



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, September 12, 2008, Employee Handbook Committee members Libby Cone, Karen Owens, Judy Sharp, Tracie Morris, Linda Taylor, and Dan Lindsey met at 10:00 A. M. in the conference room of the administrative building. Jerry Smith was absent.

The first twelve pages of Chapter Three of the Employee Handbook were scrutinized for errors. The following changes are to be implemented into the new draft:

- + Change first sentence to read "to ensure" instead of "to assure"
- + Separate wording "age disability" by a comma (age, disability)
- + Change Human Resource Manager to "Human Resources Manager"
- + Change order of last paragraph under **Attendance and Working Hours**
- + Move the sentence "An accident form...days" to page five
- + Revise wording of first paragraph in section **Non-Classified Personnel**
- + Change Learning Success Center to "Student Success Center"
- + Insert "Insurance" into Arkansas Higher Education Consortium to read "Arkansas Higher Education Insurance Consortium"
- + Place abbreviations after the insurance heading and use the abbreviations in the description
- + Change alternate retirement plan to "American International Group, Inc." and the plan to "VALIC"
- + Delete "minimum" from participants' contributions of 6% of compensation from **Alternate Retirement Plan**
- + Insert Dr. Johnston's **Retirement Plan**
- + Insert an "s" on "checks" to employees in **Compensation Schedule** paragraph
- + **Bold** the entire heading **Ten-Month Appointments/Eleven-Month Appointments**
- + Remove the bold from – **These** after **Twelve-Month Appointments**
- + Remove the "period" from **Employee Recruitment and Selection, Number Two, Section F.**
- + Change 22;5 days to "22.5" in paragraph **Leaves of Absence from Duty**
- + Align all titles to the left of document.

Dan Lindsey asked for an adjournment of the meeting. The meeting was adjourned at 11:10 A.M.

The next meeting is scheduled for Friday, September 19th at 10:00 A.M.

-Karen Owens, Reporting