# 000.040 MAINTENANCE OF MANUAL POLICY

A policy and procedures manual will be maintained and made available to all WVC personnel either on paper or electronically. The manual maintained by the designated authority supersedes all other editions, print or electronic. Policies and procedures will be reviewed in a timely manner to insure that they are up to date, efficient, and legal.

Originally adopted by the board of trustees: 7/12/00

Revised (renumbered from 000.300)

Adopted by the board of trustees: 9/19/07

Last reviewed: 9/24/19

Policy contact: Human Resources

**Related policies and procedures**

000.010 [Definitions Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.010-definitions.html)

000.020 [Authority to Develop Policies and Procedures Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.020-authority-to-develop-policies-procedures.html)

000.030 [Implementation Policy](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.030-Implementation.html)

1000.010 [Submitting or Revising Policies & Procedures Procedure](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.020-authority-to-develop-policies-procedures.html)

1000.020 [Authority to Develop Policies & Procedures Procedure](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.020-authority-to-develop-policies-procedures.html)