

# WELCOME TO CAREER SERVICES

## STUDENT EMPLOYMENT



**Student Employment Handbook**  
**Adopted by President's Cabinet 8/23/23**  
**East Georgia State College**

As a student worker at East Georgia State College, please become familiar with the policies and procedures of East Georgia State College, Office of Human Resources, and the Board of Regents to ensure a positive experience during your employment. Student employment is administered by the Office of Human Resources.

Student employees are also directed to the following sources for additional applicable policies that may apply:

- *Policies and Procedures of the College located on the President's webpage*
- *Policy Manual of the Board of Regents of the University System of Georgia; and*
- *Human Resource Administrative Practice Manual*

EGSC policies are subject to review and change by the Board of Regents and the administration of the college. Student employees are directed to the *Policies and Procedures of the College*, located on the President's website, for subsequent revisions of this handbook and all policies of the college.

The Student Employment 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. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws or Policies of the Board of Regents will prevail. Interpretation and enforcement of policies in this handbook shall be the responsibility of the Chief Human Resources Officer.

### **DEFINITION OF STUDENT EMPLOYMENT**

All student employees are considered temporary and include Student Assistants and Federal Work Study students. To be eligible for student employment, the student must be currently enrolled in at least a half-time credit load (6 credit hours) and be in good academic standing at East Georgia State College with the primary goal of achieving a degree. Exceptions may be made on an individual basis for students who are participating in an academic support plan. Student employees can perform many jobs within an office or department such as clerical support, computer lab assistant, library aide, tutors, etc.

Student employees cannot work more than 19 hours per week.

All student employment is stipulated to be subject to reevaluation without prior notice and could include possible change of location and function. Student employees are employed on a semester by semester basis.

Student employees shall not be employed unless sufficient funding is available.

### **Notice of Non-Discrimination**

East Georgia State College is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and college policy, East Georgia State College prohibits the

harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the college community on campus, in connection with a college program or activity, including admissions and employment, or in a manner that denies access and/or creates a hostile environment for any member of the college community. The full policy may be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-notice-of-non-discrimination.html>

### **Affirmative Action Policy and Affirmative Action Plan**

This policy ensures fair treatment of all employees and applicants as well as compliance with related laws.

Equal Employment Opportunity: East Georgia State College affirms equal employment opportunity for its employees. No person shall be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, harassment, or retaliation under any program or activity conducted by the Board of Regents of the University System of Georgia or East Georgia State College based on any characteristic protected by law. Incidents of discrimination, unlawful harassment, and retaliation will be met with appropriate disciplinary action, up to and including dismissal. Responsibility for ensuring compliance and continued affirmative implementation of the policy is assigned to the Chief Human Resources Officer who is the Affirmative Action Officer for the College. A copy of the East Georgia State College Affirmative Action Plan is available for inspection in the Office of the Chief Human Resources Officer and the College Library between the hours of 8AM – 5PM Monday through Friday, excluding official college holidays. The full policy may be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-affirmative-action-policy-plan.html>.

### **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications. Employees or potential employees may self-identify any qualified disability under ADA for which assistance is needed in carrying out their assigned duties. According to the Americans with Disabilities Act Amendments Act of 2008, 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 and Compliance Reporting Hotline Procedures**

East Georgia State College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to succeed. As a result, we place 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. Employees are encouraged to report such matters through his/her supervisory chain which frequently produces the most thorough and timely resolution of a matter. However, other EGSC reporting avenues, such as Police Department, Internal Audit, Business Affairs, Human Resources, and Legal Affairs, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, reporting through the EGSC Ethics and Compliance Reporting Hotline (“Hotline”) service provided by NAVEX Global, an independent company, is available 24 hours a day, 7 days a week. The Hotline does not replace the existing reporting mechanisms noted above but serves as an additional reporting mechanism. The Hotline allows faculty, staff, students, and visitors the option to confidentially report concerns and wrongdoing by telephone or on-line, and to remain anonymous if so desired. All employees receive training on the USG Ethics Policy and the Ethics Hotline upon hire and annually thereafter. A link to the EGSC Ethics and Compliance Reporting Hotline exists on the EGSC landing page.

