



*East Georgia State College*

*Employee Handbook*

*Adopted by President's Cabinet 3/26/19*

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# EAST GEORGIA STATE COLLEGE

## EMPLOYEE HANDBOOK

### *Introduction*

#### ***Purpose of Handbook***

The *East Georgia State College Employee Handbook* contains general policies and procedures of the college and the University System of Georgia that applies to **all** East Georgia State College faculty and staff employees. Student employees are directed to the *East Georgia State College Student Employment Handbook* for applicable policies and procedures. Employees are also directed to the following sources for additional applicable policies that may apply:

- *Policy links included herein*
- *Policies and Procedures of the College located on the President's webpage*
- *East Georgia State College Faculty Handbook*
- *East Georgia State College Statutes*
- *Policy Manual of the Board of Regents of the University System of Georgia* [www.usg.edu/policymanual](http://www.usg.edu/policymanual)
- *Human Resource Administrative Practice Manual* [www.usg.edu/hr/manual](http://www.usg.edu/hr/manual)
- *EGSC Business Affairs Policies and Procedures Manual*
- *Business Procedures Manual* [http://www.usg.edu/business\\_procedures\\_manual/](http://www.usg.edu/business_procedures_manual/)
- 

EGSC policies are subject to review and change by the Board of Regents and the administration of the college. Employees are directed to the *Policies and Procedures of the College* webpage located on the President's website at [http://www.ega.edu/offices/presidents\\_office/policies\\_and\\_procedures\\_of\\_the\\_college](http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college) for subsequent revisions of this handbook and for the most current versions of all college policies.

The Employee Handbook is not to be interpreted as a contract of employment nor does it guarantee the right to employment. Georgia is an employment-at-will state. Per Board of Regent's policy, East Georgia State College policy must fall within the minimum standards set forth in the Bylaws and Policies of the Board of Regents. However, as permissible by the Board of Regents, East Georgia State College policy may be stricter than Board of Regents policy provided that the resulting policy does not violate Board of Regents policy, Bylaws, or state or federal law. In the absence of an East Georgia State College Policy, the applicable Board of Regent's policy shall govern. Interpretations and enforcement of policies in this handbook shall be the responsibility of the Vice President for Business Affairs.

An effort has been made to avoid duplicating information otherwise available in other East Georgia State College publications, such as the *Policies and Procedures of the College*, the *Staff Handbook*, the *Faculty Handbook*, the *East Georgia State College Statutes*, the *EGSC Business Affairs Policies and Procedures Manual*, the *Student Employment Handbook* and various benefits booklets. Benefit booklets are issued by the Human Resources Office to all new employees.

Any questions concerning information in this handbook should be directed to your supervisor or to the Human Resources Office.

#### ***The Human Resources Office***

The Human Resources Office, located in the Jean Anderson Morgan Student Center functions to serve the best interests of both the employees and East Georgia State College. The Vice President for Business Affairs and her/his staff are responsible for implementing college personnel policies, recruiting, position classification, wage and salary administration, orientation, training, employee records, and benefits. If you need information or guidance, please contact the Human Resources Office for assistance.

## *Employment*

*Notice of Non-Discrimination (See Policies and Procedures Page Section 8)*

*Equal Employment Opportunity Policy (See Policies and Procedures Page Section 8 - Affirmative Action Policy and Plan)*

*Affirmative Action Policy and Affirmative Action Plan (See Policies and Procedures page Section 8)*

*Americans with Disabilities Act*

The Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications. Employees or potential employees may self-identify any qualified disability as defined under ADA for which assistance is needed in carrying out their assigned duties. According to the Americans with Disabilities Act Amendments Act of 2008 ("Act") individuals with disabilities are defined as persons who have a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. East Georgia State College will make every effort possible to accommodate any employee or potential employee needing assistance within the definitions of the law.

*Ethics Hotline*

East Georgia State College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as the EGSC Police Department, Business Affairs, and Legal Counsel, have been and continue to be readily available. Matters of significance may be reported using the EGSC Hotline provided by an independent company. This service is available 24 hours a day, 7 days a week, and allows faculty, staff, students and visitors the option to voice concerns, and to remain anonymous if so desired. Complaints may be made by phone via a toll free number or via on-line reporting at <https://ega.alertline.com/gcs/welcome>. All new employees receive information on The Hotline program information during New Employee Orientation. Posters are posted in several prominent locations in each EGSC building.

