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# **EAST GEORGIA COLLEGE EMPLOYEE HANDBOOK**

## ***Introduction***

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

The *East Georgia College Employee Handbook* is designed to guide classified employees in matters concerning employment and benefits as well as the policies and procedures of the Board of Regents of the University System of Georgia and East Georgia College. These policies are subject to review and change by the Board of Regents and the administration of the college.

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. 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. Interpretations and enforcement of policies in this handbook shall be the responsibility of the Vice President for Fiscal Affairs.

An effort has been made to avoid duplicating information otherwise available in other East Georgia College publications, such as The Faculty Handbook, the East Georgia College Statutes, 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.

### ***To Whom Does This Handbook Apply?***

The information contained in this handbook applies to all classified employees working one-half time or more. A classified employee is one who is not identified as a member of the corps of instruction (faculty) or a student employee. There are two categories of classified personnel:

- **Professional and Administrative Personnel (Exempt):**  
All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities and who are not identified as faculty shall be designated as *professional and administrative* personnel.
- **Staff (Non-exempt):**  
All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as *staff*.

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

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

## ***East Georgia College Mission Statement***

The East Georgia College Mission Statement as approved by the Board of Regents on March 2009, is as follows:

### ***Mission Statement***

East Georgia College is an associate degree granting, liberal arts institution of the University System of Georgia providing its students access to both academically transferable programs of study and collaborative programs in occupation related fields. The College prepares traditional and nontraditional students for success in the global 21st Century through a technologically advanced teaching and learning environment that fosters personal growth. The College continuously engages the communities it serves through public service, continuing education, cultural enrichment, and economic development opportunities.

### ***Organization of the College***

To accomplish the institution's goals and objectives, East Georgia College is organized into five major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System), and under the leadership of the following administrators:

- 1) The Vice President for Academic Affairs
- 2) The Vice President for Fiscal Affairs
- 3) The Vice President for Student and Enrollment Services
- 4) The Vice President for Legal and External Affairs
- 5) The Director of the Office of Instructional and Information Technology

[Click here](#) for the link to the East Georgia College organizational chart.

The administrative officers are responsible for administering their particular area of responsibility. The specific duties of each administrative officer are described in detail in the [East Georgia College Statutes](#).

The instructional divisions are organized as follows:

The Math/Science Division  
The Social Science Division  
The Humanities Division  
The Learning Support Division

## ***Employment***

### ***Re-affirmation of Equal Employment Opportunity and Affirmative Action Policies***

East Georgia College is committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, creed, national origin, age, disability or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Every member of East Georgia College is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All East Georgia College employees are expected to ensure that nondiscriminatory practices are followed.

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, disability, or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the East Georgia College. This policy ensures fair treatment of all employees and applicants as well as compliance with related laws.

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 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 – 6PM Monday through Thursday and 8AM – 12 noon on Friday, excluding official college holidays.

### ***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 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 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 Campus Security, Fiscal Affairs, and Legal Affairs, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, we have now added Hotline reporting through a service provided by an independent company, The Network. 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 [www.ega.edu/hotline](http://www.ega.edu/hotline). To publicize this program, all new employees receive a wallet card and brochure with The Hotline program information during New Employee Orientation. Posters are posted in several prominent locations in each EGC building.

For a link to the full policy, [click here](#).

### ***Drug Free Workplace***

East Georgia 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 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. For a link to the full policy, [click here](#).

### ***Pre-Employment Drug Screening and Drug/Alcohol Testing***

East Georgia College has a vital interest in providing a safe environment for its students, employees, faculty and visitors. Drug and alcohol abuse is a serious health problem, which can endanger the college and the safety of those who work and learn at the college or seek its services. It is the intent and goal of this policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment. This policy authorizes pre-placement drug screening of applicants selected to fill positions designated as safety-sensitive and drug or alcohol testing of college personnel performing in such positions when there is reason to be concerned for drug or alcohol use.

For a link to the full policy, [click here](#).

### ***Voluntary Disclosure of Drug Use***

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution president, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if in the opinion of the immediate supervisor it is deemed advisable. The rights herein granted shall be available to a System employee only once during a five-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug.

### ***Filing Applications***

An application form must be completed by each person formally applying for a classified position at East Georgia College. 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.

### ***General Hiring Procedures for Classified Employees***

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

The Chief Human Resources Officer, as the EEO Officer for East Georgia 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 classified position opening, steps will be taken in order to fill the vacancy.

For a link to the full policy, [click here](#).

### ***Background Investigations***

It shall be a condition of employment with East Georgia College to submit 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;

- A social security number check; and
- For all professional, faculty and academic positions, an academic credentials 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 or that have been otherwise identified by the hiring official to require a more extensive background investigation. A background investigation shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless a background investigation conforming to this procedure has been performed on such employee on or after July 1, 2002.

### ***Credit Inquiries***

Credit histories will be conducted on individuals applying for positions of trust, (working with children, master keys to facility, or responsibility of money, including, but not limited to, Purchase Cards). Any existing employee that is transferred, reassigned, reclassified or promoted into a position of trust must submit to a credit check.

