



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, September 19, 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.

Chapter Three, pages 12 thru 23, and Chapter Four of the Employee Handbook were scrutinized for errors. The following changes are to be implemented:

- + {Judy} Revise paragraph #3 to eliminate wordiness (Page 12)
- + Insert comma after "Dependent Child Certification Form", sign (Page 13)
- + Correct spelling from to donate lave to "to donate leave" (Page 13)
- + Correct spelling from Catastrophis to "Catastrophic" (Page 13)
- + Correct spelling from ay to "pay" (Page 14)
- + Combine bullet #2 and #3 under **RECORD KEEPING** (Page 15)
- + {Libby} Check "if there are at least 50 employees with 75 miles" (Page 15)
- + Correct spelling from eave to "leave" (Page 15)
- + Align bullets with prior bullets (Page 15, 16)
- + Insert an "a" between "During _ period" of disciplinary leave (Page 16)
- + Align bolded titles to left of document (Page 16)
- + Indent paragraphs under **Legally Required Absences** five spaces (Page 16, 17)
- + Organize **PAID HOLIDAYS** in logical order (Page 17)
- + Correct spelling from perso to "person" Page (18)
- + Bold Definition and Procedures instead of underline (Page 18)
- + Check #2. evaluation I for correct usage (Page 18)
- + Insert space between one and (1) (Page 19)
- + Align last paragraph under DISCIPLINARY PROCEDURES to the left (Page 19)
- + Change Director of HR to "Human Resources Manager" (Page 19)
- + Convert wording from reimbursement, preapproval of course work by the President to "reimbursement of course work , preapproval by" (Page 21)
- + Redirect last sentence in #5 under **Classified Employee Development** to last sentence in #4 (Page 21)
- + Switch wording from participation in professional to "professional participation" (Page 21)
- + Number items 1 – 4 under **Procedure for Faculty...Requests** (Page 22)
- + Insert periods after all following sentences in above section (Page 22)
- + Revise bullets and alignment on Page 23
- + Revise wording in second bullet "the position you are employed by" (Page 23)
- + Align bullets with indented paragraphs (Page One, Chapter Four)

The meeting was adjourned at 11:10 A.M.

The next meeting will be determined at a later date.

-Karen Owens, Reporting