

**2.1.0**

**Issued: October 26, 1999**

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**SUBJECT: DISTRIBUTION OF POLICY AND PROCEDURE MANUAL**

The Policy and Procedure Manual of Brewton-Parker College is the guiding document for College operations and protocol. It shall be accessible to every employee of the institution via the College's website or by convenient and public access.

The official copy of the BPC Policy and Procedure Manual will be kept and maintained by the President's Office. The Director of Payroll and Human Resources shall keep and maintain an additional paper copy of the Manual for employees whose job skills or work situations do not allow convenient access to the College's website. No additional paper copies of the Manual shall be distributed.

Contact for Interpretation: The President

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This policy statement supersedes all previous  
policy statements on this subject.