The official Gordon State College Classified Employee Handbook is available at http://www2.gordonstate.edu/humanresources/policies.
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Handbook Acknowledgement

I acknowledge receipt of the Gordon State College Classified Employee Handbook available online at http://www2.gordonstate.edu/humanresources/policies. Employees, who wish to obtain a hard copy of the handbook, should make his or her request directly to the Department of Human Resources. The information, policies, and benefits described herein are subject to change any time. I acknowledge that revisions may occur and will be communicated electronically. I understand that revised information may supersede, modify, or eliminate existing policies. I understand that it is my responsibility to read it and comply with its requirements and rules of conduct.

__________________________________________    _________________________________
Print Full Name                                      Department

__________________________________________    _________________________________
Signature                                           Date
Introduction
Welcome to Gordon State College. Your success and enjoyment as an employee is important. Whether you are just starting or have been employed for several years, your contribution to Gordon’s continued growth and success is appreciated.

Gordon has been successful in the past because of the cooperative efforts of individuals like you. In order to continue this tradition, everyone must have a distinct responsibility to work together as a team and to follow certain basic policies and procedures.

Purpose of the Handbook
This handbook is designed to guide staff employees and supervisors in matters concerning employment, benefits, policies and procedures, and other concerns related to employment at Gordon State College.

The staff handbook is not to be interpreted as a contract of employment nor does it guarantee any individual the right to employment. It is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws or Policies of the Board of Regents shall prevail. In some instances, local policies have been developed by the College on the authority of the Board of Regents. Interpretations and enforcement of policies in this handbook shall be made by the Director of Human Resources and be subject to the approval of the Vice President for Business Affairs with the President of Gordon State College as the final authority.

The handbook contains general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. Some of the subjects described are covered in more detail in the College’s official policy documents. Effort has been made to avoid duplicating information which is available in other Gordon State College and University System publications such as the Statutes, the Academic Catalog, or in insurance benefits booklets. The benefits booklets are issued by the Human Resources Office to each employee at the beginning of employment. Additional copies of these publications are available in the Human Resources office and online. If you have questions concerning eligibility for a particular benefit or the applicability of a policy you should address your specific questions to the Department of Human Resources.

All information provided in this handbook is subject to review and change. Until such time as the handbook may be revised and reissued, notification of changes regarding the policies and procedures contained herein will be communicated electronically and made available at http://www2.gordonstate.edu/humanresources/policies.

To Whom Does This Handbook Apply?
The information contained in this handbook applies to all staff employees. A staff employee is one who is not identified as a member of the corps of instruction (faculty) or a student employee. There are two categories of classified personnel:
• **Exempt Personnel:** All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities and who are not identified as faculty shall be designated as exempt personnel.

• **Non-exempt:** All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as non-exempt personnel.

**Mission Statement**

Gordon State College joined the University System of Georgia in 1972 as an associate level institution with a distinctive legacy of excellence in scholarship and service. From its founding in 1852, Gordon has grown and changed, not only in response to, but also in anticipation of, the educational needs of its community. Gordon's scope of influence now extends beyond the surrounding areas to include the rapidly growing suburban areas south of Atlanta, east of Columbus, and north of Macon. A community in flux, this area of Georgia is rich in diversity and reflects extremes in economic and population growth which demand a mission that includes focused two-year professional offerings, the traditional pre-baccalaureate curricula, and baccalaureate offerings targeting needs of the area. Gordon State College fully serves the community by providing educational and cultural opportunities both within and beyond Barnesville/Lamar County area. The mission of Gordon State College, therefore, is to:

1. prepare students for transfer into and success in baccalaureate and professional degree programs through the college transfer program;
2. prepare students for entry into and success in specific occupations and careers especially demanded by the surrounding community through appropriate Associate and Baccalaureate programs;
3. strengthen the academic skills of students otherwise unprepared for entry-level college work through the Learning Support program; and
4. serve the community by providing opportunities for life-long learning and professional development through community service programs.

Gordon State College is dedicated to providing a superior climate of learning through excellence in instruction, attention to students' needs, and cooperation with other agencies to enhance Gordon's own resources. The College further commits itself to assembling a faculty with excellent credentials that is dedicated to teaching, service and active pursuit of scholarship.

In addition, Gordon State College offers student services and extracurricular activities which bolster the academic offerings of the College and extend the superior climate of learning from the classroom into every facet of campus life. Residence halls enable the College to attract talented students from the state, nation, and world, further diversifying and enhancing the student body.

The College aspires to reflect the complexity of its community by attracting and retaining a diverse student body, faculty, and staff; by offering classes at sites and at times to meet the needs of both traditional and non-traditional students; and by anticipating and offering programs and services which will prepare its students for a rapidly changing world. Gordon State College distinguishes itself by
offering strong programs in general education, the fine arts, and health care education, and by providing exciting cultural events for the area.

**Organization of the College**

To accomplish the institution’s goals and objectives, Gordon State College is organized into four major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System of Georgia, and under the leadership of the following administrators):

1. The Vice President for Academic Affairs and Dean of Faculty
2. The Vice President for Business Affairs
3. The Vice President for Institutional Advancement
4. The Vice President for Student Affairs

The administrative officers are responsible for administering their particular area of responsibility.

The instructional divisions are organized as follows:

1. The School of Arts and Sciences
2. The School of Nursing and Health Sciences
3. The School of Education

**Gordon State College Employment Practices**

**Equal Employment Opportunity**

Equal Employment Opportunity has been, and will continue to be the fundamental principle of Gordon State College. It is the policy of Gordon State College to provide equal opportunity to all employees, students and applicants for employment or admissions without regard to race, creed, color, sex, national origin, religion, age, veteran status, genetic information, disability or any other characteristic protected by law.

The policy of this college is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans’ Readjustment Act of 1974, as amended (#38USC2012), Section 503 of the Rehabilitation Act of 1973, and their implementing regulations. It is the college’s objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualification.

In conformance with the Federal regulations listed above, Gordon State College does not discriminate against any employee or applicant for employment or against any student or applicant for admission in regard to any position for which the employee or student is qualified. Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
• Treatment during employment
• Recruitment, advertising or solicitation for employment
• Rates of pay or other forms of compensation
• Selection for training
• Layoff or termination
• Fringe benefits

Policy Statement on Discrimination
Gordon State College does not discriminate on the basis of sex, race, color, national origin, religion, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law, nor does it permit members of the college community to engage in such discrimination. Gordon State College also prohibits retaliation against individuals who report or oppose conduct which they reasonably believe to violate this policy or individuals who cooperate with investigations of reported discrimination.

This policy on non-discrimination applies to all employment and educational opportunities including but not limited to recruitment, hiring, compensation, employment benefits, advancement, discipline, educational programs and activities, academic standing, and all other programs, activities, and opportunities offered or governed by Gordon State College.

This policy on non-discrimination further applies to all administrators, faculty members, staff, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and other members of the Gordon State College community. It is the policy of Gordon State College that members of the college community have the opportunity to work, attend classes, and pursue educational and developmental pursuits in an atmosphere and environment that is free from any form of discrimination. The College expects that all faculty, staff, and students will act in a responsible and professional manner to maintain an environment free from discrimination.

