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](http://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)
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:
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