System (ACCS) Policies and Procedures
 - Handbooks
 - College Catalog

For this reason, it is best practice to use the Policies and Procedure Manual in its electronic form to utilize the hyperlink references within the document since that information is expressly incorporated into and part of this document.

PROCEDURE(S):

1. Refer to the [Development and Adoption of Policies and Amending the Local Policies and Procedures Policy](#) for additional information.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Alabama Community College Systems \(ACCS\) Policies and Chancellor’s Procedures.](#)
Refer to [Coastal Alabama Community College Catalog.](#)