Any person who violates this policy against discrimination will be subject to appropriate penalties, which may include termination, expulsion, and/or dismissal.

Policy Statement on Harassment
Gordon State College prohibits and will not tolerate harassment based on sex, race, color, national origin, religion, age, disability, veteran status, sexual orientation, or any other characteristic protected by applicable law.

“Harassment” prohibited by this policy is defined as any conduct (including electronic conduct such as emails and texting) that has the purpose or effect of interfering with an individual’s work or educational performance or creates an intimidating, hostile, or offensive working and/or educational environment, or of interfering with or limiting one’s ability to fully participate in or benefit from an educational program or activity.

This policy applies to all administrators, faculty members, staff members, employees, applicants, independent contractors, students, prospective students, visitors, volunteers, and anyone else who visits or has business on the campus of Gordon State College or interacts with employees, students, or other members of the college community. Any person who violates this policy either intentionally or
unintentionally will be subject to appropriate penalties which may include termination, expulsion, and/or dismissal.

Procedures for Reporting and Handling Harassment and Discrimination:

- Students and prospective students should report alleged harassment or discrimination to: (a) the Director of Human Resources (who is also the Title IX Coordinator for Gordon State College); (b) the Vice President for Student Affairs; or (c) the Director of Public Safety. In all cases, the Vice President of Student Affairs or the Director of Public Safety must promptly notify the Director of Human Resources of such reports.

- Employees, applicants, and other members of the college community should report alleged harassment and discrimination to: (a) the Director of Human Resources; (b) the Vice President responsible for the area in which the person who was subjected to the alleged harassment or discrimination (hereafter referred to as “the complainant”) works; or (c) the Vice President responsible for the area in which the alleged harassment occurred. In all cases, a Vice President who receives a report of harassment must immediately notify the Director of Human Resources of such reports.

Compliance Responsibility and Questions
Gordon State College has established its Non-Discrimination and Anti-Harassment Policy in accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Acts of 1964, and other applicable law. Title IX expressly prohibits sex discrimination (including sexual harassment and sexual violence) with respect to education programs and activities (including admissions), and with respect to employment at this educational institution. Gordon State College has appointed the Director of Human Resources as its Title IX coordinator, and he or she may designate others to assist as needed in implementing or enforcing this policy. Anyone with questions regarding this policy should contact the Director of Human Resources at Gordon State College, Department of Human Resources, 419 College Drive, Barnesville, Georgia 30204, (678) 359-5011.

To review the full Non-Discrimination and Anti-Harassment Policy, please visit http://www2.gordonstate.edu/humanresources/policies.

Americans with Disabilities Act
The Americans with Disabilities Act prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, commercial facilities, transportation, and telecommunications. Gordon State College is committed to complying with all applicable provisions of the American with Disabilities Act (“ADA”). Gordon State College will make every effort possible to accommodate any employee or potential employee needing assistance within the definitions of the law.

Gordon State College encourages individuals with disabilities to seek and request reasonable accommodation. Employees with a disability who need a reasonable accommodation to perform the essential functions of their job should notify his or her supervisor and the Department of Human Resources.
Conflict of Interest
An employee of the University System of Georgia/Gordon State College should avoid actual or apparent conflicts of interest between his or her College obligations and his or her outside activities. A violation of this policy may result in disciplinary actions, including termination.

Outside Activities are defined as:

Occupational

1. An employee of the University System shall be not engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of official duties.
2. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
3. For all activities, except single-occasion activities, the employee should report in writing through the official channels the proposed arrangements and secure the approval of the President or his or her designee, prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Political

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

1. 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 System.
2. Employees may not hold elective political office at the state or federal level.
3. 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 an institution of the System, with or without compensation.
4. 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.
5. 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 institution or the System.
Prior to engaging in any outside activity, as defined by the policy, an employee must secure approval from his or her immediate supervisor and submit an Outside Employment Authorization Form to the Vice President of his or her department for approval before engaging in the activity. The form can be located at the following link: http://www2.gordonstate.edu/humanresources/forms.

**Motor Vehicle Use Policy**
All employees who drive Institution owned, personal or rental vehicles for the purpose of conducting official business for Gordon State College will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to driving. To review the full Motor Vehicle Use Policy, visit http://www2.gordonstate.edu/humanresources/training.

**Drug Free Workplace Policy**
Gordon State College prohibits employees (including federal work students and student assistants) from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs in the workplace. In addition, the college prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during nonworking hours, clearly affects an employee’s ability to perform his or her public duties.

Gordon 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.

**Tobacco Free Campus**
In order to protect the health and well-being of faculty, staff and students, visitors, Gordon State College has been designated as a tobacco free campus. It is further established that all outside constituents visiting Gordon State College for any reason will comply with this policy. Constituents include visitors, contractors, vendors, business consultants and the general public.

Gordon State College seeks to assist its employees who use tobacco in complying with the institutional policy related to tobacco use. To that end, and to encourage cessation, Gordon State College provides employees with information about cessation programs available from the health insurance plans that are provided as part of the employee benefits program. Contacts for local agencies offering cessation programs are available in the Department of Human Resources or at the following website: http://www2.gordonstate.edu/humanresources/benefits.

**Workplace Violence**
Gordon State College does not tolerate any type of workplace violence committed by or against any 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. Violations of the workplace violence policy will be met with appropriate disciplinary action up to and including termination. To make deliberate false accusations of workplace violence violates this policy. 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 College’s commitment to provide a safe workplace for all employees and to reduce the potential for violence.

**Categories of Employment**

**Type of Employees**

**Professional and Administrative Employees**
All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their responsibilities, and who are not identified as Faculty in the institution’s Statutes, shall be designated as exempt personnel. Exempt personnel are paid on a monthly pay schedule and are not eligible for overtime pay, regardless of the number of hours worked.

**Staff**
All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as staff or non-exempt. Staff are paid on a bi-weekly basis and the number of hours worked must be recorded and submitted for payment. Hours worked in excess of forty (40) within the seven-day workweek period must be paid at the overtime rate of 1 ½ times the regular hourly rate.

**Types of Employment**

**Regular Employment**
Personnel employed for a continuous period that is expected to exceed six (6) calendar months shall be known as “regular” employees. Regular employees may be full-time (40 hours per week) or part-time (less than 40 hours per week). Regular employees whose work schedule is thirty hours (30) or more shall be eligible to participate in the college’s benefits program.

**Temporary Employment**
Personnel who are not employed as “regular” employees are “temporary” employees. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to one additional six month period subject to the approval of the Director of Human Resources in consultation with the Vice President of Business Affairs, if the appropriate employing supervisor or department head needs the services of that individual. Once an individual has served as a “temporary” employee for a twelve month period, he or she shall not be re-employed as a “temporary” employee until a period of thirty days has elapsed.

**Student Employment**
Student workers who are not participating in the federal financial aid program known as Federal Work Study are classified as a “Student Assistant” according to the following definition:

*A Student Assistant is a Gordon State College student, who is employed at Gordon State College and is paid directly from the College budget, is enrolled in six (6) or more credit hours at Gordon State College and whose relationship with the College is not as a Regular Employee.*
Depending on the funds available in the department’s budget, the Student Assistant may work up to an average of 19 hours per week. A student assistant may not work during the summer semester unless he/she is enrolled in six (6) credit hours or more. At the end of Summer Semester in each academic year, all student assistants are automatically terminated from employment. A new request for employment must be initiated by the supervisor if employment as a student assistant is to resume in the following academic year. Student assistants will be required to fill out new personnel forms at the beginning of each academic year.

