Gordon State College
Employee/Staff Handbook

The official Gordon State College Staff Handbook is available at
https://www.gordonstate.edu/departments/human-resources/human-resources-policies/index.html
Revised February 2020
HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy or am able to access a copy of the Gordon State College ("GSC") Staff Handbook either electronically via email or online at: https://www.gordonstate.edu/departments/human-resources/human-resources-policies/index.html. I understand that the Staff Handbook sets forth the policies and benefits of my employment. I understand and agree that it is my responsibility to read the Staff Handbook. I further understand that this staff handbook does not constitute a contractual obligation on the part of Gordon State College, as policies set forth are determined by the Board of Regents of the University System of Georgia, and by the State of Georgia and/or the United States Government through various executive orders and federal employment guidelines, which are subject to change. I acknowledge that revisions may occur which could supersede, modify, or eliminate existing policies. All revisions will be communicated electronically by GSC Human Resources Department.

AS PART OF GORDON STATE COLLEGE'S MANDATORY TRAINING PROGRAM, THE STAFF HANDBOOK HAS BEEN ADDED TO THIS WEBSITE, AND YOU ARE REQUIRED TO SIGN THE ELECTRONIC VERSION ACKNOWLEDGING HAVING READ THE HANDBOOK AS PART OF GSC'S NEW EMPLOYEE ON-BOARDING PROGRAM. CURRENT EMPLOYEES WILL SIGN AND ACKNOWLEDGE AS PART OF ANNUAL MANDATORY REFRESHER TRAINING. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE DEPARTMENT OF HUMAN RESOURCES.

__________________________ _______________________
Print Full Name    Department

_____________________________ __________________________
Signature     Date
Welcome to Gordon State College

On behalf of the Gordon State College community, Human Resources is pleased to welcome you to our college. You have the opportunity, through your dedication, enthusiasm, and abilities, to help Gordon grow and impact the communities we serve. You also have the opportunity through your skills, abilities, experience and the quality of your work to advance in your career and develop professionally as a valued member of the college community. This handbook will enable you to have a more thorough understanding of the benefits of employment with Gordon State College. This guide to college policies and practices are intended solely to provide guidance and it is not an employment contract nor does it create any type of contractual obligations. Neither you nor the college is bound to continue the employment relationship if either, at any time, chooses to end it.

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.

The college reserves the right to change, revise, or eliminate any of the policies, benefits, and practices described herein. Also some of the policies and provisions contained herein may not be applicable to faculty members. Provisions applying solely to the faculty are described in the Faculty Handbook. While this handbook provides much detail, no handbook can provide for all circumstances. Accordingly, Human Resources welcomes your ideas and suggestions on how the information in this handbook might be changed for the better. Likewise, Human Resources will answer any questions you may have regarding the college’s policies, procedures, and practices. Again, we welcome you into our growing organization and trust that you will have a long and rewarding career with Gordon State College.
About Gordon State College

Located in Barnesville, Georgia, Gordon State College offers 11 four-year degrees — early childhood education, mathematics, biology, history, English, nursing, health information management, human services, middle grades education and management and administration — as well as 16 associate-level degrees.

With an enrollment of approximately 3,500 students, Gordon State offers an intimate academic setting in state-of-the-art classrooms and laboratories. In this setting, students receive individualized attention that only a small college with dedicated faculty and staff can provide.

Gordon also offers a vibrant campus life with on-campus, apartment-style living, NJCAA sports, clubs for a variety of interests, an active theater and music program and a beautiful, inviting campus.

Founded in 1852, Gordon State College joined the University System of Georgia in 1972 and continues a distinctive legacy of excellent scholarship and service.

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 profession or administrative responsibilities and who are not identified as faculty shall be designated as exempt personnel.

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

Disclaimer

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.

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 (https://www.gordonstate.edu/departments/institutional-
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 Department of Human Resources to each employee at the beginning of employment. Additional copies of these publications are available in the Human Resources Department 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 online in the Staff Handbook.
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1.0 Employment
As an employee of Gordon State College, you are part of a group of people committed to serving
the educational and cultural needs of the community. The institution is committed to
maintaining an environment of professionalism, civility, and respect. Each employee plays an
important role in meeting this overall goal for the College. This handbook provides information
on many of the College’s policies and procedures, explains your responsibilities as an employee,
and summarizes the benefits you may expect. Should you have further questions please contact
the Department of Human Resources.

1.1 Equal Employment Opportunity
Gordon State College will 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 status, sexual orientation, gender identity or
expression, or any other characteristic protected by the federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring,
placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation
and training.

