



STAFF REPORT
Board Meeting of April 21, 2021

AGENDA ITEM: 7-C

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

MCTC Employee Manual Update

Enclosure: Yes

Action: Approve MCTC Employee Manual April 2021 Update and other employment policies

SUMMARY:

The MCTC Employee Manual was approved in May 2016. It is best practice to review employment policies and procedures on a regular basis to ensure compliance with any new legislation. MCTC legal counsel reviewed the current manual and has recommended various updates. The attached updated manual highlights the recommended changes.

Language was added in the update regarding telecommuting arrangements. The full telecommuting policy and procedures document is also included with this item.

Due to the recent approval of the Cal/OSHA emergency temporary standards on COVID-19 infection prevention, as codified in Sections 3205 through 3205.4 of Title 8 of the California Code of Regulations ("ET Standards"), the attached supplemental policy to the Employee Manual needs to be approved. It will be effective November 30, 2020 through May 29, 2021 or for as long as the ET Standards remain effective.

FISCAL IMPACT:

No fiscal impact to the approved 2020-21 Overall Work Program and Budget.