

## ***KCTCS POLICY MANUAL***

The *Kentucky Postsecondary Education Improvement Act of 1997 (Act)* created the Kentucky Community and Technical College System (KCTCS), governed by the KCTCS Board of Regents, as the ninth higher education institution in Kentucky. The general duties of the Board of Regents include the adoption of rules and regulations for the government of its members, officers, agents, and employees (see KRS 164.350).

The *KCTCS Policy Manual* consists of two volumes. Volume I includes the Board of Regents' policies designed to provide for the responsible and efficient administration of the System and the accomplishment of its goals. Through specific policies the Board of Regents has delegated certain responsibilities to the KCTCS President, including the authorization to promulgate administrative policies and procedures. These are included in Volume II.

Both volumes are printed in loose-leaf form and are accessible on the KCTCS website, <http://www.kctcs.edu/employee/policies/>. The *KCTCS Policy Manual* has been prepared to inform employees of KCTCS employment practices and policies, as well as benefits provided. It is every employee's responsibility to read and understand current KCTCS policies. Employees who have comments or suggestions about policy modifications or corrections should communicate these in writing to the KCTCS President's Office, the KCTCS Chancellor's Office, or the KCTCS Human Resources Office.