



East Georgia State College

Employee Handbook

Adopted by President's Cabinet 10/27/15

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East Georgia State College Employee Handbook 10/27/15

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For an up-to-date copy, go to the policies and procedures page on the EGSC website

EAST GEORGIA STATE COLLEGE EMPLOYEE HANDBOOK 10/22/15

Introduction

Purpose of Handbook

The *East Georgia State College Employee Handbook* contains general policies and procedures of the college and the University System of Georgia that applies to **all** East Georgia State College faculty and staff employees. Student employees are directed to the *East Georgia State College Student Employment Handbook* for applicable policies and procedures. 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*
- *East Georgia State College Faculty Handbook*
- *East Georgia State College Statutes*
- *Policy Manual of the Board of Regents of the University System of Georgia* www.usg.edu/policymanual
- *Human Resource Administrative Practice Manual* www.usg.edu/hr/manual
- *EGSC Business Affairs Policies and Procedures Manual*
- *Business Procedures Manual* http://www.usg.edu/business_procedures_manual/
-

EGSC policies are subject to review and change by the Board of Regents and the administration of the college. Employees are directed to the *Policies and Procedures of the College* webpage located on the President's website at http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college for subsequent revisions of this handbook and for the most current versions of all college policies.

The Employee Handbook is not to be interpreted as a contract of employment nor does it guarantee the right to employment. Georgia is an employment-at-will state. Per Board of Regent's policy, East Georgia State College policy must fall within the minimum standards set forth in the Bylaws and Policies of the Board of Regents. However, as permissible by the Board of Regents, East Georgia State College policy may be stricter than Board of Regents policy provided that the resulting policy remains does not violate Board of Regents policy, Bylaws, or state or federal law. In the absence of an East Georgia State College Policy, the applicable Board of Regent's policy shall govern. Interpretations and enforcement of policies in this handbook shall be the responsibility of the Vice President for Business Affairs.

An effort has been made to avoid duplicating information otherwise available in other East Georgia State College publications, such as the *Policies and Procedures of the College*, the *Staff Handbook*, the *Faculty Handbook*, the *East Georgia State College Statutes*, the *EGSC Business Affairs Policies and Procedures Manual*, the *Student Employment Handbook* and various benefits booklets. Benefit booklets are issued by the Human Resources Office to all new employees.

Any questions concerning information in this handbook should be directed to your supervisor or to the Human Resources Office.

The Human Resources Office

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

Employment

Notice of Non-Discrimination (see Policies and Procedures page)

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, promotions, training, terminations, working conditions, compensation, benefits, 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 the 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 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 Hotline reporting 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.

Ethics Hotline Reporting Procedures (See Policies and Procedures Page)

See USG Ethics Policy at www.usg.edu

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 (See Policies and Procedures page)

Calculation of Due Date Policy (See Policies and Procedures page)

General Hiring Procedures for Faculty (see also Faculty Handbook)

General Hiring Procedures for Classified Employees

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

The Chief Human Resources Officer, as the EEO Officer for East Georgia State College, is involved in the search process to insure that the proper procedures including affirmative action are involved in the recruiting and hiring procedures. If a department has an available classified position opening, the department head should consult with Chief Human Resources Officer for the proper steps to be taken in order to fill the vacancy.

Provisional/Probationary Appointments (This policy applies to STAFF employees only)

All regular classified employees, with the exception of public safety officers pending training, are required to serve the first six months of employment on a provisional basis. At least one evaluation will be completed in the six month provisional period. If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing at any time prior to the completion of the six-month provisional period and the employee may be terminated at that time without right of appeal.

Transfers to other positions are not made during the provisional period. Temporary employees hired into regular positions are considered new employees and will serve a six-month probationary period beginning with the first work day of regular employment.

Dismissal, Demotion or Suspension (This policy applies to STAFF employees only)

Dismissal, demotion or suspension of classified employees may be initiated by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action; however, under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted, or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall also be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to the Grievance/Appeals section of this handbook upon request made within 15 working days following the adverse personnel decision of the immediate supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Georgia is an employment-at-will state.

Volunteer Program Policy (see Policies and Procedures page)

Volunteers are a vital component of the programs and services at East Georgia State College. Volunteers are usually identified through the department needing assistance and requested by the department head. All requests are made and approved through the Office of Human Resources as stated in the above policy.

Filing Applications (This policy is under revision; the current policy appears below)

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. 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 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 resume, vita, 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 (This policy is under development; see USG BOR policy)

Background Investigations (See Policies and Procedures Page)

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.

