

# Employee Handbook Committee Meeting

April 26, 2013

## Agenda

1. Call to Order
2. Roll
3. Review Purpose/Responsibilities of Committee
4. Discuss committees' review of handbook and suggestions for corrections/updates/revisions
5. Discuss further research/actions needed for suggested corrections/updates/revisions
6. Vote on completed corrections/updates/revisions for 13-14 Employee Handbook
7. Other business
8. Adjourn

### Meeting Follow-up Notes 4/26/13

1. Meeting was called to order.
2. Members in attendance were: Haven David – Chairperson, Garry David, Mindi Flynn, Dr. Gary Don Harkey, Joe Hite, Will Robertson, Vicki Bradley, Tami Hastwell, Nancy Arnold, and John Hardin III.
3. There was an introduction of all members since some are new to the committee. Next we reviewed the Purpose and Responsibilities of the Employee Handbook Committee.
4. The committee reviewed each section of the Employee Handbook for any area that needed correction or update. Those discussed in today's meeting are listed below.

#### Section B – Local District Governance and Organization

It was discussed that we should copy paragraph #5 from pg. 46 rewording it to include all employees with the reference to EJA (Local) to this section.

#### Section C – Human Resources

Pg. 18 #6 – the number of load hours for Adjuncts needs to be changed

Pg. 26 re: Work and/or Office Hours – there was some discussion about the wording and some offices having to stay open until 6:00 p.m. It was decided that the current wording was sufficient. Just the summer office hours needed to be corrected.

Pg. 30 Work at Home – It was decided that the end of the paragraph that states “is only allowed following depletion of all accrued vacation and sick time” hinders the needs of the college. Thus we will be deleting that part of the sentence.

Pg. 33 Bereavement – We will update the new policy. However we will add a short sentence following stating that this does not change the definition of immediate family for purposes of sick leave.

Same pg. Anniversary Leave – Need to add that Anniversary leave cannot be carried over (banked) from year to year.

Pg. 35 Employee & Family Recreation Memberships – need to get with Michelle Woods for clarification on one policy for both campuses or new policy for Century Center gym?

#### Section F – Instruction

Pg. 48 #1 – re-word to say “meets or exceeds the credential guidelines established by the Southern Association of Colleges and Schools COC ....”

Pg. 49 Separate Faculty Qualifications and Selection

Pg. 51 Check with Deana Lehman to see if any changes need to be made to the Special Accommodations section.

Early Alert? – need to add somewhere in the Instruction section

Pg. 53 Update Course Syllabi according to HB?

Pg. 60 Adjunct Teaching Load - Adjust adjunct teaching load

Class Load/Size – possible change in size (stipend for large group class)

\*\*\* Dr. Harkey will get the changes for this section to me for revisions.

#### Section H – Business and Support Services

Pg. 75 Inventory of Physical Property – add – The dean of Administrative Services or designee shall serve as the fixed asset coordinator of the district.

Pg. 81 Travel Authorization - #1 Move paragraph regarding overnight travel and receipts to #2. Add Gratuities are not reimbursable expenses for travel related to Federal or State Grants. Any eligible gratuities will be paid from local funds.

Pg. 82 Replace 5<sup>th</sup> paragraph under #2 with overnight travel paragraph. Move last sentence “Employees must not use the college credit card to put fuel into their personal vehicles.” to end of paragraph under College Credit Cards.

Remove “Vernon College will not pay for any alcoholic item.” on 6<sup>th</sup> paragraph.

No further revisions.

5. Haven David will research and re-write needed areas in Section C.

Dr. Harkey will do the same with Section F and get those revisions to Ms. David. Once all these are received, Ms. David will make revisions to the Employee Handbook, highlight in yellow and send out to members for review, comments, then voting.

6. No items for voting today.
7. No other business.
8. Gary Don Harkey made a motion to adjourn. John Hardin made a second. Meeting was adjourned.