
SUBJECT: CHANGING OR ESTABLISHING GENERAL PERSONNEL POLICIES

1.0 PURPOSE

The purpose of this policy is to clarify the steps for establishing or changing personnel policies and procedures which have been or may be adopted by the Board of Trustees. Policies will follow this progression to final approval:

- Initiated by the Campus Personnel Policies Committees
- Campus wide 30-day comment period with approval of College Council
- Consultation with College Council
- College Council Chair Recommendation to Board of Trustees
- Approval by Board of Trustees

2.0 POLICY

2.1. Any College employee or group of College employees, through their appropriate employee group representative or directly with the Campus's Personnel Policy Committee, may initiate recommendations for policy changes or modifications.

2.2. A Campus Personnel Policy Committee shall include but not be limited to the following:

- One representative from the faculty
- One representative from the non-exempt staff
- One representative from the exempt staff
- A representative from the Business Office
- At least one employee from the Richfield Campus
- One representative from the Human Resource Office (non-voting)

2.3. The Campus' Personnel Policy Committee, based on an employee's interest or special expertise, may recommend other committee members to the President. Members will be confirmed or changed by September 1 of each year by the President's cabinet.

2.4. The HR Director will be responsible to call the committee together, after receiving a request from any employee or group of employees or upon recognition of need, to consider a policy addition, deletion or modification.

- 2.5. The Campus' Personnel Policy Committee will consider the request, if necessary develop a policy, and distribute the policy campus-wide for no less than a 30-day comment period after receiving approval from the College Council Chair. Comments are to be directed to the Campus' Personnel Policy Committee through the Human Resource Office.
- 2.6. The Campus' Personnel Policy Committee will consider the comments and make a recommendation to the College Council.
- 2.7. After consultation with the College Council, the College President, as chair, will make a recommendation to the Board of Trustees and inform employees of the action taken by the Board.