Conditions of Employment (This policy is under revision; the current policy appears below)

All new employees must complete the following:

- ✓ A Security Questionnaire/Loyalty Oath required by the State of Georgia which is retained in the permanent files of the college;
- ✓ Federal and Georgia tax withholding forms;
- ✓ Where applicable, application for the Teachers Retirement System of Georgia and other optional benefit forms.
- ✓ Proof of identity and employment eligibility for compliance with the Federal Immigration Reform and Control Act must be presented within three (3) business days of beginning work. If the employee is authorized to work, but are unable to present the required document(s) within three business days, the employee must present a receipt for the application of the document(s) within (90) days. Failure to do so may result in termination of employment. East Georgia 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;
- ✓ Completion of the USG Ethics Training, an on-line annual training requirement on the USG Ethics Policy.

Employment of Relatives (See Policies and Procedures page)

Employment of Foreign Nationals (This policy is under development; see USG BOR policy)

Employment beyond Retirement

When an individual retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System of Georgia (TRSGA) or the Optional Retirement Plan (ORP), he/she shall not be re-employed by the University System without the prior approval of the Board of Regents.

To view the full policy: http://www.usg.edu/hr/manual/employment_beyond_retirement

Orientation (See Policies and Procedures page)

FERPA Mandatory Training (See Policies and Procedures page)

Building Access and Security Policy (see Policies and Procedures page)

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 job is to be courteous at all times to everyone whether in face-to-face contact, by telephone, by letter, or any other electronic media. Proper behavior includes promptness, efficiency, cooperation, and impartial treatment of faculty, students, the public and fellow employees. It also includes recognition of lines of authority and a friendly attitude toward co-workers.

Appearance

Most employees of East Georgia 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.

Personal Life

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

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 policy and procedures page and use their college assigned electronic mail account responsibly and in compliance with state and federal laws. All employees shall use software only in accordance with EGSC's license agreements. Any duplication of copyrighted software is a violation of federal law and EGSC policy. Questions regarding software policies for the college may be directed to the Office of Information Technology.

Confidential Information

In the performance of their duties, some employees must deal with confidential information. Such information should not be discussed or made available to anyone until it has been approved for release by the proper authority. Certain college records are strictly confidential.

Georgia's Open Records Act

As an employee of East Georgia 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.

Employee Personnel Records (This policy is under development; see USG BOR policy)

Conformity with Federal Grant Standards (This policy is under development; see USG BOR policy)

Children in the Workplace (See Policies and Procedures page)

Pets Policy (see Policies and Procedures page)

Service Animal Policy (see Policies and Procedures page)

Telework Policy (This policy is under revision; the current policy appears below)

East Georgia State College allows teleworking and flextime, on a voluntary basis, to employees who fill job classifications/positions that have been designated as eligible for telework and/or flextime. The Telework and Flextime program is an employer option, not an employee right and is appropriate only when it results in a benefit to the institution. Telework and/or flextime may not be suitable for all employees and/or positions. East Georgia State College may implement teleworking and/or flextime as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department. To view the full policy: http://www.usg.edu/hr/manual/teleworking_flextime_policy

Employee Travel (see Business Procedures Manual on Policies and Procedures Page)

Fleet Management and Motor Vehicle Use Policy (see Policies and Procedures Page)

Trip Approval and Travel Policy (see Policies and Procedures Page)

Outside Occupational Activities

An EGSC employee should avoid actual or apparent conflict of interests between his or her college obligations and his or her outside activities. Outside activities include occupational, consulting and other outside or second employment, and political activities. Outside activities are distinguished from service activities in that service constitutes all faculty and staff activities linked to academic specialty, faculty status, or professional/personal skills which promote the mission of the department, college, system or larger community. In general, compensated outside activities will not be considered service if the department chair or administrative supervisor determines that these activities interfere with the faculty or staff member's primary duties and/or are not of a professional nature nor in the employee's discipline or profession.

Consulting and Other Outside Employment: While the primary mission of East Georgia State College is undergraduate teaching, it shall be considered reasonable and desirable for faculty and staff members to engage in consulting activities, so long as such activity does not interfere, conflict or detract from the faculty or staff member's primary responsibilities at EGSC. Consulting and other outside employment is defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Faculty and staff must present a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons, if work is to occur simultaneously with faculty and staff work hours. Prior approval of the President or his/her designee must be obtained before employment is accepted. EGSC employees must clearly indicate the nature, scope and duration of outside work so that conflicts of interest can be identified and avoided.

Political Activities: As responsible and interested citizens in a democratic society, East Georgia State College employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for College personnel to manage or enter political campaigns while on duty to perform services for the College or to hold elective political office at the state or federal level while employed by the College. Therefore, the following policies governing political activities are hereby adopted:

- Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the College.
- Employees may not hold elective political office at the state or federal level.
- A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at EGSC, with or without compensation.
- Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the College.