Note: Students who are not eligible to work as a Student Assistant (or a FWS student) may be hired as a temporary part-time staff with the approval of the Director of Human Resources in consultation with the Vice President for Business Affairs. The employment of students in this capacity is governed by the personnel policies and procedures for part-time and temporary employees and is subject to the six-month employment limitation placed on all temporary employees.

The employment of students as student assistants or as part-time, temporary staff must be processed by the Department of Human Resources and the hiring unit must submit a Personnel Action Form in advance of the requested hire date or the requested reappointment date.

**Transfers**

Transfers must be based on mutual agreement between departments or between institutions. A 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. There are two types of transfers:

**Internal Transfers**

An internal 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 in the same institution.

- The employee who is affected by an internal transfer shall continue all benefits uninterrupted.
- The employee will not restart the provisional period.

**External Transfers**

Upon movement of an employee between institutions of the University System of Georgia, accumulated sick leave, retirement benefits and service continuity will be transferred if there is no actual break in service. Upon a move between University System institutions, with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than twenty (20) days, the employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
- Payment by the institution from which the employee is moving of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five (25) days.
The transferring employee will restart the provisional period at the new location effective on the first day of employment and serve his or her first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy.

**Employment of Relatives**
The basic criteria for appointment and promotion of classified employees at Gordon State College shall be appropriate qualifications and proven performance. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, “line of authority” shall mean authority extending vertically through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

These requirements will not apply to:

- temporary or part-time employment of children under age 25;
- any individual employed as of February 14, 1990, where a relative of such individual holds a superior position in any line of authority; or
- exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly the best interest of the Institution and the University System.

**Employment of Retirees of the University System of Georgia**
A person, who has retired from the University System and is receiving benefits from the Georgia Teachers Retirement System, the Board of Regents Optional Retirement Plan, or the Employees Retirement System, may be eligible for re-employment on a part time basis by the University System. Prior to making an employment offer to any such retiree, the prospective hiring department must send to the Director of Human Resources a written request to hire such an individual. The request should state the desired length of employment, working hours, the recommended compensation, and the expected duties. The Director of Human Resources will seek approval of the appropriate retirement plan administrator. It is the retiree’s responsibility to seek approval from his or her retirement plan administrator if the retirement plan has policies which restrict the retiree’s eligibility to work after retirement.

**Employment of Retirees of Other Public Systems in Georgia**
A person who retires from any other public system in Georgia and receives retirement benefits from the Georgia Teachers Retirement System or Georgia Employee Retirement System must have approval from the Gordon State College Department of Human Resources before becoming employed. To hire such an individual, the requesting department must submit a written request to the Department of Human Resources which includes the desired length of employment, the number of working hours, a recommendation for salary, and a list of expected duties. Upon approval to hire, the Director of Human
Resources will notify the appropriate retirement plan administrator of the individual’s employment with Gordon State College. It is the retiree’s responsibility to seek approval from his or her retirement plan administrator if the retirement plan has policies which restrict the retiree’s eligibility to work after retirement.

Additional resources pertaining to employment beyond retirement may be found under the Board of Regents personnel policies.

**Employment of Foreign Nationals**
The employment and/or payment of non-resident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions. Please contact the Department of Human Resources for the policy and procedures on Hiring International Employees.

**Hiring and Termination Guidelines**

**Background Investigations**
It shall be a condition of employment with Gordon State College to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search;
- A social security number check;
- A driving record check (if applicable to the job)
- For all professional, faculty and academic positions, an academic credentials check.

Offers of employment for positions of trust may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Positions of trust are those that involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the hiring official to require a more extensive background investigation. A background investigation shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless investigation conforming to this procedure has been performed on such employee on or after July 1, 2002.

**Pre-Employment Drug Screening and Drug/Alcohol Testing**
Gordon State College has a vital interest in providing a safe environment for its students, employees, faculty and visitors. Drug and alcohol abuse is a serious health problem which can endanger the college’s operations and the safety of those who work and learn at the College. Gordon State College, the University System of Georgia, and the State of Georgia, are committed to a drug-free workplace. In compliance with the drug testing policy, originally issued on July 13, 1990 (revised September 2010) to all Human Resources personnel within the University System of Georgia, Gordon State College will promote and require a drug-free workplace among its employees. The policy requires pre-employment, reasonable suspicion, post-accident, and random drug testing on a regular basis for employees who are
Positions identified as “high risk” include those employed in the areas of Facilities, Public Safety, Counseling Services, Athletics, and the Science Laboratory Manager. Drug testing will be performed in accordance with the same regulations and procedures as those prescribed by the Department of Administrative Services.

Credit Inquiries
Credit histories will be conducted on individuals applying for positions of trust (supervision of children, possession of master keys, responsibility for money, and purchasing cards). Any existing employee who is transferred, reassigned, reclassified or promoted into a position of trust will be required to undergo a credit check.

Provisional Employment Period
All classified employees are required to serve the first six months of employment on a provisional basis to provide the employer an opportunity to evaluate the employee’s performance. University System employees transferring to another University System institution or the University System office are subject to a new six month provisional period upon beginning at the new location.

If performance is unsatisfactory, employment may be terminated at any point during the provisional period without the right to appeal. An employee will be notified in writing of the termination prior to the completion of the provisional period.

Termination, Demotion and Suspension
Termination, demotion or suspension without pay of classified personnel may be effected by the immediate administrative supervisor if an employee’s performance of duty or personal conduct is unsatisfactory. Except under emergency conditions when immediate action is necessary, such employees shall be fully and promptly informed of the charges, and granted a reasonable opportunity to respond to the next higher authority prior to his or her discharge, demotion, or suspension without pay.

Supervisors who are considering termination or demotion of an employee must contact the Director of Human Resources to ensure that all appropriate laws, regulations and policies are observed. If action is taken, the supervisor (designated authority) shall inform the employee in writing of the reasons. Terminations are immediate while the effective date of a demotion or suspension shall be five (5) days following notification.

Termination of a classified employee may be effected by an employee’s immediate supervisor who has been granted the authority to impose action up to and including termination when the supervisor determines the employee’s performance of duty or personal conduct is unsatisfactory. Classified employees may be terminated for just cause. All supervisors are encouraged to follow a progressive discipline process; however, there are certain offenses that warrant immediate termination. Serious offenses such as fighting, theft, threats of violence, the sale or possession of drugs or the abuse of alcohol on Gordon State College’s property may warrant immediate termination.

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or
responsibility even if there is not a change in the employee’s job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a classified employee is unable to perform the work satisfactorily.

A suspension or suspension without pay may occur as part of the Progressive Disciplinary Process or as part of an investigation.

An employee affected by any of the above actions may appeal to the next level of authority within five (5) working days of the notification of the action. Any employee, who has been terminated, demoted or suspended without pay and who is later reinstated after appeal shall be paid at his or her regular rate from the date of termination or suspension.

