MICHIGAN STATE ADDENDUM

This addendum to the MCAD Handbook (the “Michigan Addendum”) applies to all eligible employees working in the state of Michigan. The Michigan Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Michigan Addendum, the terms of the Michigan Addendum shall control. If you have any questions regarding the application of the Michigan Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on height or weight in accordance with state law.

Personnel Files

The College, upon written request which describes the personnel record, will provide the employee with an opportunity to periodically review at reasonable intervals, generally not more than two (2) times in a calendar year, the employee's personnel record if the College has a personnel record for that employee. The review shall take place at a location reasonably near the employee's place of employment and during normal office hours. If a review during normal office hours would require an employee to take time off from work with the College, then the College will provide some other reasonable time for the review. The College may allow the review to take place at another time or location that would be more convenient to the employee.

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