Political Activities on Campus (see Policies and Procedures Page)

Progressive Discipline (This policy is under revision; the current policy appears below)

Progressive discipline is a process that identifies job-related behavior that does not meet expected and communicated policy and/or performance standards. The progressive discipline process is to be corrective and constructive in resolving issues. This process assists the employee in understanding the performance problem and provides the opportunity for the employee to correct the behavior.

Disciplinary action can range from oral warnings to immediate discharge. Our general policy is to take disciplinary steps in the following order:

- Oral warning(s)
Oral warnings may take place between employees and managers/supervisors in situations that are deemed less serious in nature. A verbal warning is a notation made by your manager/supervisor of the time, date, and circumstances of a situation, which had been discussed with the employee. It does not become a permanent part of the employees personnel file unless the problem continues.
- Written reprimands(s)
Written reprimands take place between a manager/supervisor and the employee when the behavior of the employee is: a repeated violation and verbal counseling has been administered; failure to improve after receiving one or more verbal warnings regarding poor performance or productivity, or break a major work rule for the first time. A written reprimand is written by the manager/supervisor and reviewed by the Chief Human Resources Officer. The reprimand is discussed privately between the employee, manager/supervisor, or other designated official.
- Suspension
An employee will be suspended with or without pay, dependent upon circumstances, when he/she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. Suspensions may vary in length, according to the severity of the offense. A suspension is recommended by the manager/supervisor and reviewed by the Chief Human Resources Officer.

Suspension notices should indicate the reason(s) for the discipline, the specific dates of the suspension, and the employee's right to appeal.
- Termination
An employee's employment may be terminated when he/she engages in a conduct that the institution, at its sole discretion, deems is justified. A termination is recommended by the manager/supervisor and reviewed by the Chief Human Resources Officer.

East Georgia State College reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps or to create new and/or additional disciplinary steps.

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
- employment record
- length of employment
- 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, 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.

East Georgia State College will give those considerations whatever weight is deemed appropriate. Depending on the circumstances, may give some considerations more weight than other considerations or no weight at all.

The following are examples of actions that can result in disciplinary action or discharge: (Should this list be included? This is the same list for Disruptive Behavior Policy)

- 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

Appeal by Employee

Employees may seek review of the College's action taken under the Progressive Discipline Policy by his or her first and second line supervisors. If this fails to resolve the matter, the employee is directed to the Conflict Resolution Policy, Grievance Policy Dismissal, Demotion or Suspension Policy, and to appeal to the Board of Regents.

Employment is a mutual consent of the employee and East Georgia State College; this policy does not change this consent. East Georgia State College can terminate the employment relationship at will, at any time, for any lawful reason, including reasons not listed above; dependent on specific circumstances and the severity of the conduct. The employee has the right to end his/her employment at any time.

Resignations (This policy is under revision; the current policy appears below)

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

Reduction in Force (This policy is under revision; the current policy appears below)

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

Exit Interview

All regular employees who are terminating their employment must participate in an exit interview conducted by the Human Resources Office. At that time, employees will receive all pertinent information regarding their separation, complete all necessary paperwork, and return any cards, keys or other institutional property to the college. This interview also will give employees an opportunity to complete an on-line exit questionnaire to express their feelings about their employment experience at East Georgia State College.

Classification, Compensation, and Payroll

Types of Employment (This policy is under revision; the current policy appears below)

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

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

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

All casual laborers shall be classified as temporary.

Certain benefits contained in this handbook are not applicable to employees classified as temporary. Policies pertaining to student employees are covered in the *Student Employee Handbook*.

Position Classification (This policy is under development; see USG BOR policy)

Entrance Salary (This policy is under development; see USG BOR policy)

Salary Increase Administration Process (This policy is under development; see USG BOR Policy)

Employee vs. Independent Contractor (This policy is under revision; the current policy appears below)

Interim and Acting Assignments (This policy is under revision; the current policy appears below)

Workweek (See Policies and Procedures Page)

Emergency Callback Pay/ Variant Pay (This policy applies to STAFF employees only)
This policy is under development; see USG BOR policy)

Fair Labor Standards Act (see Policies and Procedures page; this policy applies to staff employees only)

Time Records (This policy applies to STAFF employees only)

Employees subject to the provisions of the Fair Labor Standards Act are required to keep a time record of the hours worked. Employees must clock in and out at a designated terminal or complete appropriate time card.