**Employees Affected by Reorganization, Program Modification or Financial Exigency**

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of an institution or President’s designee, shall not be governed by procedures described in the dismissal, demotion or suspension procedure or the appeals procedure. Such employees shall, however, have the right of appeal to the Board of Regents as provided in Article VIII of the Bylaws of the Board of Regents.

**Resignations**

Employees who resign for any reason should give as much notice as possible. The minimum notice is generally ten (10) working days, but a shorter period of time may be agreed upon between the supervisor and employee. Written notice is required. The supervisor is strongly encouraged to provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in writing. The institution is not obligated to allow an employee to rescind the resignation.

**Retirement**

Definition of a University System of Georgia retiree/eligibility for retirement –

Effective November 1, 2002, to be eligible for retirement from the University System of Georgia, an employee must meet one of the following four conditions at the time of his or her separation from employment, regardless of the retirement plan elected by the employee:

1. An employee must have been employed by the University System of Georgia for the last (10) years in a regular, benefitted position and have attained age 60; or

2. An employee must have at least (25) total years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last (5) years of employment must have been continuous and with the University System of Georgia. An early pension benefit penalty will apply to an individual who elects to participate in the Teachers Retirement System of Georgia, or in the Employees Retirement System, if he or she decides to retire with between 25 and 30 years of benefitted service, prior to attaining age 60; or
3. An employee must have at least (30 total) years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last (5) years must have been continuous and with the University System; or

4. An employee must be deemed to be totally and permanently disabled, as documented through the receipt of disability benefits from Social Security or from the Teachers Retirement System of Georgia, following (9.5) years of continuous service to the University System in a regular, benefitted position.

An individual who has retired from another State of Georgia sponsored retirement plan may not count such retirement service toward meeting the eligibility criteria for retirement from the University System of Georgia.

Retirement of a Career employee

A State of Georgia employee who transfers to the University System of Georgia without a break in service shall be eligible to retire with Health and Life benefits provided that on the date of his or her separation from employment:

1. He or she has attained age 60 and he or she has a minimum of (10) years of service established with a State of Georgia sponsored retirement plan. The last 12 months of employment must have been served with the University System of Georgia; or,

2. He or she has a total of (25) years of service established with a State of Georgia sponsored retirement plan, regardless of age; the last 12 months must have been served with the USG.

An employee must be enrolled in the Health and Life benefits coverage at the time of retirement in order to continue coverage in retirement.

An individual, who has retired from another State of Georgia sponsored retirement plan, may not count such retirement service toward meeting the criteria for being a career employee.

Compensation Guidelines

Salary and Basis for Increases

Pay rates depend upon many factors such as knowledge, training, special skills and the responsibilities of the job. Constant effort is made to maintain a fair wage and salary range for each job and a fair relationship between the ranges of the jobs. Wage and salary adjustments are made on the basis of job performance and service. Increases outside of the college’s Pay Plan shall be approved by the Vice President of Business Affairs and the President.

At least once a year performance evaluations will be completed on each staff member by his or her supervisor. These evaluations will be utilized in determining salary adjustments and promotions. Prior to the new fiscal year, each employee will receive an evaluation from his or her supervisor. The
supervisor will discuss the performance evaluation with each employee. Each employee will be given a copy of his or her evaluation, and each employee will be asked to sign and date his or her evaluation.

**Promotions**

Gordon State College encourages employees to assume higher level positions or lateral transfers for which they qualify. As an Equal Opportunity Employer, Gordon State College is committed to providing an opportunity for advancement within the college on an equal basis without regard for race, creed, color, sex, national origin, religion, age, veteran status, genetic information, disability or any other protected characteristic. An employee must complete his or her provisional employment period before applying for a transfer or promotion. To be promoted, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position. Promotions may also result in reclassification, reorganization, or competitive recruitment. All promotions will be approved by the appropriate Vice President in coordination with the Director of Human Resources. Under most circumstances, promotions should occur during the annual budget process.

**Payroll Guidelines**

**Time Records**

Employees classified as non-exempt are required to keep a time record of hours worked. Employees will submit time in e-Time. Employees must approve time cards by 5 p.m. on the Friday prior to payroll. Managers and Supervisors must approve employee time cards by 9 a.m. on the Monday before payroll.

**Report of Absence**

Exempt employees should report all absences from duty in e-Time. If an absence occurs after the 15th day of the month, an Exception Time Adjustment form must be completed. The form must be signed by the employee and supervisor and submitted to Payroll.

Non-exempt employees should report absences on their time cards.

**Overtime Compensation**

All non-exempt staff employees will be paid for hours in excess of 40 hours a week at a rate not less than one and one-half times the employee’s regular rate of pay. One and one-half time pay will be granted only when actual hours worked exceed 40 hours in one seven day period with said seven day period defined as the seven day period from Saturday through the following Friday. If the time consists of sick leave, annual leave, or paid holidays in calculating the workweek, then payment will be calculated at the employee’s regular rate of pay times the total hours. Prior approval from the Vice President for Business Affairs is required for any and all overtime.

“Overtime work shall be authorized for employees who are not exempt from the provisions of the Fair Labor Standards Act only when the work is deemed necessary by the President or a designated representative. Payment for overtime work will be made in accordance with the Fair Labor Standards Act.”
**Direct Deposit**
In accordance with the Required Electronic Transfer of Funds policy set forth by the Board of Regents, effective July 1, 2011, a person hired or rehired to a position in the University System of Georgia on or after July 1, 2011 is required to accept all payroll-related payments by direct deposit.

**Garnishment of Pay**
The College considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. The college is required by law to accept and process garnishments served by officials of a court of law. However, repeated instances of default by employees of the University System of Georgia, after appropriate counseling, shall be considered sufficient grounds to terminate for cause.

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.

**Withholding of Pay**
Units of the University System of Georgia are authorized to withhold paychecks or deduct from paychecks amounts owed by employees of the institution for any fine, fee, penalty or other financial obligation(s) to the institution of employment up to the limits allowed by law.

**Emergency Call Back Policy**
An emergency call back occurs when a non-exempt employee is requested by management to return to work after leaving the college premises following his or her work shift to respond to a work-related emergency which cannot wait until regularly scheduled working hours. Employees may be called back to work for emergencies which require a response on short notice and for which the call back work will serve to:

- Avoid significant service disruption
- Avoid placing employees, students or the public in unsafe situations
- Protect and/or provide emergency services to property or equipment
- Respond to emergencies with students

When an employee has left the work site and is called back by his or her supervisor to work before or after completing the regular work schedule and upon leaving the premises, the employee shall be paid for time actually worked upon return or a **minimum of three (3) hours**, whichever is greater. In accordance with FLSA, travel time from the home location to the primary work site is not compensable. The portion of the three hours call back compensation that is guaranteed but not worked does not count toward overtime. Emergency call back time actually worked will count towards determining overtime.

- Employees returning to work shall receive a minimum of three hours compensation as time off or additional pay at the straight-time rate of pay for each occasion of callback.
- If the time on callback is more than the three hours allowed, the employee shall be compensated for the actual time on callback.
• Shift pay, holiday pay and overtime pay shall be received in addition to emergency call back pay, if applicable. Time on callback is subtracted from the on-call hours, if applicable.