This policy sets forth a reporting mechanism for Hotline complaints; however, depending on the nature of the complaint, additional East Georgia State College policies may describe the exact process to follow for investigation and resolution of a specific Hotline complaint. For example, Hotline complaints alleging sexual harassment, academic misconduct, poor work performance and conflicts with other employees will be investigated according to the applicable procedures set forth in the corresponding college policy. The full policy may be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-ethics-hotline-procedures.html>.

## **Drug Free Workplace**

East Georgia State College has a clear responsibility to our students, their parents, and 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. The Alcohol and Other Drug Prevention Policy may be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-alcohol-and-other-drug-policy.html>.

## **Calculation of Due Date Policy**

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-calculation-of-due-date-policy.html>

## **Filing Applications**

An application must be completed by each person applying for a position at East Georgia State College. All applications are submitted and retained through an online application system. The online application system keeps the job applicant information up to date and confidential while expediting the hiring process. Applicants that need ADA accommodation may contact the Office of Human Resources. Applications are accepted only for open positions and will be returned to the applicant if there are no current position openings. When an applicant is hired, the application is retained in the employee's permanent file. Additional application materials such as cover letter and resume may be required as noted in the job advertisement and may be attached to the on-line application. To create an account or to search jobs please click here: <https://www.ega.edu/about/departments/human-resources/job-opportunities.html>.

## **Background Investigations**

Some student employment positions have been identified as positions of trust and shall be subject to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search; and
- A social security number check

Offers of employment for positions of trust may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Positions of trust are those that involve interaction with children, after-hours access to facilities, access to financial resources, including a Purchase Card, or positions that have been otherwise identified by the hiring official to require a more extensive background investigation.

Employees being transferred, reassigned, reclassified, or promoted to a position of trust that have not had a background investigation on or after July 1, 2002, must have a background investigation performed prior to the transfer, reassignment, reclassification or promotion to a position of trust. An employee whose report contains criminal history may, depending on the information in the report, be ineligible for the new position and/or continued employment. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-background-investigations.html> .

## **Conditions of Employment**

All new employees must complete the following:

- ✓ A Security Questionnaire/Loyalty Oath required by the State of Georgia which is retained in the permanent files of the college;
- ✓ Federal and Georgia tax withholding forms;
- ✓ Proof of identity and employment eligibility for compliance with the Federal Immigration Reform and Control Act must be presented within 3 business days of beginning work. If the employee is authorized to work, but is unable to present the required document(s) within 3 business days, the employee must present a receipt for the application of the document(s) within 90 days. Failure to do so may result in termination of employment. East Georgia State College participates with E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security Department (DHS), with information from each new employee's Form I-9 to confirm work authorization.

## **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. The employment of all persons under the age of 18 years shall comply with the regulations of the U.S. Department of Labor.

## **FEDERAL WORK-STUDY**

### **OVERVIEW**

Administered through the Office of Financial Aid, the Federal Work-Study Program (FWS) is a federally funded financial aid program offered to students who have a demonstrated financial need.

### **ELIGIBILITY**

The FWS program is a federally funded Title IV student financial aid program designed to provide work opportunities for students, enabling them to earn funds for meeting educational expenses. In addition, the program provides an opportunity for students to gain work experience in their areas of academic and non-academic interests. To qualify for the FWS program, a student must meet the following minimum requirements:

1. Be a citizen or eligible non-citizen of the United States.
2. Demonstrate financial need.
3. Must be pursuing an undergraduate degree on at least a half time enrollment status.

4. Maintain satisfactory academic progress as defined by the Office of Financial Aid.

Since the FWS award is based on need, the student must apply each academic/award year for financial aid with the Office of Financial Aid. Currently, this process includes the completion of the Free Application for Federal Student Aid (FAFSA) and an East Georgia State College institutional Application for Financial Aid. For a student to be considered for all available aid, it is imperative that these forms be completed by the priority deadline: June 1 for entering freshmen and May 1 for all other students.

## **STUDENT ASSISTANT**

### **OVERVIEW**

Student employees ineligible for financial aid are considered Student Assistants.