Time records must be checked for completeness and accuracy and approved by the employee and supervisor. If corrections and approvals are not received by the stated deadline, it is not possible to verify hours and to make adjustments worked for that period. **In this case, the payroll check may be delayed until the following pay date.**

Payroll records are subject to audit and will reflect actual time worked and leave taken. Any intentional falsification of time records may be grounds for termination of employment.

Attendance

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

Employees or their representatives must notify their supervisor when, in the event of an illness or an emergency they unable to report to work. If for some reason the supervisor cannot be reached, a call should be placed to the Human Resources Office. Excessive absenteeism and/or tardiness or failure to report the reason for absenteeism affects promotions and can eventually result in termination of employment. Faculty members are directed to the EGSC Faculty Handbook for specific reporting requirements for work absences.

Breaks

If the work situation permits, a supervisor may authorize two fifteen-minute breaks, one in mid-morning and one in mid-afternoon. Care should always be taken to see that all work assignments are covered. Such breaks are not mandatory and are a benefit subject to departmental and supervisory needs. An employee may not forego breaks to accumulate extra time off.

Paydays (see Policies and Procedures page)

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.

Deductions from Salary

There are certain amounts that, by law, must be deducted or withheld from your paycheck. Among these may be federal or state income tax, Social Security/Medicare taxes, and applicable retirement contributions. All deductions will be explained during your orientation session with the Human Resources staff.

Employees eligible for benefits may elect certain benefits offered by the college in the form of insurance, tax-sheltered annuities, credit union, or various charities or contributions. These benefits will be explained during orientation and are subject to change as the institution or Board of Regents deems necessary.

Garnishments and Other Legally Mandated Deductions

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

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

Promotions (This policy applies to STAFF employees only; Faculty employees see Faculty Handbook) (This policy is under revision; the current policy appears below)

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

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

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

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

Transfers (This policy is under revision; the current policy appears below)

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

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

Changes in Status

It is the employee's responsibility to notify the Human Resources Office of changes in name, address, telephone number, tax exemptions, etc. in order to maintain current personnel records. It is vital that an emergency contact be maintained in the personnel file in the event of an accident or injury to the employee during working hours.

Employee Relations

Performance Evaluations (This policy is under revision; the current policy appears below)

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

Amorous Relationships Policy (see Policies and Procedures webpage)

Conflict Resolution Policy (see Policies and Procedures webpage)

Title IX Policy Establishing a Procedure for Discrimination and Harassment Complaints (See Policies and Procedures webpage)

Sexual Discrimination, Sexual Harassment and Sexual Misconduct Policy (see Policies and Procedures Page)

Information and Procedures for Victims (see Policies and Procedures Page)

Disruptive Behavior (This policy is under revision; the current policy appears below)

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 (This policy is under revision; the current policy appears below)

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.

Employee Grievance Policy (See Policies and Procedures Page)

Employees Affected by Reorganization, Program Modification or Financial Exigency (see Reduction in Force policy currently under revision and see USG BOR policy)

Employment Appeals (This policy is under development; see USG BOR Policy)

Gifts and Gratuities (See Policies and Procedures Page)

Stewardship (see USG Ethics Policy)

Purchase of Goods and Services: Use of College Property (See Policies and Procedures Page – Section 7 - Business Procedures Manual)

Employee Benefits and Services

Time Away from Work

Holidays (This policy is under revision; the current policy appears below)

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

The official Academic Calendar is published on the homepage at www.ega.edu and includes a notation of the paid holidays as established each year by the President of the College. Holidays that occur on a Saturday will be observed on Friday, and holidays that occur on Sunday will be observed on Monday.

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

Annual Leave

Staff employees and 12 month faculty working one-half time or more) earn annual leave in accordance with the following schedule based on full-time equivalency:

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

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

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

Annual leave for new employees (biweekly or monthly) or terminating employees is prorated at the end of the first or last month of employment based upon the number of days worked in the first or final month as a percentage of the total working days in the month.

The maximum accrual of annual leave is forty-five (45) days. On December 31 of each year, each employee's leave record will be adjusted to show not more than forty-five days accrual.

The college reserves the right to require that employees take annual leave in conjunction with a holiday shutdown period or an officially declared shutdown period. Employees not having accrued vacation leave to cover such periods will be charged to leave without pay.

Any annual leave taken by employees must be at times mutually acceptable to the employees and their supervisors. A *Request for Leave* form must be completed and approved by the supervisor three days prior to the taking of annual leave.

All unused annual leave (not to exceed forty-five days) will be paid to the employee upon termination of employment. Terminating employees will not accrue annual leave after the last day of their employment.

Temporary employees and regular employees working less than one-half time do not earn annual leave or sick leave.

No employee will be allowed to take leave without pay unless all annual leave has been exhausted.