• Unless otherwise compensated and/or de minims under FLSA, employees responding to an emergency request via telephone/computer shall receive a minimum of 30 minutes as paid time at the employee’s hourly rate for each occasion of call back. If more than one call back occurs within an eight (8) hour time frame, total call back time cannot exceed three (3) hours unless the time actually worked exceeds three (3) hours.

• The provisions of this policy do not apply when the emergency call back causes the employee to return to work less than one (1) hour in advance of his or her start time.

• Employees whose work continues following the end of the regularly scheduled hours of work will not be considered to be called back.

Benefits Guidelines
Gordon State College offers a variety of mandatory and optional benefits. This summary may not be all inclusive; however, it is a broad overview of the college’s benefits package. More detailed information is available by contacting the Department of Human Resources.

Teachers Retirement System of Georgia
All non-exempt, benefitted employees of Gordon State College, who are employed half-time or more, are required to participate in the Teachers Retirement System of Georgia (TRS). The employee’s contribution is sheltered from federal and state tax. An employee must be in TRS for a minimum period of 10 years to be vested. TRS is a defined benefit plan and the retirement benefits are based on years of service and the member’s highest 24 months’ salary. Exempt employees and faculty may choose between the TRS plan and the Optional Retirement Plan (ORP). Additional information regarding Teachers Retirement System of Georgia can be found at http://www.trsga.com or by calling TRS at 800-352-0650.

Optional Retirement Plan
All exempt, benefitted staff and faculty may choose to establish retirement under the ORP (a.k.a., Regents Retirement Plan) or the TRS Plan. The ORP is a defined contribution plan. If the exempt employee chooses the ORP, money may be invested with TIAA-CREF, VALIC, or Fidelity Investments. Contributions are immediately vested into this plan, and the employee controls his or her investment portfolio. This is an irrevocable decision during your career at Gordon State College. Additional information regarding the Optional Retirement Plan can be found at http://www2.gordonstate.edu/humanresources/benefits.

Social Security / Medicare
All full time benefitted employees are required to participate in Social Security and Medicare. The College matches the employee’s contribution (Social Security 6.20% and Medicare 1.45%).

Life Insurance
All benefitted employees who are working at least thirty hours (30) will be provided with $25,000 basic term life insurance at no cost to the employee. $25,000 in accidental death or dismemberment is also included at no cost. Additional supplemental coverage in the amounts of 1, 2, 3, 4, or 5 times an employee’s salary is available. Dependent Life Insurance (no AD&D) is available for your spouse and child (ren). If additional life insurance is not selected at the time of employment, additional insurance may be elected during the open enrollment period with approval by the insurance company of insurability.

Worker's Compensation
All employees are covered by the Georgia Workers Compensation Act. This act provides payment for medical and hospital expenses as well as disability compensation in the event an employee is injured while performing his or her job duties. Should you sustain a work related injury you must immediately notify your department supervisor and the Department of Human Resources.

Health Insurance
Eligible benefitted employees and dependents may participate in a comprehensive group health insurance plan. The group health insurance plans are governed by the University System of Georgia. The employee contributions are made on a pre-tax basis. The College offers four health insurance plans: BlueChoice HMO, Kaiser HMO, Open Access POS, and HSA Open Access POS.

Dental Insurance
Eligible, benefitted employees and their dependents may participate in a comprehensive group dental plan with Metlife. The premium contributions are made on a pre-tax basis.

Health Savings Account (HSA)
A Health Savings Account (HSA) is an individually-owned, tax advantaged account that is used to pay for qualified medical expenses at any time. In order to participate in a HSA, an individual must participate in an Internal Revenue Service (IRS) qualified high deductible health plan. The funds in these accounts carry forward each year and are available when an employee terminates from the College.

Flexible Spending Accounts (FSA)
Benfitted employees are eligible to participate in the Medical FSA and/or the Dependent Care FSA. The Medical FSA is to be used for qualified medical expenses incurred within a calendar year. The Dependent Care FSA is to be used for qualified childcare expenses while both spouses work. The funds in these accounts will not carry forward to a new calendar year. You must re-enroll on an annual basis. U. S. Bank manages these accounts.

Long Term Disability Insurance
This insurance is available to protect the employee against loss of income during long periods of disability. There is a 90 or 150 day elimination period and the premium is based on the employee’s salary. After the elimination period is met, the covered employee is eligible to receive 60% of his or her
salary before returning to his or her job or reaching age 65. Disability income from The Hartford Group may be reduced by the amount of other benefits received.

**Short Term Disability Insurance**
This insurance is available to protect the employee against loss of income during short periods of disability. There are several options to choose from based on your desired period and percentage of coverage. Disability income from The Hartford Group may be reduced by the amount of other benefits received.

**AFLAC Coverage Options**
Cancer coverage: In the event that an employee or a family member is diagnosed or treated for cancer, AFLAC will pay the member compensation for various items, such as a first time occurrence benefit, travel expenses, and in-patient hospital benefits, just to name a few.

Accident coverage: In the event that an employee or family member is injured in an accident, this coverage will pay for expenses on or off the job. Cancer and accident premiums are pre-taxed.

**Voluntary Retirement Plans - 403(b) and 457 Plans**
Under the provisions of Section 403(b) and 457 of the Internal Revenue Service’s code, all employees may elect to accumulate supplemental retirement income by participating in the 403(b) or 457 Tax Sheltered Annuity plans. While the details of different tax-deferred plans vary, they all work in a similar way.

**Path 2 College 529 Plan**
All benefitted employees may elect to contribute through an after tax deduction to a qualified tuition program designed to help families save for college expenses. TIAA-CREF will manage these funds.

**Credit Union**
All regular employees are eligible for membership with the Southern Federal Credit Union. Deductions for savings, loans, etc. may be made through payroll deduction.

**Benefits Continuation into Retirement**
An employee of Gordon State College who meets the criteria for retirements as set forth by the University System of Georgia shall remain eligible to continue participation in the basic and dependent group life insurance and health benefits plans. The college will continue to pay the employer’s portion of the cost for such benefits.

For employees hired on or after January 1, 2013, the Employer Contribution for healthcare will be based on years of service with the University System of Georgia. Employees retiring with 10 years of service with the University System of Georgia will receive a 15% employer contribution toward their retiree health care costs. For each additional year of service, the employer’s contribution will increase by 3% up to 25 years of service. After which the employer contribution will increase by 2% to a maximum of 70%.
**Enrollment in Benefits**

Enrollment in all benefits is web-based. Please use your ADP login to enter your elections. You must make your elections within 30 days of employment. If you do not make your elections within this time period, your next opportunity will be during our annual open enrollment period which normally takes place during the fall. Open enrollment changes are effective on the first day of the next calendar year. You will receive a welcome kit from ADP containing other enrollment information.

**Educational Opportunities**

The College encourages employee self-development through participation in training courses and instructional programs on and off campus.

**Tuition Assistance Program (TAP)**

The Board of Regents of the University System of Georgia is committed to creating a more educated Georgia both internally and externally. The University System of Georgia (USG) has established the Tuition Assistance Program as its educational assistance program to foster the professional growth and development of its eligible employees. Once a full-time benefits eligible employee is employed for at least six months, he or she may take up to 9 credit hours each semester at no or reduced cost in tuition. This benefit is subject to approval. Additional information regarding the Tuition Assistance Program can be located at the following website: [http://www2.gordonstate.edu/humanresources/benefits](http://www2.gordonstate.edu/humanresources/benefits).