The Background Investigation Committee will be responsible for reviewing background checks and credit history checks.

For a link to the full Background Investigation and Credit Inquiry policy, [click here](#).

### ***The Employee***

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

East Georgia 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 be in compliance with the regulations of the U.S. Department of Labor.

### ***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;
- ✓ Where applicable, application for the Teachers Retirement System of Georgia and other optional benefit forms.
- ✓ Proof of identity and employment eligibility for compliance with the Federal Immigration Reform and Control Act must be presented within three (3) business days of beginning work. If the employee is authorized to work, but are unable to present the required document(s) within three 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 College participates with E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### ***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.

### ***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 the Board of Regents. For a link to the full policy, [click here](#).

### ***Provisional/Probationary Appointments***

All regular classified employees, with the exception of public safety 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.

### ***Orientation***

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. New employees shall be responsible for reading and familiarizing themselves with the contents of this handbook.

### ***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.

## ***Telework Policy***

East Georgia 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 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.

## ***Employee Travel***

Travel by employees on official business is covered by regulations relating to reimbursement for reasonable and necessary expenses. Employees required to make official trips should understand the regulations by consulting with their supervisor and/or the Business Office. Employees are required to complete a *Request for Authority to Travel* form that is to be approved by their supervisor and then forwarded to the Business Office. The request form is then attached to the *Travel Expense Statement* form by the Business Office when the expense statement is submitted for payment. As state employees, employees of the college qualify for exemption of hotel/motel excise taxes while on official business within the State of Georgia. The tax exemption forms may be obtained at the following link: [http://www.ega.edu/HR/Forms/Excise Tax %20Exemption %20Form.htm](http://www.ega.edu/HR/Forms/Excise_Tax_%20Exemption_%20Form.htm) or from the Business Office. Travel regulations can be found on the East Georgia College web page.

## ***Reporting Vehicle Accidents***

If a college vehicle or your personally owned vehicle is involved in an accident while you are conducting state business, the employee should immediately notify 911 and report the accident and call DOAS Risk Management at 1-877-656-7475. **All accidents must be reported within 48 hours to be eligible for insurance coverage.** It is the employee's responsibility to obtain the following information at the scene of the accident and not depend upon the police report which may not be available until after the 48 hour deadline for reporting:

- 1) Date, Time, Place
- 2) State vehicle information – Year, Mark, Model, Tag#
- 3) Describe the accident. Include:
  - Direction each vehicle was traveling
  - Weather conditions
  - Details of the accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable:
  - Insured (state employee) driver,
  - State vehicle passenger(s).
  - Other driver(s),
  - Other vehicle(s) passenger(s),
  - Witness(es).
- 5) Other vehicle(s): year, make, model, tag#, insurance company & policy number(s)
- 6) Police: agency, officer, citations issued (?) to whom?

**All vehicle claims must be reported within 48 hours.** Remember that state employees in a state owned vehicle who become involved in an accident while **conducting personal business** are **not covered** by our State Auto Insurance policy – liability will be assumed by the employee.

## ***State Vehicle Liability Insurance Program***

Employees who are required to conduct official college business while using their personal vehicle may be covered by the State's Vehicle Liability Insurance Program. A copy of the State's insurance card for use in personal vehicles is available at the Business Office.

## ***Use of Campus Owned Vehicles***

An employee of East Georgia College must have a valid driver's license in order to operate a college owned vehicle and be familiar with the travel policies and procedures. Employees must also understand the limitations of coverage and the personal responsibilities and liabilities when driving campus-owned vehicles. It is required that employees watch the state video before using a campus-owned vehicle.

Employees who lose their license as a result of court action are prohibited from use of college vehicles for the period of time as they are without a valid driver's license.

To view the state required video or for information regarding the usage of the state vehicle liability program, please click here: <http://doas.ga.gov/StateLocal/Risk/Pages/RiskLowVideo.aspx>

## ***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***

Most employees of East Georgia College interact with visitors to campus and the general public both in the performance of their job responsibilities and also during their off-duty hours. Actions and appearance of our employees may influence other people's perception of the college.

Employees should dress appropriately for their position. 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.

## ***Personal Life***

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

## ***No Pet Policy***

Pets are not allowed on the East Georgia College Swainsboro campus or EGC Statesboro Fair Road facility, except service animals assisting faculty, staff or students with disabilities, during normal operating hours and class times. For a link to the full policy, [click here](#).

## ***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 other 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 fax machines and e-mail are also for college business only. Employees are expected to comply with the Information Technology Policies and Procedures found on the EGC intranet 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 EGC's license agreements. Any duplication of copyrighted software is a violation of federal law and EGC policy. Questions regarding software policies for the college may be directed to the Office of Information and Instructional Technology.