Education Support Leave (see Policies and Procedures Page)

Fair Labor Standards Act Leave (This policy is under development; see USG HRAP Manual)

Sick Leave with Pay (This policy is under revision; the current policy appears below)

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

Employees should notify their supervisor immediately if they are ill and unable to report to work. Employees who fail to notify their supervisor may have the absence charged against their annual leave or it may be considered as leave without pay, depending upon the supervisor's recommendation. Employees suspected of abusing the sick leave privilege may be required to support each absence by a physician's statement prior to having it charged to sick leave.

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

Sick leave for new employees (biweekly or monthly) or terminating employees is prorated at the end of the first or last month of employment based upon the number of days worked in the first or final month as a percentage of the total working days in that month. There is no maximum to the amount of sick leave that an employee may accumulate. Sick leave may be granted at the discretion of the college and upon approval of the employee's immediate supervisor for any of the following reasons:

- Illness or injury of the employee
- Medical or dental treatment or consultation
- Quarantine due to a contagious illness in the employee's household
- Illness, injury or death in the employee's immediate family requiring the employee's presence. In the event of death or illness in the immediate family, sick leave with pay may not exceed three working days. *Immediate family* is defined at East Georgia State College as the employee's spouse, children, mother, father, brothers, sisters, grandparents, father-in-law, and mother-in-law.

In all cases, a day of sick leave will be computed for purposes of pay and time off on the basis of the employee's regular workday. All employees are required to submit a *Request for Leave* form prior to taking planned sick leave (i.e., a doctor appointment or a scheduled surgical procedure) or immediately upon the return to work for unplanned sick leave.

If sick leave is claimed for a continuous period in excess of one week (five actual working days), a physician's statement may be required to permit further sick leave with pay. When all accrued sick leave is exhausted, accrued annual leave will *automatically* be used in a continuous absence.

A terminating employee will not accumulate sick leave after the last working day of employment.

HB 203 allows any member of the Teachers Retirement System of Georgia who retires July 1, 1999 or after to establish unused sick leave as service credit under TRS. In order to qualify, retiring employees must have sixty days of sick leave accumulated for which they have not been paid on their retirement date. For each twenty (20) days of sick leave accumulated and unused, a retiring employee will receive credit for one month of service under TRS. Sick leave credit can be used to qualify for retirement, but cannot be used to become vested under TRS. (Note: Any TRS member whose effective date of retirement was July 1, 1998 through June 30, 1999 is not eligible for the full funding and will only be eligible for one month of service for each 40 days of accrued sick leave for which the member has not been paid.)

Sick Leave without Pay

Any regular employee unable to return to work after exhausting all accumulated sick leave, annual leave, and leave under the Family Medical Leave Act, may request an extension of sick leave without pay for a period not to exceed one year. Such sick leave without pay must be approved by the employee's supervisor, the Chief Human Resources Officer and the President. Approval by the appropriate supervisor for such unpaid sick leave is required and would allow the employee the right to elect continuation of group insurance benefits with the institution continuing its share of the cost. All other benefits which would otherwise accrue to the employee while on unpaid leave are prohibited.

Shared Sick Leave Program

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

PURPOSE:

The purpose of the Shared Sick Leave Program is to provide a means for East Georgia State College employees to donate paid sick leave to a leave pool to be used by fellow employees who are eligible for and require leave while experiencing a life-threatening or emergency medical condition as defined, and which has caused, or is likely to cause, the employee to take leave without pay.

POLICY:

Employees will be given the opportunity to donate a specified number of hours of sick leave from their sick leave accounts to East Georgia State College's leave pool during the annual open enrollment period for other benefits. The following provisions shall apply: Only regular benefits eligible employees who have been employed in a benefits eligible position and has completed the East Georgia State College provisional period upon enrollment shall be eligible to participate as either a contributor or recipient. To contribute or receive leave under this program, an employee shall be required to enroll in the pool during the annual open enrollment period established by the Board of Regents.

Any unused shared sick leave not used by a recipient for the catastrophic illness or injury will be forfeited to the Shared Leave pool.

East Georgia State College will designate a Shared Leave Administrator and appoint a committee to review and respond to requests for use of leave from the pool.

A recipient cannot receive shared sick leave with other benefits. (SSI, Disability, Workers Compensation, etc.)

Eligibility for participation shall end upon termination of employment.

Funding limitations may impact eligibility and participation.

Participation in shared leave is voluntary.

East Georgia State College will consider flexibility in this policy in rare and exceptional circumstances involving pandemic emergencies.

This program shall be subject to an annual review and confirmation of continuation.

