

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 ([clickhere](#)).

Effective Date	Policy	Policy Name*	General Description of Change
6-1-2026	V H	TAX-SHELTERED 403(b) Accounts	The policy title was changed to "403(b) Accounts." From Tax-Sheltered Annuities.
7-1-2024	III E	Pay Plan	All staff positions and updated the percentage per grade increase for a change in a job to follow the midpoint progression percentage.
1-1-2024	III L	Flexible Work Arrangements	New Policy.
7-1-2023	VI N	Remotely Operated Aircraft Systems / Drones	New Policy.
7-1-2022	IV J	Bereavement Leave	Changed bereavement leave to reflect updated qualifying paid leave.
4-1-2022	IV P	Paid Parental Leave	New Policy
4-1-2022	IV C	Sick Leave	Changed policy to reflect the addition of the new paid parental leave policy.
4-1-2022	IV M	Family & Medical Leave	Changed policy to reflect the addition of the new paid parental leave policy.
7-1-2019	VB	Teachers' Retirement System (TRS) / Optional Retirement Program (ORP)	Changed policy to sunset the payment of sick leave credit for TRS retirees, as well as the payment at the point of retirement for ORP participants
1-1-2019	II L	Exit Interview and Clearance Procedure	Changed to reflect administrative efficiencies and updates in Human Resources.
1-1-2019	VII E	University Bookstore	Changed to reflect updates to current employee courtesy discounts.
1-1-2019	VII G	Library Privileges	Changed to reflect updates to the University Library's resources and services.
7-1-2018	V K	Education Tuition Waivers	Changed tuition waivers to include only full-time faculty and staff, with the provision that waivers for part-time employees and retirees continue through June 30, 2021.

Effective Date	Policy	Policy Name*	General Description of Change
7-1-2018	VII A	Employee Assistance Program	Updated process for EAP access.
7-1-2018	VII B	Health Services	Changed to reflect that current MSU Health Services unit will cease operation.
7-1-2018	IV O	Sick Leave Bank	Changed to cap maximum days available to 30 days from 100.
7-1-2018	V E	Workers' Compensation	Changed policy to reflect changes in the administration of MSU's Workers' Compensation program.
7-1-2017	III D	Overtime and Exceptional Compensation	Changed the overtime calculation to be based only on the actual physical hours worked, rather than including non-productive work hours such as vacation, holiday, sick leave, etc.
1-1-2016	VK	Education Tuition Waivers	Eliminated references to "extended family" as legal spouses are now eligible for this benefit.
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	Education 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	Education Tuition Waivers	Reduced graduate level courses availability from 6 to 2 for spouses, from 6 to 0 for dependents, and added partners to be eligible for 2 graduate level courses.

Effective Date	Policy	Policy Name*	General Description of Change
2-27-2013			All policies containing the name, "Associate Vice President of Human Resources" have been 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.
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)
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 nonexempt staff.
7/1/2010	III B & VC	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.