



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 7-C

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

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**SUBJECT:**

MCTC Employee Manual – October 2021 Update

**Enclosure:** Yes

**Action:** Approve MCTC Employee Manual Update

**SUMMARY:**

Section 4014 was added to the Employee Manual to capture all the COVID-19 polices that have been or will be approved. Section 4014 states:

*Due to the COVID-19 pandemic and declared State of Emergency, the Commission has adopted various policies related to COVID-19 employee benefits, including, but not limited to, the Supplemental COVID-19 Policy for Sick Leave, Supplemental COVID-19 Policy for FMLA/CFRA leave, and the Supplemental COVID-19 Policy on Telecommuting. All policies related to COVID-19 employee benefits that have been or may be adopted by the Commission, as necessary to comply with applicable law, are hereby incorporated into this Employee Manual. All individual COVID-19 employee benefit policies will be provided to employees upon adoption. Employees are notified of their rights and obligations under such COVID-19 employee benefits policies, and failure to comply with the COVID-19 policies may subject the employee to disciplinary action.*

**FISCAL IMPACT:**

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.