

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Human Resources, Bylaws, Policies Committee Meeting

**Tuesday, May 14, 2024
10:00 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Human Resources, Bylaws, Policies Committee was held on May 14, 2024, beginning at 10:00 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: James Myers and Jeffrey Powell

Committee Members Absent: Brian Bozarth, Thomas Cole, and Juanita Nickerson

Other Board Members Present: Susan Woods Coffindaffer, Christine Miller, and Joanne Seasholtz

Others Present: Members of the President's Cabinet, faculty, staff, and others

I. Call to Order

George Perich called the meeting to order at 10:02 AM.

II. Approval of Minutes – February 20, 2024

A quorum was not present. Therefore, the minutes from the February 20 meeting could not be approved.

III. Board of Governors Policies

A. Policy 35 – Gift Acceptance – Board Approval for a 30-day Comment Period

George Perich presented policy **#35 Gift Acceptance** (Attachment A).

A quorum was not present. Therefore, the resolution will be presented to the full board for their consideration and approval without the approval of the committee.

- B. Policy #41 – Institutional Employment and Family Relationships – Board Approval for a 30-day Comment Period

George Perich presented policy **#41 Institutional Employment and Family Relationships** (Attachment B).

A quorum was not present. Therefore, the resolution will be presented to the full board for their consideration and approval without the approval of the committee.

- C. Policy #51 – Employment Innovation and Flexible Work Schedules – Board Approval for a 30-day Comment Period

George Perich presented policy **#41 Institutional Employment Innovation and Flexible Work Schedules** (Attachment C).

A quorum was not present. Therefore, the resolution will be presented to the full board for their consideration and approval without the approval of the committee.

IV. Institutional Policies

- A. Dangerous Weapons on Campus Policy

The policy was created in response to WV Legislature’s Capus Carry Gun Bill. The policy has already been reviewed by the West Virginia Community & Technical College System and has their blessing. Signage will be developed and posted in areas where concealed carry is not allowed on campus.

V. Human Resources Update

- A. Project List

George Perich reviewed the **Human Resources Project List Report** (Attachment D).

Due to the rising cost of LinkedIn Learning, the College is looking into Vector Curriculum for faculty and staff development.

Election of BOG Executive Officers will occur in June. Amanda Hawkinberry will send Board Members an email detailing nomination instruction.

VI. Adjournment

There being no further business, the meeting adjourned.



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

Respectfully submitted by Amanda N. Hawkinberry



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

Attachment A

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 14, 2024**

ITEM: Policy PP-2035: Gift Acceptance

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2035: Gift Acceptance.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev.

BACKGROUND: The language in the existing policy requires language changes to reflect changes in operations.

The last revision of the Pierpont Community & Technical College's Gift Acceptance Policy was last approved in September 2017 and does not reflect the institution's revised institutional guidelines.

PUBLIC COMMENT PERIOD: May 16, 2024 to June 15, 2024

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
bog@pierpont.edu*

*The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/policies/>*

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 35
TITLE: GIFT ACCEPTANCE

Effective Date: April 21, 2005
Amended: September 19, 2017
Repealed:

SECTION 1: GENERAL

POLICIES FOR GIFT ACCEPTANCE AND SOLICITATION

- 1.1 All gifts of cash, securities, real estate, personal property, or equipment intended for the benefit of Pierpont Community & Technical College (Pierpont) must be made to the Pierpont Foundation, Inc.
- 1.2 In order to ensure coordination and focus of institutional fundraising efforts, no general or group solicitation of funds may be undertaken by any individual or department of Pierpont Community & Technical College on behalf of Pierpont or any of its subdivisions without explicit written approval by the President of the institution or the President's designee (for any solicitation of off-campus entities or individuals) or the Office of the President (for any solicitation that takes place solely on campus).
- 1.3 In order to avoid multiple appeals, the solicitation of large gifts from individuals, foundations, or corporations must be cleared through the President of the institution or the President's designee.
- 1.4 The President of the institution or the President's designee and the Foundation Board of Directors require the explicit written terms on all donated assets or funds by a donor with a prior stipulation that these assets are given for a restricted purpose or use by the Foundation, including language that will permit a different or modified use, if changed conditions indicate the need for it.
- 1.5 Restrictive clauses that violate any federal or state laws pertaining to discrimination on the basis of race, creed, color, nationality, or sex will not be allowed.

