

AGENDA ITEM 10.j

New Board Policy No. 6033 *Personnel Policies*

RECOMMENDED DIRECTIVE: The board hereby approves the new to the *Board Policy No. 6033 Personnel Policies*.

DISCUSSION:

Reason for the creation of this policy

With the increasing emphasis on digital/electronic documents such as the college catalogue that is no longer in print format, this policy is created to support the electronic access and update of personnel policies.

Personnel are still given hard copies of policies upon hired but updates and new policies are uploaded to the website following approval. HR Director issues a memorandum and email it to the college alias to inform personnel of the new policy and its link/location on the college website.

Desired outcome of the recommendation

This policy is required to document and to support the action taken to make HR policies electronic. It is necessary to have such a policy to support the college in answering inquiries and resolving questions as to which copy is the official copy. Having electronic official copies online eases the access to HR policies from anywhere on any of the campuses and when personnel are aboard and away from duty station. It enables them to read and access such policies when they need to without having to take their hard copy manual around with them.

Approval process followed

The policy was reviewed by the legal counsel, then Human Resources Committee endorsed it February 2018 while Staff/Faculty Senate endorsed it March 14, 2018. The final version was reviewed and endorsed by Executive Committee on _____

Proposed implementation date

It is recommended that the effective date shall be the date the board approves the policy.

ACTION TAKEN:

- _____ Approved as presented
- _____ Approved w/ modifications
- _____ Disapproved
- _____ Deferred to a later meeting

VOTE:

_____aye _____nay _____abstain

DATE: _____