



POLICY

Title: POLICY MANUAL	Code: A0120
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The MATC District Board (“MATC District Board”, “District Board” or “Board”) authorizes the administration of MATC to organize and codify the general policies and practices of the District Board to form a Policy Manual.

The Policy Manual will not supersede or override any portion of the employee-negotiated agreements or any ruling of any federal or state agency, nor shall it any time be applicable if contrary to law.

The Policy Manual shall be continuously updated to reflect changes incorporated by the District Board, state and federal law and legal rulings, or negotiated employment agreements. The Board Chair will appoint at least three (3) Board members to sit on a committee (“Policy Review Committee”) to review Section A (Bylaws) of the Policy Manual every four (4) years. The administration will be responsible for conducting a review of the remaining sections of the Policy Manual cyclically.

The administration will conduct a comprehensive review of the Policy Manual every four (4) years. Substantive changes or additions must be approved by affirmative action of the District Board. The administration is authorized to make necessary editorial changes in policies in order to maintain current accurate terminology or to eliminate obsolete language, as long as such changes do not alter the substantive context of the policy. Editorial language changes will be submitted to the District Board as an information item.