SECTION 2: GIFTS-IN-KIND

- 2.1 Gifts-in-kind are non-cash donations of materials or long-lived assets. Gifts of material or long-lived assets that serve the purpose of the organization should be reported at their fair-market value. Gifts-in-kind might include such items as equipment, software, printed materials, and food or other items used for hosting dinners. For items such as equipment and software, report the discounted value, if any—that is, the value the organization would have paid if it had purchased the item outright from an outside vendor.

- 2.2 Caution should be exercised to ensure that only gifts that are convertible to cash or that have value to the organization are accepted. Gifts with fair-market values of more than \$5,000 should be recorded at the values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions. Gifts of \$5,000 or less may be reported at the value declared by the donor or, if there is expertise on the staff other than that of the development officer, as placed on the gift by such an expert. Organizations may obtain the appraiser's calculated amount from IRS Form 8283, on which the donor must obtain the donee's signature for all such gifts.
- 2.3 An offer of a gift of tangible property may be accepted initially and conditionally on behalf of the Pierpont Foundation with the understanding that the following shall ordinarily govern:
- 2.3.1 The gift is made in accordance with regulations of the Internal Revenue Service;
 - 2.3.2 The acceptance of such gifts of tangible property shall not involve significant additional expense for their present or future use, display, maintenance, or administration unless such expenses are covered by funds provided for that purpose;
 - 2.3.3 No financial or other burdensome obligation or expense is or will be directly or indirectly incurred by the Pierpont Foundation as a result thereof;
 - 2.3.4 The acceptance of such gifts of real property will be accompanied by a recent Phase I Environmental Audit, which will typically include three components (1) site reconnaissance, (2) town record inspection, and (3) state record inspection. The purpose of an environmental audit is to detect the presence of toxic waste or hazardous materials;
 - 2.3.5 Sufficient space is available;
 - 2.3.6 Gifts of tangible personal property (such as equipment and books) will not be accepted if made on the condition, or understanding or expectation, that the items will be loaned back to the donor or persons designated by the donor for life or extended periods of time to be determined by the donor;
 - 2.3.7 As a general rule, the Pierpont Foundation officers and Pierpont employees should not furnish valuations or appraisals to donors in connection with gifts-in-kind to the Pierpont Foundation.
- 2.4 ***Important Note:*** Since gifts of tangible property could create a hardship to Pierpont as explained in Section 2.3 above, gifts-in-kind must be reviewed and approved by the President's Cabinet and be recommended for acceptance by the President of the institution or the President's designee.

SECTION 3: DONATIONS OF MATERIAL TO RUTH ANN MUSICK LIBRARY

- 3.1 The Ruth Ann Musick Library (Library) welcomes gifts of books, archival materials, or other appropriate items that support the mission of the Library of Pierpont Community & Technical College and Fairmont State University. Gifts appropriate for the general collection should support the curriculum or build the general academic stature of the Library. Gifts that are accepted for the Archives generally should relate to the cultural heritage and historical development of West Virginia, and in particular, the service area of Pierpont Community & Technical College and Fairmont State University.
 - 3.1.1 The Library accepts donations that will strengthen the collections. In some instances, it is appropriate for a librarian to examine the materials prior to acceptance. Materials that duplicate existing holdings or are not appropriate will not be added to the collections, and may be offered to other libraries or to students and faculty.
 - 3.1.2 The Library reserves the right to determine the retention of all items in a major donation. Items not added to the collections will be given to other libraries, offered to students and faculty, or discarded. Items not added to the collection may be returned to the donor, upon the special request of that donor.
 - 3.1.3 The appraisal of donations to the Library is the responsibility of the donor. The Library, as an interested party, cannot make appraisals of donations made to it. For any gifts valued at over \$5,000, for which an external appraisal is necessary, the Pierpont Foundation is responsible for officially receiving the gift and for handling paperwork for the Internal Revenue Service.
 - 3.1.4 The Library will acknowledge all donations with a letter from the Director of Library Services with a general description of the donation. It is the responsibility of the donor to provide a detailed inventory of the donation or a listing of titles if these are desired. Unusual or unique gifts will be acknowledged publicly unless the donor requests anonymity.
 - 3.1.5 When appropriate, the Director of Library Services will request that the Pierpont Foundation acknowledge unique or unusual gifts.
 - 3.1.6 The Library shall determine the type of cataloging, the location of materials, and the circulating status after receiving the donation. The Library does not necessarily keep multiple items in a donation together as a unit.
 - 3.1.7 The Library will provide a bookplate and notice in the online catalog acknowledging the donation if the donor so desires.
 - 3.1.8 All materials donated to the Library will be accessible by the public, either in the general collections or for research in the Archives.

