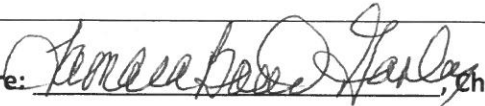


## BOARD ACTION

<b>Policy:</b>	3358-3-01, 02, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24	
<b>Title:</b>	<b>Approval of HR Polcies 3358-3-01, 3358-3-02 and 3358-3-04 through 3358-3-24</b>	
<p>Edison State Community College Human Resources department is committed to revising and keeping current all HR policies. The policies listed below have been reviewed and revised by legal consulting firm CRH Associates as well as the Edison State Director of Human Resources. We submit these for final board approval.</p> <p>3358-3-01 Employee Categories and Definitions            3358-3-02 Equal Employment Opportunity/Affirmative Action            3358-3-04 Reasonable Accommodations for Disabilities            3358-3-05 Religious Accommodations            3358-3-06 Conflicts of Interest and College Commitment            3358-3-07 Nepotism            3358-3-08 Political Activity            3358-3-09 (format/# change only) Work Schedule, Overtime, &amp; Compensatory Time            3358-3-10 Disciplinary-Corrective Action            3358-3-11 Employee Travel and Reimbursement            3358-3-12 Holidays            3358-3-13 Vacation            3358-3-14 Sick &amp; Bereavement Leave            3358-3-15 Unpaid Leave of Absence            3358-3-16 Family &amp; Medical Leave            3358-3-17 Military Service Leave of Absence            3358-3-18 Court &amp; Jury Duty Leave            3358-3-19 Leave Donation Program            3358-3-20 (format/# change only) Teleworking            3358-3-21 Retiree Reemployment            3358-3-22 Insurance Benefits            3358-3-23 Health Club Membership            3325-3-24 Tuition Waiver, Reduced Tuition, and Tuition Remission</p> <p><b><u>Please see attached policy changes schedule for tracking of policy combining, movement, and rescinding.</u></b></p>		
<b>Impact on Student Success:</b>	Ensuring that staff & faculty members are provided and guided by the most up-to-date policy assures that best practice operations continue to be provided for students and that guidance given to students by faculty and staff is accurate and current.	
<b>Impact on Budget:</b>	None	
<b>Recommendation:</b> Approve policies as presented.		
<b>Does this replace an existing policy?</b> Please see attached schedule of changes.		
<b>Approved:</b> YES/NO <input checked="" type="radio"/> YES <input type="radio"/> NO	<b>Signature:</b>  , Chairman	<b>Date:</b> 1/18/2020