

INTRODUCTION

II. INTRODUCTION

A. Purpose of the Employee Handbook

Fulfilling the mission of NHTI, Concord's Community College requires that all employees are aware of and abide by the administrative and academic policies and procedures that govern the college. Each employee bears responsibility as a representative of NHTI to conduct themselves in accordance with these policies and procedures and to provide students and guests with accurate information.

The Employee Handbook is intended to serve as a guide for employees referencing policies and procedures most commonly encountered in the daily life of the college. In addition to this handbook, policies and procedures are found in the following documents, which, if more current, may supersede information contained in this handbook:

- New Hampshire Division of Personnel Administrative Rules
- Board of Trustees Policy Manual (i.e., System policies and procedures)
- New Hampshire State Employee Collective Bargaining Agreement
- NHTI catalog
- NHTI Student Handbook
- NHTI Web Site (www.nhti.edu)

Announcements of changes to policies and procedures are typically communicated to employees via minutes of meetings of the Board of Trustees and the Institute Leadership Team; the newsletter, *Campus Comments*; and special notices from State offices, the System Office, and various campus offices. Employees should be alert to announcements of policy and procedure changes and make changes to their copies of the handbook as necessary between revisions.

Any proposed changes to the information contained in this handbook should be forwarded to Melanie Kirby, Chief Financial Officer. Changes will be posted to the NHTI website as soon as possible upon approval.

B. History of NHTI

A brief history of the Institute can be found on the NHTI web site at <http://www.nhti.edu/about/history.htm>