### ***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 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 Human Resources, the Custodian of Open Records. 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:

[http://www.lexisnexis.com/us/lnacademic/results/docview/docview.do?docLinkInd=true&risb=21\\_T7022280891&format=GNBFI&sort=RELEVANCE&startDocNo=1&resultsUrlKey=29\\_T7022280897&cisb=22\\_T7022280896&treeMax=true&treeWidth=0&csi=6306&docNo=1](http://www.lexisnexis.com/us/lnacademic/results/docview/docview.do?docLinkInd=true&risb=21_T7022280891&format=GNBFI&sort=RELEVANCE&startDocNo=1&resultsUrlKey=29_T7022280897&cisb=22_T7022280896&treeMax=true&treeWidth=0&csi=6306&docNo=1)

### ***Children in the Workplace***

East Georgia 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 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 Continuing Education programs.

### ***Outside Occupational Activities***

An EGC employee should avoid actual or apparent conflict of interests between his or her college obligations and his or her outside activities. Outside activities include occupational, consulting and other outside or second employment, and political activities. Outside activities are distinguished from service activities in that service constitutes all faculty and staff activities linked to academic specialty, faculty status, or professional/personal skills which promote the mission of the department, college, system or larger community. In general, compensated outside activities will not be considered service if the

department chair or administrative supervisor determines that these activities interfere with the faculty or staff member's primary duties and/or are not of a professional nature nor in the employee's discipline or profession. For a link to the full policy, [click here](#).

### ***Issuance of Keys***

Keys to buildings or offices are issued by the Human Resources Office. Each employee must sign for the key(s) received and the keys become the responsibility of the employee. Keys may not be duplicated, loaned, or transferred to another individual or another employee. All keys must be turned in to the Human Resources Office upon a change in office location or termination of employment. Failure to do so may result in a delay of final payment of wages. Employees may be subject to a replacement cost for lost keys.

### ***Resignations***

Employees who resign for any reason should give their supervisor and the Human Resources Office as much notice as possible. The expected notice is two weeks, but a longer or shorter period of time may be agreed upon in writing between the supervisor and the employee. An employee who resigns with proper notice is entitled to all benefits due.

### ***Progressive Discipline***

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)
- Written reprimands(s)
- Suspension, and
- Termination

However, East Georgia 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.

For a link to the full policy, [click here](#).

### ***Dismissal, Demotion or Suspension***

Dismissal, demotion or suspension of classified 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.

For a link to the full policy, [click here](#).

## ***Reduction in Force***

The University System of Georgia is committed to providing stable employment for its employees; however, East Georgia College shall have the authority to determine the appropriate staffing levels to meet the mission of the institution. East Georgia College, in its sole discretion, may add positions or change positions where necessary to meet the mission of the institution, and may eliminate positions that are no longer critical to the mission of the institution. Situations such as lack of funding, lack of work, or reorganization may require a reduction in the workforce. In the event of a reduction, East Georgia College is responsible for retaining the staff necessary to preserve excellence. If administration has determined that a workforce reduction will not occur for a particular situation, this policy shall not be utilized.

## ***Exit Interview***

All regular 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 express their feelings about their employment experience at East Georgia College.

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

## ***Types of Employment***

There are two types of employment: *regular* and *temporary*. A *regular* employee is employed continuously for more than six months. A *temporary* employee is employed for a period no longer than six months under Board of Regents policy provisions.

Temporary employees may be reappointed at the end of their period of employment for another period of not more than six calendar months. Such a reappointment is subject to approval by the Vice President for Fiscal Affairs. Once an individual has served as a *temporary* employee for a twelve month period, he/she shall not thereafter be employed as a *temporary* employee until a period of thirty calendar days has elapsed.

The reappointment of a temporary employee does not automatically change the status of the employee from temporary to regular. When the status of an employee is changed from temporary to regular, the employee will be notified by the appropriate department head and the Human Resources Office.

All casual laborers shall be classified as temporary.

Certain benefits contained in this handbook are not applicable to employees classified as temporary.

## ***Student Employment***

All students employed by the institution and designated as classified employees who are paid through the college payroll system as student assistants are classified as *temporary* employees.

Student assistants shall be employed only on an hourly basis with remuneration for such work to be computed by the hour. All student employment is stipulated to be subject to reevaluation without prior notice and could include possible change of location and function.

Student assistants are employed on a semester by semester basis and should be evaluated by their supervisor at the end of each semester. Such evaluations should be filed with the Director of Human Resources.

Student assistants shall not be employed unless sufficient funding is available within a departmental budget. Students must clock in and out at a designated terminal or complete appropriate time card. Time sheets are not to be completed in advance; they should be checked for completeness and accuracy and signed by the student and the supervisor. Any intentional falsification of time records will be grounds for termination. Careful supervision of student employees is imperative to insure that good work habits are taught and encouraged.

### ***Fair Labor Standards Act***

All non-exempt staff employees are covered by the provisions of this act which, in part, establishes a minimum hourly wage and requires the payment of overtime for work performed in excess of forty hours per week at a rate not less than one and one-half times the employees' regular hourly rate of pay. Overtime will not be paid until an employee has physically worked forty hours in one week, not including holiday, vacation, or sick leave. In lieu of payment for approved overtime work, compensatory time is granted at one and one-half hours for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.

For the purposes of calculating a forty-hour work week, the week begins at 12:01 A.M. Saturday and ends at 12:00 P.M (midnight) the following Friday.

