

Staff Policy Manual Summary of Changes Effective August 1, 2014

| Policy | Change |
|---|--|
| New Policies | |
| A-18 – Drug Free Workplace A-19 – Internal Control | The Drug Free Workplace policy is required by federal law. The Internal Controls policy summarizes language in Administrative Regulation 6.12 which is applicable to all management employees. |
| Changes to Existing Policies | |
| Policies A-16, 20, 26 and 29 Policies B-1 through B- 9 Section 5 in the Crafts, M&O, and Public Safety Appendices PSA Appendix Sections 3 (A), 5 (E), and Appendix C (C) | Amended to eliminate the category of part-time, benefitted employees in compliance with the Affordable Care Act. |
| Policy A-5 (C) (1) (a) (i) | Amended due to a change in state law which expanded the definition of the term “military training.” |
| Policy B-1-Bereavement Leave Policy B-2-Catastrophic Illness/Imminent Death Leave Policy B-4-Sick Leave | The definition of “Immediate family” was amended to include “in-laws.” |
| Policy B-4 (C) (3) (D) | Added to clarify that employees who have suffered a workplace injury are not required to use sick leave for time spent at medical appointments during work hours so long as the employee has not been discharged from medical treatment for the injury. |
| Policy B-10 (C) (7) | Amended to reflect current practice regarding reference and employment verification checks. |
| Section 9 in the Crafts and M&O Appendices Section 3 (H) in the PSA Appendix | Amended to change our practice on compensatory time. Previous language and practice stated that the decision of whether to pay remunerate employees through premium pay or compensatory time was made by management and communicated to the employee in advance of the overtime being worked. The new language and practice (in compliance with the Fair Labor Standards Act) is that employees may elect, but cannot be required, to accrue compensatory time in lieu of premium pay for overtime worked, and the employee decides after, not |

| Policy | Change |
|--|--|
| | before, the work is performed. |
| Section 11 in the M&O Appendix | Verbiage regarding uniforms was amended. |
| Appendix A in the M&O and Public Safety Appendices | Amended to allow probationary employees to participate in Professional Growth. |
| Section 5.3 in the MAT Appendix | Amended to include Associate's degrees for purposes of educational advancement. |
| Section 8.1 in the MAT Appendix | Amended to allow Athletic Specialists and MAT-equivalent Specially-Funded employees to participate in Professional Growth. |
| Section 8.3.4 in the MAT Appendix | Amended to eliminate the need for the Governing Board to approve compensation changes for employees on Sabbatical Leave. |
| Former sections 11.2, 11.3, and 11.4 in the MAT Appendix | Deleted to eliminate the Campus/Unit exchange. |
| Former section 12.1.6 in the MAT Appendix | Deleted to eliminate the process for direct reassignment of MAT employees to faculty positions. |
| Section 1 (D) of the PSA Appendix | Amended to change the remuneration breakdown for PSA Executive Board members. |
| Section 2 (A) of the PSA Appendix | Amended to add language regarding travel time for training and PSA employees supervising other employees. |
| Section 2 (C) of the PSA Appendix | Amended to change the notice requirement when reassigning employees. |
| Section 3 (D) of the PSA Appendix | Amended regarding notice of schedule changes and to clarify the appropriate use of flexible scheduling. |

| Policy | Change |
|--|--|
| Section 3 (J) of the PSA Appendix | Amended regarding obtaining or maintaining certifications. |
| Appendix A – PSD Policy of the PSA Appendix | Numerous amendments were made. |
| Section 4.3.6 in the Public Safety Appendix | The effective date of step increases was clarified. |
| Section 8.4 in the Public Safety Appendix | Verbiage regarding meal periods was amended to allow all full-time regular public safety employees to work a straight eight hour schedule without an unpaid meal period. |
| Section 10.7.6 in the Public Safety Appendix | Amended to remove required training from counting toward CEU hours. |
| Section 2.1.3 in the Skill Center Appendix | Verbiage allowing the Chief Administrator the discretion to fill positions in house was deleted. |
| Section 2.5.3 in the Skill Center Appendix | Amended to allow employees who receive Professional Growth to be eligible for Educational Advancement benefits. |
| Section 5.5 | Verbiage regarding Involuntary Termination, which was inadvertently deleted last November, was added back to the Skill Center Appendix. |