*Ethics Hotline Reporting Procedures (See Policies and Procedures Page Section 8)*

*Ethics Hotline Report Line User Roles (See Policies and Procedures Section 8)*

*Ethics Policy*

<https://www.usg.edu/policymanual/section8/C224/#p8.2.18> *personnel conduct*

*Drug Free Workplace*

East Georgia State College has a clear responsibility to our students and their parents, and also to our employees. This involves providing the very best academic atmosphere for the students and a drug free working environment for all employees. Any element which may hinder the efforts to carry out these responsibilities cannot be tolerated. Employees involved with drugs pose such a hindrance. Therefore, employees should realize that drug-related convictions could lead to termination of employment. East Georgia State College abides by the terms and provisions of the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act Amendments of 1989 and has adopted the drug-free workplace policy. East Georgia State College has adopted an Alcohol and Other Drug Policy that details its commitment to providing a safe environment for its students, employees, and visitors. To view the Alcohol and Other Drug Prevention Policy see the Policies and Procedures page.

*Employee Alcohol and Other Drug Prevention Policy (See Policies and Procedures page Section 8)*

*Calculation of Due Date Policy (See Policies and Procedures page Section 8)*

*General Hiring Procedures for Faculty (also Faculty Handbook – Policies and Procedures page Section 3)*

## ***General Hiring Procedures for Staff Employees***

East Georgia State College is an equal opportunity employer, and as such, makes every effort to recruit qualified and diverse applicants for staff vacancies.

The Chief Human Resources Officer, as the EEO Officer for East Georgia State College, is involved in the search process to insure that the proper procedures including affirmative action are involved in the recruiting and hiring procedures. If a department has an available staff position opening, the department head should consult with Chief Human Resources Officer for the proper steps to be taken in order to fill the vacancy.

Details on the staff hiring process can be found in the *Human Resources Hiring Process for Staff Positions* and *Search Committee Guidelines and Checklist* documents located in the myEGSC portal online forms under the Human Resources.

### ***Provisional/Probationary Appointments (This policy applies to STAFF employees only)***

All regular staff employees, with the exception of police officers pending training, are required to serve the first six months of employment on a provisional basis. At least one evaluation will be completed in the six month provisional period. If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing at any time prior to the completion of the six-month provisional period and the employee may be terminated at that time without right of appeal.

Transfers to other positions are not made during the provisional period. Temporary employees hired into regular positions are considered new employees and will serve a six-month probationary period beginning with the first work day of regular employment.

### ***Dismissal, Demotion or Suspension (This policy applies to STAFF employees only)***

Dismissal, demotion or suspension of staff employees may be initiated by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action; however, under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted, or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall also be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to the Grievance/Appeals section of this handbook upon request made within 10 working days following the adverse personnel decision of the immediate supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Georgia is an employment-at-will state.

### ***Volunteer Program Policy (See Policies and Procedures Page Section 8)***

Volunteers are a vital component of the programs and services at East Georgia State College. Volunteers are usually identified through the department needing assistance and requested by the department head. All requests are made and approved through the Office of Human Resources as stated in the policy. The policy and related forms are located on the Policies and Procedures page.

### ***Volunteer Agreement Form for Non-Employee (See Policies and Procedures Page Section 8)***

### ***Volunteer Agreement Form for Employee (See Policies and Procedures Page Section 8)***

### ***Employment Applications (See Policies and Procedures Page Section 8)***



***Disqualification of Employment (This policy is under development; see USG BOR Background Investigation Policy) [http://www.usg.edu/hr/manual/background\\_investigation](http://www.usg.edu/hr/manual/background_investigation)***

***Background Investigations (See Policies and Procedures page Section 8)***

## ***The Employee***

East Georgia State College recognizes that its employees are important and fairness to all determines the relationship of the college to its personnel.

East Georgia State College's policy is to employ those persons who are best qualified based on ability, skill, experience, training, character, and physical condition, regardless of race, color, sex or creed. The college provides working conditions, salaries, and benefits that will attract and retain competent employees.

### ***Age***

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor.

***Employment Selection Process and Criteria for Employment (See Policies and Procedures Page Section 8)***

***Employment of Relatives (See Policies and Procedures page Section 8)***

***Employment of Foreign Nationals (See Policies and Procedures page Section 8)***

### ***Employment Beyond Retirement***

When an individual retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System of Georgia (TRSGA) or the Optional Retirement Plan (ORP), he/she shall not be re-employed by the University System without the prior approval of TRSGA or ERS and policies governed by the Board of Regents.

To view the full policy: [http://www.usg.edu/hr/manual/employment\\_beyond\\_retirement](http://www.usg.edu/hr/manual/employment_beyond_retirement)

***Orientation (See Policies and Procedures page Section 8)***

***FERPA Mandatory Training (See Policies and Procedures page Section 8)***

***Building Access and Security Policy (see Policies and Procedures page Section 8)***

***Employee Occupancy in Student Housing Policy (See Policies and Procedures Section 8)***

### ***Working Conditions***

One of the most important aspects of employment to both the employee and the employer is working conditions. The college makes every effort to provide an atmosphere that enhances individual development and job enrichment.

