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Date Adopted: 04/20/10	Date(s) Revised:			
James Hinterstein	4-20) -/6	•	
President	Date			

POLICY STATEMENT

Each manager, supervisor, or other employee involved in personnel matters is charged with the responsibility, and is held accountable for, compliance with all institutional policies relating to his/her area of responsibility.

The Vice President for Administrative Services is specifically delegated the responsibility and authority for administering this policy.