

<b>Employee Residency Requirement Policy</b>	Policy Number	6.12
	Effective Date	April 15, 2020

### 1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College (LCCC) believes that the interests of the community and the College are best met when LCCC's leadership is present and visible in the communities they serve. More specifically, the Board of Trustees defines this in policy through the requirement that all employees defined as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1) have their primary residence within the College's service area (Laramie and Albany Counties).

The Board of Trustees have determined that administrators have a special need to develop strong community relationships to gain a greater understanding, awareness and engagement of the College and its mission with the community it serves. The Board has acknowledged that primary funding sources for the institution are locally sourced, subsequently the general economic benefits flowing from personal investment and local expenditure of income is in the College's best interest. Furthermore, the Board of Trustees of LCCC have identified that administrators of the College hold the primary responsibilities for the continuous management of the organization, and in the event of emergencies, the timely response to key operational and safety concerns.

Thus, the purpose of this policy is to provide the Board's rationale and expectations for the residency of College administrators and to charge the President with establishing any necessary administrative procedures and processes for defining, determining, and monitoring compliance with employee residence requirements.



### 2.0 REVISION HISTORY

Adopted on: 4/15/20

### 3.0 PERSONS AFFECTED

Employees hired or re-hired after July 1, 2019, and that are classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1). Employees classified as administrators prior to this date are exempt from this policy.

LCCC administrators hired prior to July 1, 2020, whose residency is in Laramie and Albany counties, shall be required to maintain residence in Laramie and Albany Counties as a condition of their employment.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jess Ketcham, Board Chairman	4/24/19
Ratified by College Council	Jamie McKim, College Council Co-Chair	1/29/20
Recommended by President (Signature)		1/29/20
Approval by Trustees (Signature)		4/15/20