In general, the policy in this area is one of common courtesy and understanding. The college must always strive to understand the needs of the employees, and likewise, each employee should realize the role he or she plays in the overall goals of the college.

All policies have been established to create a cooperative working environment for both the college and the employee.

### ***Courtesy***

One of the most important parts of a job is to be courteous at all times to everyone whether in face-to-face contact, by telephone, by letter, or any other electronic media. Proper behavior includes promptness, efficiency, cooperation, and impartial treatment of faculty, students, the public and fellow employees. It also includes recognition of lines of authority and a friendly attitude toward co-workers.

***Appearance (See Policies and Procedures Section 8)***

## ***Personal Life***

Social events and personal business should be planned or discussed at times other than during working hours.

## ***Telephone Equipment, Equipment and Software Utilization (See Policies and Procedures Section 8)***

## ***Information Technology Equipment Policy (See Policies and Procedures Section 8)***

## ***Confidential Information***

In the performance of their duties, some employees must deal with confidential information. Such information should not be discussed or made available to anyone until it has been approved for release by the proper authority. Certain college records are strictly confidential.

## ***Georgia's Open Records Act***

As an employee of East Georgia State College, you should know that certain information maintained by the institution about you and your employment record is considered to be a matter of public record and is subject to the Open Records Act of the State of Georgia. This means that any citizen of Georgia may request access to certain information contained in your personnel file without your knowledge or consent. Open records requests are filed with the Office of Institutional Advancement. Although some information is excluded by law and cannot be accessed under provisions of the Open Records Act, your employment and salary history and performance evaluations are among the material that may be available for review. Information regarding Georgia's Open Records Act can be obtained at the Office of the Attorney General of the State of Georgia at: [law.ga.gov/open-government](http://law.ga.gov/open-government).

## ***Employee Personnel Records (This policy is under development; see USG BOR policy)***

## ***Conformity with Federal Grant Standards***

East Georgia State College is committed to conformity with federal grant standards. *(See Grant Process and Policy in Policies and Procedures Section 7)*

## ***Children in the Workplace (See Policies and Procedures page Section 8)***

## ***Pets Policy (see Policies and Procedures page Section 8)***

## ***Pet Policy for Professional Live-In/Live-On Staff (See Policies and Procedures Section 8)***

## ***Service Animal Policy (see Policies and Procedures page Section 8)***

## ***Telework Policy (This policy is under revision; the current policy appears below)***

East Georgia State College allows teleworking and flextime, on a voluntary basis, to employees who fill job classifications/positions that have been designated as eligible for telework and/or flextime. The Telework and Flextime program is an employer option, not an employee right and is appropriate only when it results in a benefit to the institution. Telework and/or flextime may not be suitable for all employees and/or positions. East Georgia State College may implement teleworking and/or flextime as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department. To view the full policy: [http://www.usg.edu/hr/manual/teleworking\\_flextime\\_policy](http://www.usg.edu/hr/manual/teleworking_flextime_policy)

## ***Employee Travel (see Business Procedures Manual on Policies and Procedures Page Section 7)***

## ***Fleet Management and Motor Vehicle Use Policy (see Policies and Procedures Page Section 8)***

## ***Trip Approval and Travel Policy (see Policies and Procedures Page Section 8)***

## ***Outside Activities (See Section 8 – Conflicts of Interest and Conflicts of Commitment Policy)***

## ***Political Activities Policy (see Policies and Procedures Page Section 8)***

***Progressive Discipline (This policy is under revision; the current policy appears below)***

Progressive discipline is a process that identifies job-related behavior that does not meet expected and communicated policy and/or performance standards. The progressive discipline process is to be corrective and constructive in resolving issues. This process assists the employee in understanding the performance problem and provides the opportunity for the employee to correct the behavior.