Should any employee be required to work beyond the normal work day, the direct supervisor should make provision for comparable time off to compensate for the overtime within that forty-hour work week. If that is not possible, then such overtime will be recorded on the time records and taken as compensatory time.

The Fair Labor Standards Act also provides that employees of one sex must not be paid wages at rates lower than those paid employees of the other sex for equal work on jobs requiring equal skill, effort, and responsibility which are performed under similar working conditions.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The FLSA also allows public employers to provide paid leave programs that may be used by employees to account for their absences from the workplace. Such leave programs do not jeopardize the exempt status of an employee even if leave is reported in hour increments or some variation thereof. Public employers may also dock the pay of an exempt employee for leave taken when the employee's accumulated leave is insufficient to cover the leave without jeopardizing the employee's exempt status.

### ***Workweek***

A minimum work week of forty hours is observed by all full-time staff employees. The requirements of the various operations of the college are diverse and different work schedules may be adopted to meet those needs. The schedules for a given department are established by that department head, subject to the approval of the appropriate administrative officer. Most offices shall be open from 8:00 AM to 6:00 PM, Monday through Thursday and from 8:00 AM to 12:00 PM on Friday. Some evening hours may be required in some departments. The standard lunch break will be one hour and established by mutual agreement between the employee and the supervisor.

### ***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 that their 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.*

### ***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.

### ***Time Records***

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 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.

### ***Paydays***

Paychecks (or pay advises) for exempt personnel are issued on the last working day of the month. Non-exempt personnel are paid every other Friday. Any alterations to this schedule that may be needed because of holidays will be communicated by the Human Resources Office or the Payroll/Business Office. Checks are to be picked up in the Business Office. Advices can be obtained through the Employee Self Service portal; link to portal can found on the Human Resources website: <http://www.ega.edu/HR/>. 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 Human Resources Office immediately.

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

### ***Direct Deposit***

East Georgia College offers the benefit of direct deposit of pay to banks and other financial institutions. Arrangements for this may be made through the Human Resources Office.

### ***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 and Other Legally Mandated Deductions***

East Georgia College considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Failure to meet personal financial obligations causes discredit to the college. The college is required by law to accept and process garnishments served by officials of a court of law. However, repeated instances of default in payment by the employee after appropriate counseling shall be considered sufficient grounds for disciplinary action, up to and including termination.

Other mandated payments such as child support, tax levies, educational loans, etc. may be deducted from an employee's salary upon receipt of official notice from the appropriate agency.

## ***Promotions***

Regular employees, after completing the provisional period of employment, will be eligible for promotion to a higher position within the college. Salary advancements and promotions are based on merit. Whenever practical, vacancies are filled by the promotion of current employees. A promotion is the shift of an employee from one position to another having more responsible duties or involving more skill (higher classification). To be promoted, an employee must meet the qualifications required by the open position and must follow the application procedures as outlined in the advertisement for the position. When positions become available, Human Resources will post a notice on the Human Resources webpage and advertise in the local or area newspapers.

Promotional salary increases are contingent upon the availability of funds and must be approved by the appropriate supervisor and the Vice President for Fiscal Affairs. Promotional salary increases must be managed within the established institutional salary budget. It is important to note that almost every promotion is unique and factors affecting them will vary. Common factors to consider are:

- Number of salary levels promoted
- Salaries of current employees in the same or closely related positions

When an employee's present job is reclassified to a higher grade level, the employee shall be eligible for a promotional increase at the next authorized salary adjustment date or upon special approval by the President.

## ***Transfers***

Transfers must be based on mutual agreement between departments or between institutions of the university system. A departmental transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range.

Upon movement of an employee between institutions of the university system, accumulated sick leave, retirement, and other applicable benefits and service continuity will be transferred if there is no actual break in service. Use or transfer of accrued vacation leave will be based upon mutual agreement of the institutions involved and in accordance with the Board of Regents' policies. Employees transferring to East Georgia College who have more than twenty days of accrued vacation leave at another USG institution may request their departing institution to either transfer the total accrued leave not to exceed forty-five days or make payment for accrued vacation leave greater than twenty days, but not to exceed twenty-five days.

## ***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***

East Georgia College requires that each employee be evaluated on total performance at least once every twelve months. The evaluation is completed by the employee's supervisor, and the employee is provided with a copy of the evaluation. The evaluation will include achievements in the performance of the specific job responsibilities associated with the position as well as suggestions for improvements. The performance evaluation is one of the factors in the determination of annual salary increases. As noted in the provisional section, at least one evaluation is completed in the six month provisional period.

## ***Discrimination and Harassment Policy***

East Georgia College prohibits its faculty, staff and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment), and expects these individuals to refrain from committing acts of bias within the College's jurisdiction. East Georgia College complies with applicable State and Federal law which provides that it shall be an unlawful discriminatory practice for any employer, because of sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the age, disability, gender, national origin, race, religion or status as a war veteran, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee, student, or applicant on the basis of any of these protected classes violates this federal law.

For a link to the full policy, [click here](#).

