

Policy Manual Update Log

Review Date:	Policy and Description:	Date Complete:
August 27, 2008	Part 7 – Business and Financial Affairs and Table of Contents (updated)	September 19, 2008
April 7, 2008	Part 6 – Exempt Employees' Code and Table of Contents (updated)	September 17, 2008
August 6, 2008	2-1.0 University Committees and Councils (added standing committee – Conservation, Waste Minimization and Recycling Committee per Environmental Sustainability 2-2.81)	September 16, 2008
August 6, 2008	2-2.81 Environmental Sustainability (approved 9/3/08) new policy	September 15, 2008
August 6, 2008	2-2.82 Internal Administrative Fee (approved 9/3/08) new policy	September 15, 2008
August 6, 2008	2-2.70 Personnel Records (approved 3/16/05)	September 15, 2008
August 6, 2008	2-2.69 Performance Management (approved 3/16/05)	September 15, 2008
August 6, 2008	2-2.79 Flexwork Policy (new policy)	August 14, 2008
August 6, 2008	2-2.80 Telework Policy (new policy)	August 14, 2008
July 2, 2008	2-2.56 University Flag Lowering Policy (updated)	August 14, 2008
July 2, 2008	2-2.77 University Event Civility Policy (updated)	August 14, 2008
July 2, 2008	2-2.44 Class Size Policy (updated)	August 14, 2008
July 2, 2008	2-2.43 Use and Management of Media Equipment (updated)	August 14, 2008
June 4, 2008	2-2.75 Training and Development (new policy)	August 14, 2008
June 4, 2008	2-2.74 Employee Promotions (new policy)	August 14, 2008
June 4, 2008	2-2.73 Probationary/Trial Service (new policy)	August 14, 2008
June 4, 2008	2-2.72 Employee Leave (new policy)	August 14, 2008
June 4, 2008	2-2.71 Background Check (new policy)	August 14, 2008
June 4, 2008	2-2.53 Family and Medical Leave Act (FMLA) (updated)	August 14, 2008
June 4, 2008	2-2.23 Military Leave for University Employees (updated)	August 14, 2008
May 14, 2008	2-2.68 Rehiring Retirees (new policy, PAC approved 10/3/07)	May 14, 2008
April 23, 2008	Part 5 (correct document posted to web)	April 23, 2008
April 19, 2008	Part 5 (5-9, 5-10, 5-11 updated)	April 19, 2008
May 16, 2007	Part 2-2.53, FMLA (updates, move procedural content to procedures manual)	March 12, 2008
January 18, 2008	Part 2-2.55, Recruitment, Retention and Hiring (formerly Scope of Search for New and Vacant Positions, move procedural content to procedures manual)	March 6, 2008
January 2, 2008	Part 2-2.67, Uniform Service Shared Pool (new policy)	March 6, 2008
December 5, 2007	Part 2-2.48, Faculty and Exempt Staff Retention (included faculty, move procedural content to procedures manual)	March 6, 2008
February 14, 2008	Part 1, Part 1 Table of Contents, Part 2, Part 2 Table of Contents – implemented new format	February 14, 2008
January 24, 2008	2-1.0 – University Committees and Councils (deleted 2-1.20 Faculty Grievance Committee, superseded Collective Bargaining Agreement-March 3, 2006, 2-1.8 Campus Judicial Council renamed 2-1.31 Student Conduct Council, Academic Assessment Committee restructured, renumbered and alphabetized committees)	January 24, 2008
August 8, 2007	2-2.3 – Alcoholism and Drug Dependency (move policy to procedure manual)	October 2, 2007
August 8, 2007	2-2.5.3 – Chain of Command (revised version in new format)	October 2, 2007
August 8, 2007	2-2.7 – Code of Ethics (added wording to allow university employees to serve on non-profits entities board, combined 2-2.16, 2-2.9, 2-2.38 and 2-2.67 with Code of Ethics, made changes to family members employment policy)	October 2, 2007
August 8, 2007	2-2.10 – Copyrights and Royalties (delete, superseded by 2-2.64, Intellectual Property)	October 2, 2007
August 8, 2007	2-2.12 – Distinguished Service Recognition (revised wording for distinguished award eligibility, deleted references to service credits, deleted designation of awardees, provided consistent language w/ right provided under 2-2.34 for surviving)	October 2, 2007

	spouses)	
August 8, 2007	2-2.13 – Drug and Alcohol (move Appendices C and D to Procedures Manual)	October 2, 2007
August 8, 2007	2-2.15 – Educational Benefits (veterans realigned with RCW terminology, added wording regarding space availability in class, added section to address approval process and provisions regarding work schedules and release times, separated policy from procedures)	October 2, 2007
August 8, 2007	2-2.23 – Military Leaves for University Employees (separated policy from procedures)	October 2, 2007
August 8, 2007	2-2.24 – Central Washington University Naming Policy (added project plaques)	October 2, 2007
August 8, 2007	2-2.26 – Occupational Safety (updated WAC references)	October 2, 2007
August 8, 2007	2-2.29 – Public Records: Access and Retention (updated WAC references, updated retention to include electronic data, add business services & contracts link, moved disposition section to procedures manual)	October 2, 2007
August 8, 2007	2-2.32 – Sick Leave Reporting (delete policy)	October 2, 2007
August 8, 2007	2-2.34 – Surviving Spouse Privileges (clarify eligibility)	October 2, 2007
August 8, 2007	2-2.40 – Vendors Shows on Information Technology (delete entire policy/outdated)	October 2, 2007
August 8, 2007	2-2.54 – Workplace Violence (separate policy from procedures)	October 2, 2007