Disciplinary action can range from oral warnings to immediate discharge. Our general policy is to take disciplinary steps in the following order:

- Oral warning(s)  
Oral warnings may take place between employees and managers/supervisors in situations that are deemed less serious in nature. A verbal warning is a notation made by your manager/supervisor of the time, date, and circumstances of a situation, which had been discussed with the employee. It does not become a permanent part of the employees personnel file unless the problem continues.
- Written reprimands(s)  
Written reprimands take place between a manager/supervisor and the employee when the behavior of the employee is: a repeated violation and verbal counseling has been administered; failure to improve after receiving one or more verbal warnings regarding poor performance or productivity, or break a major work rule for the first time. A written reprimand is written by the manager/supervisor and reviewed by the Chief Human Resources Officer. The reprimand is discussed privately between the employee, manager/supervisor, or other designated official.
- Suspension  
An employee will be suspended with or without pay, dependent upon circumstances, when he/she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. Suspensions may vary in length, according to the severity of the offense. A suspension is recommended by the manager/supervisor and reviewed by the Chief Human Resources Officer. Suspension notices should indicate the reason(s) for the discipline, the specific dates of the suspension, and the employee's right to appeal.
- Termination  
An employee's employment may be terminated when he/she engages in a conduct that the institution, at its sole discretion, deems is justified. A termination is recommended by the manager/supervisor and reviewed by the Chief Human Resources Officer.

East Georgia State College reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps or to create new and/or additional disciplinary steps.

When selecting the appropriate disciplinary action, East Georgia State College may consider any number of the following:

- the seriousness of the conduct
- prior history of misconduct
- employment record
- length of employment
- the strength of evidence against the employee
- the ability to correct the conduct
- actions taken for similar conduct by other employees
- how the conduct affects East Georgia State College, its customers, and other employees, and
- any other circumstances related to the nature of the misconduct, the employment with East Georgia State College, and the effect of the misconduct on the business of the institution.

East Georgia State College will give those considerations whatever weight is deemed appropriate. Depending on the circumstances, EGSC may give some considerations more weight than other considerations or no weight at all.

The following are examples of actions that can result in disciplinary action or discharge:

- Insubordination
- Theft
- Discourteous behavior
- Entering an unauthorized area at any time
- Wasting materials
- Willful violation of safety regulations
- Continued failure to perform assigned duties
- Negligence
- Falsifying records, reports, or information
- Intoxication or drinking alcohol on the job
- Failure to report an absence or reason for absence

- Habitual absence or tardiness
- Unauthorized absence from assigned work area
- Interfering with the work performance of another employee
- Willful damaging of equipment or property
- Gambling
- Sleeping while on duty
- Drug-related charges

#### Appeal by Employee

Employees may seek review of the College's action taken under the Progressive Discipline Policy by his or her first and second line supervisors. If this fails to resolve the matter, the employee is directed to other college policies which may apply: the Conflict Resolution Policy, Grievance Policy, Dismissal, Demotion or Suspension Policy, and to appeal to the Board of Regents.

Employment is a mutual consent of the employee and East Georgia State College; this policy does not change this consent. East Georgia State College can terminate the employment relationship at will, at any time, for any lawful reason, including reasons not listed above; dependent on specific circumstances and the severity of the conduct. The employee has the right to end his/her employment at any time.

#### ***Resignations (See Policies and Procedures Page Section 8)***

#### ***Reduction in Force (See Policies and Procedures Section 8)***

#### ***Exit Interview***

All employees who are terminating their employment must participate in an exit interview conducted by the Human Resources Office. At that time, employees will receive all pertinent information regarding their separation, complete all necessary paperwork, and return any cards, keys or other institutional property to the college. This interview also will give employees an opportunity to complete an on-line exit questionnaire available from BOR to provide feedback about their employment experience at East Georgia State College.

## ***Classification, Compensation, and Payroll***

#### ***Employee Categories (See Policies and Procedures Page Section 8)***

#### ***Position Classification (This policy is under development; see USG BOR policy)***

#### ***Employee vs. Independent Contractor (This policy is under revision; see USG BOR Policy)***

#### ***Dual Appointment (See Policies and Procedures Page Section 8)***

#### ***Interim and Acting Appointments Policy (See Policies and Procedures Section 8)***

#### ***Entrance Salary (This policy is under development; see USG BOR policy)***

#### ***Salary Increase Administration Process (This policy is under development; see USG BOR Policy)***

#### ***Relocation Expense Policy (See Policies and Procedures Section 8)***

#### ***Workweek- Faculty Employees, Staff Employees (See Policies and Procedures Page Section 8)***

#### ***Fair Labor Standards Act Overtime Compensatory Time Policy (see Policies and Procedures page Section 8; this policy applies to staff employees only)***

***Emergency Callback Pay/ Variant Pay (This policy applies to STAFF employees only) This policy is under development; see USG BOR policy)***

***Inclement Weather or Other Emergencies (see Policies and Procedures Section 8)***

***Time Records (This policy applies to FLSA STAFF employees only)***

Employees subject to the provisions of the Fair Labor Standards Act are required to keep a time record of the hours worked. Employees must clock in and out at a designated terminal or complete appropriate time card.