## ***Disruptive Behavior***

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

### ***Internal Investigations***

An employee of East Georgia College shall cooperate to the fullest extent possible in any internal investigation conducted by East Georgia 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.

### ***Grievance/Appeals Procedure***

In the day-to-day operation of any area or department, problems and misunderstandings sometimes occur. While consideration and cooperation can resolve most of these situations, a few require special attention.

East Georgia College encourages alternative methods of dispute resolution. If employees believe that they have a legitimate complaint or dispute, they should feel free to discuss it with their supervisor. If that does not prove satisfactory, then the disputant should approach the next level of supervision. If the disputant does not receive full satisfaction from the higher level of supervision regarding the dispute, then the employee is encouraged to submit the dispute to the Conflict Resolution Committee for mediation. For more information on the Conflict Resolution Committee, please visit <http://www.ega.edu/CResolution/>. If mediation does not resolve the dispute, the dispute would be filed with the Campus Grievance Committee (Board of Review).

A grievance is defined as any formal complaint registered by the employee expressing dissatisfaction with working conditions, disciplinary actions, or alleged discriminations with regard to race, sex, age, religion, national origin, or handicap for any condition of employment. The grievance procedure is applicable to those classified employees who have completed their provisional work period of six months. Classified employees terminated prior to completion of the six months provisional period do not have the right to appeal.

### ***Employees Affected by Reorganization, Program Modification or Financial Exigency***

Classified employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of the College or his designee, shall not be governed by the procedures described in the policy ( “Dismissal, Demotion or Suspension” or “Grievance/Appeals Procedure” ) of this handbook. Such employees shall, however, have the right to appeal to the Board of Regents as provided in Article IX of the Bylaws of the Board of Regents.

### ***Gifts and Gratuities***

No official or employee of East Georgia College may accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

### ***Stewardship***

Employees of East Georgia College have a responsibility to be effective stewards of the state’s resources. Such stewardship includes prudent and efficient purchasing of supplies and materials, as well as careful use of supplies and equipment. Supplies should not be wasted and office equipment should be given proper care and kept covered when not in use.

Employees are not permitted to use college supplies and equipment for personal reasons.

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

Employees of East Georgia 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. Requisitions (departmental requests) for supplies and equipment should be submitted well in advance of need. The Vice President for Fiscal Affairs is the only authorized purchasing agent for the college. Unauthorized purchases or unauthorized receipt of items for the college may result in individual employee liability for the goods. Disciplinary action may result for any employee who fails to abide by these regulations.

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

### **Time Away from Work**

#### ***Holidays***

The college observes twelve paid holidays each year for regular employees working one-half time or more. Temporary employees will not be paid for holidays. Regular employees who work one-half time or more but less than full-time shall earn holidays on a prorated basis equivalent to the percentage derived by dividing the hours worked by the total working hours in the month (2080 working hours per year divided by 12).

A schedule of holidays is established each year by the President of the College and published on East Georgia College's website: <http://pinetree.ega.edu/calendar.asp?Calendar=Campus+Master&Submit=Go>

Holidays that occur on a Saturday will be observed on Friday, and holidays that occur on Sunday will be observed on Monday.

A terminating employee will not be paid for any official holiday occurring *after* the last working day of employment. A new employee will not be paid for any official holiday occurring *before* the first day of employment. Any employee on approved leave without pay will not be paid for an official holiday. Holidays are in addition to annual leave (vacation) days.

#### ***Annual Leave***

Regular employees working one-half time or more (20+ hours per week) earn annual leave in accordance with the following schedule based on full-time equivalency:

- One and one-fourth working days per month (ten hours) for one to five years of continuous employment
- One and one-half working days per month (twelve hours) for five to ten years of continuous employment
- One and three-fourths working days per month (fourteen hours) for ten or more years of continuous employment

In all cases, a day of annual leave will be computed for purposes of pay and time off on the basis of the employee's regular workday. Annual leave is not considered accrued until the end of each month and may not be used until accrued. Leave taken before the last working day of a month will be considered as leave without pay if annual leave was not carried forward from the previous month.

Regular employees who work one-half time or more but less than full-time shall earn and accrue annual leave on a prorated basis equivalent to the percentage derived by dividing the hours worked by the total working hours in the month (2080 working hours per year divided by 12). For a link to the full policy, [click here](#).

### ***Sick Leave with Pay***

East Georgia College has a sick leave policy which allows salary to be continued for all regular employees working one-half time or more who are incapacitated by illness or injury. Employees should realize that sick leave is a privilege. It is not meant to be used simply to take additional time off the job. Abuse of this privilege is a serious offense and will be considered just grounds for termination.

Regular employees who work full-time shall earn and accrue sick leave at the rate of one working day (8 hours) per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave on a prorated basis equivalent to the percentage derived by dividing the hours worked by the total working hours in the month (2080 working hours per year divided by 12). Like annual leave, sick leave is not accrued until the last working day of the month and may not be used until accrued. For a link to the full policy, [click here](#).

