

HUMAN RESOURCES COMMITTEE

2004-2005 Assignments

POLICY ASSIGNMENT:

1. Evaluation of professional development opportunities outside of unit plans
2. Development of policies and procedures for employee/employee dependent tuition waiver
3. Recommend policy for annual employee recognition awards
4. Review the policy and systems for recording employee absences
5. Recommend employee conflict of interest policy
6. Review draft of College handbook and identify needed policy development areas
7. Re-establish sick leave bank with new guidelines

MEMBERSHIP:

1. Rita Arch, Executive Assistant I (2006)
2. David Bittorf, Director of Finance (2007)
3. Connie Devilbiss, Associate Professor of Sociology * (2007)
4. Paula Kessler, Assistant Professor of Mathematics (2006)
5. Sandy Krieger, Administrative Office Associate II (2007)
6. Michael Seger, Director of Human Resources *