Time records must be checked for completeness and accuracy and approved by the employee and supervisor. If corrections and approvals are not received by the stated deadline, it is not possible to verify hours and to make adjustments for hours worked for that period. **In this case, the payroll check may be delayed until the following pay date.**

Payroll records are subject to audit and will reflect actual time worked and leave taken. Any intentional falsification of time records may be grounds for termination of employment.

***Attendance***

All employees are advised of their work hours when they accept employment at the college. For the college to maintain a smooth and consistent operation, employees must be conscientious in all areas of their work. For this reason, each employee must report to work at the designated time and remain on duty in accordance with their work schedule.

*Employees or their representatives must notify their supervisor when, in the event of an illness or an emergency they unable to report to work.* If for some reason the supervisor cannot be reached, a call should be placed to the Human Resources Office. Excessive absenteeism and/or tardiness or failure to report the reason for absenteeism affects promotions and can eventually result in termination of employment. Faculty members are directed to the EGSC Faculty Handbook for specific reporting requirements for work absences.

***Breaks***

If the work situation permits, a supervisor may authorize two fifteen-minute breaks, one in mid-morning and one in mid-afternoon. Care should always be taken to see that all work assignments are covered. Such breaks are not mandatory and are a benefit subject to departmental and supervisory needs. An employee may not forego breaks to accumulate extra time off.

***Paychecks Withholding of Pay Policy - Paydays (see Policies and Procedures page Section 8)***

***Direct Deposit***

As a condition of employment, East Georgia State College employees must participate in direct deposit of their paychecks unless otherwise exempted by the Vice President for Business Affairs.

***Deductions from Salary***

There are certain amounts that, by law, must be deducted or withheld from your paycheck. Among these may be federal or state income tax, Social Security/Medicare taxes, and applicable retirement contributions. All deductions will be explained during your orientation session with the Human Resources staff.

Employees eligible for benefits may elect certain benefits offered by the college in the form of insurance, tax-sheltered annuities, credit union, or various charities or contributions. These benefits will be explained during orientation and are subject to change as the institution or Board of Regents deems necessary.

***Garnishments of Pay Policy (See Policies and Procedures page Section 8)***

***Promotions (See Policies and Procedures Page Section 8)***

***Transfers (See Policies and Procedures Page Section 8)***

## ***Changes in Status***

It is the employee's responsibility to notify the Human Resources Office of changes in name, address, telephone number, tax exemptions, etc. in order to maintain current personnel records. It is vital that an emergency contact be maintained in the personnel file in the event of an accident or injury to the employee during working hours.

## ***Employee Relations***

***Performance Evaluations (See Policies and Procedures Page Section 8)***

***Amorous Relationships Policy (see Policies and Procedures Page Section 8)***

***Conflict Resolution Policy (see Policies and Procedures Page Section 8)***

***Sexual Misconduct Policy (see Policies and Procedures Page Section 8)***

***Information and Procedures for Victims (see Policies and Procedures Page Section 8)***

***Non-Discrimination and Anti-Harassment Policy (See Policies and Procedures Page Section 8)***

***Disruptive Behavior (This policy is under revision; the current policy appears below)***

While supporting freedom of expression and peaceful dissent, the college, in the interest of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty member, administrator, or employee.

In addition to following the published rules and regulations of the college, it is also expected that accepted customs and standards of courtesy, conduct, and cooperation be maintained.

The following are examples of actions that can result in disciplinary action or discharge:

- Insubordination
- Theft
- Discourteous behavior
- Entering an unauthorized area at any time
- Wasting materials
- Willful violation of safety regulations
- Continued failure to perform assigned duties
- Negligence
- Falsifying records, reports, or information
- Intoxication or drinking alcohol on the job
- Failure to report an absence or reason for absence
- Habitual absence or tardiness
- Unauthorized absence from assigned work area
- Interfering with the work performance of another employee
- Willful damaging of equipment or property
- Gambling
- Sleeping while on duty
- Drug-related charges

***Cooperation in Internal Investigations (See Policies and Procedures Page Section 8)***

***Employee Grievance Policy (See Policies and Procedures Page Section 8)***

*Employees Affected by Reorganization, Program Modification or Financial Exigency (see Reduction in Force policy and see USG BOR policy)*

*Employment Appeals (This policy is under development; see USG BOR Policy)*

*Gifts and Gratuities (See Policies and Procedures Page Section 8)*

*Stewardship (see USG Ethics Policy)*

*Purchase of Goods and Services: Use of College Property (See Policies and Procedures Page – Section 7 - Business Procedures Manual)*

## ***Employee Benefits and Services***

### **Time Away from Work**

*Holidays (See Policies and Procedures Page Section 8)*

*Annual Leave (See Policies and Procedures Page Section 8)*

*Fair Labor Standards Act Leave (This policy is under development; see USG HRAP Manual)*

*Sick Leave with Pay (See Policies and Procedures Page Section 8)*

*Sick Leave without Pay*

Any regular employee unable to return to work after exhausting all accumulated sick leave, annual leave, and leave under the Family Medical Leave Act, may request an extension of sick leave without pay for a period not to exceed one year. Such sick leave without pay must be approved by the employee's supervisor, the Chief Human Resources Officer and the President. Approval by the appropriate supervisor for such unpaid sick leave is required and would allow the employee the right to elect continuation of group insurance benefits with the institution continuing its share of the cost. All other benefits which would otherwise accrue to the employee while on unpaid leave are prohibited.