### ***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 and the Vice President for Fiscal Affairs. 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***

Employees of East Georgia College may contribute on a voluntary basis unused sick leave to a pool for possible use by fellow employees who are eligible for and require leave while experiencing a life-threatening or emergency medical condition as defined, and which has caused, or is likely to cause, the employee to take leave without pay. For further information regarding the Shared Sick Leave program, contact the Department of Human Resources. For a link to the full policy, [click here](#).

### ***Family Medical Leave Act***

Any employee who has been employed on a one-half time or greater basis for at least twelve consecutive months 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 sick leave, the employee, after obtaining permission from the supervisor and the Office of Human Resources, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the Office of Human Resources.

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>

### ***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 servicemember during a single 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember 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***

East Georgia College follows the policy statement as passed by the Board of Regents, University System of Georgia (Section 4.05.03 of the Policy Manual). That statement reads as follows:

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one (1) federal fiscal year (October 1 - September 30) (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]). After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty (BR Minutes 1990-91, pp. 173-174).

Notwithstanding the foregoing leave limitation of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one (1) federal fiscal year. *Ordered Military Duty*. For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee (BR Minutes, 1990-91, p. 173).

For a link to the full policy, [click here](#).

### ***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.

### ***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.

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

In the event of inclement weather or any emergency, the President of the College may declare leave with or without pay. Each campus office is responsible for contacting their employees who may be impacted in the event of a natural disaster and activity disruption.

### ***Furloughs***

For Fiscal Year 2009-2010, the Board of Regents has authorized the President of East Georgia College to implement a mandatory furlough program requiring employees to take not more than ten days of unpaid leave. 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. For EGC Furlough Guidelines, FAQ, Board of Regents Furlough Policy, and Furlough Calculation, see <http://www.ega.edu/HR/Furlough.htm>.

### ***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 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.

### ***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.

## **Retirement Plan and Savings Options**

### ***Teachers Retirement System of Georgia***

East Georgia College staff (non-faculty) employees are required to participate in the retirement system provided for its employees by the University System of Georgia. The Teachers Retirement System of Georgia was established by the General Assembly of the State of Georgia and placed under the management of a Board of Trustees for the purpose of providing retirement allowances for teachers in Georgia.

As a condition of employment, all regular employees who work one-half time or more, and are otherwise qualified, are required to be members of the Teachers Retirement System of Georgia. Membership is waived for any individual who has attained age sixty and first became a member on or after July 1, 1987 – or for persons attaining age sixty who have previously withdrawn employee contributions from TRS and again entered the profession on or after July 1, 1987.

The membership contribution rate is currently 5.25% percent of gross salary paid. In addition to this contribution, the college also contributes to the system on the employee's behalf. All employee contributions to the Teachers Retirement System are tax deferred. Employees will be responsible for full tax liability at any time the contributions are refunded due to IRS regulations.

Retirement benefits from the Teachers Retirement System become available after completion of thirty years of service, regardless of age, or after completing ten years of creditable service and attainment of age sixty. Some provisions are available for early retirement with specific penalties. Disability retirement is available in certain circumstances in accordance with TRS policies.

Employees transferring to another institution of the university system or a public school in the state of Georgia with no break in service time will transfer their creditable service time and contributions paid to that school. Teachers Retirement System regulations and provisions are available in the Human Resources Office. Vested members of the Employees Retirement System of Georgia transferring to East Georgia College will have the option of continuing their membership and contributions to ERS.

When employees retire from the Teachers Retirement System, they have the opportunity to pursue other employment after retirement. However, the resumption of employment could have a profound effect on the retirement status with TRS. Employees are encouraged to become knowledgeable of the TRS laws and policies before accepting after retirement employment.

### ***Optional Retirement Plans***

Regular faculty members and administrative officers with faculty status who are employed at least one-half time or more as defined in Sections 302.02 and 302.03 of *The Policy Manual* of the Board of Regents of the University System of Georgia with less than 10 years of creditable service under the Teachers Retirement System of Georgia as of July 1, 1990, and who are eligible for membership in the Teachers Retirement System shall be eligible for the Optional Retirement Plans offered by the University System of Georgia. The faculty member or administrative officer must elect to participate in either the Teachers Retirement System or the Optional Retirement Plan within sixty days of the employment date. As with the Teachers Retirement System, the employee and the employer both contribute to the Optional Retirement Plan.

Effective July 1, 2008, all newly-hired benefit-eligible exempt staff is eligible to choose between the TRS and ORP. (Non-exempt benefit-eligible staff must participate in TRS.)

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

East Georgia College employees are eligible to join the State Employees Credit Union [www.secuga.org/](http://www.secuga.org/) 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 college.

## **Insurance Benefits**

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

All regular, benefits-eligible employees of East Georgia College are covered by life insurance with accidental death and disability provisions. Each employee eligible for benefits working one-half time 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***

East Georgia College provides its regular employees who are employed on a one-half time or more basis 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-one days. Otherwise, an employee may enroll during the annual open enrollment period. A full explanation of the benefits and booklets are available in the Human Resources Office.

