

General Criteria for Employment

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Policy Statement

In order to ensure that USG employees are cognizant of and adhering to their obligations with respect to the USG Ethics Policy, to ensure compliance with state and federal laws, and to ensure appropriate hiring standards are met, certain criteria for employment have been designated by the University System of Georgia. These conditions of employment include successful completion of a background investigation, completion of the State Security Questionnaire, state of Georgia Loyalty Oath, successful completion of initial and ongoing training and certification as required by Board Policy on Ethics training and certification, federal and state withholding tax forms and applicable retirement forms.

Reason for Policy

This policy ensures compliance with state and federal laws and that appropriate hiring standards are met.

Entities Affected By This Policy

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Vice Chancellor for Human Resources	404-463-0543	wayne.guthrie@usg.edu
Institution Chief Human Resources Officers	See University System HR Officer Listing at www.usg.edu/inst/directories/humres.phtml	

Website Address for This Policy

None

Related Documents/Resources

[Employee Orientation](#)

8.2.20 University System of Georgia Ethics Policy

Definitions

These definitions apply to these terms as they are used in this policy:

Actively Employed: Employed by the University System of Georgia or an institution thereof and currently engaged in the performance of assigned duties. For the purposes of this policy, employees on Family and Medical Leave (not including intermittent FMLA leave), military leave, or other extended leave shall not be deemed active employees until such time as that employee has returned to work.

Board of Regents: The governing body of the University System of Georgia

Position of Trust: Positions of trust are those that involve interaction with children, master access to facilities, access to financial resources, including but not limited to Purchase Cards, delivery of patient care and have access to patient information or that have been otherwise identified by the hiring institution.

Overview

As a condition of employment, all persons employed for thirty (30) or more days must complete and sign a Security Questionnaire. This form will be prepared in original copy only, notarized, and filed appropriately at the institution.

Employees of the University System of Georgia are required to take and sign a loyalty oath as required by the Laws of Georgia. This form will be prepared as required by the laws of the State of Georgia and retained in the permanent files of the institution.

Federal and Georgia withholding tax forms must be completed. The Employee's Withholding Allowance Certificate (Form W-4 or W-4A and G-4) are used to indicate the number of personal exemptions, authorized dependents, and allowances the employee wishes to claim for the computation of federal and state withholding taxes.

Where applicable, application for membership in the Teachers Retirement System must be made.

As a condition of employment, Form I-9, the federally required form which identifies an individual's legal right to employment in the United States, must be completed within three (3) days of employment. Employees are required to maintain authorization to work in the U.S. for the duration of their employment, including re-certification to the employer as necessary.

The employment and payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions.

The employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the U.S. Department of Labor. Employees under the age of sixteen (16) must provide a Work Permit to the employing institution.

As a Condition of Employment new hires must successfully complete a background investigation appropriate to their positions. In addition, background investigations will be conducted on existing employees being transferred, reassigned, reclassified, or promoted into “positions of trust”.

Prior to completing the selection process, the hiring department should contact the applicant's former employer(s), including any previous USG employers, and other references as necessary to verify employment and/or obtain job related information which will assist in determining the qualifications and suitability of an applicant for a particular position. Before making reference inquiry with an outside applicant's present employer, the permission of the applicant should be obtained so as not to jeopardize the applicant's current employment status.

Each actively employed University System of Georgia (USG) employee, to include institutional employees, is expected to complete the USG Ethics Training and Certification within 90 days of their initial day of employment as a condition of employment. This training will typically be coordinated through institutional-level human resources departments. Additionally, the USG may require periodic “refresher” ethics training and related certification courses. In the event any employee refuses to complete any required Ethics training and certification, the institution shall follow the process as outlined below:

Employees

In the event an actively employed employee fails to complete USG Ethics training and certification or other required training the employee shall be subject to disciplinary action consistent with Board Policy up to and including termination. Upon initial failure to complete the training in accordance with the published deadline, the institution shall have 30 days to obtain the employee’s compliance with the required training and certification using disciplinary procedures consistent with institutional procedures and Board Policy up to and including termination. If the employee has not remediated the requirement within 30 days, then the disciplinary process outlined as follows shall be implemented. Nothing in the following process shall be construed as preventing the institution from taking measures it deems necessary to obtain compliance prior to the end of the 30-day period. Upon failure to complete the required training and certification, the immediate supervisor of the employee shall convene a meeting and issue a verbal warning. If the employee does not remediate this requirement within three business days of having received the verbal warning, the employee will be relieved of any supervisory (personnel) or budgetary responsibilities until such time as the employee successfully completes the training and certification.