**Staff Development Fund**

The staff development fund has been created by the Gordon State College Staff Council. Funding is by special appropriations from the Staff Council budget. The purpose of the Staff Development Fund is to provide funding for programs that promote personal development and career advancement which is beneficial to both the employee and Gordon State College. For additional information, please contact a member of the Staff Development and Programs Committee.

**Education Incentive Program**

Gordon State College encourages employees to pursue education opportunities that maintain or improve skills related to the performance of their jobs. In recognition of the completion of such education, the College will provide a base salary adjustment to full-time benefitted employees upon the receipt of earning an advanced degree. The Education Incentive Program is effective as of July 1, 2012 for degrees completed after this date. Salary incentive increases will be based upon the degree as follows:

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>$250.00</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$500.00</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>$1500.00</td>
</tr>
</tbody>
</table>

The degree you seek should be from a University System of Georgia institution or an approved alternative. Please seek the approval of the degree from the appropriate Vice President and the Vice President for Academic Affairs prior to beginning studies or as early in the program as possible.
Workplace Practices

Attendance, Punctuality, and Dependability
It is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do your job are essential at all times. Employees are expected to report to work on time on all scheduled work days and to work during all scheduled work hours. An employee must notify his or her supervisor or other designee as far in advance as possible if he or she expects to be late or absent. An employee who fails to contact his or her supervisor within three working days will be considered as having voluntarily resigned.

Work Week
A minimum of 40 hours is observed by all full time staff personnel. Normal workday hours are from 8:00 a.m. to 5:00 p.m. However, it may be necessary for a department to schedule employees to work a forty-hour week consisting of designated hours other than the College’s normal workday. The employee will be informed by his or her supervisor of his or her schedule. The normal work week begins on Monday at 8:00 a.m. and ends on Friday at 5:00 p.m. The college, at the President’s discretion, may also adjust the normal workday hours during the summer.

Teleworking/Flextime Policy
Gordon State College allows teleworking and flextime, on a voluntary basis, to employees who fill job classifications/positions that have been designated by the departments as eligible for teleworking and/or flextime. The Gordon State College Teleworking and Flextime program is an employer option, not an employee right, and is appropriate only when it results in a mutual benefit to both the employee and to the institution. To review the full Teleworking/Flextime Policy, visit http://www2.gordonstate.edu/humanresources/policies.

Annual Leave, Sick Leave and Leave of Absence

Vacation
If you are a regular employee working one-half time or more, you will earn vacation in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Year of Continuous Service</th>
<th>Accumulated Days per Month</th>
<th>Accumulated Days per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5 years</td>
<td>1 ¼ days (10 hours)</td>
<td>15 days</td>
</tr>
<tr>
<td>6 – 10 years</td>
<td>1 ½ days (12 hours)</td>
<td>18 days</td>
</tr>
<tr>
<td>11 or more years</td>
<td>1 ¾ days (14 hours)</td>
<td>21 days</td>
</tr>
</tbody>
</table>

Employees (other than temporary employees) working one-half time or more but less than full-time shall accrue vacation time prorated on the basis of full-time employment.
Vacation time may be accrued to a maximum of 45 days (360 hours) in any calendar year. No more than 45 days (360 hours) will be carried into the next calendar year. The year begins on January 1 and ends on December 31. A terminating employee shall not accrue vacation leave after the last working day of employment. Employees shall be compensated for all accrued vacation time (up to 360 hours) upon termination of service from the University System of Georgia for any reason.

Any vacation time taken by the employee must be at a time acceptable to the employee’s supervisor.

The time off request is located in e-Time and should be submitted for approval at least five days prior to any anticipated leave.

Leave time is subject to the employee having time accumulated and receiving proper approval for taking such leave. If any employee should take leave when he or she has no time accumulated, such time away from the job will be deducted before calculating his or her next paycheck.

**Sick Leave with Pay**

All regular full-time employees shall accumulate 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 in an equivalent ratio to the percentage of time employed. Sick leave for all employees is cumulative. Sick leave will be granted for the following reasons:

- Illness or injury to the employee
- Medical or dental treatment or consultation
- Quarantine due to a contagious illness in the employee’s household; or
- Illness, injury, or death in the employee’s immediate family (i.e., father, mother, husband, wife, sister, brother, son, daughter, grandparent, grandchild, or spouse’s parent) requiring the employee's presence*

If sick leave is claimed for a continuous period in excess of five days, a physician’s statement will be required. Under some circumstances, supervisors may require an employee to provide a physician’s statement for sick leave absences for less than five days.

An employee who is terminated or resigning shall not accumulate sick leave or be entitled to receive sick pay after the last working day of employment.

An employee may request paid sick leave (to be used as funeral leave) in the event of a death in his/her immediate family. *Five days is the maximum number of sick leave days allowed in the event of a death in the employee’s immediate family.*

**Sick Leave without Pay**

An employee who is unable to return to work after using all accumulated sick leave and accrued vacation leave may be given sick leave without pay for a period not to exceed one year. A request for sick leave without pay must be submitted by an employee to his or her immediate supervisor. The employee’s immediate supervisor will submit the recommendation of sick leave without pay to the Vice
President of his or her assigned area. The Director of Human Resources will notify the employee of approval or denial of such request.

**Holidays**
The College will observe 12 official paid holidays each year for the following:

- New Year’s Day: 1 working day
- Martin Luther King’s Birthday: 1 working day
- Memorial Day: 1 working day
- July 4th: 1 working day
- Labor Day: 1 working day
- Thanksgiving: 2 working days
- Christmas: 5 working days

**TOTAL**
12 working days

In order to receive pay for the holidays, an employee must be in active pay status the day before and the day after the holiday. A terminating employee shall not be paid for any official holidays 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.

**Family and Medical Leave Act**

**Basic Leave Entitlement**
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for an employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

**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 emergencies. Qualifying emergencies 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 and that may render the service member medically unfit to perform his or her duties for which the servicemen is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

**Benefits and Protections**
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**FMLA Eligibility Requirements**
Employees are eligible if they have worked a minimum of 1,250 hours for a covered employer for at least one year.

**Definition of Serious Health Condition**
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of FMLA Leave**
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying emergencies may also be taken on an intermittent basis.

**Calculation of Leave**
For every type of eligible FMLA leave except for leave to care for a covered servicemember who has a serious injury or illness, the college will use the “rolling calendar” method to calculate an employee’s FMLA leave duration entitlement.

The calculation of leave to care for a Covered Service member is different from other forms of FMLA leave. An eligible employee is entitled to (26) weeks of leave in a single 12 month period. The 12 month period will begin on the first day the eligible employee takes FMLA leave to care for a covered service
member, and ends 12 months after that date. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement during this single 12-month period, the remaining part of his or her 26 workweeks is forfeited.

Substitution of Paid Leave for Unpaid Leave
All paid leave runs concurrently with FMLA leave. Employees are required to use all forms of accrued paid leave available prior to taking unpaid FMLA leave. In order to use accrued paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practical and generally must comply with an employer’s normal call-in procedures. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork may result in the delay or denial of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include documentation that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide certification and periodic recertification supporting the need for leave.

