

Board Policy Revisions – Section 5

Policy #	Name	Description of Changes
5.1 (formerly 5.2)	Notice of Non-Discrimination (formerly <i>Equal Employment Opportunities and Affirmative Action Policy</i>)	Added “genetic information” and “sexual orientation” to the list of items on which the College will not discriminate; added specific contacts for individuals with inquiries related to employment or civil rights compliance as it relates to student programs and services
5.2 (formerly 5.4)	Employee Conduct and Discipline	Clarifies expected and prohibited conduct; more fully explains disciplinary actions that may be taken; revises due process procedures
5.3 (formerly 5.8)	Employee Grievance	States that individuals who have been terminated or whose contracts have not been renewed cannot grieve the termination or non-renewal; modifies grievance review committee to being appointed by president rather than elected by employee groups; provides board of trustees with discretion whether to hold a hearing on appeal or decide appeal on review of documentation.
5.4 (formerly 5.5)	Protection Against Illegal Sexual Harassment (formerly <i>Sexual Harassment Policy</i>)	Currently under legal review
5.5 (formerly 5.26)	Academic Regalia (formerly <i>Academic Dress Policy</i>)	Reworded for clarity.
5.6 (formerly 5.3)	Academic Freedom	Reaffirms existing policy (no changes)
5.7 (formerly 5.19)	Faculty Rank and Promotion (formerly <i>Faculty Academic Rank and Promotion</i>)	Updates title to “Rank and Promotion Committee.”
5.8 (formerly 5.31)	Attendance & Punctuality	Defines absence and tardy; provides guidelines for determining when an employee is excessively absent or tardy; clarifies notification process for planned and unplanned absences
5.9 (formerly 5.12)	Classification and Qualifications of Employees (formerly <i>Classification of Employees Policy</i>)	Combines current 5.12 and 5.13; provides definitions for classifications; provides additional information regarding faculty assignments and roles; further defines various classifications of employees.
5.10 NEW	Criminal Background Check	New policy instituting criminal background checks as a part of the hiring process and delineating how criminal background checks are to be conducted
5.11 NEW	Dress Code and Personal Appearance	New policy outlining administrations expectations related to employee appearance while on the job.
5.12 (formerly 5.15)	Employment-At-Will	Clarifies positions deemed to be at-will.

5.13 NEW	Employment Contracts – Professional Staff	New policy to separate contracts for teaching and non-teaching employees; outlines terms of employment and when contracts are issued; clarifies grant funded contracts; sets forth guidelines for non-reappointment and termination; includes expectation that 30 working days’ notice be provided when an employee requests release from contract mid-term
5.14 <i>(formerly 5.11)</i>	Employment Contracts – Faculty <i>(formerly Employment Contracts Policy)</i>	Clarifies terms of employment and when contracts are issued; more fully explains the different types of faculty contracts that may be issued; clarifies process for non-reappointment of faculty; adds the expectation that 30 working days’ notice must be provided when a faculty member requests release from contract mid-term
5.15 <i>(formerly 5.39)</i>	Faculty Emeritus	Changes location for submitting documents from Human Resources to Office of Instruction.
5.16 <i>(formerly 5.9)</i>	Hiring	Clarifies existing process; establishes process for approving appointment without a search; provides for use of distance technology to conduct interviews; includes provisions regarding employment eligibility, including drug screening where applicable, background checks, and federal employment eligibility.
5.17 <i>(formerly 5.14)</i>	Position Descriptions	Adds to the contents of the position description; clarifies roles and process for maintaining accurate position descriptions.
5.18 <i>(formerly 5.17)</i>	Job Transfer <i>(formerly Employee Transfer Policy)</i>	Deletes procedure for “Requests for Transfers” (employees are allowed to apply for open positions); provides procedures for calculating pay for transferred employees to be consistent with existing salary placement guidelines; adds procedures for transfer from non-faculty to faculty, and faculty to non-faculty positions.
5.19 <i>(formerly 5.10)</i>	Personnel Records	Provides detailed information regarding contents of personnel files, and where/how they are to be stored and maintained; specifies that files may be paper or electronic, or combination; states that an employee may review his/her file with HR representative present; states that an employee may not remove an official document from his/her personnel file; specifies what information HR office will provide upon a request for information (consistent with state law regarding open records).
5.20 <i>(formerly 5.29)</i>	Performance Review	Revises timeline for performance review to bring in line with current practice and establishes the use of performance improvement plans to correct performance deficiencies

