

Meeting Agenda

- ◆ Welcome and opening remarks
Israel Ruiz, Executive Vice President and Treasurer
- ◆ Update on Kendall Square construction
Israel Ruiz, Executive Vice President and Treasurer
- ◆ The MIT Stephen A. Schwarzman College of Computing
Martin A. Schmidt, Provost
- ◆ VPF and financial update
Glen Shor, Vice President for Finance
- ◆ Overview of new MIT policies website
Marianna Pierce, Policy and Compliance Specialist
Kate Miller, Manager of Institutional Compliance

New MIT Policies Website

Policies & Procedures and Employment Policy Manual

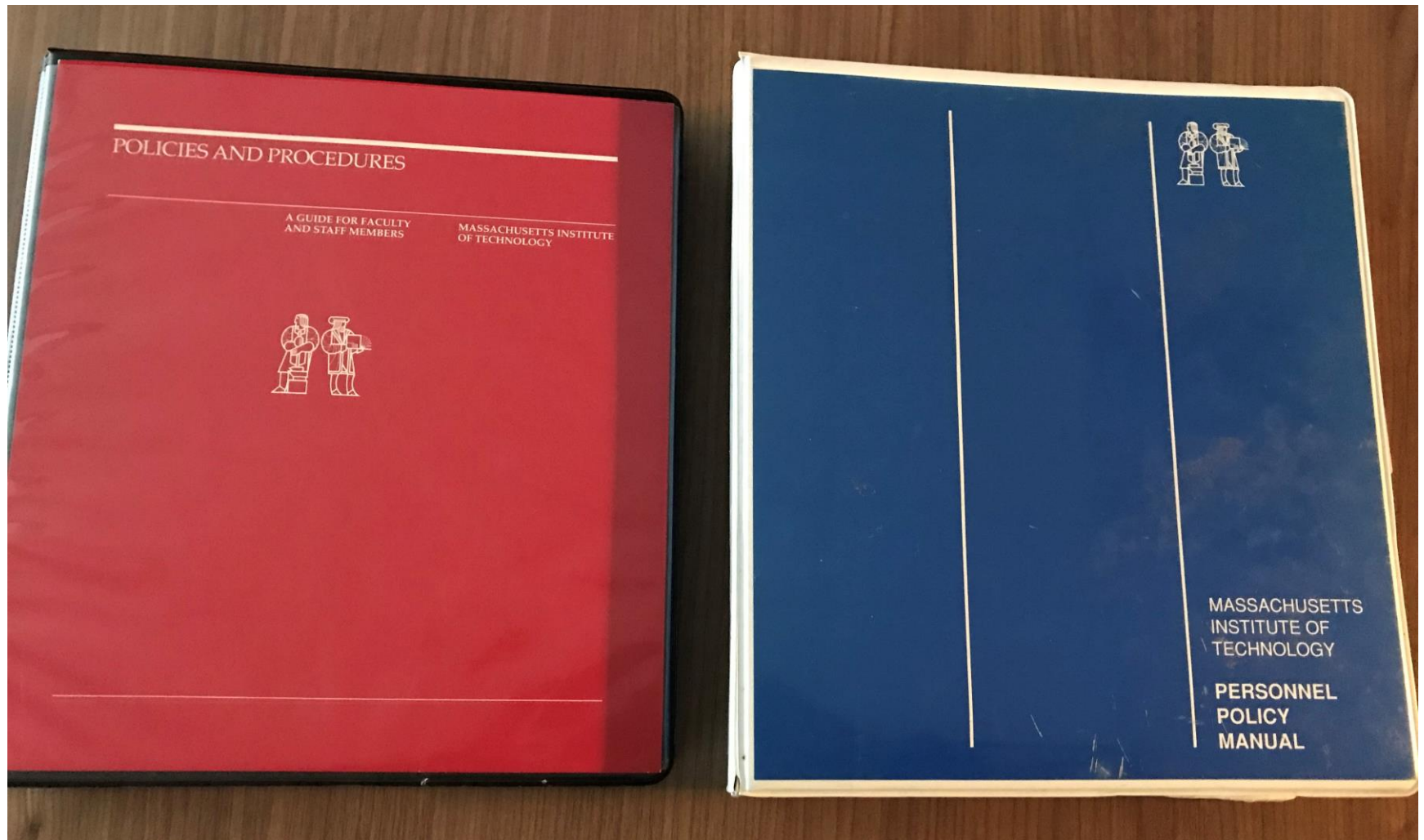
November 1, 2018

Kate Miller
Marianna Pierce

Overview

- Ad hoc committee reviewed MIT's two major policy manuals
 - Policies & Procedures and Personnel Policy Manual
- Resulted in new **central policy website** for MIT policies
 - Hosts both policy manuals
 - Provides guidance on some key policy topics
 - Links to other MIT policies
 - Easily searchable

Where We Were



Then....

- Online versions of Policies & Procedures and Personnel Policy Manual superseded the printed manuals
 - P&P maintained by President's Office; PPM by HR
 - Features included update history for each manual
 - Some policies linked from P&P → PPM and some from P&P → PPM
- Online manuals reduced confusion but...
 - Still two separate manuals on different websites
 - Still duplication of some policies
 - Some policies or guidance hard to find
 - Some sections weren't really policies
 - Ongoing uncertainty about finding the right policy, and the current one

Now....

- Central policy website: policies.mit.edu
- Both P&P and EPM are found there
 - Slight change in name for PPM - now Employment Policy Manual
- New features:
 - Easy to search
 - Guidance on selected policy topics
 - “What’s new” section to highlight recent changes to policies
 - Links to other key MIT policy sites, such as research policies, TLO, VPF
 - “About” - introduction to the two manuals
 - Major policy sections begin with a note showing when they were last updated