Employees requesting leave to care for a family member with a serious health condition, his or her own serious health condition, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within fifteen days of the request for leave unless it is not practical under the circumstances despite the employee’s diligent efforts. Failure to provide timely certification may result in leave being delayed, denied or revoked. At the College’s discretion, employees may also be required to obtain a second and third certification from another health care provider at the College’s expense (except for Military Care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military emergency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular Qualifying Exigencies involved.

Employees requesting leave for their own serious health condition will also be required to provide a fitness for duty certification from their health care provider prior to returning to work.
Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. The notice must also include the amount of leave counted against the employees’ leave entitlement. If they are not eligible, the employer must provide a reason for ineligibility.

Return to Work
Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments or other benefits that become available during the period of leave. Employees returning to work after leave for a serious health condition may be required to fill out a fitness for duty form to certify that they can safely perform the essential functions of their job.

Health Insurance
The college will maintain an employee’s health insurance coverage during leave on the same basis as if he or she were still working. Employees must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within thirty (30) days of when they are due may result in a lapse of coverage. In this event, the College will notify the employee fifteen (15) days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at the College’s option, the College may pay the employee’s share of the premiums during the leave and recover the costs of this insurance upon the employee’s return to work. Coverage that lapses due to non-payment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, the College may require the employee to reimburse the College for health insurance premiums paid during the leave.

Other Provisions
Failure to Return: Employees failing to return to work or failing to make a request or accommodation for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.

Alternative Employment: No employee, while on any leave of absence, shall work or be gainfully employed either for himself or herself or others unless express, written permission to perform such outside work has been granted by the college. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

False Reason for Leave: Termination will occur if an employee gives a false reason for a leave.

Workers’ Compensation: If a work related injury or illness is covered by the FMLA, the institution will apply the provisions of the FMLA policy.
Worksite Lactation
Gordon State College provides a supportive environment that enables breastfeeding employees to express their milk during business hours. The information below outlines the designated on-campus lactation room and reasonable break times to accommodate milk expression.

Lactation Room
Gordon State College has designated a private and sanitary location on campus so that lactating mothers may express their milk during business hours. The designated lactation room is located in the Student Health Center-Gordon Commons Building C. The lactation area provides a comfortable chair, access to running water, and refrigerator for storage. Breastfeeding mothers are responsible for bringing storage containers and labels.

Reasonable Break Times
Lactating mothers shall be granted flexible and reasonable breaks to accommodate milk expression for up to one year following the birth of the employee’s child. Lactating mothers who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

Additional Resources can be found at:
http://www.dol.gov/whd/nursingmothers/

Inclement Weather or Other Emergencies
In the event of inclement weather or any emergency which requires leaves of absence of employees, the President may declare leave with or without pay.

Military Leave
Gordon State College follows the policy statements as passed by the Board of Regents, University System of Georgia. That statement reads as follows:
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.

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) work days in any one federal fiscal year (as authorized by Georgia Law O.C.G.A. §38-2-279[e]). After an employee has exhausted his or her paid military leave, an institution may pay the employee for his or her accumulated annual leave. At the expiration of the maximum paid military leave, 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 duty.
Notwithstanding the foregoing limitations of eighteen (18) days, in the event that 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 federal fiscal year. To review the full policy, visit http://www.usg.edu/hr/manual/military_leave.

**Selective 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.

**Personal Leave**
Personal leave is not a privilege and may be granted only when conditions are favorable. Upon recommendation of the department head through the Vice President for Business Affairs to the President, an employee may be granted leave of absence without pay for a period not to exceed one year.

**Organ and Marrow Donation**
Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty 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 days. Leave taken under this provision shall not be charged against or deducted from an employee’s accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

**Educational Leave without pay**
The University System of Georgia has established a policy to allow for educational leave. Leaves of absence of one (1) year or less with or without pay may be granted by the institution’s President and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one (1) year, require the approval of the Chancellor or his or her designee. For additional information, visit http://www.usg.edu/hr/manual/policy_on_education_leave_without_pay.

**Court Duty**
Employees of the College called for jury duty or witness duty will be paid by the College at the normal rate of pay for any regularly scheduled time lost from the job. This leave will be granted upon presentation of official orders from the appropriate court. Any fees earned during service as a juror are the property of the employee in accordance with the rules and regulations of the Board of Regents Policy Manual.
Employee Health and Safety

Campus Emergencies
In the event of a severe weather emergency, campus fire, bomb threat, or any disruptive emergency including civil disturbance or demonstration, please refer to the Emergency Response Plan flipchart. The Emergency Response Plan, created by Gordon State College’s Public Safety department, provides emergency information for a variety of situations and emergency contact information. For a copy of the plan, please visit http://www2.gordonstate.edu/publicsafety/emergency-response.

Children in the Workplace
It is expected that employees will not bring children to work during the employee’s scheduled work hours. Children may not be cared for in the workplace. If an emergency arises which requires an employee to bring a child to campus, it must be with the consent of the staff member’s immediate supervisor.

Automobile Regulations
Traffic regulations on campus have been established for everyone’s convenience and well-being. All employees must have a Gordon State College parking permit. These are issued at no cost from the Department of Public Safety upon presentation of your tag number and automobile identification information.

All employees are responsible for observing the Traffic Code regulations of Gordon State College. Copies of the Traffic Code are available in Public Safety located in Gordon Hall.

Employee Travel
Employee travel shall always be in accordance with the travel guidelines of Gordon State College. Any employee who travels on behalf of the College has a duty to read and abide by the travel regulations and procedures of the College. For guidelines regarding travel, please visit http://www.gordonstate.edu/departments/businessoffice/travel.

Employee Performance and Conduct

Appearance
The use of good judgment is suggested regarding your personal appearance. Employees are expected to dress appropriately. While there is not a formalized or specific “dress code”, all employees are expected to dress and be groomed in a manner consistent with a professional environment.

The following examples illustrate unprofessional attire:
- athletic attire (sweat suits)
- revealing or distracting clothing (tank tops, halter tops, or t-shirts with offensive messages)
- short shorts/skirts
- flip flops
**Disruptive Behavior**
Gordon State College expects all employees to observe basic rules of conduct. The following list of violations of the rules of good conduct may result in disciplinary action or termination; said list is intended to be illustrative and not exhaustive:

a) Failure to perform assigned duties  
b) Insubordination  
c) Negligence  
d) Falsifying records, reports or information  
e) Discussing or making available to unauthorized personnel confidential information  
f) Theft  
g) Intoxication or drinking on the job  
h) Failure to report an employee’s absence or reason for absence  
i) Rude, discourteous behavior  
j) Habitual absence or tardiness  
k) Unauthorized absence  
l) Wasting materials  
m) Willful damaging of college equipment or property  
n) Unauthorized moving of college equipment or property  
o) Gambling  
p) Sleeping while on duty  
q) Using or selling illegal substances/drugs  
r) Unauthorized purchase of goods or services  
s) Habitual abuse of sick or annual leave  
t) Habitual use of college time to transact personal business  
u) Violation of any Gordon State College policy or University System of Georgia policy  
v) Inappropriate conduct

**Romantic Relationships**
Gordon State College prohibits dating or sexual relationships between individuals when one of those individuals has supervisory authority (employment or academic) over the other. In addition, Gordon State College prohibits faculty and staff from having a dating or sexual relationship with students whom they are currently supervising or teaching. The assertion that such a relationship began by mutual consent does not prevent, negate, or disprove a subsequent claim of sexual harassment. *Please refer to the Non-Discrimination and Anti-Harassment Policy for additional information.*
Gifts and Gratuities
No official or employee of Gordon State College may accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that directly seek to use the connection or consideration on any commercial commodity, process or undertaking.

