

**HUMAN RESOURCES COMMITTEE  
2007-2008 ASSIGNMENTS  
(Updated 09/25/07)**

<b>ASSIGNMENT</b>	<b>STATUS (please check appropriate box)</b>			<b>DATE AND PROGRESS</b>
	<b>To be Studied (Approximate date)</b>	<b>Currently Under Study (Date)</b>	<b>Assignment Completed (Date)</b>	
1. Develop policy statements regarding the College's support of professional development and tuition waiver.	Fall 2007			Differentiate the differences between professional development (PD) and tuition waiver. Note: PD is "umbrella term." Policy should be broad in nature and tie to Employee Handbook.
2. Develop a policy for utilization of sick leave for faculty and non-faculty.	Fall 2007 – Spring 2008			

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<p>3. Develop a Break in Service/Credited Service policy.</p>			<p>Bridge of Service is a policy that determines whether or not an employee who has terminated and then returns to HCC would be eligible to resume their prior hire date and the benefits that go along with it. At Cornell U: The university protects and restores the credited service of former staff who return to a regular Cornell employment status position before their break in service exceeds their prior credited service. Such staff members will have their prior service restored. (All previous employees who held regular full-time, regular part-time, or benefits eligible temporary, nonacademic positions are eligible if their break in service was after July 1, 1976.)</p>
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