5.21	Salary Placement (formerly <i>Salary Placement Guidelines</i>)	Updates policy and procedures to reflect current practice (board has not published “terms” for several years); provides for hiring faculty at rank; identifies factors used to determine initial salary placement.
5.22 (formerly 5.1)	Staffing Plan	Provides for changes to the staffing plan as necessary during the course of the fiscal year.
5.23 (formerly 5.18)	Supplemental Employment	Better defines supplemental employment and process for requesting approval; clarifies procedures regarding supplemental employment for additional compensation with the College
5.24 (formerly 5.16)	Temporary Employees	Changes period of temporary employment from maximum of 16 weeks to 1 year; clarifies which positions are considered temporary; identifies benefits provided to employees in temporary positions.
5.25 (formerly 5.37)	Educational Leave (formerly <i>Sabbatical Leave</i>)	Combines current policies (5.37 and 5.38) related to sabbatical leave and professional leave; clarifies eligibility and process for applying/granting leave
5.26 (formerly 5.24)	Tuition Reimbursement and Tuition Waiver (formerly <i>Educational Assistance Policy</i>)	Identifies eligibility and limitations regarding tuition waivers; limits reimbursement to six hours for credit earned prior to admission to undergraduate or graduate program; requires reimbursement to the college of 100% of assistance received in the past year if an employee leaves employment with the college within one year of completion of coursework, and 50% of assistance received if the employee leaves after one year of employment after course completion, but less than two years of employment; revises schedule of salary increases due to an employee upon completion of an advanced degree.
5.27 (formerly 5.33)	College Holidays (formerly <i>Holiday Policy</i>)	Updates policy/procedure to reflect current practice; clarifies time off for religious observance; clarifies compensation for employees required to work on a holiday.
5.28 (formerly 5.30)	Hours of Work	Upon advice of counsel, deletes as unnecessary the statement that overtime regulations comply with applicable law. The college has no choice but to comply with applicable state and federal laws.
5.29 (formerly 5.34)	Paid Leave Benefits (formerly <i>Paid Leave Policy</i>)	Clarifies types of paid leave provided; expands procedures regarding sick, vacation, and personal leave; clarifies pay procedures for inclement weather closing; does not change the amount of leave provided to employees.
5.30 (formerly 5.20)	Compensation (formerly <i>Pay Policy</i>)	Specifies pay schedule for employees; provides for funds to be directly deposited to multiple accounts; adds procedures for voluntary payroll deductions.

5.31 (formerly 5.32)	Rest and Meal Breaks	Updates policy to reflect current practice; clarifies expectations regarding provision of break time
5.32 (formerly 5.25)	Service Awards (formerly <i>Service Award Program Policy</i>)	Updates policy/procedures to reflect current practice.
5.33 (formerly 5.22)	Insurance and Benefit Plans (formerly <i>Employee Benefits Policy</i>)	Defines “dependent” as related to insurance benefits; establishes date that insurance coverage begins and/or terminates.
5.34 (formerly 5.36)	Leaves of Absence (formerly <i>Unpaid Leave Policy</i>)	Covers extended paid and unpaid leaves of absence; removes Family and Medical Leave Act procedure and establishes a separate FMLA policy; adds provisions for leave when family member is a member or veteran of the armed forces.
5.35 (formerly 5.23)	Retirement (formerly <i>Employee Retirement</i>)	Updates proper names of state retirement funds; establishes notification timeline for retirement.
5.36 (formerly 5.35)	Shared Sick Leave (formerly <i>Shared Sick Leave Program</i>) FOR APPROVAL AUGUST 25	Clarifies who is eligible to receive days from the Shared Sick Leave bank and the process for requesting Shared Sick Leave; establishes a minimum employment time for eligibility; clearly defines benefits received while utilizing Shared Sick Leave
5.37 (formerly 5.28)	Professional Association Membership (formerly <i>Memberships and Participation in Associations Policy</i>)	Reaffirms existing policy (no change).
5.38 (formerly 5.27)	Professional Development – Faculty (formerly <i>Faculty and Staff Professional Development</i>)	Clarifies how faculty professional development funds may be used; removes staff professional development (new policy created)
5.39 NEW	Professional Development - Staff	New policy to govern how professional and support staff may access staff development funding
5.40 NEW	Disability and Workplace Accommodation	New policy outlining procedures for compliance with the Americans with Disabilities Act.
5.41 (formerly 5.6)	Drug and Alcohol Free Workplace (formerly <i>Drugs and Alcohol Policy</i>)	Revises policy to require test if there is reasonable suspicion that employee is under the influence, and defines circumstances that would cause reasonable suspicion; identifies employee/employer responsibilities; identifies Employee Assistance Program as a resource through which an employee may request or be required to seek assistance.
5.42 (formerly 5.7)	Communicable Diseases	Revises communicable diseases policy to reflect current law and/or practices.
5.43 NEW	Family and Medical Leave Act	Establishes new policy to comply with federal FMLA requirements.
5.44 NEW	Nursing Mother Accommodations	New policy to comply with federal law regarding providing break time and location for employees who are nursing mothers to express milk

5.45 NEW	Workers' Compensation	New policy formalizing the process and procedures for utilizing Workers' Compensation benefits when an employee suffers a work-related injury.
Prior policies that were deleted and merged with another policy: 5.13 Qualifications for Employment Policy – combined with prior Policy 5.12 into current Policy 5.9 5.38 Professional Leave Policy – combined with prior Policy 5.37 into current Policy 5.25		