



Kennesaw State University Policy Process Council Meeting Agenda

April 16, 2024
11:00 – 12:30
Via TEAMS

Members: Matt Bain, Sandi Gillilan, Brenda Crawford, Jim Herbert, Scott Nowak, Ian Ferguson, Leigh Funk, Robert Bridges, Stephen Gay, Sherry Grable, Matt Iwanski, Ryan McLemore, Nwakaego Nkumeh Walker, Evelina Sterling, Lisa Duke, Amy Phillips, Amber Smith, Zae Brewer, Peter Rorabaugh, Rudy Jackson

Members Excused:

Invitees:

Melissa Hernandez – Human Resources
Carmen Alexander – Legal Affairs

Agenda:

New Business

- 1. Proposed Cohort schedule for policy annual reviews – Update Reminders**
 - a. Group May – Initial review request will be sent March 15
 - b. Group June – Initial review request will be sent April 15
 - c. Group July – Initial review request will be sent May 15
 - d. Immediate updates can be made anytime as necessary

- 2. Review/Discussion of Policies**
 - a. Human Resources Policies with Substantive Updates for Review (April) – Melissa Hernandez

Policy	Summary of Changes
Conduct Guidelines (Employees)	Clarification of behavior and conduct expectations, expanded examples of inappropriate conduct, added clarification and references to progressive discipline policy and processes.
Job Description Policy – New	New policy - Post COVID, it was determined that language regarding the University during an emergent state, have the ability to temporarily reassign tasks/jobs to ensure business continuity. The Job Description policy was drafted to include this language and provide manager and staff guidance as to the information outlined in a job description and importance of periodic review.
Relocation Policy	Substantive edits made to policy regarding relocation reimbursement requirements and

	procedures. Form no longer required with new process.
Staff Grievance Policy	Substantive edits made for clarity to the language and structure of the policy, and the section on exclusions and exceptions, and procedures.
Wage and Salary Administration Policy	Substantive changes made to be in alignment with KSU's compensation program. This policy had a total overhaul to remove duplicated language, provide inclusive language that relates to nonexempt and exempt classifications (added Wage for hourly interpretations), and re-formatted content for ease of use to readers.
Staff Teaching Policy	Substantive edits made for clarity regarding policy requirements and exceptions for staff teaching.
Substance Abuse, Random Testing, and Post-Accident Policy	Coming in March 2024
Talent Acquisition Policy	Coming in March 2024

3. Policy Updates Completed (No Comments or Editorial Only)
 - a. Alcohol and other Drug Policy (AOD)- No Changes
 - b. Attendance Policy – Editorial Updates Only
 - c. Inclement Weather Staffing Policy – Editorial Updates Only
 - d. Out-of-State Employment Policy – Editorial Updates Only
 - e. Student Employment Policy – Editorial Updates Only
 - f. Workers’ Compensation Policy – Editorial Updates Only

Meeting Schedule

2023-2024 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 29, 2023
- November 14, 2023
- February 20, 2024
- April 16, 2024