



**STAFF REPORT**  
Board Meeting of November 29, 2023

**AGENDA ITEM:** 7-C

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

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**SUBJECT:**

MCTC Employee Manual – November 2023 Update

**Enclosure:** Yes

**Action:** Approve MCTC Employee Manual Update

**SUMMARY:**

The Employee Manual has been updated to address recently passed legislation as well as some minor edits to address grammatical errors and other minor updates. The main changes include:

- Language for Reproductive Loss Events
- Language for Holiday Pay for Part Time Employees
- Language to address new Bereavement Leave Laws

Staff will continue to monitor changes in labor laws and will update the Employee Manual as needed.

**FISCAL IMPACT:**

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.