- 3.1.9 Researchers using material in the Archives have the right to make single copies of items within the restrictions of the fair use copyright guidelines.
- 3.1.10 It is the responsibility of the donor to make arrangements for the transportation of the material to the Library.
- 3.1.11 All major donations are accepted subject to the final approval of the Director of Library Services.

Any exceptions to this policy must be agreed upon in writing prior to the receipt of the donation.

ATTACHMENT 1
PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP- 8035

TITLE: GIFT ACCEPTANCE

EFFECTIVE DATE:

AMENDED: May 14, 2024

REPEALED:

REVIEWED:

Deleted: September 19, 2017

SECTION 1: GENERAL

- 1.1 All gifts of cash, securities, real estate, personal property, or equipment intended for the benefit of Pierpont Community & Technical College (Pierpont) must be made to the Pierpont Foundation, Inc.
- 1.2 In order to provide coordination and focus of institutional fundraising efforts, no general or group solicitation of funds may be undertaken by any individual or department of Pierpont Community & Technical College on behalf of Pierpont or any of its subdivisions without explicit written approval by the President of the institution or the President's designee (for any solicitation of off-campus entities or individuals) or the Office of the President (for any solicitation that takes place solely on campus).
- 1.3 In order to avoid multiple appeals, the solicitation of large gifts from individuals, foundations, or corporations must be cleared through the President of the institution or the President's designee.
- 1.4 The President of the institution or the President's designee and the Foundation Board of Directors require the explicit written terms on all donated assets or funds by a donor with a prior stipulation that these assets are given for a restricted purpose or use by the Foundation, including language that will permit a different or modified use, if changed conditions indicate the need for it.
- 1.5 Restrictive clauses that violate any federal or state laws pertaining to discrimination on the basis of race, creed, color, nationality, or sex will not be allowed.

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- 2.1 Gifts-in-kind are non-cash donations of materials or long-lived assets. Gifts of material or long-lived assets that serve the purpose of the organization should be reported at their fair-market value. Gifts-in-kind might include such items as equipment, software, printed materials, and food or other items used for hosting dinners. For items such as equipment and software, report the discounted value,

if any—that is, the value the organization would have paid if it had purchased the item outright from an outside vendor.

- 2.2 Caution should be exercised to ensure that only gifts that are convertible to cash or that have value to the organization are accepted. Gifts with fair-market values of more than \$5,000 should be recorded at the values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions. Gifts of \$5,000 or less may be reported at the value declared by the donor or, if there is expertise on the staff other than that of the development officer, as placed on the gift by such an expert. Organizations may obtain the appraiser's calculated amount from IRS Form 8283, on which the donor must obtain the donee's signature for all such gifts.
- 2.3 An offer of a gift of tangible property may be accepted initially and conditionally on behalf of the Pierpont Foundation with the understanding that the following shall ordinarily govern:
 - 2.3.1 The gift is made in accordance with regulations of the Internal Revenue Service;
 - 2.3.2 The acceptance of such gifts of tangible property shall not involve significant additional expense for their present or future use, display, maintenance, or administration unless such expenses are covered by funds provided for that purpose;
 - 2.3.3 No financial or other burdensome obligation or expense is or will be directly or indirectly incurred by the Pierpont Foundation as a result thereof;
 - 2.3.4 The acceptance of such gifts of real property will be accompanied by a recent Phase I Environmental Audit, which will typically include three components (1) site reconnaissance, (2) town record inspection, and (3) state record inspection. The purpose of an environmental audit is to detect the presence of toxic waste or hazardous materials;
 - 2.3.5 Sufficient space is available;
 - 2.3.6 Gifts of tangible personal property (such as equipment and books) will not be accepted if made on the condition, or understanding or expectation, that the items will be loaned back to the donor or persons designated by the donor for life or extended periods of time to be determined by the donor;
 - 2.3.7 As a general rule, the Pierpont Foundation officers and Pierpont employees should not furnish valuations or appraisals to donors in connection with gifts-in-kind to the Pierpont Foundation.