### **ELIGIBILITY**

Non-Work Study Students (Student Assistants) are based on the availability of funding on a fiscal year basis (July to June) and the students' enrollment status; students must be enrolled for the semester in order to apply for student employment.

**Student employees are not allowed to start work prior to the approval of the Office of Human Resources.**

### ***Employment of Relatives***

The basic criteria for the appointment and promotion of classified employees shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, salary, or welfare. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and in-laws of any of the foregoing. The policy and procedure is set forth in the Human Resources Administrative Practice Manual for University System of Georgia employees: [http://www.usg.edu/hr/manual/employment\\_of\\_relatives](http://www.usg.edu/hr/manual/employment_of_relatives) .

### ***Orientation***

Upon hire, Human Resources will conduct an orientation for each new employee. The Orientation includes review and receipt of a copy of the EGSC Employee Handbook and review and

completion of mandatory compliance trainings. New employees shall be responsible for reading and familiarizing themselves with the contents of this handbook, the policies and procedures of the Board of Regents, and the University System of Georgia that are applicable to the employee. A major responsibility of the supervisor is to provide orientation of the job to each new employee, provide adequate tools and resources, and to be available for training job specifics as needed. This means explaining the nature of the job to be done and the usual work methods.

### ***Employment of Foreign Nationals***

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-employment-of-foreign-nationals-policy.html>

### **OneUSG Connect**

Students must clock in and out at a designated terminal (time clock or computer). Clocking from an undesignated terminal or from a cell phone is prohibited. Any intentional falsification of time records may be grounds for termination. Students will use OneUSG Connect to record and submit time (if applicable), access, review, and update personal information including direct deposit, pay checks, etc. To access OneUSG Connect, please visit <https://oneusgconnect.usg.edu/> and enter your approved log in credentials and DUO authentication.

### **Pay**

Student employees shall be employed on an hourly basis with remuneration for such work to be computed by the hour. Student employees are paid every other Friday. Any alterations to this schedule that may be needed because of holidays will be communicated by the Office of Human Resources or Payroll/Business Affairs. Pay stubs can be obtained through the OneUSG Connect Self Service portal; a link to portal can be found on the East Georgia State College homepage. Please review the information to make sure the proper deductions have been made. If an error is found or there are questions, please notify the Office of Human Resources/Career Services or the Business/Payroll Office immediately.

East Georgia State College is authorized to withhold paychecks or deduct from paychecks amounts owed by student employees for any fines, penalties, or other financial obligation to the college.

For more information regarding this policy, please visit <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-paychecks-withholding-of-pay-policy.html>.

### **Direct Deposit**

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

## Changes in Status

After initial employment, it is the student employee's responsibility to make any updates/changes in OneUSG Connect regarding address, telephone number, direct deposit, tax exemptions, etc. in order to maintain current personnel records. For name changes, the student employee must contact the Office of Human Resources to make any name change and official documentation to support the name change must be provided. It is vital that an emergency contact be maintained in the personnel file in the event of an accident or injury to the student employee during working hours.

## GENERAL RULES

- Job descriptions will be distributed to all student employees. Departments will provide basic training.
- Student employees will be evaluated by their supervisor at the end of each semester. Such evaluations shall be filed with the Office of Human Resources.
- Students are expected to complete job assignments in a professional and responsible manner.
- **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 student's job is to be courteous at all times 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, staff, students, and the public. It also includes recognition of lines of authority and a friendly attitude toward co-workers.
- **Appearance** - Most employees of East Georgia State College interact with visitors to campus in the performance of their job responsibilities. Actions and appearance of our employees may influence other's perception of the college. Employees should dress appropriately for their position. Units may require additional dress code guidelines for employees based on job responsibilities. Be neat, clean, and well-groomed at all times. By having these qualities, employees will make a favorable impression on those they meet and serve in the performance of their duties. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-appearance.html>.
- **Telephone, Equipment, and Software Utilization** – Prompt, courteous answers to telephone calls and voice mail messages are very important. Telephone manners should always reflect a professional demeanor. College telephone lines must be kept clear for business use. Personal calls during business hours should be limited and, whenever possible, made during the employee's lunch period. Except in the case of an anticipated

