

WELCOME TO CAREER SERVICES - STUDENT EMPLOYMENT



Student Employment Handbook 4/21/14

East Georgia State College

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

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

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

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

The Student Employment Handbook is not to be interpreted as a contract of employment nor does it guarantee the right to employment. Georgia is an employment-at-will state. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws or Policies of the Board of Regents will prevail. Interpretations and enforcement of policies in this handbook shall be the responsibility of the Vice President for Business Affairs.

DEFINITION OF STUDENT EMPLOYMENT

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

Student employees cannot work more than 19 hours per week.

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

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

Notice of Non-Discrimination <http://www.ega.edu/policy/NoticeOfNondiscrimination.pdf>

Re-affirmation of Equal Employment Opportunity and Affirmative Action Policies

East Georgia State 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, training, terminations, working conditions, compensation, and other terms and conditions of employment. Every member of East Georgia State College is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All East Georgia State 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 East Georgia State 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 State College Affirmative Action Plan is available for inspection in the office of the Chief Human Resources Officer and the College Library between the hours of 8AM – 5PM Monday through Friday, excluding official college holidays.

Americans with Disabilities Act

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

Ethics Hotline

East Georgia State College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as Public Safety, Business Affairs, and Legal Counsel, 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 a Hotline reporting system through a service provided by an independent company, Global Compliance. This service is available 24 hours a day, 7 days a week, and allows faculty, staff, students and visitors the option to voice concerns, and to remain anonymous if so desired. Complaints may be made by phone via a toll free number or via on-line reporting at <https://ega.alertline.com/gcs/welcome> . 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 EGSC building. For more information see *Ethics and Reporting Hotline Procedures* and *Ethics Hotline Report Line User Roles* on the Policies and Procedures page.

Drug Free Workplace

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

Employee Alcohol and Other Drug Prevention Policy <http://www.ega.edu/policy/08-employee-alcohol-and-other-drug-prevention-policy.pdf>

Filing Applications

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

Disqualification of Employment http://www.usg.edu/hr/manual/employment_applications/

Background Investigations

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

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

Offers of employment for positions of trust may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Positions of trust are those that involve interaction with children, after-hours access to facilities, access to financial resources 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 student employee being transferred, reassigned, or reclassified 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, holding 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, applying Board of Regents policies to the background investigation reports and any supporting materials to determine suitability for hire. The policy and procedure is set forth in the Human Resources Administrative Practice Manual for University System of Georgia employees: http://www.usg.edu/hr/manual/background_investigation

Conditions of Employment

All new employees must complete the following:

- ✓ A Security Questionnaire/Loyalty Oath required by the State of Georgia which is retained in the permanent files of the college;
- ✓ Federal and Georgia tax withholding forms;
- ✓ Proof of identity and employment eligibility for compliance with the Federal Immigration Reform and Control Act must be presented within 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 State College participates with E-Verify and will provide the Social Public Safety Administration (SSA) and, if necessary, the Department of Homeland Public Safety (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Employee

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

East Georgia State College's policy is to employ those persons who are best qualified based on ability, skill, experience, training, character, and physical condition, regardless of race, color, sex or creed. The college provides working conditions, salaries, and benefits that will attract and retain competent employees. The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor.

FEDERAL WORK-STUDY

OVERVIEW

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

ELIGIBILITY

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

1. Be a citizen or eligible non-citizen of the United States.
2. Demonstrate financial need.
3. Must be pursuing an undergraduate degree on at least a half time enrollment status.
4. Maintain satisfactory academic progress as defined by the Office of Financial Aid.

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

STUDENT ASSISTANT

OVERVIEW

Student employees ineligible for financial aid are considered Student Assistants.

ELIGIBILITY

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

*****Students employees are not allowed to start work prior to the approval of the Office of Human Resources/Career Services.**

Employment of Relatives

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

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

Employment of Foreign Nationals

http://www.usg.edu/hr/manual/employment_of_foreign_nationals

ADP

Students must clock in and out at a designated terminal. Time sheets are not to be complete in advance unless otherwise authorized by Payroll/Business Affairs; they should be checked for completeness and accuracy and signed by the student and the supervisor. Any intentional falsification of time records may be grounds for termination.

Pay

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

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

Direct Deposit

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

Changes in Status

It is the employee's responsibility to notify the Office of Human Resources/Career Services 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.

GENERAL RULES

- Job descriptions will be distributed to all student employees. Departments will provide basic training.
- Student employees will be evaluated by their supervisor at the end of each semester. Such evaluations should be file with the Director of Human Resources/Career Services.
- Students are expected to follow job assignments in a professional and responsible manner.