Any employee who terminates employment, has a reduction in hours to less than one-half 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 who 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. The American Recovery and Reinvestment Act of 2009 (ARRA) temporarily reduces the premium for COBRA

coverage for eligible individuals. COBRA allows certain people to extend employer-provided group health coverage, if they would otherwise lose the coverage due to certain events such as loss of a job or a divorce. Individuals who are eligible for COBRA coverage because of their own or a family member's involuntary termination from employment that occurred from September 1, 2008 through December 31, 2009 and who elect COBRA, may be eligible to pay a reduced premium for COBRA. Eligible individuals pay only 35% of the full COBRA premiums under their plans for up to 9 months. Details are available in the Human Resources Office.

### ***Dental Insurance***

East Georgia College offers a comprehensive dental plan for its employees and their dependents. The employee pays the full cost of the premium. Enrollment is limited to within thirty-one days of employment unless otherwise specified by the Board of Regents. Dental insurance is typically *not* available during the annual open enrollment period.

### ***Long Term and Short Term Disability Insurance***

East Georgia College offers long-term and short term disability insurance protection plan to employees. This insurance provides a monthly income in the event of disability while employed at the college. This is a voluntary program with all premium costs paid by the employee. Additional information is available in the Human Resources Office.

### ***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 a link to the full policy, [click here](#).

### ***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 consistent under certain conditions.

For a link to the full policy, [click here](#).

### ***Insurance Benefits After Retirement***

Those employees eligible for retirement from the University System of Georgia in accordance with the set criteria will be eligible to continue their life, health, and dental insurance benefits in accordance with plan provisions. Benefit information and applications for retirement are available in the Human Resources Office.

## **Other Benefits and Services**

### ***Workers' Compensation***

All employees of East Georgia 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 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 contributing 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***

Participation in the Tuition Assistance Program (TAP) is available to all regular (non-temporary) full-time (forty hours/week) employees who have completed the six month probationary period, enabling them to take courses at East Georgia College or another University System of Georgia institution. Participation in this program is based, in part, on the availability of funds, space availability in the course, and approval of the employee's immediate supervisor. A copy of the complete tuition assistance program policy, as well as the application form, can be found at the following link: [www.usg.edu/employment/benefits/tuition/policy.phtml](http://www.usg.edu/employment/benefits/tuition/policy.phtml).

### ***Faculty and Staff Development Plan***

East Georgia College seeks to create professional development opportunities that are consistent both with the needs of the faculty and staff and with the mission of the college. Continued development is accomplished through a partnership between the individual faculty or staff member and East Georgia College. The college will give priority to supporting those developmental activities that most directly enhance the college's ability to deliver educational programs appropriate to the needs of its service area and to its status as a two-year institution.

Development activities that require funding will be approved by a three-member peer review committee established at the department or division level. Applications for Faculty and Staff Development Funds may be obtained from the appropriate Department Head or Chair. Funding of requests is dependent upon the availability of funds allocated within a particular fiscal year. More information can be found on the following link: <http://wwi.ega.edu/Policies/EmpHandbook/FSDevelopment.pdf>

### ***Check Cashing***

The Business Office will cash personal checks for employees up to \$ 25.00. Two party checks will not be cashed.

### ***Petty Cash Reimbursement***

The Business Office maintains a Petty Cash Fund which may be used by campus departments to purchase small items such as office supplies or other inexpensive items that are used in the daily activities of a campus department. The petty cash reimbursement limit is \$100.00 per date of purchase, per vendor, per account. Excluded from petty cash purchases are those items covered by State contracts, as well as travel reimbursement, per diems/fees, sales tax, or registration/membership fees.

Receipts should be marked "PAID" at the time of purchase. They must reflect the name of the vendor, date of purchase, list each item purchased, indicate the price per item, and the total price for the quantity received. If items are not separately identified, the purchaser must provide that information. The receipt should be the vendor's normal and customary receipt for cash transactions.

The receipt should be dated and approved by signature of the appropriate department head before it is presented to the Business Office for reimbursement.

### ***Mail Services***

The college mailroom (located in the Student Services Complex) is for the incoming and outgoing correspondence of the institution and is not to be used for personal mail delivery in lieu of a home address. Any personal mail sent through the college mailroom must have appropriate postage attached. Personal packages are not to be routed through the mailroom for delivery or mailing.

Daily outgoing mail should be in the mailroom prior to 3:30 PM each working day in order to be processed as that day's mail. Mail should be separated as to local or out of town and should indicate the department to be charged. Outgoing mail received after 3:30 PM will be processed the next working day.

The college mailroom also contains departmental mailboxes for intercampus and incoming mail. Incoming mail is sorted and put in the boxes between 10:00 AM and 11:30 AM daily.

### ***Employee Parking and Decals***

All regular employees of the college are required to display current parking decals on their vehicles. Failure to display a current decal may result in a parking fine. There is no cost to employees for parking decals. Decals can be obtained in the Human Resources office in the Student Services Complex.

### ***Identification Cards***

All regular college employees should have a valid college employee identification card. The card can be made in the EGC Library and will serve as the employee's library card and fitness center card. 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 Student Services Complex. Please refer to East Georgia College's website for current hours of operation.

