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### ***Group Health Insurance***

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. A full explanation of the benefits and booklets are available in the Human Resources Office.

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

### ***Dental Insurance***

East Georgia 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 unless otherwise specified by the Board of Regents. Dental insurance is typically *not* available during the annual open enrollment period.

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

East Georgia 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](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](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***

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 contributing a matching percentage. The deduction is split between the old age insurance and Medicare. Regular employees working less than one-half time are only covered by the Medicare portion of the social security tax.

### ***Unemployment Compensation***

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

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

### ***Tuition Assistance Program***

Participation in the Tuition Assistance Program (TAP) is available to all regular (non-temporary) full-time (forty hours/week) employees who have completed the six month probationary period, enabling them to take courses at East Georgia 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: [www.usg.edu/employment/benefits/tuition/policy.phtml](http://www.usg.edu/employment/benefits/tuition/policy.phtml).

### ***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.

### ***Check Cashing***

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

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



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

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

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

### ***Mail Services***

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

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

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

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

All regular employees of the college are required to display current parking 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 Facilities Office in the Student Services Complex.

### ***Identification Cards***

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

### ***College Café***

The College Café is located in the Student Services Complex. Please refer to East Georgia State College's website for current hours of operation.

### ***Use of Facilities***

Employees have access to most outdoor facilities for personal use; however, regularly scheduled academic, outreach programs or intramural activities take precedence over an employee's use. No swimming, boating or fishing is allowed in Ezra Pond, unless it is a college approved event. Employees may also use the fitness center when it is not being used for academic classes. Contact the Human Resources Office regarding employee use of the fitness center. An EGSC identification card is required for admittance to the fitness center.

## ***Safety and Security***

### ***Safety***

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

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

injury on the job must check with the Human Resources Office for instructions on obtaining appropriate services. Deviation from the approved Workers Compensation Panel of Physicians may result in non-payment of the claim by the Department of Administrative Services.

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

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

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

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

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

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

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

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

East Georgia College Campus Security personnel are excepted from the above prohibition

Faculty desiring to bring unloaded weapons for classroom instruction may do so only if ammunition is deactivated and prior approval obtained by Chief of Campus Security. Weapons which are to be used for classroom instruction must be approved by East Georgia College Chief of Campus Security 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 College Chief of Campus Security.

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).

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

Employees in "high-risk" jobs on a regular basis shall be subject to random drug testing for evidence of use of illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem shall be subject to random drug testing. See the Drug Testing Policy in the USG Human Resources Manual for more information; [www.usg.edu/hr/manual/drug\\_testing/](http://www.usg.edu/hr/manual/drug_testing/)

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

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

### ***Campus Emergencies***

In the event of a severe weather emergency, campus fire, a bomb threat, or any disruptive emergency including a student protest or demonstration, please refer to the *Emergency Action Procedures Flipchart* 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, Computer Services, 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.

The Vice President for Business Affairs should be notified immediately when a situation arises that may pose a threat to individuals on campus or the college property. The telephone numbers for notification are as follows:

Monday - Friday	8:00 AM until 5:00 PM	478-289-2025
Weekends and Nights	-Public Safety Cell phone	478-455-0125

### ***Accident/Illness***

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

1. The first person at the scene is to remain there and is to send someone to notify the Vice President for Business Affairs (289-2025) or Public Safety (478-455-0125) 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.

### 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: [www.ega.edu](http://www.ega.edu).

Furthermore, I acknowledge that this handbook is neither a contract for employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

PLEASE SIGN THAT YOU HAVE READ AND AGREE TO THE GUIDELINES CONTAINED IN THE EMPLOYEE HANDBOOK AND RETURN THIS PAGE TO THE DEPARTMENT OF HUMAN RESOURCES.

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

\_\_\_\_\_  
DATE

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

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