

Potential Changes to the Employee Handbook as of 11/01/2016

Section I. Classification and Compensation

- Pg. I-3 – *C. Employment for Classified Positions* – amended with additional verbiage for employment offer.
- Pg. I-4 – *E. Part-Time Employment* – amended to clarify PTO conversion to full time employment.
- Pg. I-4 – *G. Wage and Salary Administration* – amended to differentiate merit increases for employees hired before/after January 1, 2017 and amended to reflect salary/exempt employees moving to an annual evaluation to coincide with anniversary or promotional date.
- Pg. I-5 – *H. Pay Increases for Appointed Employees and Appointed Contract Employees* – amended to reflect when appraisals and increases will take place.
- Pg. I-6 – *I. Approval for Salary Changes* – amended for clarification of salary increase effective date.
- Pg. I-7 – *M. Working Before or After Regular Hours* – amended for clarification.
- Pg. I-7 – *N. On Call Policy* – amended to remove obsolete language.
- Pg. I-8 – *O. Call Out Pay* – amended for clarification on contact information.

Section II. General Personnel Policies

- Pg. II-10 – *J. Attendance* – amended for clarification for definition of tardiness.
- Pg. II-13 – *M. Inclement Weather/Declared Emergency* – amended for clarification on admin leave pay.
- Pg. II-15 – *O. Performance Appraisals* - amended to differentiate merit increases for employees hired before/after January 1, 2017 and amended to reflect salary/exempt employees moving to an annual evaluation to coincide with anniversary or promotional date.
- Pg. II-16 – *R. Promotions* – amended for clarification on internal promotions and evaluation date clarification.
- Pg. II-17 – *S. Transfers and Reassignments* – amended for evaluation date clarification.
- Pg. II-18 – *T. Voluntary Demotion* - amended for evaluation date clarification.
- Pg. II-20 – *Z. Tobacco Use/Smoke Free Workplace* – amended to include vapor cigarettes.

Section III. Progressive Discipline

- Pg. III-1 – *A. Progressive Discipline Procedures* – amended verbiage for clarification.
- Pg. III-2 – *B. Administrative Leave with Pay* – amended title and amended for time off clarification.
- Pg. III-2 – *C. Suspension without Pay* – amended for time off clarification.
- Pg. III-3 – *D. Involuntary Demotions* - amended for evaluation date clarification.

Section IV. Leave Policies

- Pg. IV-3 – *C. Sick Leave* – amended verbiage for work week.
- Pg. IV.6 – *G. Part-Time Employee Paid Time Off (PTO)* – amended to define how much a part-time employee can accumulate and also paid upon termination of employment.
- Pg. IV.7 – *H. Leave without Pay* – amended for clarification on how and when LWOP can be used.

Section V. Benefits

- Pg. V-1 – *A. Benefits Eligibility* – amended to add long term disability.
- Pg. V-1 – *B. Benefits Effective and Termination Dates* – amended to be in compliance with plan documents.
- Pg. V-2 – *F. Identification Cards* – amended
- Pg. V-5 – *M. Life Insurance* – amended to reflect plan document coverage.
- Pg. V-7 – *Q. Benefits Due at Retirement* – amended for requirements.

Section VIII. Forms

- Pg. VIII-3 – *B. Employment Interview Form* – delete from handbook.