

March 2014

Appendix C: What's New!

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/staff-handbook>

Recommended Citation

Saint Mary's College of California (2014) "Appendix C: What's New!," *Staff Handbook*: Vol. 2014 , Article 114.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/114>

This Appendix is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Staff Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

Appendix C: What's New!

Changes, Additions, Deletions

The intent of this Appendix C is to note where changes in content have been made for the 2014 *Staff Handbook*. Please refer to the pages under each section for actual policy details.

Throughout the Entire Handbook

- **NEW!** Headings now organized by decimal system for easier reference.
- “Assistant Vice President of Human Resources” has replaced all references to “Director of Human Resources.”

Preface

- **NEW!** Guidelines for requesting changes. Please submit your comments at www.stmarys-ca.edu/node/35371
- **NEW!** List of who approves the Handbook contents

Introduction

- **NEW!** Online Acknowledgment of Receipt of Saint Mary's College Staff Handbook (Appendix B).

Section 1. Key Employment Policies & Conditions of Employment

- *NEW content added under:* 1.4 Equal Employment Opportunity
- **NEW HEADING!** 1.5 Institutional Policies
- **NEW SUB-SECTION!** 1.5.1 Nondiscrimination Disclosure
- *Updated content under:* 1.5.2 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation
- **NEW SUB-SECTION!** 1.5.3 Title IX – Sexual Assault Reporting Process
- *NEW content added under:* 1.5.3.1 Complaint and Reporting Procedures and Resources for Addressing Incidents of Discrimination, Harassment, Including Sexual, and Retaliation.
- **NEW SUB-SECTION!** 1.5.4 Amorous Relationships Policy
- **NEW SUB-SECTION!** 1.5.5.1 Americans with Disabilities Act (ADA)

- *Updated content under:* 1.5.6 Whistleblower Policy – Fraudulent or Dishonest Conduct
- NEW HEADING! 1.5.7 The Clery Act and Campus Sex Crimes Prevention Act Notices

Section 2. Employee Conduct & Responsibilities

- NEW SUB-SECTION! 2.11 Additional Compensation Policy
- NEW SUB-SECTION! 2.11.1 Volunteer Opportunities
- NEW SUB-SECTION! 2.11.2 Teaching by Staff
- *Updated Sub-Section!* 2.13 Confidentiality of College Related Information
- Moved “Amorous Relationships Policy” to Section 1.5.4
- NEW HEADING! 2.15 Workplace Conditions
- *Updated Sub-Section!* 2.15.1 Drug-Free Workplace and Alcohol Use Policy
- *Updated content added under:* 2.18 Pets on Campus

Section 3. Working at Saint Mary’s College

3.1 Employee Status Definitions *changes:*

- NEW *content under:* 3.1.3 Employees Working fewer than Twelve Months per Year
- *Updated Sub-Section!* 3.1.6. Temporary/Limited
- NEW SUB-SECTION! 3.1.7 Contract
- NEW SUB-SECTION! 3.1.9 Student
- NEW *content under:* 3.2.6. Pay and Vacation Records

3.3 Other Types of Pay for Non-Exempt Employees *changes:*

- NEW *content added under:* 3.3.1 Overtime
- NEW *content added under:* 3.3.5 Call-in Pay
- NEW *content added under:* 3.3.6 On-Call/Standby Pay
- NEW *content added under:* 3.3.7 Shift Differential Pay

3.4 Other Schedule-Related Policies *changes:*

- *Updated Sub-Section!* 3.4.1 Work Week

- NEW *content under*: 3.4.4 Alternative Workweek
- NEW SUB-SECTION! 3.4.6 Make Up Time
- NEW SUB-SECTION! 3.4.7 Adjusted/Flexible Work Week
- NEW *content added under*: 3.3.7 Shift Differential Pay

