



<b>Administrative Policy</b>	
<b>Policy Title:</b>	Memorandum of Agreement
<b>Policy Number:</b>	3103
<b>Date Adopted:</b>	9/7/2004
<b>Version:</b>	5.0
<b>Review Cycle:</b>	Annually
<b>Date Last Reviewed:</b>	4/15/2020
<b>Office Responsible:</b>	President's Office
<b>Reviewing Committee:</b>	Leadership Council
<b>Related Policies:</b>	Contract Authority, Purchasing
<b>Related Laws:</b>	

**Policy Summary:**

In the course of conducting its business, Jackson College (JC) may find it necessary to enter into a relationship for purposes of advancing the College’s mission and maximizing available resources. In all cases, care should be taken by any College employee involving implied, verbal, or written agreements, or general understanding, as contracts are legally binding and establish obligation.

**Policy Statement:**

The following parameters have been developed regarding all agreements entered into by any employee of JC:

1. Any partnership agreed to for the exchange of services and/or remuneration, will be prepared as a Memorandum of Agreement utilizing a standardized format available in the Office of the Vice President of Administration and Human Resources Office;
2. All proposed agreements must be submitted to the President or designee for review and consideration;
3. All agreements will be entered into through writing only. No employee is authorized to make commitments, on behalf of the College, without express authorization from the College President (or designee); and
4. The College President will make the determination if particular agreements should be reviewed by legal counsel prior to finalization.

Given the serious nature of non-compliance with this policy, and the potential for significant obligations to the College, employees intentionally violating any of the aforementioned requirements will face serious repercussions and possible dismissal.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
8/28/2012	2.0	Updates to Template, Edits	A. Stiers
10/29/2014	3.0	Updated logo, Name change	S. Johnson
1/18/2017	4.0	Biennial review	S. Perkin
4/14/2020	5.0	Biennial Review	Chief of Staff