2010 Changes to the Employee Manual

Section 1
1. Page 1 changed revision date to June 2010
2. Updated Board of Trustees table
3. Updated Org chart
4. Updated Campus map to include Simon Building
5. Visitation Policy, made reference to ‘see Children on Campus Policy of this section and see Service Animal Policy in Section IIB

Section IIA
1. Article 1, section 7, p 2, removed Employee Manual Update Committee sentence (procedural)
2. Article 3, section 21, page 9 Corrected Variable Work Schedule Policy, removed items 3-6
3. Article 5, section 1, page 20 Added Criminal Charges/Convictions Policy, alphabetized the Article
4. Updated Article 6, section 2 removed 403-B Plans as optional benefit, added long-term care, etc.
5. Updated Article 8, section 2, p 26, Adverse Weather to say ‘temporary’ instead of hourly
6. Changed Article 13 and 9, put in as one Article (9) and updated both, moved some info to section V on committees

Section IIB
1. Added Emergency Alert Notification System
2. Added Employee Photo Identification Card
3. Moved Facility Usage Form to Exhibit A
4. Added Motor Fleet and College Vehicle Drivers
5. Updated Parking section
6. Added Policy Review section, added Exhibit B, the form, and C, the flowchart
7. Added Rotary Group Study Exchange Program
8. Added ‘or part-time’ in Service Awards, edited to fit current practice
9. Added Service Animal Policy
10. Updated Travel section, format only
11. Added Travel Abroad Program to Travel section
12. Added Exhibit Section for A, B, and C

Section III
1. Library section modified to the format of the rest of the Manual
2. Roles and Library Materials Request for Purchase removed
3. Added Academic Support Lab, p. 8
Section IV
1. Page 2 added:
   "Software that is "free for personal use" may not be installed on PCC computers as that would be considered a commercial installation. Software personally owned by a PCC employee may be installed on one’s work computer, but the employee must be able to provide proof of ownership.

   All software regulations include downloaded software, not just that which comes from physical media."
2. Page 2 changed title of The Computer Tech Support Supervisor to ‘The Director of Computer Support’
3. Page 4 modified the Selected Copyright Resources On the Internet Section, removed top 2 items, removed the American Library Association items
4. Page 7 VP Administrative Services changed from VP, Information Tech, changed title VP. Student Services to VP. Student Dev. Services

Section V
1. Deleted Employee Manual Update Committee
2. Added Policy Review Committee
3. Updated Professional Development Committee
4. Changed Dir of Counseling to Lead Counselor in the Health Sciences Admissions Committee