Arrests and Convictions
Any current employee who is charged with a crime (other than a minor traffic offense) shall report being charged with such crime to their supervisor and the Department of Human Resources within 72-hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Department of Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Department of Human Resources within 24-hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. Human Resources shall review the nature of the charge and make a determination on what, if any, action should be taken regarding the employee’s employment status. Human Resources shall review the crime utilizing the same standards as it applies in reviewing crimes committed by a candidate for employment but may consider other factors, including the employee’s length of employment and performance reviews.

Voluntary Disclosure of Drug Use
If, prior to arrest for any offense involving a controlled substance, an employee notifies his or her immediate supervisor that he or she has a substance abuse problem and is receiving or agrees to receive treatment under a substance abuse and education program approved by the institution President or designee (Director of Human Resources), such employee may be retained by the institution for up to one (1) year as long as the employee follows the treatment plan. The employee shall sign and submit a Return-To-Work Agreement that includes satisfactory progress in a treatment program as determined by the Employee Assistance Program or treatment provider, taking and passing a Return-To-Duty alcohol and/or drug test, and periodic unannounced follow-up tests.

The employee’s work activities may be restructured if the immediate supervisor deems it necessary. The rights herein granted shall be available to a University System of Georgia employee only once during a five (5) year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance.

Solicitation
Although there may be many good causes, soliciting fellow employees can create uncomfortable situations. As a result, the college must place restrictions on solicitation of co-workers and distribution of materials. Below is an explanation of this policy:
1. Solicitation by an employee of another employee is prohibited while either is considered on working time. Working time is any time that an employee’s duties require him or her to be engaged in working tasks, but does not include an employee’s own time, such as meal periods, scheduled breaks, time before or after a shift, and personal clean up time.

2. Distribution of literature by employees in work areas is prohibited at any time.

3. Gordon State College email should not be used for solicitation purposes.

**Ethics Hotline**

Gordon State College recognizes that an ethical, efficient, and effective work environment is essential to our ability 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 this 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 the Campus Police and Human Resources 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 (1-877-516-3454) or via online reporting at [https://gdn.alertline.com](https://gdn.alertline.com). To publicize this program, all new employees receive a wallet card and brochure with program information during New Employee Orientation.

**Performance Evaluation**

Gordon State College has an established system of performance evaluation for all classified employees. Performance evaluations are for the purpose of defining an employee’s strengths and development needs and or encouraging and facilitating optimal employee performance. Evaluations are maintained in each employee’s personnel file and may be used for the additional purposes of transfer, promotion, demotion, retention, supervisory assistance, and establishing training needs. An evaluation will be conducted during the first six months of employment and annually thereafter.

**Progressive Discipline**

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(s) 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:

- Verbal Warning
- Written Warning
- Disciplinary Suspension
- Investigative Suspension
Termination

Gordon 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. To review the Progressive Discipline Policy, visit [http://www2.gordonstate.edu/humanresources/policies](http://www2.gordonstate.edu/humanresources/policies).

Cooperation in Internal Investigation
An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by his or her employment unit when directed to do so by his immediate supervisor or such other persons who have been given investigative authority by the President. Failure to cooperate fully shall be grounds for adverse personnel actions, including termination of employment.

Grievances
In the event that conflict should arise between employees of Gordon State College, the first and most important consideration is that the persons involved in the conflict should attempt to communicate and resolve the issue at the personal level. Should employees in conflict find that they are not able to resolve the issue at the personal level; employees are strongly urged to use the Alternative Dispute Resolution (ADR) Program as an alternative to filing a formal grievance. The Campus Liaison for Alternative Dispute Resolution and members of the college’s Conflict Resolution Committee are available for consultation. ADR is a confidential process intended to be non-threatening and accessible to all employees and students of Gordon State College. It is the employee’s responsibility to first make contact with an ADR liaison to make problems known and initiate the ADR process.

In the event that the ADR process should fail, a formal grievance may be filed. Employees who wish to file a formal grievance should follow the procedures provided in the Grievance Procedures. To review the full Grievance Policy and Appeals Procedure, visit [http://www2.gordonstate.edu/humanresources/policies](http://www2.gordonstate.edu/humanresources/policies).

Use of College Services and Property

Use of E-mail
The College’s electronic communications systems are intended to be used only for business purposes. However, as a limited exception, employees will be permitted to send and receive short, personal electronic communications so long as these activities do not interfere with the work of any employee. Further, non-business mass e-mailings, the downloading of massive documents, massive attachments or otherwise unduly burdening the network are all prohibited. The college reserves the right to access e-mails at any time to ensure compliance with this policy. Any abuse of this privilege may result in disciplinary action up to termination.

Under no circumstances shall employees use the college’s electronic communications to promote or solicit money for or memberships in any outside organization, including, but not limited to, social, civic, business, union, trade, and community groups. Certain college sponsored charities are the only
exception. If you have any further questions, please see your supervisor or contact the Director of Computer Services.

**Computer and Network Usage Policy**
The Computer and Network Usage Policy is intended to allow for the proper use of all Gordon State College computing and network resources, effective protection of individual users, equitable access, and proper management of those resources. This should be taken in the broadest possible sense. This policy applies to Gordon State College network usage even in situations where it would not apply to the use of computers. To review the full Computer and Network Usage Policy, visit [http://www.gordonstate.edu/departments/computerservices/policies.asp](http://www.gordonstate.edu/departments/computerservices/policies.asp).

**Telephone and Cell Phone Usage**
Office telephones are a vital part of our business operation. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. It is the policy of Gordon State College that the use of its long distance telephone services is limited to official Gordon State College business.

Cell phones are furnished to certain employees in connection with their duties. Gordon State College requires the safe use of its cell phones by employees while conducting business. Employees should observe Gordon State College’s Telecommunications Policy for Wireless Communications Devices provided at the time of issuance. Employees should not use the cell phones to talk or text while driving because of safety concerns, but should instead pull to the side of the road to make or receive telephone calls or send text messages.

Employees should limit the personal use of cell phones in the same way they need to limit personal use of their office telephone. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those working around them. Employees that have excessive cellphone usage for personal calls can be subject to corrective actions.

*Due to the job duties of some departments, a separate cell phone policy may be issued to ensure safety*

**Access to Gym and Pool**
Employees and their immediate family members are allowed access to Gordon State College’s gym and pool. Employees should contact Athletics for information on how to gain access to these facilities.
We welcome you to Gordon State College. If you should have any questions or need any assistance, please do not hesitate to call or visit us!

**Location**
Georgia House
216 Georgia Ave

**Office Hours**
Monday – Friday
8:00 a.m. – 5:00 p.m.

**Contact Information**
Phone: 678-359-5011
Fax: 678-359-5290

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