



STAFF REPORT
Board Meeting of January 18, 2023

AGENDA ITEM: 10-D

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

MCTC Employee Manual – January 2023 Update

Enclosure: Yes

Action: Approve MCTC Employee Manual Update

SUMMARY:

The Employee Manual has added two new sections to respond to updated laws and regulations: Lactation Accommodation Policy and Employee's Rights in Emergency Conditions. Updates to leave policies, including sick leave, bereavement leave, and military leave were also made in response to new laws. There are some updates to the California Family Rights Act policies. Additionally, several grammatical corrections are included in this update.

FISCAL IMPACT:

No fiscal impact to the approved 2022-23 Overall Work Program and Budget.