

Tracking Approved Changes to the Personnel Policies and Procedures Manual

The following list of items summarizes approved changes made to the Personnel Policies and Procedures Manual. All efforts are made to maintain the most current versions of policy on the Personnel Policies and Procedures Manual web site ([clickhere](#)).

1-1-2024		Flexible Work Arrangements	New Policy.
7-1-2023	VI N	Remotely Operated Aircraft Systems	

7-1-2018	V E	Workers' Compensation	Changed policy to reflect changes in the administration of MSU's Workers' Compensation program.
7-1-2017	III D	Overtime and Exceptional Compensation	Changed the overtime calculation to be based only on the actual physical hours worked, rather than including non-productive work hours such as vacation, holiday, sick leave, etc.
1-1-2016	VK	Education Tuition Waivers	Eliminated references to "extended family" as legal spouses are now eligible for this benefit.
3-13-2014	IV H	Military Leave	Adds paid military leave from 10 days to 21 days, and also adds carryover from one year to the next for up to two years.
1-1-2014	V B	KTRS/ORP	MSU retiree benefits will be available to ORP participants upon departure from the university if they meet the same criteria as a retiree as defined by KTRS.
12-6-2013	IV O	Sick Leave Bank	"Catastrophic" is defined, absence reduced from 15 to 10 days before a person can qualify, and persons working 4 day workweeks will be treated as if they work 5 day workweeks.
9-6-2013	VI B	Discrimination & Grievances	Timing for grievance resolution, source of official decision, employees are obligated to report discrimination, and procedures for addressing discrimination from non-employees.
9-6-2013	V K	Education Tuition Waivers	Reduced waivers for doctoral-level courses to 2 per fiscal year for employees only. Other minor administrative changes were made for simplicity and efficiency.
7-1-2013	V K	Education Tuition Waivers	Reduced graduate level courses availability from 6 to 2 for spouses, from 6 to 0 for dependents, and added partners to be eligible for 2 graduate level courses.
2-27-2013			

7-1-2011

V B

KTRS/ORP

Buyback (for ORP participants) and service credit (KTRS)

7-1-2011

V M

Doctoral Tuition
Assistance

Reimburse for tuition and fees at a previously agreed rate and binds employee for 1 year of service for each 12 hours of paid tuition and fees.

1/1/2011