

Tracking Approved Changes to the Personnel Policies and Procedures Manual

The following list of items summarizes approved changes made to the Personnel Policies and Procedures Manual. All efforts are made to maintain the most current versions of policy on the Personnel Policies and Procedures Manual web site ([click here](#)).

| Effective Date | Policy | Policy Name* | General Description of Change |
|----------------|--------|-----------------------------|--|
| 7-1-2014 | V K | Tuition Waivers | Added Extended Family Members to Baccalaureate and Post-Baccalaureate nongraduate courses (0 to 599 level courses). |
| 3-13-2014 | IV H | Military Leave | Adds paid military leave from 10 days to 21 days, and also adds carryover from one year to the next for up to two years. |
| 1-1-2014 | V B | KTRS/ORP | MSU retiree benefits will be available to ORP participants upon departure from the university if they meet the same criteria as a retiree as defined by KTRS. |
| 12-6-2013 | IV O | Sick Leave Bank | “Catastrophic” is defined, absence reduced from 15 to 10 days before a person can qualify, and persons working 4 day workweeks will be treated as if they work 5 day workweeks. |
| 9-6-2013 | VI B | Discrimination & Grievances | Timing for grievance resolution, source of official decision, employees are obligated to report discrimination, and procedures for addressing discrimination from non-employees. |
| 9-6-2013 | V K | Tuition Waivers | Reduced waivers for doctoral-level courses to 2 per fiscal year for employees only. Other minor administrative changes were made for simplicity and efficiency. |
| 7-1-2013 | V K | Tuition Waivers | Reduced graduate level courses availability from 6 to 2 for spouses, from 6 to 0 for dependents, and added Extended Family Members to be eligible for 2 graduate level courses. |
| 2-27-2013 | | | All policies containing the name, “Associate Vice President of Human Resources” were changed to “Director of Human Resources.” |
| 9-7-2012 | VI C | Employee Discipline | Removed item involving firearms and explosives, and reordered remaining items. |
| 9-7-2012 | VI L | Intellectual Policy | New policy. |

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| 9-7-2012 | VI M | Weapons & Dangerous Materials | New policy. |
| 7-1-2011 | V B | KTRS/ORP | Buyback (for ORP participants) and service credit (KTRS participants) for sick leave up to 6 months at the time of retirement. |
| 7-1-2011 | V M | Doctoral Tuition Assistance | Reimburse for tuition and fees at a previously agreed rate and binds employee for 1 year of service for each 12 hours of paid tuition and fees. |
| 1-1-2011 | III B | Payroll | Removes supplemental payrolls. |
| 1-1-2011 | III E | Pay Plan | Starting pay may be higher than the pay grade minimum for non-exempt staff. |
| 7-1-2010 | II B & V C | Staff Status & KERS | Temporaries in KERS positions may work only 9 months in some situations. |
| 1-16-2009 and 2-10-2010 | IV M | Family & Medical Leave | Adds covered military service members and addresses qualifying exigency leave. |

* Names may be abbreviated or shortened.