1.2 Affirmative Action
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
status, sexual orientation, gender identity or expression, or any other characteristic protected by
the federal, state or local laws.

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 203 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,
xperience 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

1.3 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. Any employee with a documented disability may request a reasonable accommodation if it is needed to perform the essential functions of their job. Requests for accommodations should be send to the Human Resource Department.

Further information on how to apply for ADA Workplace Accommodations is located at: https://www.usg.edu/hr/manual/americans_with_disabilities_act

1.4 Family Educational Rights and Privacy Act (FERPA)
Gordon State College complies with FERPA, the Family Educational Rights and Privacy Act (FERPA) of 1974. The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data.

The complete FERPA Policy is available at: http://www.gordonstate.edu/pdf/FERPA_Procedure.pdf

1.5 Drug/Alcohol Free Workplace Policy and Drug/Alcohol Screening
The United States Congress enacted the Drug-Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contract or federal grants is performed in a drug free environment. As a recipient of federal funds, Gordon State College prohibits employees (including college work students and student assistants) from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs in the work place. 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/her public duties. Therefore, Gordon State College adopts the following as its Drug-Free Policy.

I.
No employee of the college may illegally engage in the manufacture, distribution, dispensation,
possession or use of a controlled substance at any time or place, including while at his/her
workplace. Such unlawful activity will be considered sufficient ground for a serious adverse
personnel action, including dismissal from employment.

II.
If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any
criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at
the workplace or elsewhere, the employee must notify the Director of Human Resources in
writing within five calendar days of arrest or conviction.

III.
Failure to comply with any part of this policy will result in serious adverse personnel action,
including dismissal from employment. Any questions concerning this policy should be directed
to the Office of Human Resources.

Gordon State College Drug and Alcohol Testing Policy
In compliance with the USG drug testing policy, Gordon State College will promote and
require a drug-free work place among its employees. Drug and alcohol testing will be
performed in accordance with the same regulations and procedures as those prescribed by the
Department of Administrative Services (DOAS).

Employees who hold “high risk” positions include those employed in regular or temporary
positions where the main duties include: carrying weapons and utilizing arrest powers,
providing health care and treatment services, administering medications, driving vehicles,
operating heavy machinery or equipment, lab safety, and providing counseling services directly
related to substance abuse. These positions will be subject to pre-employment, post-accident
and random drug testing. Moreover, all employees are subject to drug testing for evidence of
use of illegal drugs in cases of reasonable suspicion. In addition, an employee who has notified
his/her supervisor that he/she has a drug related problem and maintains employment under
Board of Regents, Policy 8.2.17, Voluntary Disclosure of Drug Use, shall be subject to random
drug testing.

High Risk – All P.O.S.T. certified law enforcement positions, as well as all transportation
positions requiring a CDL, are considered high risk and are subject to drug testing in accordance
with this policy. Additionally, Gordon State College has the responsibility of determining which
positions on the campus are safety sensitive and considered high risk in their impact to fellow
employees and students. Examples of these positions may include, but are not limited to:
medical personnel, non-DOT regulated drivers, positions working with children under the age of
thirteen (13) and positions working with toxic or hazardous chemicals or equipment (O.C.G.A. §
45-20-90).

Illegal Drug - Illegal drug includes but is not limited to marijuana/cannabinoids (THC),
cocaine, amphetamines/meth-amphetamines, opiates or phencyclidine (PCP), or any
controlled substance as defined in O.C.G.A. § 16-13-21. The term illegal drug does not include
any drug used pursuant to and in accordance with a valid prescription or when used as
otherwise authorized by state or federal law.
Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Medical Review Officer – A properly licensed physician who reviews and interprets drug tests and evaluates those results together with medical history or any other relevant biomedical information to confirm positive and negative results.

Individuals who have been directed to report for drug testing must present themselves to the designated sample collection facility. Human Resources will specify a date and time by which each individual must report for testing. The date and time should be as soon as possible, but not later than two business days following the date the individual receives the notification to report.

An employee selected for drug and/or alcohol testing shall be considered as being on duty for all time necessary to undergo the testing process including such time, if any, as may be required for transportation to and from the same collection facility.

Pre-Employment Testing
Job notices/announcements/postings for positions that are subject to pre-employment testing shall reference pre-employment drug testing as a condition of employment. Hiring supervisors, department heads, deans, and other department managers are responsible for providing notice in coordination with the Office of Human Resources.

Applicants recommended into a “high risk” position and employees who have not previously performed safety sensitive duties will be required to successfully complete drug testing as a condition of employment. Refusal to consent to a test disqualifies the applicant from state employment for two years from the date that such test was administered or offered, whichever is later in accordance with O.C.G.A. § 45-20-111.