## ***Use of Facilities***

Employees have access to most outdoor facilities for personal use when they are not needed for regularly scheduled academic, continuing education or intramural activities. The outdoor resources are available for use; subject to availability. No swimming, boating or fishing is allowed in Ezra Pond, unless it is a college approved event. Employees may also use the fitness center when it is not being used for academic classes. Contact the Human Resources Office regarding employee use of the fitness center. An EGC identification card is required for admittance to the fitness center.

## ***Safety and Security***

### ***Safety***

Employees are expected to perform their duties as safely as possible to insure 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.

All personal injuries and accidents must be reported to the Human Resources Office immediately so that a First Report of Injury, as required by the Occupational Safety and Health Administration, may be completed. Employees requiring 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.

### ***Workplace Violence Policy***

East Georgia 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 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.

For a link to the full policy, [click here](#).

### ***Tobacco Free Policy***

As an operating unit of the University System of Georgia, East Georgia College is obligated to establish a smoking policy that coincides with The Smoke Free Air Act of 2005. The University System of Georgia provides that East Georgia College is authorized to expand this policy to prohibit all tobacco products. In accordance with the Georgia Smoke free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the college's commitment to provide a safe and amicable workplace for all employees by protecting them from involuntary exposure to secondhand smoke and smokeless tobacco products. In establishing such guidelines, EGC is aiming to preserve and improve the health, comfort and environment of employees and any persons occupying our facilities.

East Georgia College is a tobacco free campus. The use of all tobacco products is prohibited in all EGC facilities and common areas, with the exception of the campus parking lots. All employees are expected to be familiar with and abide by the guidelines set forth in this policy. It is further established that all outside constituents visiting EGC for any reason will consent to this policy as well. Constituents include visitors,

contractors, vendors, business consultants and the general public. East Georgia 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.

For a link to the full policy, [click here](#).

### ***No Weapons Policy***

This policy reinforces the College's commitment to provide a safe workplace for all employees and reduce the potential for violence.

It is the policy of East Georgia College that possession of any weapon on campus is prohibited. Georgia law defines the "campus" as the school safety zone and prohibits the carrying of weapons in, on or within 1,000 feet of the College campus. Official Code of Georgia Annotated 16-11-127.1(a)(1) The campus extends to any and all property leased by the College or loaned to the College or College recognized organizations for campus functions. This includes off campus facilities and sites used by the College or College sponsored organizations for college sponsored events as well as college vehicles used by the College to transport students, faculty and staff to events. East Georgia College Campus Security personnel are excepted from the above prohibition

For a link to the full policy, [click here](#).

### ***Drug Testing of High Risk Employees***

Employees in "high-risk" jobs on a regular basis shall be subject to random drug testing for evidence of use of illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem shall be subject to random drug testing.

### ***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* <http://www.ega.edu/emergencyresponse/>, distributed to each employee upon creation in 2006 and to all new hires since that date. This desktop chart provides emergency procedure information for a variety of situations, emergency contact information and identification of emergency weather rooms on campus. EGC also utilizes *ConnectEd*, an emergency notification system via e-mail and telephone, to announce emergency situations affecting EGC Swainsboro and EGC Statesboro students, faculty and staff. Simultaneous with the above, EGC will implement a siren, flashing light and voice announcement of campus emergencies.

East Georgia College's *Emergency Action Plan*, a procedural disaster response plan utilizing the incident command system was distributed to the President's staff: Vice Presidents, Computer Services, Campus Security and Plant Operations. Due to the confidential nature of this document, possession is limited to those individuals on a need to know basis and the plan document is not available for public inspection.

## ***General Safety and Emergency Procedures***

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 follow 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 eye glasses 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.

The Vice President for Fiscal Affairs 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:

Monday - Thursday 8:00 AM until 6:00 PM and	
Friday 8:00 AM until 12:00 PM	478-289-2025
Weekends and Nights-Security Cell phone	478-455-0125

## ***Accident/Illness***

The following is the procedure to be followed in the event of an accident or illness on campus involving a student, employee or faculty member:

1. The first person at the scene is to remain there and is to send someone to notify the Vice President for Fiscal Affairs (289-2025) or Security (478-455-0125) of the emergency. Fiscal Affairs personnel should be notified whether or not an ambulance should be or has already been called.

After hours, call the Security cell phone number (478-455-0125) to speak with a Security guard concerning the emergency.

2. The Fiscal Affairs/Business Office personnel will notify Security or Plant Operations, if necessary. The Vice President for Fiscal Affairs or her designee will notify the President, the Vice President of Legal and External Affairs and the Vice President for Academic Affairs and the Vice President for Student and Enrollment Services if the situation warrants their attention.

If a student is taken to the hospital, the Vice President for Academic Affairs or the Vice President for Enrollment and Student Services should follow up on the student's condition and notify the student's parents or spouse as soon as possible.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

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

I acknowledge that information in this handbook is subject to change. East Georgia 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 anytime at East Georgia College intranet site [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.

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

\_\_\_\_\_  
DATE

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