Employment Series 400

Policy Title: Terms and Conditions

Code No. 400

Policy Statement

The Board strives to provide employment terms and conditions that attract and retain an expert, diverse, workforce with the knowledge, skills, and disposition to meet Agency goals.

Scope of Policy

All employees have established terms and conditions that describe employee benefits such as insurance, leaves, vacation, holidays, and retirement programs that support this policy and processes to guide employee assignments.

Accountability Overview

The Board approves contractual terms of employment on the basis of its Total Rewards framework, fiscal context, and analyses and recommendations from administration and employee groups. These terms and conditions are updated on an annual basis for all employee groups and are available on the Agency's Intranet.

Date of Adoption: June 28, 1978

Reviewed: 5/12/2020

Amended: 6/83, 6/90, 4/92, 1/97, 7/01, 5/04, 12/13, 11/15

<u>8/8/17</u>