

Rationale	Section	Change
Clarify	Faculty Handbook	Updated opening sentence to indicate, "The Faculty Handbook supersedes the CSP Employee Policies for subject areas related to their academic role.
Compliance	Employment at Will	Clarified Language: Employment at CSP is classified as "Employment at Will" and is not guaranteed or for a definite term. Employment may be terminated at will by either CSP or the employee, with or without cause. The only exception to an at-will agreement is a written contract, signed by an officer of the university, stipulating alternate terms for employment. Statements in the handbook or in any other CSP publication are not to be construed as affecting or modifying in any way the at-will status of CSP employees.
Compliance	Concordia Employee Classification	Updated handbook to include Contracted Faculty of Practice: faculty whose primary relationship to CSP is that of an employee who teaches specified courses, contracted by semester, not to exceed 12 credits in any semester.
Compliance	Concordia Employee Classification	Affiliated Faculty: faculty who are full-time employees of a contracted partner agency that are assigned full-time work for CSP.
Limit Liability	Exempt Status-Graduate Assistants	Clarified Language: Graduate Assistants may qualify as exempt (non-eligible for overtime) under the FSLA teaching exemption due to the nature of their positions.
Compliance	Work Schedule and Space	Clarified language: Work schedules for employees vary throughout the University. Unless otherwise specific, regular full-time employees are expected to work in the work space provided by the University at least forty (40) hours per work week. Regular part-time employees are expected to work the scheduled hours established in collaboration with their supervisors. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Non-exempt employees are not to access their work email or conduct University business over 40 hours in a given week without the approval of their direct supervisor.
Limit Liability	Flexible Work Arrangements	Update policy
Limit Liability	Animals in the Workplace	Updated policy
Clarify	Timesheets-Salaried (Exempt) Staff	Updated language to further clarify the process for submitting timesheets.
Clarify	Employee Benefits	Added language: Accidental Death and Dismemberment
Clarify	Benefits Summaries	Updated contact information for Mental Health and Substance Abuse Care

Clarify	Children & Legal Dependents of Employees Tuition Grant	Updated language: "This grant may be determined in part based on 'Financial Need/EFC' as outlined by the US Department of Education in conjunction with the FAFSA. Annual completion of the FAFSA is required to be eligible for this grant.
Clarify	Children & Legal Dependents of Employees Tuition Grant	Updated language: "Qualification for grant funding is determined after all other grants and scholarships including (but not limited to) state, federal, institutional and private, have been applied towards applicable fees for tuition costs each year.
Clarify	Children & Legal Dependents of Employees Tuition Grant	Updated language "Students who wish to apply student loans in conjunction with the CSP Children and Legal Dependents of Employees Tuition Grant may be awarded up to the published cost of attendance (Tuition and fees, books and supplies and living costs)
Limit Liability	Employee & Spouse Tuition Waiver	Added language: "This grant may be determined in part based on 'Financial Need/EFC' as outlined by the US Department of Education in conjunction with the FAFSA. Annual completion of the FAFSA is required to be eligible for this grant. "Qualification for grant funding is determined after all other grants and scholarships including (but not limited to) state, federal, institutional and private, have been applied toward applicable fees for tuition costs each year.
Clarify	Taxability of Employer	Policy has been removed from handbook-no longer applies
Clarify	Free or Reduced Admission to Campus Events	Updated language: "Electronic athletic passes may be downloaded for free or reduced admission to home athletic events."
Clarify	Bonding Leave	Updated language: "If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave, if eligible.