

Policy Review
Summary of Changes
December 13, 2018
For Information

	Delete Policy	Update Language	Update Legal Reference	New Policy	Reviewed No Changes	Responsible staff member
GCA Personnel – Definitions		X				Lorna Gerome
<i>Language clarified, new terms added.</i>						
GCBA Salary Administration and Position Classification		X				Lorna Gerome
<i>Updated language for consistency and current practice. Removed Shift Differential section as this pay practice will change. It will be in GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation.</i>						
GCD Recruitment and Selection of Personnel		X				Lorna Gerome
<i>Clarified and updated language to match current procedures. Removed redundant policy language and cross referenced where appropriate. Added diversity and inclusion language.</i>						
GCDA Effect of Criminal Conviction		X	X			Lorna Gerome
<i>Policy updated to reflect enactment of Acts 2018 c. 833 by HB 1000. Changes partner with revisions to GCD, Recruitment and Selection of Employees</i>						
GCJ Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation		X				Lorna Gerome
<i>This policy is effective March 1, 2019. Updates language for consistency and current practice. Clarifies expectations for staff schedules. Any non-exempt staff with an alternating weekly schedule with different hours will be classified based on the workweek with the fewer hours. Clarifies language on flex time. Defines the term “base weekly hours”, full-day and half-day increments, and “pay by exception”. Establishes rules for time recording, increments, and reductions in pay for exempt and non-exempt employees. Clarifies who and when compensatory time leave is earned and paid out. Clarifies overtime and compensatory time rules for non-exempt dual job employees. Standardizes eligibility and rate for on-call compensation and for call-back compensation. Establishes new rules and rates for receiving shift differential pay. Clarifies pay for non-exempt employees during building closure periods. Clarifies employee time spent working for field trips and court appearances is compensable.</i>						
GCPCC Insurance		X				Lorna Gerome
<i>Updates to language.</i>						
GCQC Coverage of Schools Due to Weather and/or Emergency		X				Lorna Gerome
<i>Clarifies language for consistency. Partners with revisions in policy GCA for new definitions. Clarifies liberal leave. Clarifies that essential personnel are required to report when directed, accrued leave or unpaid leave must be used for</i>						

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<p><i>absences, and employee may be counseled or disciplined for repeatedly not being able to work when directed. Established building closure periods set by the Superintendent/designee. These may be retroactively designated based on conditions as well to provide paid leave to employees during these emergency periods. Creates a new category for the Superintendent/designee to close a single location if needed, such as for a power outage only impacting one building.</i></p>						