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## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ADMINISTRATIVE REGULATION AND PROCEDURE MANUAL	Code: AA0100
Policy Reference: A0202-1, Delegation of Authority	

This manual of MATC Regulations and Procedures is intended to be a structured, easily referenced collection of information that pertains to activities of the college.

Unlike MATC Policies that reflect the district board's decisions, MATC Administrative Regulations and Procedures are decisions of the administration.

Regulations and procedures are designed to address how activities of potential interdivisional, interdistrict scope should be implemented, by whom, why, when, and where.

The purposes of manuals such as this are to provide for consistent behavior districtwide on topics of concern to students, employees, and the college as a whole; to assist employees in carrying out their responsibilities; and to provide a permanent record of decisions for easy access and reference by employees.

**This MATC Administrative Regulation and Procedure manual is presented as a matter of information only. It is not an employment contract or an implied contract and is subject to change. This 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 at any time be applicable if contrary to law.**

Regulations and procedures of this manual shall be continuously updated by the director or manager of the "Office of Responsibility" designated at the bottom of each one.