

Professional Staff Organization

Handbook Revisions Summary

February 12, 2007

The following are the most significant changes made to the *Professional Staff Handbook*:

Format - Revised

The handbook was reformatted to

- Look more like the "Peabody" format the University has adopted for its policies and procedures;
- Provide the information in user friendly language and order;
- Remove general University policies that apply to all employees which are now provided in the *Professional Staff Guide*; and
- Remove all procedures related to Professional Staff Handbook policies which are now provided in the *Professional Staff Guide*.

Definitions - Revised

Terms and abbreviations were added to this section.

Position Review Policy - Revised

The revised policy

- Renames the subcommittee to the Salary and Benefit Committee;
- Changes the representation of members to be appointed;
- Provides a different role of the subcommittee in regards to the type of information they will review and make recommendations; and
- Allows a professional staff employee to file a complaint in regards to a point factor or salary decision.

Cross Training Policy - New

This policy was approved by the Vice President of Business and Financial Affairs and became effective July 22, 2003 (p. 7).

Reporting of Leave Time - Revised

The previous handbook allowed any professional staff employee to attend personal medical, dental or optical appointments and not report such leave if the absence is less than 3 hours per appointment. The revised handbook requires all professional staff that are determined to be non-exempt from the Fair Labor Standards Act (over time eligible) to report leave to the .25 hour. Professional staff determined to be FLSA exempt will be required to report 4 hours or more of leave time for any reason.

Reserve Sick Leave - Revised

The current handbook provides professional staff hired after July 1, 1997 with 15 days of reserve (non-accruable) sick leave beginning with the first day of employment. The revised handbook reduces the provision to 12 days of reserve leave available only to probationary employees under certain circumstances. Employees are not required to return this leave.

Winter Break Day - New

Subject to operational and staffing needs, professional staff employees are permitted one paid winter break day to be used between the end of Fall Quarter and the beginning of Winter Quarter. The day may not be carried forward nor be converted to cash. This is in addition to the Personal Holiday.

Complaint Policy - Revised

The term "grievance" was changed to "complaint" since grievances are legal processes associated with collective bargaining agreement, rules, policies, etc and is not applicable to professional staff.