- **Working Conditions** - One of the most important aspects of employment to both the employee and the employer is working conditions. The college makes every effort to provide an atmosphere that enhances individual development and job enrichment. In general, the policy in this area is one of common courtesy and understanding. The college must always strive to understand the needs of the employees, and likewise, each employee should realize the role he or she plays in the overall goals of the college. All policies have been established to create a cooperative working environment for both the college and the employee.
- **Courtesy** - One of the most important parts of a student's 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, staff, students, and the public. It also includes recognition of lines of authority and a friendly attitude toward co-workers.
- **Appearance** - Most employees of East Georgia State College interact with visitors to campus 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.
- **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 EGSC 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 EGSC's license agreements. Any duplication of copyrighted software is a violation of federal law and EGSC policy. Questions regarding software policies for the college may be directed to the Office of Information Technology.
- **Confidential Information** - In the performance of their duties, some student employees must deal with confidential information. Such information should not be discussed or made available to anyone until it has been approved for release by the proper authority. Certain college records are strictly confidential.
- **Gifts and Gratuities** – No official or employee of East Georgia State 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** – <http://www.usg.edu/audit/compliance/ethics/>

Employees of East Georgia State 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.

- **Children in the Workplace** - East Georgia State College values family life and has employment policies and benefits that are supportive of families. While the college seeks to focus on providing an environment open to work and family issues, the workplace should not be used in lieu of a child care provider.

East Georgia State College believes that it is inappropriate for minor children or other minor relatives of an employee to be in work areas during work hours for several reasons: the potential liability to the college, risk of harm to the children, and decreased employee productivity due to distractions and disruptions. Therefore, it is the policy of the college that minor children or other minor relatives of employees not be present at the employee's workplace – for example, office, classroom or shop area – in lieu of other child care arrangements during the employee's work hours. This policy is not intended to prohibit children or other family from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit, such as summer camps, activities or programs.

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

Student employees or their representatives must notify their supervisor when, in the event of an illness or an emergency they unable to report to work. If for some reason the supervisor cannot be reached, a call should be placed to the Office of Human Resources/Career Services. Excessive absenteeism and/or tardiness or failure to report the reason for absenteeism may result in termination of employment.

- **Breaks** - If the work situation permits, a supervisor may authorize short break(s). 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.

Pets Policy <http://www.ega.edu/policy/08-pet-policy.pdf>

Service Animal Policy <http://www.ega.edu/policy/08-service-animal-policy.pdf>

Motor Vehicle Use Policy

Policy Statement

East Georgia State College shall ensure that all employees who drive State of Georgia vehicles have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee's position.

Reason for Policy

To establish guidelines and policy governing the use of State of Georgia Vehicles and/or personal or rental vehicles for the purpose of business travel.

East Georgia State College employees may have work assignments that involve driving a vehicle to accomplish Institution business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, USG has established this Motor Vehicle Use Policy which sets driving qualification standards for USG drivers and requires training and other appropriate action for employees who fall outside those standards.

Entities Affected By This Policy

Specifically, this policy applies to all East Georgia State College employees who drive on Institution business regardless of frequency of driving.

Related Documents/Resources

- Background Check Form
- Georgia Liability Insurance Card

Definitions

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

State of Georgia Vehicle: A vehicle purchased through state funds or rented or leased using state funds. For the purposes of this policy, a State of Georgia vehicle also includes institution-owned or controlled vehicles.

Motor Vehicle Record: A report from the agency that issues driver's licenses, listing accidents and violations that appear on the driver's driving record.

Drivers License: A license authorizing the bearer to drive a motor vehicle.

Rental Vehicle: A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle; which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying to use the property as the lessee or renter.

DOAS: The Department of Administrative Services is a state agency that offers centralized state purchasing and associated training, management of the State's fleet, risk management services, mail and courier service, and the redistribution and disposal of State personal property.

Driver: The operator of a motor vehicle.

Overview

It is expected that all employees of East Georgia State College who wish to use State of Georgia Vehicles, Institution owned or controlled vehicles, personal or rental vehicles for the USG/Institution business usage should be appropriately licensed and meet acceptable driving standards as defined within the policy. The level of driver screening will be based upon the driving requirements.

Process/Procedures

Screening

All East Georgia State College employees who drive on Institution business regardless of frequency of driving shall be subject to annual training regardless of frequency and location of driving.

Employees who are approved for special purpose or occasional driving shall be subject to annual training and be required to complete the Driver Acknowledgment Form on an annual basis. Special purpose or occasional driving is defined as travel covered by an institutional travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.

Employees who routinely drive USG/Institution owned vehicles and/or personal or rental vehicles for the purpose of conducting USG/Institution business will be subject to annual training, annual completion of the Driver Acknowledgment Form and an annual MVR History check prior to operating State vehicles on USG/Institution business.

