Group 6 - Administrative Procedures (30 day review period)

Robert Frost <robert.frost@napavalley.edu>

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To: Robert Frost <robert.frost@napavalley.edu>

Dear All,

At the direction of the Board, we continue to work through the many procedures that need to be updated or approved, using the CCLC Policy Service templates as guidance. These documents are legally required or advised. They have been published in the Board Policy Manual in Board Docs and here.

NVC employees are asked to take 4 weeks to review these documents and provide input. Groups that do not complete 4 weeks prior to end-of-year will carry over review to August. Thank you for the diverse comments and corrections provided thus far!

Given the many procedures to be updated, or approved for the first time, our consultation process will remain open and continue after posting, using a “Additional Review Requested” designation for new/revised procedures. You will see this reminder included in both email and memoranda in the months ahead. In addition, we will share out a DRAFT six-year timeline for regular review. Through such a designation and tracking process, we can continue consultations and revisions of the many procedures in progress at this time.

- AP 2714 Distribution of Tickets or Passes
- AP 3250 Institutional Planning
- AP 5610 Voter Registration
- AP 6550 Disposal of Property
- AP 7145 Personnel Files
- AP 7233 Claims for Work Out of Classifications
- AP 7234 Overtime
- AP 7345 Catastrophic Leave Program
- AP 7346 Employees Called to Military Duty
- AP 7365 Discipline and Dismissals, Classified Employees