

# WELCOME TO CAREER SERVICES - STUDENT EMPLOYMENT



**Student Employment Handbook  
4/21/14/ links updated 4/9/18**

**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/08-notice-of-nondiscrimination.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 Police

Department, 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/](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](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 Security Administration (SSA) and, if necessary, the Department of Homeland Security Department (DHS), with information from each new employee's Form I-9 to confirm work authorization.

## **The Employee**

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

East Georgia State College's policy is to employ those persons who are best qualified based on ability, skill, experience, training, character, and physical condition, regardless of race, color, sex or creed. The college provides working conditions, salaries, and benefits that will attract and retain competent employees. The employment of all persons under the age of 18 years shall 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](http://www.usg.edu/hr/manual/employment_of_relatives)

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

[http://www.usg.edu/hr/manual/employment\\_of\\_foreign\\_nationals](http://www.usg.edu/hr/manual/employment_of_foreign_nationals)  
<http://www.ega.edu/policy/08-employment-of-foreign-nationals-policy.pdf>

## **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>

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

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

**Employee Personnel Records** [http://www.usg.edu/hr/manual/employee\\_personnel\\_records](http://www.usg.edu/hr/manual/employee_personnel_records)

**Non-Discrimination and Anti-Harassment Policy** <http://www.ega.edu/policy/08-non-discrimination-and-anti-harassment-policy.pdf?4518>

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/08-sexual-discrimination-harassment-and-misconduct-policy.pdf?33018>

## **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](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](http://www.apcu.com) Family members of each eligible employee are also welcome to join the credit union. Such membership is offered to the employees, but the college does not regulate or decide policy for the credit union, which is operated by a separate board of directors.

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

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

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

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

### **Workers' Compensation**

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

In the event an employee sustains any injury, regardless of how small it may seem, it must be reported immediately to the Office of Human Resources/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 and smoke free campus. All employees are expected to be familiar with and abide by the guidelines set forth in this policy. East Georgia State College will provide appropriate notices and signage on campus, on the campus website, and in print materials to inform the campus community and constituents of this policy.

<http://www.ega.edu/policy/09-tobacco-free-campus-policy.pdf?8417>

### **Weapons Policy**

East Georgia State College is designated as a school safety zone by Georgia's Safe Carry Protection Act (also known as "Campus Carry" and defined in O.C.G.A 16-11-127.1). Except as otherwise provided herein, it is unlawful for any person to carry or possess or to have under such person's control any weapon or explosive compound while within a school safety zone. Concealed carry license holders may possess handguns in certain areas of campus. See Weapons and Explosives Policy: <http://www.ega.edu/policy/13-weapons-and-explosives-policy.pdf?72717> and Campus Carry Procedures: <http://www.ega.edu/policy/13-weapons-compliance-procedure-campus-carry.pdf>

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

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

## Campus Emergencies

In the event of a severe weather emergency, campus fire, a bomb threat, or any disruptive emergency including a student protest or demonstration, please refer to the *Emergency Action Procedures Flipchart* on the Police Department webpage 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 Emergency Response Committee. 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 Police should be notified immediately when a situation arises that may pose a threat to individuals on campus or the college property. The telephone numbers for notification are as follows:

Swainsboro:

Monday - Friday 8:00 AM until 5:00 PM	478-289-2090
Weekends and Nights-Police Department Cell phone	478-455-0125

Statesboro: Police Department	(Cell) 489-455-1606
Georgia Southern University Police	912-478-5234

### **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 Police Department (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 Police Department cell phone number (478-455-0125) to speak with a Police Department concerning the emergency.

2. The Business Office personnel will notify Police Department 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 and Student Affairs if the situation warrants their attention.

If a student is taken to the hospital, the Vice President for Academic and 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 effect of the misconduct on the business of the institution.

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

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

- Drug-related charges
- Fighting

### **STUDENT FINANCIAL SERVICES TERMINATION**

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

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

**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](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