Driver Qualifications

The Driver Acknowledgment Form, if applicable, will be reviewed by the Chief of Human Resources Officer. Each covered employee must initial next to each safety standard on the form to be deemed eligible to drive.

East Georgia State College employees must have a valid license in their possession while operating a vehicle on Institution and/or USG business.

Driver Disqualifications

An employee who has had one of the following occurrences during the 24-month period preceding their use or request for use of a State of Georgia vehicle or a personal or rented vehicle used for USG and/or Institution business will be considered a "Disqualified Driver":

1. Accumulating more than 10 points on his or her driving record,
2. Receiving a citation (ticket or warning) while driving on Institution and/or USG business,
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on Institution and/or USG business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on Institution and/or USG business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the Chief of Human Resources Officer if any of the above apply. A Disqualified Driver may not drive on Institution and/or USG business until: (a) his or her Motor Vehicle Record has been reviewed by the Chief Human Resources Officer and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the Institution.

1. The measures specified may include, but are not limited to, the following: viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on USG/institution business.
2. Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on USG/institution business. Prior to making such a determination, the Chief Human Resources Officer must consult the Disqualified Driver's departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:
 - the driving conditions under which the relevant events occurred;
 - the extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to applicable law;
 - the apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
 - whether anyone was injured as a result of the Disqualified Driver's actions; and;
 - the amount of time that has passed since the events in question.

An employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation.

Employees charged with the following offenses are not permitted to drive on USG/Institution business until disposition of the charges:

1. Driving Under the Influence
2. Driving While Intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
6. Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)

Employees who drive on state business are to disclose receipt of the above charges by submitting Driver Notification Form **no later than the workday following the charges.**

Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on state business.

If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on USG/Institution business until the circumstances leading to such citations has been reviewed by the institution's Chief Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by that institution. The determination of the measures to be required will be made by the Institution's Risk Management Services and the Institution's Chief Human Resources Officer or a designee, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

Responsibilities

The responsibilities each party has in connection with the Policy on Employee Orientation are: The Chief Human Resources Officers should ensure compliance with the policy; provide a general orientation to each new employee, including information on employee benefits if applicable.

Managers/Supervisors should ensure compliance with policy; review with new employees the duties and responsibilities of their position, review departmental policies and procedures.

Georgia's Open Records Act

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

Employee Personnel Records http://www.usg.edu/hr/manual/employee_personnel_records

Discrimination and Harassment Policy <http://www.ega.edu/policy/08-discrimination-and-harassment-policy.pdf>

East Georgia State 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 State 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.

Policy Prohibiting Sexual Discrimination and Harassment <http://www.ega.edu/policy/sexual-discrimination-and-harassment-policy-cab-10-22-13.pdf>

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 comp time, sick leave, and annual leave, the employee is required to submit in respective order the accrued comp time, sick leave, and annual leave for the family medical leave period with the approval of the Director of Human Resources. Exceptions and/or restrictions may apply to Worker's Compensation absences and short term disability insurance benefits. Family Medical Leave can be continuous or intermittent leave.

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

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

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

<http://www.dol.gov/compliance/laws/comp-fmla.htm#overview>
http://www.usg.edu/hr/benefits/family_and_medical_leave_act_fmla

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.

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

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

Inclement Weather or Other Emergencies

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.

Credit Union Membership

East Georgia State College employees are eligible to join the Georgia United Credit Union <https://georgiaunitedcu.org> or The Atlanta Postal Credit Union www.apcu.com 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 Office of Human Resources/Career Services.

The New Health Insurance Marketplace Coverage Options and Your Health Coverage (BOR)

The University System of Georgia's HSA Open Access POS plan meets the Affordability Requirement under the Affordable Care Act. Therefore, in general, University System of Georgia employees who are eligible for health insurance will not be eligible for a tax credit in 2014 through the Health Insurance Marketplace (or Exchanges) created under the Affordable Care Act.

If you are not eligible for Health Insurance through the University System of Georgia and would like more information about the Health Insurance Marketplace, please visit the Federal Health Insurance Marketplace website at <https://www.healthcare.gov/families/>.

Workers' Compensation

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

In the event an employee sustains any injury, regardless of how small it may seem, it must be reported immediately to the Office of Human Resources/Career Services 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.

Unemployment Compensation

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

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

Safety

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 Office of Human Resources/Career Services 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 Office of Human Resources/Career Services 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 State College will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. Threats,

threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation. Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. This policy reinforces the institution's commitment to provide a safe workplace for all employees and reduce the potential for violence. East Georgia State College is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the College's mission of teaching, research and public service. The college reaffirms the basic right of employees to a safe and humane working environment.

