

# S. Procedure for Employee Handbook Modifications and Amendments

Updated July 2015, Updated November 2018

Joint planning and effort by all constituencies of Mount St. Joseph University occur in established and in ad hoc bodies. Established bodies for faculty participation include the academic departments, standing committees of faculty assembly and university-wide committees, Faculty Assembly, and representation on committees of the Board of Trustees per their determination. Established bodies for administrative/professional and support staff participation include the administrative and support departments, university-wide committees, Staff Assembly, and representation on committees of the Board of Trustees per their determination.

The responsibilities exercised by these bodies, as explicated in the Employee Handbook, are respected and defended by all constituencies of the University, and the decisions of these bodies are shared with all other areas of the University as appropriate. Mount St. Joseph University recognizes that in the course of normal business, amendments and modifications will be necessary to the policies, procedures, and other statements contained in the Employee Handbook. The University reserves the right to make such modifications and amendments within the existing governance structures of the University and will provide timely notice to faculty and staff when changes are adopted.

Modifications and amendments approved and/or recommended through the governing body's appropriate reporting line will be presented to President's Cabinet for:

- further review and discussion of proposed modification or amendment and its potential impact on other policies and procedures in place
- referral back, when necessary, to proposing governing body for clarification, revisions, or modifications to proposed amendment
- formal approval that will be reflected in Cabinet minutes

The VP of Compliance, Risk, and Legal Affairs/General Counsel, in consultation with the Office of Human Resources, will be responsible for editing the content of the Employee Handbook after approval by President's Cabinet. Edits will include an additional review for consistency and/or conflict with existing policies which will be remedied in consultation with the appropriate governing body.

Modifications and amendments can be found via this [link](#).

Modified Handbook pages will include the date of modification.