

## CVB Personnel Policy Changes 2018

- 4.5 – Defines temporary employee.
- 5.1 – Requires signed copy of evaluation be provided to employee.
- 9.4 – Expands dress code.
- 11.1 – Directs gift acceptance.
- 12.3 – Increases personal leave days by one day. (can be cashed out)
- 12.4 – Decreases holidays by one day. (cannot be cashed out)
- 13.1 – Defines what employees can get life and disability insurance.
- 17.1 – Increases amount of bereavement leave.
- 19.3 – Directs problem solving roles and procedures.
- 21.1 – Increases spending delegation.
- 23.1 – Allows flexibility in expense policy and defines authority.
- 24.1d – Calls for notification and reimbursement of errant credit card charge.
- 25.2 – Details travel expense report.
- 25.4 – Addresses timeliness of expense reports.
- 25.6 – Defines time line for expense report submission.
- 29.2 – Prioritizes host hotel for conference attendance.
- 29.6 – Increases meal allowance, defines room use and conference incidentals.