Refusal or Failure to Appear for Testing:
1) An individual who expressly refuses to undergo drug testing or engages in conduct that clearly obstructs the testing process will be deemed to have expressly refused testing;
2) An individual who fails to appear for testing after notification by the stated “report by” time, or who refuses to remain readily available for testing will be deemed to have expressly refused testing;
3) An individual who fails to provide adequate urine for drug testing without a valid medical reason will be deemed to have expressly refused testing;
4) An individual who fails to provide adequate breath or saliva for alcohol testing without a valid medical explanation will be deemed to have expressly refused testing; or;
5) If the testing laboratory and the Medical Review Officer determine that the urine sample of a donor is a substituted sample, the donor will be deemed to have expressly refused testing.
Random Testing
All employees in “high risk” positions shall be subject to random drug and/or alcohol testing. Random drug tests are conducted on an unannounced basis on randomly selected employees from pools of employees in “high risk” positions. The annual percentage of covered employees to be tested varies by pool. Random selections in all pools will be made quarterly throughout the year. Human Resources will notify the employee when they have been selected from the pool.

Post-Accident Testing
An employee in a high risk/safety-sensitive position involved in an accident while conducting college business is subject to alcohol and drug testing when:

1. There is vehicle/equipment damage or bodily injury occurring on public roadways; or
2. There is a fatality; or
3. Driver is cited with a traffic violation; or
4. There is reasonable suspicion to believe that the employee's behavior or appearance may indicate alcohol or drug use; or
5. When an employee sustains a work-related injury requiring medical treatment.

A drug test will be administered as soon as possible following an accident. In any instance in which an employee is not tested within specified time limits, Human Resources must prepare and maintain on file a record of the reasons the test was not promptly administered.

Reasonable Suspicion Testing
All individuals performing work for a state employer are subject to reasonable suspicion testing. The observations leading to a referral for testing must be specific, timely, and describable. The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations and the Director of Human Resources. With the approval from the Director of Human Resources, the supervisor can require testing after making specific, well-articulated observations concerning the appearance, behavior, speech or odor of the employee. The employee should be reassigned or relieved of duties with pay pending the Medical Review Officer evaluation of the test results.

Disciplinary Action
Applicants who refuse to report for a drug test or who test positive for the use of illegal drugs will not be eligible for employment.

Employees subject to testing (due to either their high risk position or due to reasonable suspicion) who refuse testing or test positive for illegal drugs will be subject to disciplinary action to include removal from the position and/or termination in compliance with the Board of Regents dismissal procedures.
Privacy and Confidentiality
To the extent allowed by law, the identity of any employee who declines a drug test, or who tests positive for drug/alcohol use, shall be withheld from all persons except those who have need for such information in their official capacity.

1.6 Tobacco & Smoke Free Campus
Gordon State College is committed to providing a safe and healthy work environment for all students, faculty, staff and visitors. We are dedicated to being an active partner in the safety, health, and welfare of all who study, teach, work and visit our campuses. In accordance with this commitment, Gordon State College has been designated as a tobacco and smoke-free campus.

The use of tobacco products of any kind is prohibited on all portions of the campus. Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This includes, but is not limited to, all buildings, outdoor areas and parking lots owned, leased or controlled by Gordon State College. The use of tobacco products is also prohibited in all Gordon State College vehicles. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Gordon State College will make every effort to make available referral options and support to faculty, staff, students and others who choose to pursue cessation programs. The Tobacco and Smoke –Free Campus policy from the Board of Regents is located at: https://www.usg.edu/well-being/site/topic/category/tobacco_smoke_free

Assistance with cessation of tobacco products is available at:
- Georgia Tobacco Quit line (877) 270-7867
- https://smokefree.gov

1.7 Prohibited Harassment, Discrimination and Related Misconduct Including Title IX
Gordon State College prohibits and will not tolerate harassment based on race, color, religion, sex (including pregnancy, sexual orientation, and transgender identity or expression), national origin, age, disability or genetic information, or any other characteristic protected by applicable law.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

“Harassment” prohibited by this policy is defined as any conduct (including electronic conduct such as emails, texting, including other forms of social media) 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.

**Title IX – What is it and what does it mean?**

The knowyourix.org website provides valuable information regarding Title IX. The site can be viewed at: [https://www.knowyourix.org/college-resources/title-ix/](https://www.knowyourix.org/college-resources/title-ix/)

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Gordon State College does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment including sexual violence. "Sexual violence refers to physical sexual acts perpetrated against a person\'s will or where a person is incapable of giving consent due to the victim\'s use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX."