Donation of Leave

Employees will be given the opportunity to donate a specified number of hours of sick leave (in eight (8) hour increments) from their sick leave accounts to the Shared Leave pool during the annual open enrollment period for other benefits by completing a *Donor Transfer Certification* form. The Shared Leave will be transferred to the Shared Leave pool at the same time other benefit elections are effective (normally January 1). An employee who donates leave must retain a combined total of forty (40) hours of leave in his/her own annual and sick leave accounts (pro-rated for part-time employees).

Enrollment in the sick leave pool shall only be allowed during the open enrollment periods conducted during the months of October and November of each year. No employee shall be denied membership in the sick leave pool if the membership criteria are met. A

participating employee shall not be allowed to donate to the pool any unused or unpaid sick leave from the employee's personal account at the time of separation from the University System of Georgia, including retirement.

The employee will continue to accrue sick leave during their absence as long as they are paid at least one half of a monthly salary.

Eligibility for Benefit:

In order to be eligible to receive Shared Leave, the employee must:

- be a member of the leave pool, and
- have completed the initial provisional period of employment, and
- provide certification from a licensed physician of a life-threatening or emergency medical condition, and
- have exhausted all sick and annual leave (or provide credible medical evidence that he or she will have exhausted all sick and annual leave before the medical condition is resolved).

Termination of Membership:

An employee may withdraw from the pool at any time by sending a written request for withdrawal to the Human Resources Officer. Any leave contributed to the pool prior to withdrawal shall be forfeited. When a participating employee withdraws the maximum number of hours for which he/she is eligible, his/her membership in the pool will automatically terminate. The maximum withdrawal amount during a calendar year is 480 hours (12 weeks). To re-enroll, the employee will be subject to the initial enrollment requirements for membership. When a sick leave pool member is eligible for workers' compensation, unemployment, disability or retirement benefits, etc., he/she shall **not** be granted sick leave pool credits.

Shared Sick Leave Committee:

The committee will consist of one staff member from Human Resources, one faculty member, and one staff member from a work unit other than Human Resources.

Application of Benefits:

An eligible employee may request donated leave by completing the *Donated Leave Request Form*, obtaining a completed *Physician's Certification Form* and submitting these documents to the Donated Leave Certification Committee in care of Human Resources. If the employee is not capable of making application on his or her own behalf, a personal representative, having documented power of attorney for the employee, may make written application on behalf of the employee by completing the *Donated Leave Request Form*, obtaining a completed *Physician's Certification Form* and submitting these documents to the Donated Leave Certification Committee in care of Human Resources.

A potential leave recipient may request up to 160 hours of Shared Leave at one time, and may make up to two additional requests for Shared Leave within a calendar year, for a maximum total of 480 hours per year within a five (5) year period. The requests may be consecutive.

Confidentiality:

Any medical information provided to the Shared Leave Certification Committee, will remain confidential **and** will not be shared except with employees in Human Resources on a need-to-know basis. *Potential leave recipients, their representatives and Shared leave committee members must refrain from using institutional e-mail to solicit leave by revealing a medical condition, as e-mailing of medical information may violate HIPAA privacy guidelines.*

Approval Process:

Each request will be reviewed by the Shared Leave Certification Committee. The Chief Human Resources Officer, or his or her designee, will appoint these committee members for a renewable term of one (1) year. The committee member from Human Resources or his or her designee will carry out the administrative functions of the committee. If any member of the Shared Leave Certification Committee is from the potential leave recipient's department, that committee member will be replaced by an alternate, designated by the Chief Human Resources Officer.

If any committee member(s) is unavailable to perform the functions of the committee due to illness, vacation, or other reason, or is unable provide a timely decision for any given applicant, the Chief Human Resources Officer, or his or her designee(s), will serve as substitute ad hoc member(s) of the committee. The committee's decision to approve or disapprove a request for Shared Leave will be by simple majority vote and may be the result of communication by email, telephone, or other means in lieu of meeting together in one location.

If the request is approved, the Shared Leave Committee will notify the Shared Leave Coordinator (a designated employee within the Human Resources Department). The Shared Leave Coordinator will notify the applicant (or the personal representative who applied on behalf of the employee) within five (5) working days after the date the completed request for Shared Leave is received by the committee (or the date that the institution makes changes to these policies or procedures, if that date is later) that:

- the request has been approved; and
- the employee may begin drawing leave from the pool, and
- if the employee has entered the status of leave without pay, the approved Shared Leave may be substituted retroactively to cover the period of leave without pay.
- Or the request has been denied; and the reason for the denial

Appeal

Requests which have been denied may be appealed in writing to the Vice President for Business Affairs.

