

AGENDA ITEM 10.c

Policy Review – Personnel Policies

RECOMMENDED DIRECTIVE: The board hereby endorses the Personnel Policy Manual - COMFSM-BP 6001 to 6032, policies identified as needing no revision, and approved Section XX Revisions and Amendments and Policy 006 Donated Sick Leaves for elimination.

DISCUSSION: The Communication Policy and Procedures outlines that all policies are to be reviewed by December 2016. The Cabinet agreed in its January 31, 2014, meeting to divide the policies into four categories: 1) policies needing revision, 2) policies needing no revision, 3) policies that are obsolete, and 4) policies that are not really policies.

The HR Director and a staff reviewed the entire Personnel Policy and Procedures Manual (2013) and reformatted 28 policies into the new policy template. Additional steps included:

1. Updated titles of positions and offices to fit correct and current titles/offices;
2. Updated and followed the *format and style sheet* for Accreditation Self Evaluation Report on abbreviations and capitalization;
3. Updated sections concerning the salary schedule and compensation formula for teaching overload and part time to fit the approved scales, factors and formula;
4. Merged policies identified to fit together such as the leaves policy;
5. Separated policies identified to be best by themselves to make it easier to locate and simplify the policies themselves;
6. Deleted other sections that are identified to belong under the Procedures Manual;
7. Added a stand-alone policy, Controlled Substance and Alcohol-Free Workplace and College Premises, to the manual for easier maintenance, search and application;
8. Updated the Appendix section to match the remaining appendices;
9. Updated the Table of Content to match new policy numbering and titles; and
10. Updated the Signatory page to reflect date the manual is approved.

The review resulted in a manual on Policies from number 6001 to number 6032 and identification of two policies as obsolete to be eliminated. Section XX covers the subject already addressed in the revised COMFSM_BP 2001 while Policy 006 is moved under the leaves policy COM-FSM_BP 2010. The Executive Committee reviewed and endorsed the revised Personnel Policy Manual (2015).

ACTION TAKEN:

VOTE:

_____ Approved as presented

_____aye _____nay _____abstain

_____Approved w/ modifications

_____Disapproved

_____Deferred to a later meeting

DATE: _____