Title IX prohibits discrimination in any university program including athletics, admissions, academic programs, extracurricular activities, employment, financial aid, housing, and student services.

Every member of the Gordon community – students, faculty, staff, and administrators- is expected to comply with Title IX and to practice respectful, ethical, and equitable treatment of others regardless of their sex.

Which behaviors are considered “discrimination based on sex” in violation of Title IX? Sexual misconduct is a form of sexual harassment prohibited by Title IX. Sexual misconduct refers to “physical sexual acts perpetrated against a person\’s will or where a person is incapable of giving consent due to the victim\’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.” Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator in the office of Human Resources.

Sexual Misconduct violates federal civil rights law and also may be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt
reporting of Sexual Misconduct and timely and fair resolution of sexual misconduct complaints. Creating a safe and respectful environment is the responsibility of all members of the college community.

As a recipient of federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct is a form of sex discrimination prohibited by Title IX. Gordon State College is committed to providing programs, activities and an educational environment free from sex discrimination. The rights, privileges, and opportunities in this process are extended to all parties regardless of gender, sexual orientation, and/or gender identity.

As a public institution, the College also must provide due process to students accused of Sexual Misconduct. This policy is designed to provide due process for both parties while also ensuring a complainant’s protections under Title IX.

**Procedures for Reporting and Handling Harassment and Discrimination**


Employees, applicants, and other members of the college community should report alleged harassment and discrimination to: (a) the direct supervisor; or (b) the Director of Human Resources; (c) 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 (d) the Vice President responsible for the area in which the alleged harassment occurred; or (d) the University System of Georgia Ethics Hotline at 1-877-516-3466. In all cases, a report of harassment must be immediately reported to the Director of Human Resources.

Students and prospective students should report alleged harassment or discrimination to: (a) the student employee’s manager; or (b) the Title IX Coordinator at Gordon State College; (c) the Dean of Students; or (d) the Director of Public Safety. In all cases the responsible employee must promptly notify the Title IX Coordinator of such reports. All employees of Gordon State College with the exception of licensed counselors are considered mandated reporters under Title IX and are required to report any student sexual misconduct that they become aware of. Student Code of Conduct violations should be reported to the Dean of Students in the office of Student Affairs.

**1.8 Policy for Victims of Sexual Assaults**

It is the policy and practice of Gordon State College to provide an environment that is sensitive and responsive to victims of sexual assaults. In accordance with this position, the college has established a policy for students, employees, and others who may become victims of such assaults on its campuses. Victims are entitled to the following rights:

1. To have sexual assaults treated with seriousness.
2. To be treated with dignity.
3. To have sexual assaults investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
5. To be free from any kind of pressure by campus personnel not to report crimes or to report crimes as lesser offenses than the victims perceive.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the institution permits to the accused and to be notified of the outcome of such proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assaults in legal proceedings.
8. To be made aware of, and assisted in exercising, options regarding mandatory testing of sexual assault suspects for communicable diseases and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the college or from other victim-service agencies.
10. To be protected by campus personnel to the extent reasonably feasible from unnecessary or unwanted contact with alleged assailants.

All employees should review the Title IX policy at [http://www.gordonstate.edu/pdf/4.1.7_As_Approved_by_BOR_2017.08.08.pdf](http://www.gordonstate.edu/pdf/4.1.7_As_Approved_by_BOR_2017.08.08.pdf)

1.9 Amorous Relationships Policy

Gordon State College is committed to providing a harassment free environment for all faculty, staff and students. A sense of fairness by supervisors and teaching faculty is a fundamental prerequisite for fulfilling Gordon State College’s mission of providing an exceptional education through innovative teaching and engaged learning.

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations.

Therefore, a Gordon State College faculty or staff member is prohibited from having an amorous relationship with any student who the faculty or staff member supervises, teaches, or evaluates in any way. A Gordon State College employee is prohibited from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination.

**Procedure for Reporting**

If an employee enters into a consensual amorous relationship with an uneven power dynamic, he/she must notify his/her department chair/director or immediate supervisor immediately. Violations to this policy should be reported to the Director of Human Resources for further investigation.
1.10 Conflict of Interest
An employee of the 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, up to and including termination.

Outside Activities are defined as:

**Occupational**

1. An employee of the Gordon State College shall 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:
   - is a means of personal professional development;
   - serves the community, state, or nation; or
   - 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 Gordon State College employees to manage or enter political campaigns while on duty to perform services for the Gordon State College or to hold elective political office at the state or federal level while employed by the Gordon State College. 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 Gordon State College.
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 Gordon State College or the University System of Georgia.