Tobacco Free Policy

As an operating unit of the University System of Georgia, East Georgia State 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 State 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, EGSC is aiming to preserve and improve the health, comfort and environment of employees and any persons occupying our facilities.

East Georgia State College is a tobacco free campus. The use of all tobacco products is prohibited in all EGSC 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 EGSC for any reason will consent to this policy as well. Constituents include visitors, contractors, vendors, business consultants and the general public. East Georgia State College will provide appropriate notices and signage on campus, on the campus website, and in print materials to inform the campus community and constituents of this policy.

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 State 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 State College Public Safety personnel are exempted from the above prohibition. Faculty desiring to bring unloaded weapons for classroom instruction may do so only if ammunition is deactivated and prior approval obtained by Chief of Public Safety. Weapons which are to be used for classroom instruction must be approved by East Georgia State College Chief of Public Safety prior to the weapon being brought onto campus. The person or persons bringing the weapons on campus for classroom purpose must comply with the safety and security stipulations set forth by East Georgia State College Chief of Public Safety.

This policy applies to all faculty, staff, students and visitors. All persons found in possession of a weapon are subject to arrest. Faculty and staff in violation of the weapons policy will be subject to discipline up to and including termination; students will be referred to the Student Judicial Committee for adjudication.

Weapons are defined as "any pistol, revolver, or any other weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches. straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which be known as a throwing star or oriental dart, or any weapon of any kind, and any stun gun or taser. This paragraph excludes any of these instruments used for classroom work authorized by the teacher." Official Code of Georgia Annotated 16-11-127.1 (a)(2).

Public Employee Hazardous Chemical Protection and Right To Know

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

Campus Emergencies

In the event of a severe weather emergency, campus fire, a bomb threat, or any disruptive emergency including a student protest or demonstration, please refer to the *Emergency Action Procedures Flipchart* on the Public Safety webpage and, distributed to each and to all new hires.

This desktop chart provides emergency procedure information for a variety of emergency situations, emergency contact information and identification of emergency weather rooms on campus. EGSC also utilizes **ConnectEd**, an emergency notification system via e-mail and telephone, to announce emergency situations affecting EGSC Swainsboro and EGSC Statesboro students, faculty and staff. Simultaneous with the above, EGSC will implement a siren, flashing light and voice announcement of campus emergencies.

East Georgia State College’s *Emergency Action Plan*, a procedural disaster response plan utilizing the incident command system was distributed to the following: Vice Presidents, Information Technology, Campus Public Safety 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 following responsibilities;

- Detect and eliminate all physical hazards.
- Insist on the proper use and maintenance of machines, tools, and equipment.
- Insist that employees wear safety devices such as shoes and safety 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.

Chief of Public Safety should be notified immediately when a situation arises that may pose a threat to individuals on campus or the college property. The telephone numbers for notification are as follows:

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

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 Public Safety (478-455-0125 or 478-289-2090) of the emergency. Business Affairs personnel should be notified whether or not an ambulance should be or has already been called.

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

2. The /Business Office personnel will notify Public Safety or Plant Operations, if necessary. The Vice President for Business Affairs or designee will notify the President, the Chief of Staff and Legal Counsel and the Vice President for Academic Affairs and the Vice President for Student Affairs 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 Student Affairs should follow up on the student's condition and notify the student's parents or spouse as soon as possible.

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 State College shall cooperate to the fullest extent possible in any internal investigation conducted by East Georgia State College and or the Board of Regents when directed to do so by persons who have been given investigative authority by the President of the institution. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

TERMINATIONS/DISCIPLINARY ACTION

All students are subject to discharge at any time.

There are three types of terminations:

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

VOLUNTARY TERMINATION

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

EMPLOYER TERMINATION/DISCIPLINARY ACTION

The discipline process is to be corrective and constructive in resolving issues. This process assists the student employee in understanding the performance problem and provides the opportunity for the student employee to correct the behavior.

Disciplinary action can range from oral warnings, written reprimands, and to immediate discharge.

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

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

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

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

STUDENT FINANCIAL SERVICES TERMINATION

The student is terminated by Student Financial Services from participation in the Student Employment Program if he/she has used all of his/her award for the semester; drops below half

time enrollment (IWSP only); fails to meet the GPA requirements necessary for Financial Aid; totally withdraws from East Georgia State College; or has a change in their financial status which reduces financial need.

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

EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

I acknowledge that I am to understand current policies and should review the employee handbook at least on an annual basis, and that I may access the current Student Employee Handbook, including revisions made since signing this acknowledgement, at any time at East Georgia State College website: www.ega.edu.

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