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Guidelines for Requesting Changes

Saint Mary's College of California

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Guidelines for Requesting Changes

Types of Changes

There are two types of changes that can be made to Staff Handbook:

- *Policy* – Any change to policy or change that affects how the policy is administered or interpreted.
- *Housekeeping* – These can include a clarification to existing policy, changes in contact information, phone numbers, URLs or addresses.

How to get changes into the Staff Handbook

A change to an existing Handbook section may be requested by the person who has approval authority for the contents (also known as the “owner”), or that person’s designee. Find the title of the authority/owner on [page 1](#) or at the beginning of each Handbook section listed under “Authority.” To request a revision of any content of this Handbook, or to propose new material please submit your comments at www.stmarys-ca.edu/node/35371

How can I get updated versions of the Staff Handbook?

You will find the most recent version of the Handbook on SMCnet and the Human Resources website: stmarys-ca.edu/hr. Review these sources to determine if there have been updates to it, before relying on any particular section. *In addition, the College may announce, from time to time, new policies or procedures via SMCnet or email*, and the Human Resources site also provides additional operational details and forms related to certain Handbook sections.

Further Questions

If you have questions about any of the information contained in this Handbook, including if a section you are relying on is the most current one, please contact Human Resources (x4212), as you are presumed to have notice of and to understand its contents.