## 202-2023 CNCA Handbook Edit Summary:

- Page 11- Background Checks
  - Language was added to inform staff members background checks now include verification through the U.S. Department of Justice National Sex Offender Public Website.
- Page 12- Full Time Employees/Part Time Employees
  - o Language was updated to reflect 30-day introductory period
  - o Language was added to clarify eligibility requirements for part time employees
- Page 25- Standards of Conduct
  - o Language was added to align with attendance policy and time keeping procedures
- Page 45- Holidays
  - o Indigenous Peoples' Day was added as a recognized holiday for observance.
- Page 50 Sick Leave
  - o Language was updated to clarify sick time donation policy and practice.