

# ***SOUTHERN UNION STATE COMMUNITY COLLEGE***

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## MEMORANDUM

TO: All Personnel

Please review and then acknowledge that the following information has been provided and is correct. We have been advised to document this information for your personnel file. Please see me if you have any concerns regarding this acknowledgment.

### **WORK SITE BASE**

I agree that my current official work site base (campus) is as checked.

Opelika  Valley  Wadley  Online  Off-site \_\_\_\_\_

### **EMPLOYEE HANDBOOK**

I have been informed through this notice that the Southern Union State Community College Employee Handbook is available for my review; it includes college policies and procedures and is located on the College's Faculty Intranet under Human Resources.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

SH/Im

Cc: Personnel File

**Wadley Campus**  
P. O. Box 1000  
Wadley, AL 36276  
256/395-2211

**Opelika Campus**  
301 Lake Condy Road  
Opelika, AL 36801  
334/745-6437

**Valley Campus**  
Fob James Drive  
Valley, AL 36854  
334/756-4151