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A Member of the Connecticut Community-Technical College System – An Equal Opportunity Employer

INTEROFFICE MEMORANDUM

Date: October 2015

TO: All College Employees

FROM: Wilfredo Nieves, President

SUBJECT: **Policy Distribution**

A handwritten signature in black ink, appearing to read 'W. Nieves', is positioned to the right of the 'FROM' line.

It is important that all college employees are well-informed about the policies and practices that demonstrate the significant commitment that the College has to its employees, its students, and the community that we serve. This enclosed packet of policy statements represents Capital's continuing efforts to achieve and maintain the highest possible quality of work environment and work relationships.

While you may readily recognize the subject matter in the enclosed policy statements, please be reminded that these statements represent policies and practices that are the most current and may have changes from previous notices that you have received. Please know that the College remains fully committed to its policies of *equal opportunity and affirmative action*, to corresponding practices of non-discrimination, and other important policies and practices that ensure that the College addresses its mission in the most effective way.

If you would like additional information, and/or if you have any questions regarding the application, enforcement, or other concerns with any of the enclosed policy statements, you are strongly encouraged to contact me or other college officers (Director of Human Resources or appropriate Dean) as indicated.

Thank you for your continued support and cooperation.

Enclosures