

## 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)

- *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](http://www.stmarys-ca.edu/node/35361)

**Index**

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