emergency, personal cell phones should be on mute or vibrate so as not to disturb others or interfere with work. Excessive personal telephone use will result in disciplinary action. Personal long-distance calls may not be charged to the college, as this constitutes a misuse of state funds. Other college equipment, such as copiers and fax machines, is also for college business only. Employees are expected to comply with the Information Technology Policies and Procedures found on the EGSC policy and procedures page and use their college assigned electronic mail account responsibly and in compliance with state and federal laws. All employees shall use software only in accordance with EGSC's license agreements. Any duplication of copyrighted software is a violation of federal law and EGSC policy. Questions regarding software policies for the college may be directed to the Office of Information Technology. Human Resources will issue key fobs for dual authentication purposes to employees making this access selection. Human Resources is responsible for managing the issuance and replacement of key fobs, and to collect key fobs from employees no longer using this access device or employees separated from service. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/11-12-telephone-equipment-and-software-utilization.html>.

- **Confidential Information** - In the performance of their duties, some student 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. Disclosure of confidential information may result in disciplinary action up to and including termination.
- **Gifts and Gratuities** – East Georgia State College is committed to the highest ethical and professional standards of conduct. In order to foster an organizational culture in support of this commitment, members of the campus community should exhibit integrity, good judgment, and dedication to public service. This includes commitments to responsible stewardship of public resources and to independent and impartial decision making as public employees. This policy defines gifts and gratuities, provides examples and exceptions, and directs employees to companion policies for further information. The policy may found at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-gifts-and-gratuities-policy.html>.
- **Children in the Workplace** – East Georgia State College values family life and has employment policies and benefits that are supportive of families. While the college seeks to focus on providing an environment open to work and family issues, the workplace should not be used in lieu of a child care provider. East Georgia State College believes that it is inappropriate for minor children or other minor relatives of an employee to be in work areas during work hours for several reasons: the potential liability to the college, risk of harm to the children, and decreased employee productivity due to distractions and disruptions. Therefore, it is the policy of the college that minor children or other minor relatives of employees not be present at the employee's workplace – for example, office, classroom, or shop area – in lieu of other child care arrangements during the employee's work hours. This policy is not intended to prohibit children or other family from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit, such as summer camps, activities or programs.

Minor children or minor relatives of an employee that are on campus after the employee's work hours and not attending classes or participating in activities such as summer camps, activities and programs for their benefit, must be directly supervised by the parent at all times and not left unattended. Direct supervision requires that the children be in direct line of sight of the parent. See <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-children-in-the-workplace.html>

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

*Student employees or their representatives must notify their supervisor if 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 Office of Human Resources. Excessive absenteeism and/or tardiness or failure to report the reason for absenteeism may result in termination of employment.

- **Breaks** – Based on the student employees work schedule and 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.

## **Pets**

Pets on East Georgia State College grounds must be leashed and supervised by the owner at all times. Service animals, service animals in training, and therapy animals are allowed as provided in the college's Service Animal Policy. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-pet-policy.html>

EGSC students enrolled in classes meeting on the Georgia Southern University (GSU) or Augusta University (AU) campus are subject to GSU or AU policies concerning pets on campus and are directed to the GSU or AU Student Handbook, respectively, for guidance.

## **Service Animals**

The purpose of this policy is to implement federal and state laws regarding access for service animals that assist disabled persons at East Georgia State College. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-service-animal-policy.html>

### ***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 Legal Affairs. 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: <https://law.georgia.gov/key-issues/open-government> .

### **Employee Personnel Records**

The full policy can be viewed at [http://www.usg.edu/hr/manual/employee\\_personnel\\_records](http://www.usg.edu/hr/manual/employee_personnel_records)

### ***Amorous Relationships***

East Georgia State College is committed to providing a safe, amicable, and harassment free environment for all faculty, staff, and students. The Board of Regents of the University System of Georgia affirm the importance of the professional obligations of faculty and staff in the performance of their duties. The USG Ethics Policy Code of Conduct states that all employees should treat fellow employees, students, and the public with dignity and respect. When one party has a professional relationship towards the other, stands in a position of authority over the other, and could directly affect the terms or conditions of education or employment of the other, even an apparently consensual romantic or sexual relationship may lead to sexual harassment or other breaches of professional obligations. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-amorous-relationships-policy.html>.