2.4 **Important Note:** Since gifts of tangible property could create a hardship to Pierpont as explained in Section 2.3 above, gifts-in-kind must be reviewed and approved by the President's Cabinet and be recommended for acceptance by the President of the institution or the President's designee.

Any exceptions to this policy must be agreed upon in writing prior to the receipt of the donation.

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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP- 8035

TITLE: GIFT ACCEPTANCE

EFFECTIVE DATE:

AMENDED: May 14,2024

REPEALED:

REVIEWED:

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- 1.3 In order to avoid multiple appeals, the solicitation of large gifts from individuals, foundations, or corporations must be cleared through the President of the institution or the President's designee.
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approved by the President's Cabinet and be recommended for acceptance by the President of the institution or the President's designee.

Any exceptions to this policy must be agreed upon in writing prior to the receipt of the donation.

Attachment B

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 14, 2024**

- ITEM:** Policy PP-2041: Institutional Employment and Family Relationships
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2041: Institutional Employment and Family Relationships.
- STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.
- BACKGROUND:** The language in the existing policy requires minor language changes.

The last revision of the Pierpont Community & Technical College’s Institutional Employment and Family Relationships Policy was approved in November 2005 and does not reflect the institution’s revised institutional guidelines.

PUBLIC COMMENT PERIOD: May 16, 2024 to June 15, 2024

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
bog@pierpont.edu*

The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at <https://www.pierpont.edu/about/board-of-governors/policies/>

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 41
TITLE: INSTITUTIONAL EMPLOYMENT AND FAMILY RELATIONSHIPS

Effective Date: November 10, 2005

Amended:

Repealed:

Pierpont Community & Technical College encourages applications/résumés/vitae from spouses, partners, and other family members of current employees. Such candidates will receive full consideration for available positions for which they apply and are qualified. Consistent with Pierpont's diversity goals and affirmative action policies, applications are especially welcome from members of underrepresented groups.

In an effort to support the relocation of a family, Pierpont personnel will, as appropriate, assist with referrals to outside agencies for employment for spouses and other family members who accompany newly-appointed faculty or staff to Pierpont.

While there is no stated or implied rule against the consideration of more than one member of the same family for employment within the same unit of Pierpont, faculty, administrators and other staff cannot supervise, initiate, or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Immediate family members are defined as individuals who are related to the employee as father, mother, son, daughter, brother, sister, spouse, or cohabitating sexual partner.

ATTACHMENT 2

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-2041

TITLE: INSTITUTIONAL EMPLOYMENT AND FAMILY RELATIONSHIPS **EFFECTIVE DATE: May 14, 2024**

AMENDED:

REPEALED:

REVIEWED:

Section 1. POLICY

1.1 Pierpont Community & Technical College encourages applications/résumés/vitæ from spouses, partners, and other family members of current employees. Such candidates will receive full consideration for available positions for which they apply and are qualified. Consistent with Pierpont's diversity goals, applications are welcome from members of underrepresented groups.

1.2 In an effort to support the relocation of a family, Pierpont personnel will, as appropriate, assist with referrals to outside agencies for employment for spouses and other family members who accompany newly-appointed faculty or staff to Pierpont.

1.3 There is no stated or implied rule against the consideration of more than one member of the same family for employment within the same unit of Pierpont. Faculty, administrators, and other staff cannot supervise, initiate, or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Immediate family members are defined as individuals who are related to the employee as father, mother, son, daughter, brother, sister, spouse, or cohabitating sexual partner.

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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-2041

TITLE: INSTITUTIONAL EMPLOYMENT AND FAMILY RELATIONSHIPS

EFFECTIVE DATE: May 14, 2024

AMENDED

REPEALED:

REVIEWED:

Section 1. POLICY

1.1 Pierpont Community & Technical College encourages applications/résumés/vitae from spouses, partners, and other family members of current employees. Such candidates will receive full consideration for available positions for which they apply and are qualified. Consistent with Pierpont's diversity goals, applications are welcome from members of underrepresented groups.

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1.3 There is no stated or implied rule against the consideration of more than one member of the same family for employment within the same unit of Pierpont. Faculty, administrators, and other staff cannot supervise, initiate, or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Immediate family members are defined as individuals who are related to the employee as father, mother, son, daughter, brother, sister, spouse, or cohabitating sexual partner.

