

## 2009 Changes to the Employee Manual

Changed the capitalizations for better reading

### Section 1

1. Board of Trustees update
2. Org chart update
3. Accreditation added
4. Campus map updated
5. Preventing Sexual Harassment Policy updated

### Section IIA

1. Article 3, section 8 One-time bonus added
2. section 11 Payday updated
3. section 18 Employee Workstation added 'and by appropriate VP'
4. Article 4, section 9 Search Process added info, communication back to committee
5. Article 5, section 2 Retiree Rehire added 'or contract per semester'
6. Article 6, Employee Benefits – alphabetized
7. Article 7, Holiday section made separate from Leave section
8. Article 8, Leave alphabetized, updated FMLA with Veteran's info, added Furlough, updated Sick Leave with 'non-FMLA qualified', C. Prof Dev Leave instead of Prof (Staff Dev) Activity, Leave statement to refer to the leave section
9. Article 9, Separation, Disciplinary Action, and Reinstatement changed. Rein. In RIF section, added Dismissal, and Appeal here, made section for each With info, #3 changed termination of contract to (non-reappointment), Removed 4 & 5 from list as not for this Article, combined 2 and D, added Transfer as a type of disciplinary action as seen in other areas
10. Article 11, Due Process removed 4 & 5 again p. 43/48 added 'Non-minor' per Phil
11. Article 12, Grievance 1<sup>st</sup> paragraph changed the Article to agree with 12, section 1 G made Section 19 to agree
12. Article 13, Personnel Records moved to SECTION IV, Info and Tech
13. Article 13 now EED

### Section IIB

1. Awards updated with Faculty new info and staff to agree
2. Graphic Arts changed to Copy Center
3. Copyright moved to Copyright section of SECTION IV
4. Library Materials moved to SECTION III, Library
5. Added Facilities Usage Policy and Procedures

### Section III

1. Added Library Material

### Section IV

2. Changed section to be Information and Technology, updated Copyright
3. added Data access, added email retention, added Personnel Records, added Family Education Rights and Privacy Act info

### Section V

1. Wellness Committee placed under Institutional Committees