In the event a tenured or non-tenured employee with faculty rank continues to fail to complete the training and certification, the President shall remove the faculty member for cause consistent with the policy and procedures outlined in Board Policy 8.3.9. If the faculty

member is tenure-track, non-tenure, or part-time and/or adjunct and refuses to complete the training and certification, the faculty member shall also be subject to non-renewal of contract or non-reappointment.

All non-faculty employees shall have a total of 10 business days from the date of the verbal warning to complete the training and certification. If the employee still fails to complete the training and certification at the end of the 10 business day period, then the employee shall receive a final written warning and will be given 10 additional business days to complete the training. If the employee continues to fail to complete the training by the regular close of business on the 10th day after the issuance of the final written warning, then s/he shall be terminated.

The USG Vice Chancellor for Human Resources and/or the USG Chief Audit Officer may periodically require reports from institutions with respect to their completion of ethics certification and training requirements. These reports will periodically be summarized and presented to the Board of Regents' Committee on Internal Audit, Risk, and Compliance.

Student Employees

Student employees shall be subject to the ethics training and certification requirements and associated disciplinary procedures as outlined in the "Employees" section above unless the institution has decided to deliver an alternate ethics training and certification process. Institutions may deliver ethics training and certification to student employees using alternative means with approval from the institution President. Alternative means for delivery of ethics training shall minimally include:

1. Review of the USG Ethics Policy;
2. A physical and/or electronic signature indicating understanding of and compliance with the USG Ethics Policy; and,
3. Periodic re-review and recertification of the USG Ethics Policy.

Institutions choosing an alternative means to train student employees shall submit their proposed student employee ethics training and certification program to the USG Vice Chancellor for Human Resources and the USG Chief Audit Officer for review prior to the institution President approving an alternative delivery method.

Alternative Delivery Methods

Institutions may, with approval, choose alternative means to deliver USG Ethics Policy training and certification requirements. Alternative means for delivery of ethics training shall minimally include:

1. Training, e.g., discussion groups, classes, online training, seminars, convocations, etc., that addresses the tenets of the USG Ethics Policy and current USG ethics issues as defined in published guidance;
2. Review of the actual USG Ethics Policy; and,

3. A physical and/or electronic signature indicating understanding of and compliance with the USG Ethics Policy.

Scheduling of alternative delivery methods shall be consistent with the training deadlines established for completion of the USG Ethics Policy periodic training and certification requirements. Additionally, institutions shall enforce compliance with the alternative delivery methods as outlined under the “Employee” section above.

Institutions choosing an alternative means to deliver USG Ethics Policy training and certification requirements shall submit their proposed employee ethics training and certification program to the USG Vice Chancellor for Human Resources and the USG Chief Audit Officer for approval prior to the institution President approving an alternative delivery method.

Responsibilities

The responsibilities each party has in connection with the General Criteria for Employment are:

(Party)	(Responsibility)
Vice Chancellor for Human Resources, USG	Ensure compliance with policy; maintain up-to-date list of required forms; provide guidance on meeting requirements. Approve alternative means of obtaining policy compliance with respect to the USG Ethics Policy training and certification requirements for Faculty and Staff.
Chief Audit Officer and Associate Vice Chancellor, USG	Provide counsel and guidance on an as-needed basis in regards to USG Ethics Training and Certification. Approve alternative means of obtaining policy compliance with respect to the USG Ethics Policy training and certification requirements for Faculty and Staff.
Institution Chief Human Resources Officers	Ensure compliance with policy, establish institutional processes to comply.

Forms

None

Appendices

None