



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Wednesday, August 22, 2008, Employee Handbook Committee members Chair Libby Cone, Karen Owens, Judy Sharp, Tracie Morris, and Dan Lindsey met at 1:00 P. M. in the conference room of the administrative building. Non-attendees were Jerry Smith and Linda Taylor.

The committee continues to review segments of the on-going Employee Handbook. Today's discussion involved a more comprehensive look at Chapter II. Suggested revisions include:

- ✚ Reference the Crisis Manual into the Emergency Procedures section.
- ✚ Eliminate "Condition of Premises" and incorporate "Health and Safety Policies" into the College Safety Division.
- ✚ Amalgamate "Mailboxes/Phone and E-Mail Messages" and "College Vehicles" under the Facility Use Header.
- ✚ Leave "Blood-Borne Pathogens" in place for Tina Wheelis, Safety Chair to review.
- ✚ Acquire an official photo identification card; insert new documentation with "name tag" section.
- ✚ Change wording "appropriate supervisor" to the "Human Resource office" in Mailboxes/Phone and E-Mail section.
- ✚ Change "Smoking Policy" header to "Tobacco-Free Policy".

The next meeting is scheduled for Friday, August 29, 2008 at 1:00 P.M. The session will scrutinize Chapter 5, Academic Policies and Procedures.

The August 22 meeting was adjourned at 1:40 P.M.

-Karen Owens, Reporting