Section 4. Recruitment and Employment

- NEW introduction *content added*
- NEW SECTION! 4.1 Hiring for Mission
- NEW SUB-SECTION! 4.2.1 Identifying a Position
- Deleted Sub-Heading: Position Description
- NEW *content added under*: 4.2.2 Job Evaluation and Budget Approval
- NEW HEADING! 4.3 Job Posting Process
- NEW SUB-SECTION! 4.3.1 Creating a Job Requisition
- NEW *content added under*: 4.3.2 Job Requisition
- NEW *content added under*: 4.3.2.1 Job Posting
- NEW *content added under*: 4.3.2.2 Job Posting Expectations
- *Content changed under*: 4.3.2.3 Job Advertising
- NEW HEADING! 4.4 Candidate Review
- *Content changed under*: 4.4.1 Applying for a Position
- *Content changed under*: 4.4.3 Interviews
- NEW SUB-SECTION! 4.4.3.1 Guidelines to Candidates' Campus Interview
- NEW HEADING! 4.4 Offer Process
- NEW *content added under*: 4.5.1 Background Checks
- *Content changed under*: 4.5.3 Final Steps before Job Offer
- *Content changed under*: 4.5.4 Job Offer and Confirmation Letter
- NEW HEADING! 4.6 Closing Out the Recruitment
- NEW SUB-SECTION! 4.6.2 Record Retention
- NEW SECTION! 4.7 Ways to Promote Your Opening Beyond the Job Posting

- NEW SECTION! 4.8 Checklist for Hiring Managers

Section 5. Development, Training & Performance Feedback

- *Content revised under:* 5.4.1 The First Days on the Job
- *Content changed under:* 5.5.1 Initial Review
- *Content changed under:* 5.5.3 Mid-year Progress Review
- *Content changed under:* 5.5.4 End of Year Performance Review
- *Content changed under:* 5.5.5 Development Plan
- NEW SUB-SECTION! 5.5.6 Performance Improvement Plan (PIP)

5.6 Performance Problems and Corrective Action *changes:*

- NEW SUB-SECTION! 5.6.2 Employee Responsibility
- NEW SUB-SECTION! 5.6.3 Responsibilities of Supervisors, Managers and Directors
- NEW SUB-SECTION! 5.6.4 Performance Issues
- NEW SUB-SECTION! 5.6.5 Corrective Action
- NEW SUB-SECTION! 5.6.5.1 Informal Counseling/Coaching
- NEW SUB-SECTION! 5.6.5.2 Formal Counseling
- NEW SUB-SECTION! 5.6.5.3 Formal Warning
- NEW SUB-SECTION! 5.6.5.4 Final Notice
- NEW SUB-SECTION! 5.6.5.5 Termination

Section 6. Communication & Problem Solving

- *Content changed under:* 6.3 Conflict Review and Problem Solving Process
- *Content changed under:* 6.4 Staff Appeals

Section 7. Compensation

- NEW SECTION! 7.1 Staff Compensation Philosophy
- NEW HEADING! 7.1 Staff Compensation Philosophy
- NEW SUB-SECTION! 7.2.1 Annual Increases
- *Content changed under:* 7.3 Salary Budget

- NEW SUB-SECTION! 7.3.1 Increased Cost of Benefits
- NEW SUB-SECTION! 7.3.2 Starting Pay

7.4 Changes in Position or Responsibilities *changes*:

- *Content changed under:* 7.4.1 Promotion
- *Content changed under:* 7.4.2 Job Re-Evaluation
- *Content changed under:* 7.4.3 Impact from Job Evaluation
- *Content changed under:* 7.4.5 Reductions in Grade/Demotions
- NEW SUB-SECTION! 7.4.6 In-Grade Adjustments
- NEW SUB-SECTION! 7.4.7 Equity Increases
- NEW SUB-SECTION! 7.4.8 Supplemental Compensation
 - 7.4.8.1 Non-exempt Employees
 - 7.4.8.2 Exempt Employee
 - 7.4.8.3 Staff Positions Requiring Teaching
 - 7.4.8.4 Teaching Outside the Staff Position
- NEW SUB-SECTION! 7.4.9 Other Restrictions on the Use of Supplemental Compensation
 - 7.4.9.1 Required Approvals
- NEW SUB-SECTION! 7.4.10 Pay Rate for Supplemental Compensation
- NEW SUB-SECTION! 7.4.11 Salaries Funded by Contracts and Grants
- NEW SUB-SECTION! 7.4.12 Volunteer Opportunities
- NEW SUB-SECTION! 7.4.13 Exceptions

