

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

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 (see USG Ethics Policy)

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.

Purchase of Goods and Services: Use of College Property

Employees of East Georgia State College are not allowed to purchase goods or services for personal use through college channels. Nor shall any employee permit any college property to be removed from the campus for private or personal use.

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

Employee Benefits and Services

Time Away from Work

Holidays (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.

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

East Georgia State College follows the policy statement as passed by the Board of Regents, University System of Georgia Policy Manual as follows:

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

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

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

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.

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

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 Plan

East Georgia State College seeks to create professional development opportunities that are consistent both with the needs of the faculty and staff and with the mission of the college. Continued development is accomplished through a partnership between the individual faculty or staff member and East Georgia State College. The college will give priority to supporting those developmental activities that most directly enhance the college's ability to deliver educational programs appropriate to the needs of its service area and to its status as a two-year institution. Development activities that require funding will be approved by a three-member peer review committee established at the department or division level. Applications for Faculty and Staff Development Funds may be obtained from the appropriate Department Head or Chair. Funding of requests is dependent upon the availability of funds allocated within a particular fiscal year. More information can be found on the following EGSC intranet.

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

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

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

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

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

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

Mail Services

The college mailroom (located in the Jean Anderson Morgan Student Center) is for the incoming and outgoing correspondence of the institution and is not to be used for personal mail delivery in lieu of a home address. Any personal mail sent through the college mailroom must have appropriate postage attached. Personal packages are not to be routed through the mailroom for delivery or mailing. Daily outgoing mail should be in the mailroom prior to 3:30 PM each working day in order to be processed as that day's mail. Mail should be separated as to local or out of town and should indicate the department to be charged. Outgoing mail received after 3:30 PM will be processed the next working day. The college mailroom also contains departmental mailboxes for intercampus and incoming mail. Incoming mail is sorted and put in the boxes between 10:00 AM and 11:30 AM daily.

Employee Parking and Decals

All 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

Safety

Employees are expected to perform their duties as safely as possible to insure the protection of themselves, their fellow workers and the general public, and to reduce the amount of time lost through injuries or accidents. Unsafe conditions or practices observed by an employee should be reported to the supervisor.

All personal injuries and accidents must be reported to the Human Resources Office immediately so that a First Report of Injury, as required by the Occupational Safety and Health Administration may be completed. Employees requiring medical treatment for an injury on the job must check with the Human Resources Office for instructions on obtaining appropriate services. Deviation from the approved Workers Compensation Panel of Physicians may result in non-payment of the claim by the Department of Administrative Services.

Workplace Violence Policy

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

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

East Georgia State College is a tobacco free campus. The use of all tobacco products is prohibited in all EGSC facilities and common areas, with the exception of the campus parking lots. All employees are expected to be familiar with and abide by the guidelines set forth in this policy. It is further established that all outside constituents visiting EGSC for any reason will consent to this policy as well. Constituents include visitors, contractors, vendors, business consultants and the general public. East Georgia State College will provide appropriate notices and signage on campus, on the campus website, and in print materials to inform the campus community and constituents of this policy.

No Weapons Policy (This policy is under revision; the current policy appears below)

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

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

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

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

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

Public Employee Hazardous Chemical Protection and Right to Know

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

Campus Emergencies

In the event of a severe weather emergency, campus fire, a bomb threat, or any disruptive emergency including a student protest or demonstration, please refer to the *Emergency Action Procedures Flipchart* on the Public Safety webpage and, distributed to each and to all new hires. This desktop chart provides emergency procedure information for a variety of emergency situations, emergency contact information and identification of emergency weather rooms on campus. EGSC also utilizes **ConnectEd**, an emergency notification system via e-mail and telephone, to announce emergency situations affecting EGSC Swainsboro and EGSC Statesboro students, faculty and staff. Simultaneous with the above, EGSC will implement a siren, flashing light and voice announcement of campus emergencies.

East Georgia State College’s *Emergency Action Plan*, a procedural disaster response plan utilizing the incident command system was distributed to the 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 and the plan document is not available for public inspection.

General Safety and Emergency Procedures

A complete safety and accident prevention effort calls for the provision and maintenance of safe work areas and proper training and supervision of employees.

Supervisors are directly accountable for safety and accident prevention and have the follow responsibilities:

- Detect and eliminate all physical hazards.
- Insist on the proper use and maintenance of machines, tools, and equipment.
- Insist that employees wear safety devices such as shoes and safety eye glasses and are aware of the inherent dangers in their work.
- Conduct continuous on-the-job training and make regular checks for unsafe practices
- Insist on good housekeeping at all times and make frequent inspections.
- Conduct prompt and thorough investigations of accidents.

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 489-4551606 (cell)

Georgia Southern University Police 912-478-5234

Augusta:

Georgia Regents University Campus Police – Summerville Campus 706-721-2911

Accident/Illness

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

1. The first person at the scene is to remain there and is to send someone to notify Public Safety (478-455-0125 or 478-289-2090) of the emergency. Business Affairs personnel should be notified whether or not an ambulance should be or has already been called. After hours, call the Public Safety cell phone number (478-455-0125) to speak with a Public Safety guard concerning the emergency.
2. The /Business Office personnel will notify Public Safety or Plant Operations, if necessary. The Vice President for Business Affairs or her designee will notify the President, the Chief of Staff and Legal Counsel and the Vice President for Academic Affairs and the Vice President for Student Affairs if the situation warrants their attention.

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

ARCHIVED
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

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