East Georgia State College follows the policy statement as of the Board of Regents, University System of Georgia Shared Sick Leave Program as stated in the Human Resource Administrative Practice Manual.

Nursing Mothers (This policy is under development)***Family Medical Leave Act (This policy is under revision; the current policy appears below)***

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 Chief Human Resources Officer. 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.

FMLA 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.

Military Leave (see Policies and Procedures Page)***Selected Service and Military Physical Examinations***

Any regular employee required by federal law to take a Selective Service or military physical examination shall be paid for any time lost to take such an examination.

Educational Leave without Pay

The college may grant educational leave without pay to regular employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to continue group insurance benefits with the institution continuing its share of the cost. Annual and sick leave do not accrue while on any leave without pay.

Extended Personal Leave of Absence

Upon the recommendation of the supervisor and at the discretion of the president, the employee may be granted an extended personal leave of absence without pay for periods not to exceed one year. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

Inclement Weather or Other Emergencies

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

Furloughs

Faculty contracts will contain a provision allowing for a furlough. In the event it becomes necessary for the president to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor. For EGSC Furlough Guidelines, FAQ, Board of Regents Furlough Policy, and Furlough Calculation, see the EGSC Human Resources website.

Court Duty

Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Voting Leave

Employees of East Georgia State College are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When normal working hours coincide with voting hours, employees shall be granted leave as stipulated by their immediate supervisor for the purpose of voting. For further information: http://www.usg.edu/hr/manual/voting_leave

Organ and Marrow Donation

Employees who serve as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. http://www.usg.edu/hr/manual/organ_and_marrow_donation

Retirement Plan and Savings Options

Teachers Retirement System of Georgia

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

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

The membership contribution rate is a percent of gross salary paid; please contact the Chief Human Resources Officer for current contribution rates. In addition to this contribution, the college also contributes to the system on the employee's behalf. All employee contributions to the Teachers Retirement System are tax deferred. Employees will be responsible for full tax liability at any time the contributions are refunded due to IRS regulations.

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

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

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

Optional Retirement Plans

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

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

Credit Union Membership

East Georgia 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 Human Resources Office.

Tax Sheltered Annuities

Employees may wish to participate in various tax-deferred annuity programs wherein they invest a portion of their salary affording a current tax benefit. Income invested in such programs is not subject to federal taxes until it is withdrawn *at a later date*.

The college does not approve or disapprove any plan or underwriting company. Proper investigation of each program is the employee's responsibility. Further information concerning tax-sheltered annuities may be obtained by contacting an insurance representative. Choices are limited to those companies presently having contracts with the college.

Insurance Benefits

Group Life Insurance

All regular, benefits-eligible employees of East Georgia State College are covered by life insurance with accidental death and disability provisions. Each employee eligible for benefits working three quarter time (30 hours per week) or more will have \$25,000 in basic life insurance coverage with accidental death and disability provisions. Such coverage is provided by the college at no expense to the employee. In addition, all regular, benefits-eligible employees may purchase life insurance on their dependents as provided by the plan and additional (supplemental) life insurance for themselves.

Group Health Insurance (This policy is under revision the current policy appears below)

East Georgia State College provides its regular employees who are employed on a one-half time or more basis the opportunity for single, employee plus child, employee plus spouse, or family healthcare benefits. The coverage is optional with the employee paying

a percentage of the premium cost and the college contributing a percentage of the premium cost. Upon employment, an employee may enroll within thirty-one days. Otherwise, an employee may enroll during the annual open enrollment period or during a qualifying event. A full explanation of the benefits and booklets are available in the Human Resources Office.

Any employee who terminates employment, has a reduction in hours to less than one-half time, or is terminated for any reasons other than gross misconduct or for cause, is eligible to continue the healthcare coverage for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. Coverage under the COBRA provision is also available to dependents that lose coverage due to divorce, death of the employee, or ceases to be eligible for coverage due to attaining maximum age limitation. The former employee would assume 102% of the cost of the coverage. The American Recovery and Reinvestment Act of 2009 (ARRA) temporarily reduces the premium for COBRA coverage for eligible individuals. COBRA allows certain people to extend employer-provided group health coverage, if they would otherwise lose the coverage due to certain events such as loss of a job or a divorce. Individuals who are eligible for COBRA coverage because of their own or a family member's involuntary termination from employment that occurred from September 1, 2008 through December 31, 2009 and who elect COBRA, may be eligible to pay a reduced premium for COBRA. Eligible individuals pay only 35% of the full COBRA premiums under their plans for up to 9 months. Details are available in the Human Resources Office.

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

The University System of Georgia's HAS 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/>.