Section 8. Benefits

- *Content changed under:* 8.1 Time Off Work Policies
- NEW *content added under:* 8.3 Holidays (Non-academic)
- *Content changed under:* 8.3.1 Holiday Policy Example (Charts)
- *Content changed under:* 8.4.3 Vacation Approvals
- *Content changed under:* 8.4.4 Illness during Scheduled Vacation

- *Content changed under:* 8.6.1 Bereavement
- *Content changed under:* 8.6.4 Time Off to Vote
- *Content changed under:* 8.6.5 Jury Duty
- *Content changed under:* 8.7.4 Information, Requirements, Procedures and Definitions Common to Family...
 - NEW! #13. Americans with Disabilities Act (ADA)
- NEW *content added under:* 8.8 Lactation Breaks
- NEW *content added under:* 8.10 Workers' Compensation Leave
- NEW SUB-SECTION! 8.13.1 Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- NEW *content added under:* 8.16.2 Long-Term Disability (LTD)
- *Content changed under:* 8.16.5 Benefits Enrollment
- *Major content changed under:* 8.16.6 Tuition Waiver Benefit
- *Content changed under:* 8.16.7 Tuition Exchange Program

8.16 Tuition Exchange Program *changes:*

- *Content updated in most Sub-Sections!*

8.17 Benefits Related to Retirement *changes:*

- *Content changed under:* 8.17.1 TIAA-CREF Retirement Plan
- *Content changed under:* 8.17.2 Emeriti Retirement Health Solutions (Emeriti)
- *Content changed under:* 8.17.3 Five Year Retirement Medical Benefit

8.18 Employee Benefits Continuation/Termination *changes:*

- *Content changed under:* 8.18.1 When Benefits End
- *Content changed under:* 8.18.2 Health Benefits Continuation Plan
- *Content changed under:* 8.18.3 Employees Receiving Long Term Disability

8.19 Benefits Required by Law *changes:*

- *Content changed under:* 8.19.2 Unemployment Insurance (UI)

8.20 Voluntary Benefits *changes:*

- *Content changed under:* 8.20.1 Reimbursement Accounts
- *Content revised under:* 8.20.7 Credit Union Membership
- *Content revised under:* 8.20.8 Tax Sheltered Annuities

8.21 Opportunities and Advantages of Working at SMC *changes:*

- *Content changed under:* 8.21.1 Athletic Events
- *Content changed under:* 8.21.2 Fitness Classes and Facilities
- *Content changed under:* 8.21.3 Gael Flex (*previously* Flex Dollars)
- *Content changed under:* 8.21.4 Library
- *Content changed under:* 8.21.5 Saint Mary's College Museum of Art (*previously* Hearst Art Gallery)
- *Content changed under:* 8.21.8 Campus Athletic and Recreational Sports Committee
- *Content changed under:* 8.21.12 Discounts
- *Content changed under:* 8.21.13 Moraga School District Enrollment Policy
- *Sub-Section deleted:* 8.21.14 ATM Machine

Section 9. Safety, Health & Environmental Services

Throughout: Facilities Services *replaces* Physical Plant

9.3 Vehicle Use Policy *changes:*

- *Content changed under:* 9.3.1 Policy

Appendix A: Acknowledgment of Receipt of Saint Mary's College Staff Handbook

- **NEW!** Online Acknowledgment of Receipt: www.stmarys-ca.edu/node/35361

Index

- **NEW!** The Index is available in the PDF version