*Shared Sick Leave Program (See Policies and Procedures Page Section 8)*

*Lactation Policy for Nursing Mothers (See Policies and Procedures Page Section 8)*

*Family Medical Leave Act (See Policies and Procedures Page Section 8)*

*Military Family Leave Entitlements*

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

With certain exceptions, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her employee benefits during the period of leave with institutional participation in the payment of premiums.

***Military Leave Policy (see Policies and Procedures Page Section 8)***

***Selected Service and Military Physical Examinations***

Any regular employee required by federal law to take a Selective Service or military physical examination shall be paid for any time lost to take such an examination.

***Education Support Leave (see Policies and Procedures Page Section 8)***

***Educational Leave without Pay***

The college may grant educational leave without pay to regular employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to continue group insurance benefits with the institution continuing its share of the cost. Annual and sick leave do not accrue while on any leave without pay.

***Extended Personal Leave of Absence***

Upon the recommendation of the supervisor and at the discretion of the president, the employee may be granted an extended personal leave of absence without pay for periods not to exceed one year. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

***Furloughs***

Faculty contracts will contain a provision allowing for a furlough. In the event it becomes necessary for the president to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

***Court Duty***

Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

***Voting Leave***

Employees of East Georgia State College are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When normal working hours coincide with voting hours, employees shall be granted leave as stipulated by their immediate supervisor for the purpose of voting. For further information: [http://www.usg.edu/hr/manual/voting\\_leave](http://www.usg.edu/hr/manual/voting_leave)

***Organ and Marrow Donation***

Employees who serve as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. [http://www.usg.edu/hr/manual/organ\\_and\\_marrow\\_donation](http://www.usg.edu/hr/manual/organ_and_marrow_donation)

***Benefits Continuation into Retirement (See Policies and Procedures Section 8)***

**Retirement Plan and Savings Options**

***Teachers Retirement System of Georgia (See Policies and Procedures Page Section 8)***

***Optional Retirement Plans (See Policies and Procedures Page Section 8)***



### ***Credit Union Membership***

East Georgia State College employees are eligible to join the Georgia United Credit Union <https://georgiaunitedcu.org> or The Atlanta Postal Credit Union [www.apcu.com](http://www.apcu.com). Family members of each eligible employee are also welcome to join the credit union. Such membership is offered to the employees, but the college does not regulate or decide policy for the credit union, which is operated by a separate board of directors.

The credit union offers its members various savings plans, checking account benefits, IRA's, and loan plans. Detailed information on the benefits offered by the credit union is available in the Human Resources Office.

### ***Tax Sheltered Annuities***

Employees may wish to participate in various tax-deferred annuity programs wherein they invest a portion of their salary affording a current tax benefit. Income invested in such programs is not subject to federal taxes until it is withdrawn *at a later date*. The college does not approve or disapprove any plan or underwriting company. Proper investigation of each program is the employee's responsibility. Further information concerning tax-sheltered annuities may be obtained by contacting an insurance representative. Choices are limited to those companies presently having contracts with the USG.

## **Insurance Benefits**

### ***Group Life Insurance***

All regular, benefits-eligible employees of East Georgia State College are covered by life insurance with accidental death and disability provisions. Each employee eligible for benefits working three quarter time (30 hours per week) or more will have \$25,000 in basic life insurance coverage with accidental death and disability provisions. Such coverage is provided by the college at no expense to the employee. In addition, all regular, benefits-eligible employees may purchase life insurance on their dependents as provided by the plan and additional (supplemental) life insurance for themselves.

### ***Group Health Insurance (This policy is under revision the current policy appears below)***

East Georgia State College provides its regular employees who are employed on a three quarter time (30 hours per week) or more bases the opportunity for single, employee plus child, employee plus spouse, or family healthcare benefits. The coverage is optional with the employee paying a percentage of the premium cost and the college contributing a percentage of the premium cost. Upon employment, an employee may enroll within thirty days. Otherwise, an employee may enroll during the annual open enrollment period or during a qualifying event. A full explanation of the benefits and booklets are available in the Human Resources Office or at USG Human Resources Benefits webpage.

