

## **Human Resources 5.5.1 Employee Leave Procedures**

**Status:** *Rescinded and Archived*

**Rescinded Date:** 9-5-2025

**Revised:** October 1, 2012

The Associate Vice President of Human Resources will maintain the SCC Position Description Guide, which reflects the “Job Descriptions” posted during any faculty or staff hiring process. The SCC Position Description Guide will be reviewed periodically to ensure that any new positions are reflected in the organizational charts.