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DATE: June 27, 2003
TO: Holders of State Personnel Manual
FROM: Thomas H. Wright
SUBJECT: State Personnel Manual Changes - Revision No. 15

This memorandum transmits new or revised pages for the State Personnel Manual. The changes are summarized as follows:

Remove Pages	Insert Pages	Policy Title and Explanation of Change	Effective Date
4-7 – 4-8	Same	New Appointment PDF or MSWord Advisory Note added to clarify that upon reemployment, the type of appointment may be determined as a new hire; however, if reemployment occurs within one year, the salary must be determined in accordance with the Reinstatement Policy.	6-1-03
4-62 – 4-63	Same	Holiday Premium Pay PDF or MSWord Advisory Note added to clarify that both FLSA non-exempt and exempt employees are eligible for holiday premium pay when the employee is required to work.	6-1-03
4-113 – 4-114	Same	Career-Banding Salary Administration PDF or MSWord Revised to add remainder of agency responsibilities that were erroneously omitted.	5-1-03
5-1 – 5-2	Same	Vacation PDF or MSWord Deleted provision that provided that vacation leave, except for immediate family, could only be shared within the parent agency	2-21-02
5-28 – 5-33	Same	Voluntary Shared Leave PDF or MSWord Revised to incorporate provisions of HB 432 that includes community colleges in the voluntary shared leave program.	4-10-03
5-48	Same	Educational Leave PDF or MSWord Corrected reference from Educational Leave Policy to Academic Assistance Policy.	6-1-03

(Continued on reverse)

5-51 – 5-52 5-59 – 5-60	Same	Military Leave PDF or MSWord Note added to clarify that although temporary and intermittent employees are not eligible for pay and leave benefits, they are entitled to reinstatement rights.	6-1-03
6-7 – 6-10	6-7 – 6-10.1	Workers' Compensation Administration PDF or MSWord 1) Election of Third Party Recovery (changed from Employee Refusal of Coverage) - Clarified that purpose of signed statement is to document that it was the employee's decision not to file a claim for benefits at the time of the accident. Use of term "release" was misleading as employee may still file a claim. 2) Return to Work – Clarified the following: <ul style="list-style-type: none"> ▪ employee does not have to be placed on WC leave for return to work efforts to begin, ▪ employee has re-employment priority, ▪ ensure pay equity when employee returns permanently to a lesser grade, ▪ remove time limit on work placement efforts, ▪ employer has option of keeping employee on WC leave or separating the employee, and ▪ provide a link to the Separation Due to Unavailability Policy. 3) Added Advisory Note to clarify that the employer is not prohibited from separating an employee while on WC if it can be shown that there is a critical need for the position to be filled.	6-1-03
6-15 – 6-20	6-15 – 6-20.1	Other Benefits PDF or MSWord Revised to update and clarify the supplemental retirement programs.	6-1-03
11-1 – 11-4	Same	Separation PDF or MSWord Clarified Separation Due to Unavailability by defining applicable leave credits and by explaining how to pay out leave balances.	6-1-03