Dental Insurance

East Georgia State College offers a comprehensive dental plan for its employees and their dependents. The employee pays the full cost of the premium. Enrollment is limited to within thirty-one days of employment. Otherwise, an employee may enroll during the annual open enrollment period or during a qualifying event.

Long Term and Short Term Disability Insurance

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

Disabled Employee Insurance

Employees who become permanently and totally disabled may be allowed to continue group health & life insurance benefits under certain conditions. The time period for such continued coverage and extent to which the University System will participate in the continued cost of the coverage is dependent on the years of continuous service of the employee at the time of the disability.

For more information see the full policy located in the USG Human Resources Administrative Practice Manual:

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

Dependents of Deceased Employees, Disabled Employees or Retirees

The dependents of a deceased employee, a disabled employee, or a retiree may remain in the group health and life insurance programs of the University System of Georgia consistent under certain conditions.

For more information see the full policy located in the USG Human Resources Administrative Practice Manual:

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

Insurance Benefits after Retirement

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

Other Benefits and Services

Workers' Compensation (This policy is under revision; the current policy appears below)

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 Human Resources Office and the Georgia Worker's Compensation Managed Care Organization, which is administered by AmeriSys. Determination will be made concerning the advisability of first aid or additional medical treatment. Failure to report an injury may result in non-payment of any medical claims. To report an injury to AmeriSys please call 877-656-7475.

Social Security

All regular employees of East Georgia State College, except those specifically excluded under an agreement with the Social Security Administration, are covered by the Federal Social Security Act. This act provides aid to dependent children, disability payments, retirement, and death benefits. Deductions are made from salary for the employee's share of the cost of providing this insurance, with the college also contributes a matching percentage. The deduction is split between the old age insurance and Medicare. Regular employees working less than one-half time are only covered by the Medicare portion of the social security tax.

Unemployment Compensation

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

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

Tuition Assistance Program

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

Employees are also encouraged to participate in career development activities and study:
www.usg.edu/policymanual/section8/C224/#p8.2.17_career_development

Employee Auditing of Courses (This policy is under development; see USG BOR policy)

Career Development (This policy is under development; see USG BOR policy)

Employee Recognition Programs (This policy is under development; see USG BOR policy)

Faculty and Staff Development Funding Opportunities (See Policies and Procedures Page)

Professional Development Policy (see Policies and Procedures Page)

Employment beyond Retirement (This policy is under development; see USG BOR policy)

Check Cashing (See Business Affairs Policies and Procedures Manual on Policies and Procedures Page)

Petty Cash Reimbursement (See Business Affairs Policies and Procedures Manual on Policies and Procedures Page)

Mail Services (see Business Affairs Policies and Procedures Manual on the Policies and Procedures Page)

Employee Parking and Decals (See Policies and Procedures Page –Section 13 Parking and Transportation Policy)

All employees of the college are required to display current parking hangtags on their vehicles. Failure to display a current hangtag may result in a parking fine. There is no cost to employees for parking hangtags. Hangtags can be obtained in the Public Safety Office in the Jean Anderson Morgan Student Center. The full Parking and Transportation Policy is located on the Policies and Procedures page.

Identification Cards (This policy is under revision; the current policy appears below)

All regular college employees should have a valid college employee identification card. The card can be made in the EGSC Library and will serve as the employee's library card, fitness center card and discount card at certain local businesses. The employee identification card must be surrendered to the Human Resources Office upon termination of employment.

College Café

The College Café is located in the Jean Anderson Morgan Student Center. Please refer to East Georgia State College's website for current hours of operation.

Use of Facilities (See EGSC Facilities Usage Policy on the Policies and Procedures Page)

Safety and Security

General Safety Procedures (See Policies and Procedures Page)

Reporting and Response for Accidents, Injuries and Emergencies (See Policies and Procedures Page)

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.

Mandatory Reporting of Child Abuse and Neglect Policy (see Policies and Procedures Page)

Tobacco Free Policy (See Policies and Procedures Page – Section 9 Facilities)

Firearms, Weapons and Explosives Policy (See Policies and Procedures Page – Section 13 Safety and Security)

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 President's staff: 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; the plan document is not available for public inspection. 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 | 489-455-1606 (cell) |
| | Georgia Southern University Police | 912-478-5234 |
| Augusta: | Georgia Regents University Campus Police – Summerville Campus | 706-721-2911 |

ARCFHE
For an up-to-date copy, go to the policies and procedures page on the EGSC Website

EMPLOYEE ACKNOWLEDGEMENT FORM

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

I acknowledge that information in this handbook is subject to change. East Georgia 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 Employee Handbook, including revisions made since signing this acknowledgement, at anytime at East Georgia State College website: http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college

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