### **Sexual Misconduct and Resources for Sexual Misconduct Complainants and Respondents**

East Georgia State College (EGSC) is committed to ensuring a safe learning environment that supports the dignity of all members of the East Georgia State College community. In accordance with Title IX of the Education Amendments of 1972, EGSC does not discriminate on the basis of sex or gender in any of its education or programs and activities or employment. To that end, this policy prohibits sexual misconduct, as defined herein. EGSC further strongly encourages members of the college community to promptly report instances of sexual misconduct. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner. The full policies can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-sexual-discrimination-harassment-and-misconduct-policy.html> and for Resources for Sexual Misconduct Complainants and Respondents <https://www.ega.edu/about/at-a-glance/policies->

[and-procedures-of-the-college/08-resources-for-sexual-misconduct-complainants-and-respondents.html](https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-resources-for-sexual-misconduct-complainants-and-respondents.html).

### **Cooperation in Internal Investigations**

An employee of East Georgia State College shall cooperate to the fullest extent possible in any internal investigation conducted by East Georgia State College and or the Board of Regents when directed to do so by persons who have been given investigative authority by the President of the institution. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment. The full policy can be viewed at . <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-cooperation-in-internal-investigations.html>

### **Purchase of Goods and Services – Use of College Property**

Employees of East Georgia State College are not allowed to purchase goods or services for personal use through college channels. Nor shall any employee permit any college property to be removed from the campus for private or personal use. The Business Office will handle all purchasing and receiving of merchandise for the college. The purchasing function at East Georgia State College is under the direction of the Vice President for Business Affairs. Unauthorized purchases or unauthorized receipt of items for the college may result in individual employee liability for the goods. Disciplinary action, up to and including termination, may result for any employee who fails to abide by these regulations. For full policy see <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-purchase-of-goods-and-services.html>

### **Non-Discrimination and Anti-Harassment Policy**

East Georgia State College affirms its commitment to keeping the college's living, learning and working environment free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person. The Non-Discrimination and Anti-Harassment Policy (NDAH) prohibits any member of the college community (student, faculty, staff, contractor, vendor, visitor or guest) from harassing, threatening or physically or verbally abusing another individual with the intent or effect of unreasonably interfering with that person's work or academic performance or of creating an intimidating or hostile work or academic environment based on that person's membership in a protected group. Unlawful discrimination, harassment, and threatening conduct based on a complainant's membership in one or more of the following protected classes are prohibited: race, color, sex (including pregnancy), sexual orientation, national origin, genetic information, religion, age, veteran status, or disability. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-non-discrimination-and-anti-harassment-policy.html>.

## **Disruptive Behavior**

Any student or employee, acting individually or in concert with others, who clearly obstructs, disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, public service, or other activity at EGSC or any properties owned or controlled by EGSC is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in academic dismissal or termination of employment.

Protests, demonstrations, and events will not be interrupted unless the following conditions exist:

- Interference with normal college operations;
- Obstruction of access to college offices, buildings, or other facilities;
- Threat of physical harm to persons; and/or
- Damage to college equipment or property.

Immediate response to disruptive behavior will be as noted in the EGSC Emergency Response Procedures Flipchart: <https://www.ega.edu/about/departments/police/emergency-response-policies.html>

See <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-disruptive-behavior-policy.html>

## **Lactation Policy for Nursing Mothers**

East Georgia State College will provide to any employee who is breast feeding her child, reasonable break times to express milk for her baby, so long as the break does not unduly disrupt the operations of the college. The break time shall, if possible, run concurrently with any break time already provided to the employee. No work duties will be required to be performed during this break period. Prior to making the assignment of space, the college will consult with the employee to determine any unique circumstances relative to the request. The college will designate a private space, other than a restroom, near the employee's work location, that is shielded from view and free from intrusion of co-workers and the public for the expression of breast milk. If the space identified is not exclusively dedicated for this purpose, then the space must be available when needed by the employee and the space identified by appropriate signage when in use by the employee. Storage of expressed milk in college refrigerators must be labeled with the employee's name and date. Employees storing milk in college refrigerators assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-lactation-policy.html>

