2015-16 NOCCS Employee Handbook: Summary of Changes

Submitted by David Bond, Director of Operations and Enrollment
August 11, 2015

Context: Every year the School administration revises the Employee Handbook (EH) and presents the updated version with explanations to the NOCCS Board, which votes on its approval. The purpose of this process is to ensure that the content of the EH is aligned with changes to applicable Federal, State, and Local laws, as well as internal NOCCS policies and roles.

Major Content Revisions:

- Sick Leave policies (p. 23) have been revised verbatim as recommended by Ellen Bronchetti (of Sheppard Mullin Partners) to conform to new State and Local (Oakland) laws, effective July 1.
- Tuberculosis test policy (p. 10) has been revised to allow for a risk assessment as an alternative to a skin test, per changes to State law.

Minor Content Revisions:

- Procedures for requesting a substitute (p. 22) identifies the Head of School as primary contact for teachers, rather than the Front Office Manager.
- The Expense Reimbursement Process (p. 30) clarifies the conditions under which reimbursements are provided (item budgeted for, sufficient funds remaining, original receipt submitted)

Editing/Formatting Changes:

- Staff are now identified consistently in the 3rd person as “employee(s)” rather than “you.”
- Titles have been updated to reflect current administrative roles; i.e. “Head of School” in place of “Executive Director.”
- Section titles and page numbers in the Table of Contents now correlate to the correct section and page.
- Core Principles & Graduate Profile graphics updated.

Requested Board Action: Read redline version of EH included with this Summary. Original emails regarding the major revisions are also available for review by request.

Recommended Board Motion: Staff recommends that the Board accept the 2015-16 NOCCS Employee Handbook revisions.