Any employee who terminates employment, has a reduction in hours to less than three quarter time, or is terminated for any reasons other than gross misconduct or for cause, is eligible to continue the healthcare coverage for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. Coverage under the COBRA provision is also available to dependents that lose coverage due to divorce, death of the employee, or ceases to be eligible for coverage due to attaining maximum age limitation. The former employee would assume 102% of the cost of the coverage. COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work.

### ***The Health Insurance Marketplace Coverage Options and Your Health Coverage (BOR)***

The University System of Georgia's Consumer Choice Plan meets the Affordability Requirement under the Affordable Care Act. Therefore, in general, University System of Georgia employees who are eligible for health insurance will not be eligible for a tax credit through the Health Insurance Marketplace (or Exchanges) created under the Affordable Care Act. If you are not eligible for Health Insurance through the University System of Georgia and would like more information about the Health Insurance Marketplace, please visit the Federal Health Insurance Marketplace website at <https://www.healthcare.gov/families/>.

### ***Dental Insurance***

East Georgia State College offers a comprehensive dental plan for its regular employees who are employed on a three quarter time (30 hours or more) basis and their dependents. The employee pays the full cost of the premium. Enrollment is limited to within thirty days of employment. Otherwise, an employee may enroll during the annual open enrollment period or during a qualifying event.

### ***Long Term and Short Term Disability Insurance (See Policies and Procedures Page Section 8)***

#### ***Disabled Employee Insurance***

Employees who become permanently and totally disabled may be allowed to continue group health & life insurance benefits under certain conditions. The time period for such continued coverage and extent to which the University System will participate in the continued cost of the coverage is dependent on the years of continuous service of the employee at the time of the disability.

For more information see the full policy located in the USG Human Resources Administrative Practice Manual:

[http://www.usg.edu/hr/manual/disabled\\_employee\\_insurance](http://www.usg.edu/hr/manual/disabled_employee_insurance)

#### ***Dependents of Deceased Employees, Disabled Employees or Retirees***

The dependents of a deceased employee, a disabled employee, or a retiree may remain in the group health and life insurance programs of the University System of Georgia under certain conditions.

For more information see the full policy located in the USG Human Resources Administrative Practice Manual:

[http://www.usg.edu/hr/manual/dependents\\_of\\_deceased\\_employees\\_disabled\\_employees\\_or\\_retirees](http://www.usg.edu/hr/manual/dependents_of_deceased_employees_disabled_employees_or_retirees)

## **Other Benefits and Services**

### ***Workers' Compensation (This policy is under revision; the current policy appears below)***

All employees of East Georgia State College are covered under the provisions of the Georgia Workers' Compensation Law. This law provides protection for employees in the event of injury or death while performing services for the college. There is no employee contribution.

In the event an employee sustains any injury, regardless of how small it may seem, it must be reported immediately to the Human Resources Office and the Georgia Worker's Compensation Managed Care Organization, which is administered by AmeriSys. Determination will be made concerning the advisability of first aid or additional medical treatment. Failure to report an injury may result in non-payment of any medical claims. To report an injury to AmeriSys please call 877-656-7475.

### ***Social Security***

All regular employees of East Georgia State College, except those specifically excluded under an agreement with the Social Security Administration, are covered by the Federal Social Security Act. This act provides aid to dependent children, disability payments, retirement, and death benefits. Deductions are made from salary for the employee's share of the cost of providing this insurance, with the college also contributes a matching percentage. The deduction is split between the old age insurance and Medicare. Regular employees working less than one-half time are only covered by the Medicare portion of the social security tax.

### ***Unemployment Compensation***

Employees are also covered under the Georgia Employment Security Law, commonly referred to as Unemployment Compensation. The law provides some economic security when persons become unemployed through no fault of their own.

The unemployment payments are paid by the employer and are supplied by this act help the worker get through the difficult time of unemployment and maintain some degree of purchasing power. Eligibility for these benefits is determined through information requested by the Georgia Department of Labor and provided by the employer.

