

## 7. NEW BUSINESS

### 7.2. POLICY 560 – MISCELLANEOUS – DELETION – SECOND READING

Policy 560 Miscellaneous is presented for a Second Reading for deletion. Since its last revision on January 23, 1973, the Board and College have incorporated the four noted items (training, health/safety, meal breaks and telephone use) into other institutional policies and procedures. Removing this policy will eliminate redundancy and prevent employee confusion and misinterpretation.

This policy deletion has been reviewed by the College's legal counsel and shared governance system.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for Second Reading.

**Recommendation:** Approve the deletion of Policy 560 Miscellaneous.

#### ~~560~~ — ~~MISCELLANEOUS~~

~~Employees shall be requested or required to attend training sessions from time to time.~~

~~Health, safety, and sanitary methods as are necessary to protect and preserve the welfare of the employees shall be maintained.~~

~~Classified employees shall be entitled to a fifteen (15) minute break in the morning and afternoon.~~

~~Telephones shall be used for College business purposes only. Personal calls shall be made only in cases of emergency. If a personal toll call is necessary, the College shall be reimbursed.~~

~~Adopted — 03/25/69~~

~~Amended — 01/23/73~~

~~Deleted~~