

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 |
|----------------|--------|---|---|
| 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. |
| 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. |

| Effective Date | Policy | Policy Name* | General Description of Change |
|-----------------------|---------------|---------------------------------------|--|
| 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. |
| 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. |

| Effective Date | Policy | Policy Name* | General Description of Change |
|-------------------------|---------------|-----------------------------|---|
| 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. |