Attachment C

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 14, 2024**

ITEM: Policy PP-2051: Employment Innovation - Flexible Schedules

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2051: Employment Innovation – Flexible Schedules.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev.

BACKGROUND: The language in the existing policy requires language changes to reflect changes in operations.

The last revision of the Pierpont Community & Technical College’s Employment Innovation – Flexible Schedules Policy was approved in June 2006 and does not reflect the institution’s revised institutional guidelines.

PUBLIC COMMENT PERIOD: May 16, 2024 to June 15, 2024

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
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The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at <https://www.pierpont.edu/about/board-of-governors/policies/>

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 51
TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES

Effective Date: June 15, 2006

Amended:

Repealed:

Section I. General

- 1.1 Scope –This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Pierpont Community & Technical College. It does not apply to faculty members.
- 1.2 Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.
- 1.3 Effective Date –June 15, 2006

Section 2. Definitions

- 2.1 Flextime Work Schedules –Work schedules which do not comply with the Institution’s normal work schedule of 7.5 hours worked per day and a 5 day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

Sections 3. Flextime Work Schedules

- 3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
 - 3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee’s request must be in writing.
 - 3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

Section 4. Changes to Employee Work Schedules

- 4.1 Pierpont is committed to maintaining reasonable continuity in working schedules and conditions for its employees.
- 4.2 Permanent changes in employee work schedules due to operational need must be communicated directly to the affected employees. The institution shall provide the employee with a fifteen (15) calendar day notice of such changes.
- 4.3 Temporary changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the institution shall provide the employee with a fifteen (15) calendar day notice of such changes.

- 4.4 The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.

ATTACHMENT 3

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP- 2051**

TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES

REFERENCE: Authority –West Virginia Code § 18B-7-5, 18B-1-6 & 18B-7-9.

EFFECTIVE DATE:

AMENDED: May 14, 2024

REPEALED:

REVIEWED:

Section I. General

1.1 **Scope** –This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Pierpont Community & Technical College. It does not apply to faculty members.

Section 2. Definitions

2.1 **Flextime Work Schedules** –Work schedules which do not comply with the Institution's normal work schedule of 7.5 hours worked per day and a 5-day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

Sections 3. Flextime Work Schedules

3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.

3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee's request must be in writing.

3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

3.1.3 Employees working remotely must obtain the approval of their supervisor and complete a Telecommuting Form with appropriate signatures. For more detailed information on remote work, refer to Pierpont's Telecommuting Policy and Guidelines.

Section 4. Changes to Employee Work Schedules

4.1 Pierpont is committed to maintaining reasonable continuity in working schedules and conditions for its employees.

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51 4.2 Permanent changes in employee work schedules due to operational need must
52 be communicated directly to the affected employees. The institution shall
53 provide the employee with a fifteen (15) calendar day notice of such changes.
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55 4.3 Temporary changes in employee work schedules due to operational need must
56 be communicated directly to the affected employees. When possible, the
57 institution shall provide the employee with a fifteen (15) calendar day notice of
58 such changes.
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Deleted: The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.¶

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ATTACHMENT D
Human Resources Project List

Item #	Project	Action	Status
1	Orientation	Design Website Page	Complete
		Create Welcome Video	Complete
		Determine Required Training	Complete
		Determine Training Methodology (Inperson or Online)	Complete
		Website Edits	Ongoing
2	Staff Development	Survey Training Needs	Complete
		Coordinate with Faculty Development & Safety Committee	Ongoing
		Develop Vector Curriculum	Ongoing
3	Supervisor Training	Develop In-person HR Subjects	In Progress
		Develop Legal Aspects of Supervision	In Progress
		Present Legal Aspects in Modular Form In Person	In Progress
		Finance Training (Developed by F & A)	In Progress
		Retrain Evaluation	In Progress
4	HR Compliance Review	Review Personnel Files for Proper Documentation	Completed
		Review Policies	Not Started
		Review Handbooks	Not Started
		Record Retention and Storage	Not Started
		Compensation	In Progress
		FRCA	Completed
		I-9	Not Started
		FMLA	In Progress
		Pregnant Workers Fairness Act	Not Started
		Develop Accomodations Form/ Process	Not Started
		Develop HR Issue Data Base	Not Started
Wage & Hour Reporting Process	Not Started		
5	Employee Survey	Conduct Survey	Completed
		Cabinet Review	Completed
		General Communication	Completed
		Survey Follow up Process	In Progress