

Human Resource Procedures Manual
Summary of Proposed Edits 2017-18

** The table of contents will be updated post approval of edits.

Page 7	Correction in language.
Page 13	Correction in flow chart process (flow chart will be contained on one page in final product.
Page 14	Clarification language added.
Page 17	4. Additional language.
Page 22	Correction in flow chart process (flow chart will be contained on one page in final product.
Page 23	B2.2 5. Additional Language 9. Additional language on process. 13. Expanded NEO to "New Employee Orientation".
Page 40	B2.7 7 Deleted language
Page 44	B3.1 n. Additional language (SB Policy 6.93) B3.2 Changed language per legislative change.
Page 45	B3.3 Administrative Interns: New Item
Page 61	C2 Deletion of language (we now give contracts at the beginning of each year)
Page 62	C2.5 Additional language to clarify contract status
Page 63	C3 Salary Schedules/ Administrative: Additional language C3.1 Experience for Salary Purposes: Deletion of language (due to Performance Pay)
Page 67	C4 Name Change: Additional language
Page 83	C5.4 Deletion of obsolete document
Page 90	C7.3 FMLA: Correction in practice
Page 118	D2. 4 Procedures Correction of title