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

POLICIES AND PROCEDURES

A GUIDE FOR FACULTY AND STAFF MEMBERS

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

PERSONNEL POLICY MANUAL

Human Resources

Risk Management & Compliance Services
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- Online versions of Policies & Procedures and Personnel Policy Manual superseded the printed manuals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