

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) All full-time and part-time employees of Roanoke-Chowan Community College, with the exception of the President, shall sign written contracts. These individuals are hired for a fixed length of time for a specific purpose, and nothing written in the contract or by oral agreement is to state or imply that employment will be continued beyond the stated time. All contracts shall include the monthly and annual salary.

- (2) Each contract shall be signed by the President, Board Chair and employee. A copy of each signed contract shall be kept on file in the Office of the President, the Business Office and Human Resources.