

DMACC
DES MOINES AREA
COMMUNITY COLLEGE **HUMAN RESOURCES PROCEDURES**

PREFACE

Des Moines Area Community College's Human Resources Procedures govern your employment with the College. It is the responsibility of each employee to read and understand them. If you need additional information, please contact your supervisor for assistance.

The procedures apply to all Regular employees, including those covered by a collective bargaining agreement. If a procedure is in conflict with the provisions of a collective bargaining agreement, the collective bargaining agreement shall prevail. Selected procedures apply to Adjunct, Temporary, and Student employment and have been so identified in the content of the procedures.

Human Resources procedures may be deleted, added to, or amended at any time, with or without notice, when, in the opinion of the College, circumstances so require. The language that appears in these procedures is not intended to create, nor is it to be construed to constitute, a contract between Des Moines Area Community College and any one or all of its employees.