

<b>Rationale</b>	<b>Section</b>	<b>Change</b>
<b>Limit Liability</b>	Required Training	Updated policy to remove language of completing Safety Skills training annually after hire.
<b>Compliance</b>	Required Training	Updated language to include Coursera, "The HR Manager's training series includes Talent Acquisition, Talent Management, Documentation and Termination and Employee Engagement and is available to all employees who supervise others. In addition, managers are able to take supervisory classes through Coursera."
<b>Limit Liability</b>	General Policy	Updated policy to include correct personnel, "All new and replacement positions must be approved by the Provost & Chief Operating Officer, CFO, and the HR Director, based on a review of the need, budget impact and benefit to CSP."
<b>Limit Liability</b>	Inquiry and Resolution Procedure - Level 2	Updated policy to include correct personnel, "Should the person inquiring find the findings of the committee unacceptable, the person inquiring must provide written notification to the Human Resources Department within five working days, requesting additional review by the Provost of the University. The Provost will consider the inquiry and render a decision which will be considered final."
<b>Clarify</b>	Parental Leave	Removed "School Visits" section as employees are able to use PTO to cover for any leave requests due to school visits.
<b>Clarify</b>	Campus Dining Services	Removed "Campus Dining Services" as it was out-of-date.
<b>Limit Liability</b>	University Property	Removed a paragraph related to use of fleet vehicles as it was out-of-date.
<b>Limit Liability</b>	Health and Safety	Updated policy to include correct personnel, "Therefore, every employee is responsible for working cooperatively with their supervisor to eliminate unsafe conditions that can cause unnecessary injuries and accidents."
<b>Limit Liability</b>	Bloodborn Pathogens	Removed a paragraph related to Hepatitis B Vaccination.
<b>Compliance</b>	Holiday Pay	Updated policy, "Floating holidays must be taken within one calendar year of earning and must be scheduled with the supervisor."
<b>Compliance</b>	Holiday Policy	Removed the following paragraph, "Employees who are going on a leave of absence, or returning from a prior leave, must work at least two full weeks prior to the holiday to receive holiday pay. As a new employee, to be eligible for holiday pay in excess of 8 hours, an employee must be in active status a minimum of 30 days before the holiday. To be eligible for holiday pay near the end of employment, a terminating employee must work a minimum of five work days after the holiday."
<b>Compliance</b>	Accrued Time Off	Updated policy, "At the effective date of termination, any unused, accrued Paid Time Off, will not be paid out as part of the final payment."
<b>Compliance</b>	Paid Time Off	Updated policy to remove 30 day waiting period for new employees to begin using PTO. "Eligible employees begin to accrue PTO at the start of employment and may be used at any time."
<b>Compliance</b>	Paid Time Off	Added policy, "Upon submitting resignation, employees will not be able to use their PTO within their last 2-weeks of employment."

<b>Compliance</b>	Paid Time Off	Added policy, "If an individual leaves employment with CSP, they surrender all PTO and if returning to employment to CSP at any time, they will begin accrual as a regular new hire employee."
<b>Limit Liability</b>	Paid Time Off	Updated policy to extend time of absence that may require a reasonable documentation to five days. Absence due to illness or life changing in excess of five consecutive business days may require reasonable documentation from a diagnosing professional that the employee is ready to return to work.
<b>Compliance</b>	Paid Time Off	Added policy regarding new accrual rate: 0-60 Months: 25 days (7.69 hours per pay period) 61+ Months: 30 days (9.23 hours per pay period)
<b>Compliance</b>	Paid Time Off	Added Sundown Policy: *This is for any employee who started with CSP prior to June 30th, 2023*  By July 1, 2024, the max carry-over is 120 hours By July 1, 2025, the max carry-over is 80 hours By July 1, 2026, the max carry-over is 40 hours By July 1, 2027, the max carry-over is 0 hours *For any employee who begins employment with CSP on July 1, 2023, or after there is no carry-over of PTO hours.
<b>Compliance</b>	Conflict of Commitment	Updated handbook to include Conflict of Commitment policy.
<b>Compliance</b>	Transportation Policy	Updated handbook to include Transportation policy.
<b>Compliance</b>	Drug and Alcohol-Free Workplace	Updated to include Cannabis.
<b>Compliance</b>	Political Activity in the Workplace	Updated policy to include Minn. Stat. § 181.531. See policy for more information.
<b>Compliance</b>	Right to Disclose and Discuss Wages	Updated policy to include, "CSP will not retaliate against or take any adverse employment action against an employee who discloses the employee's own wages or discusses another employee's wages which have been disclosed voluntarily. "
<b>Clarify</b>	Disability Pay	Updated policy language, "Eligible employees receive full pay for the first 7 calendar days during the evaluation period. "
<b>Compliance</b>	Mother-Friendly Workplace	Updated policy to include new Minnesota Department of Labor and Industry's Labor Standards Division. See handbook for updated policy.
<b>Compliance</b>	Earned Sick & Safe Time	Updated policy to include new statute per state of Minnesota and Oregon. See handbook for updated policy.

<b>Compliance</b>	FMLA	Updated policy to include, "Under the Minnesota Pregnancy and Parenting Leave statute, an employer may not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining a leave of absence related to pregnancy or parenting."
<b>Compliance</b>	FMLA	Updated policy to include, "Under the Minnesota Pregnancy and Parenting Leave statute, employees are eligible for a 12-week unpaid leave related to pregnancy, birth, or adoption, or, for a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, regardless of the amount of time they have been employed by CSP."