### ***Tuition Assistance Program (see Policies and Procedures Section 8)***

### ***Employee Auditing of Courses (This policy is under development; see USG BOR policy)***

***Career Development (This policy is under development; see USG BOR policy)***

***Employee Recognition Programs (This policy is under development; see USG BOR policy)***

***Faculty and Staff Development Funding Opportunities (See Policies and Procedures Page Section 8)***

***Professional Development Policy (see Policies and Procedures Page Section 8)***

***Employment Beyond Retirement (This policy is under development; see USG BOR policy)***

***Check Cashing (See Business Affairs Policies and Procedures Manual on Policies and Procedures Page Section 7)***

***Petty Cash Reimbursement (See Business Affairs Policies and Procedures Manual on Policies and Procedures Page Section 7)***

***Mail Services (see Business Affairs Policies and Procedures Manual on the Policies and Procedures Page Section 7)***

***Employee Parking and Decals (See Policies and Procedures Page –Section 13 Parking and Transportation Policy)***

All employees of the college are required to display current parking hangtags on their vehicles. Failure to display a current hangtag may result in a parking fine. There is no cost to employees for an initial employee parking hangtag. However a cost will be charged for additional or replacement hangtags. Hangtags can be obtained in the Office of Human Resources. The full Parking and Transportation Policy is located on the Policies and Procedures page.

***Identification Cards (This policy is under revision; the current policy appears below)***

All regular college employees should have a valid college employee identification card. The card can be made in the Business Office and will serve as the employee's library card, fitness center card and discount card at certain local businesses. The employee identification card must be surrendered to the Human Resources Office upon termination of employment.

***College Café***

The College Café is located in the Jean Anderson Morgan Student Center. Please refer to East Georgia State College's website for current hours of operation.

***Use of Facilities (See Policies and Procedures Page Section 9- Facilities)***

## ***Safety and Security***

***General Safety Procedures (See Policies and Procedures Page Section 8)***

***Reporting and Response for Accidents, Injuries and Emergencies (See Policies and Procedures Section 8)***

***Workplace Violence Policy***

East Georgia State College will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation. Employees

who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. This policy reinforces the institution's commitment to provide a safe workplace for all employees and reduce the potential for violence. East Georgia State College is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the College's mission of teaching, research and public service. The college reaffirms the basic right of employees to a safe and humane working environment.

***Mandatory Reporting of Child Abuse and Neglect Policy (see Policies and Procedures Page Section 8)***

***Minors on Campus Policy (See Policies and Procedures Page Section 8)***

***Tobacco and Smoke Free Campus Policy (See Policies and Procedures Page – Section 8)***

***Weapons and Explosives Policy (See Policies and Procedures Page – Section 13 Safety and Security)***

***Public Employee Hazardous Chemical Protection and Right to Know (See Policies and Procedures Page – Section 8)***

***Campus Emergencies***

In the event of a severe weather emergency, campus fire, a bomb threat, or any disruptive emergency including a student protest or demonstration, please refer to the *Emergency Action Procedures Flipchart* on the Police Department webpage and, distributed to each and to all new hires. This desktop chart provides emergency procedure information for a variety of emergency situations, emergency contact information and identification of emergency weather rooms on campus. EGSC also utilizes **ConnectEd**, an emergency notification system via e-mail and telephone, to announce emergency situations affecting EGSC Swainsboro and EGSC Statesboro students, faculty and staff. Simultaneous with the above, EGSC will implement a siren, flashing light and voice announcement of campus emergencies.

East Georgia State College's *Emergency Action Plan*, a procedural disaster response plan utilizing the incident command system was distributed to the President's staff: Vice Presidents, Information Technology, Campus Police and Plant Operations. Due to the confidential nature of this document, possession is limited to those individuals on a need to know basis; the plan document is not available for public inspection. Chief of Police/Director of Public Safety or officer on duty should be notified immediately when a situation arises that may pose a threat to individuals on campus or the college property. The telephone numbers for notification are as follows:

Swainsboro:	Monday - Friday 8:00 AM until 5:00 PM	478-289-2090
	Weekends and Nights-Police Department Cell phone	478-455-0125
Statesboro:	Police Department	489-455-1606 (cell)
	Georgia Southern University Police	912-478-5234
Augusta:	Augusta University Campus Police – Summerville Campus	706-721-2911

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have been provided the employee handbook of East Georgia State College. I understand that I should consult with my supervisor or the Office of Human Resources regarding any questions not answered in the handbook.

I acknowledge that information in this handbook is subject to change. East Georgia State College reserves the right to modify and eliminate information in this handbook at any time. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I am to understand current policies and should review the employee handbook at least on an annual basis, and that I may access the current Employee Handbook, including revisions made since signing this acknowledgement, at any time at East Georgia State College website: [http://www.ega.edu/offices/presidents\\_office/policies\\_and\\_procedures\\_of\\_the\\_college](http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college)

Furthermore, I acknowledge that this handbook is neither a contract for employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

PLEASE SIGN THAT YOU HAVE READ AND AGREE TO THE GUIDELINES CONTAINED IN THE EMPLOYEE HANDBOOK AND RETURN THIS PAGE TO THE DEPARTMENT OF HUMAN RESOURCES.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT EMPLOYEE NAME