August 22, 2008

MEMORANDUM

TO: All MWCC Employees

FROM: Diane Ruksnaitis, Associate Vice President
       Human Resources/Affirmative Action Officer

SUBJECT: ANNUAL POLICY DISTRIBUTION

This is our annual dissemination of the updated versions of MWCC’s policies and notices. Since these policies have implications for all employees, it is expected that you become familiar with their contents for situations where procedures will need to be followed.

The book should be located in a common place, accessible to all supervisors and employees to refer to as needed.