



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, October 31, 2008, Employee Handbook Committee members Judy Sharp, Tracie Morris, Dan Lindsey and Karen Owens met at 10:00 A. M. in the conference room of the administrative building. Libby Cone, Jerry Smith, and Linda Taylor were absent.

The objective of the meeting was to discuss revisions on Chapter Five. Jeremy Nicholson had emailed some questions concerning the chapter to Judy Sharp and these concerns were addressed. Overall, the following changes are to be incorporated into Chapter Five or revised accordingly:

- + Include the website to obtain the correct form for the **Program Check List**
- + Delete *master* classroom key; should only request a classroom key
- + Change the word *frequently* under **E-Mail Accounts** to *daily*
- + Change the word *accessed* under **E-Mail Account** to *established*
- + Change College to *college* when it is not used as Ozarka College
- + Connect all separated paragraphs that are under one heading
- + Remove the word *a* after evaluations under **Probation** and add an *s to review*
- + Change the *a* under **Grading Policies** to number 3 and number 3 to number 4
- + Insert an **Overload Pay Policy** after **Instructional Duties and Responsibilities**

Tracie Morris volunteered to write up a paragraph on the **Overload Pay Policy**. After Judy Sharp receives this new section of information from Tracie, she will forward the handbook to Dr. Dusty Johnston for corroboration before it is submitted to the administrative council for final approval.

The meeting was adjourned at 11:00 P.M.

-Karen Owens, Reporting