## **Family Medical Leave Act**

Any employee that has been employed on a one-half time or greater basis with 1,250 hours of service during the twelve-month period immediately preceding the leave is eligible for up to twelve work weeks of family leave under conditions authorized by the Family and Medical Leave Act. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated comp time, sick leave, and annual leave, the employee is required to submit in respective order the accrued comp time, sick leave, and annual leave for the family medical leave period with the approval of the Chief Human Resources Officer. Exceptions and or restrictions may apply to Worker's Compensation absences and short- and/or long-term disability insurance benefits. Family Medical Leave can be continuous or intermittent leave.

Family leave shall be granted to an eligible employee in the event of:

- a) the birth of the child of the employee;
- b) the placement of a child with the employee for adoption;
- c) a serious health condition of the employee's child, spouse, parent, or spouse's parent necessitating the employee's presence; or
- d) a serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

For further information regarding the Family Medical Leave Act, please click here:

<http://www.dol.gov/compliance/laws/comp-fmla.htm#overview>

[http://www.usg.edu/hr/benefits/family\\_and\\_medical\\_leave\\_act\\_fmla](http://www.usg.edu/hr/benefits/family_and_medical_leave_act_fmla)

## **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called 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.

Family Medical Leave Act 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.

### **Inclement Weather or Other Emergencies**

Emergency conditions like the weather, declared state of emergency, safety, or other situations, may require the institution to be closed. When the institution is declared closed, all academic classes and administrative offices are suspended and only essential services are maintained. In accordance with Board of Regents Policy, in the event of inclement weather or any emergency which requires the absence of employees, the President may declare leave with or without pay. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-inclement-weather-or-other-emergencies.html>

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

The University System of Georgia's Consumer Choice HAS 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: <https://www.healthcare.gov/>

### **Workers' Compensation**

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 Office of Human Resources 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-RISK (7475) and select Option # 3.

### **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 to 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.

## **Safety and Security**

A complete safety and accident prevention effort calls for the provision and maintenance of safe work areas and proper training and supervision of employees.

Supervisors are directly accountable for safety and accident prevention and have the following responsibilities:

- Detect and eliminate all physical hazards.
- Insist on the proper use and maintenance of machines, tools, and equipment.
- Insist that employees wear safety devices such as shoes and safety eyeglasses and are aware of the inherent dangers in their work.
- Conduct continuous on-the-job training and make regular checks for unsafe practices
- Insist on good housekeeping at all times and make frequent inspections.
- Conduct prompt and thorough investigations of accidents.

Employees are expected to perform their duties as safely as possible to ensure the protection of themselves, their fellow workers, and the general public, and to reduce the amount of time lost through injuries or accidents. Unsafe conditions or practices observed by an employee should be reported to the supervisor. The full policy can be viewed at

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-general-safety-procedures.html>

## **Reporting and Response Procedure for Accidents, Injuries, Emergencies**

All personal injuries and accidents must be reported to the Human Resources Office immediately so that an **EGSC Accident/Incident Report**, as required by the Occupational Safety and Health Administration, may be completed. A report must be completed for accidents and injuries on campus regardless of whether medical attention is required. Public Safety will complete an **EGSC Accident/Incident Report** in all cases where Public Safety responds to a call for assistance for accidents, injuries, and emergencies. Employees requiring non-emergency medical treatment for an injury on the job must check with the Human Resources Office for instructions on obtaining appropriate services. Deviation from the approved Workers Compensation Panel of Physicians may result in non-payment of the claim by the Department of Administrative Services. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-reporting-and-response-procedure-for-accidents-injuries-emergencies.html>

## **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.

## **Tobacco Free Policy**

East Georgia State College has a responsibility to its employees, students, and visitors to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking, breathing second hand smoke, and "spit" tobacco, constitute a significant health hazard. In addition to causing a direct health hazard, tobacco use contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with absenteeism, health care, and medical insurance. Because of the deleterious effects of tobacco use, EGSC has committed to a tobacco and smoke free environment for all persons.

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the EGSC commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort, and environment of students, employees, and any persons occupying our campuses.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by East Georgia State College is prohibited. For the purpose of this policy, tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

All employees are expected to be familiar with and abide by the guidelines set forth in this policy. East Georgia State College will provide appropriate notices and signage on campus, on the campus website, and in print materials to inform the campus community and constituents of this policy. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-tobacco-free-campus-policy.html>

## **Weapons and Explosives**

East Georgia State College's mission is to provide a safe and secure environment for the entire campus community. This includes promoting safety on campus and enforcing Georgia's weapons on campus laws. This policy applies to faculty, staff, students, vendors, and visitors.

The East Georgia State College campus is designated as a school safety zone by Georgia's Safe Carry Protection Act (also known as "Campus Carry" and defined in O.C.G.A 16-11-127.1). Except as otherwise provided herein, it is unlawful for any person to carry or possess or to have under such person's control any weapon or explosive compound while within a school safety zone. Electroshock weapons and handguns are allowed on campus subject to certain limitations as provided by law. This policy also sets forth procedures for compliance with Campus Carry. The full policy can be viewed at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/13-weapons-and-explosives-policy.html>

## **Public Employee Hazardous Chemical Protection and Right To Know**

The State of Georgia has enacted legislation to protect employees from the dangers of hazardous chemicals which may be encountered in the workplace. Employees receive training and information about hazardous chemicals present in their workplace by viewing the following video during new-employee orientation: <http://www.usg.edu/ehs/training/rtkbasic/>. The college offers basic training to all new employees whose jobs involve the handling of such materials. This training includes the safe use, storage, and disposal of any chemicals that will be used by the employees. The Director of Plant Operations serves as the environmental services and safety coordinator to assist in compliance with this policy.

## **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. 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

### **TERMINATIONS/DISCIPLINARY ACTION**

All students are subject to discharge from employment at any time.

There are three types of terminations:

- The student may voluntarily terminate.
- The supervisor may terminate the student from a specific position.
- The student may be terminated by Student Financial Services from the Work-Study program.

### **VOLUNTARY TERMINATION**

For a variety of reasons, the student may voluntarily terminate from participation in the Student Employment Program. In this instance, written or verbal notice should be given to the supervisor and Office of Human Resources. Except in unusual circumstances, a two-week notice is considered appropriate.

### **EMPLOYER TERMINATION/DISCIPLINARY ACTION**

The discipline process is to be corrective and constructive in resolving issues. This process assists the student employee in understanding the performance problem and provides the opportunity for the student employee to correct the behavior. Disciplinary action may include oral warnings, written reprimands, and immediate discharge.

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

- the seriousness of the conduct
- prior history of misconduct
- the strength of evidence against the employee

- the ability to correct the conduct
- actions we have taken for similar conduct by other employees
- how the conduct affects East Georgia State College, its customers, students, 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.

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
- Fighting

### **STUDENT FINANCIAL SERVICES TERMINATION**

The student is terminated by Student Financial Services from participation in the Student Employment Program if he/she has used all of his/her award for the semester; drops below half time enrollment (IWSP only); fails to meet the GPA requirements necessary for Financial Aid; totally withdraws from East Georgia State College; or has a change in their financial status which reduces financial need.

When the student is terminated by Student Financial Services, the student is sent a letter informing them of the reason for termination and the effective date. A student is terminated as determined by provisions of this policy without regard to race, religion, national origin, sex, or age, in accordance with East Georgia State College's Equal Opportunity Policy.

**SEE NEXT PAGE FOR THE EMPLOYEE ACKNOWLEDGEMENT FORM**

## EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have been provided the Student 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 Student Employee Handbook, including revisions made since signing this acknowledgement, at any time at East Georgia State College website: [www.ega.edu](http://www.ega.edu).

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.

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EMPLOYEE SIGNATURE

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DATE

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PRINT EMPLOYEE NAME