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. The President or his/her designee is the final approving authority for all outside activities. The complete Conflict of Interest / Outside Activities policy is available at http://www.gordonstate.edu/images/uploads/human-resources/Conflict_of_Interest-Outside_Activities_Policy.pdf.

Employees are expected to complete the outside activity form annually.

1.11 Confidentiality Code and Privacy of Records
Security and confidentiality are matters of concern to all offices and all persons who have access to office facilities. Gordon State College offices house student records, folders and other confidential files. These offices are able to extend job opportunities and work experience to supplement students’ finances and education. In doing so, employees are placed in a unique position of trust since a major responsibility of offices is the security and confidentiality of student records and files. Since conduct either on or off the job could affect or threaten security and confidentiality of this information, each employee is expected to adhere to the following:

- No one may make or permit unauthorized use of any information in files maintained, stored or processed by the office in which they are employed.
- No one is permitted to seek personal benefit or to allow others to benefit personally by the knowledge of any confidential information which has come to them by virtue of their work assignments.
- No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignments and in accordance with College policies and procedures.
- No one may knowingly include or cause to be included in any record or report a false, misleading entry.
- No one may knowingly expunge or cause to be expunged in any record or report a data entry.
- No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person’s duties.
- No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
- No one may allow another person to use their computer access code.
- Any knowledge of a violation must be immediately reported to a person’s supervisor.

1.12 Background Screening
It shall be a condition of employment with Gordon State College and the Board of Regents of the University System of Georgia that any employee, faculty, and staff will be required 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.
- For all positions with access to or responsibility for money and/or a Purchase Card, a credit 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. Any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless a background investigation conforming to this procedure has been performed within the past year. See also, current employee disclosure requirements under HRAP General Criteria for Employment.

- All part-time, student or temporary employees and volunteers with primary responsibilities involving the direct interaction or care of children under the age of 18.
- Any existing employee that is transferred, reassigned, reclassified or promoted into a position requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must submit to a credit check. Existing cardholders are subject to a background check before next renewal of card.

An institution may elect to perform reference checks and/or background investigations on part-time, student or temporary employees and volunteers who do not have primary responsibilities that include direct interaction or care of children under the age of 18.

Further policy information can be found at: https://www.usg.edu/hr/manual/background_investigation/

1.13 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.

1.14 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.

1.15 Alternative Dispute/Resolution
The College encourages its employees to exhibit courtesy, appreciation, understanding, consideration, loyalty, and to use good judgment when interacting with fellow members of the college community, and while representing Gordon State College. Misunderstandings and differences of opinion may arise affecting working relationships. If left unresolved, serious personnel problems might result. It is the policy of the college to resolve disputes fairly, and at the lowest possible level. When conflicts or disagreements occur, employees should first attempt to resolve them through discussion with their supervisor. However, an employee must follow their supervisor’s orders, even if they disagree with them, unless the orders are clearly illegal or unsafe, in which case the matter should be brought immediately to the next higher authority. When discussion with their supervisor fails to resolve a dispute, an employee may take the issue up with the next higher authority. If resolution is not reached, employee may consult Human Resources to utilize the Conflict Resolution services of Gordon State College. When informal methods of resolution are unsuccessful, a systematic and orderly method of presenting a formal grievance is an option.

1.16 Grievance Procedure (Excludes Title IX Cases)
The policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the formal grievance/disciplinary review process, if applicable.

The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:

- an action or decision that is inconsistent with a specific University rule, regulation or policy;
- a suspension, demotion, or other disciplinary action(s); or
• an involuntary termination (involuntary terminations do not include resignation or retirement)

This Grievance Procedure may not be used to bring a grievance about:
• performance evaluations;
• flexible work option(s) decisions;
• reductions in force;
• salary and position classification determinations;
• organization of a department or allocation of its resources;
• termination of funding; or
• non-renewal of a limited term position.

Complaints regarding allegations of discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, disability, or other protected classes should be directed to the GSC Human Resources Office.

If an employee wishes to file a grievance, they may do so by contacting Human Resources. Staff may view the entire Staff Grievance Procedure on the GSC HR website and/or consult with the Director of HR. Employees should contact Human Resources for questions or clarification concerning the filing of a grievance or informal alternative dispute resolution services.

1.17 Personnel File
The Department of Human Resources maintains a file on each employee, the official College record, starting with the initial day of employment at Gordon State College.

It is the employee’s responsibility to notify the Department of Human Resources of any change in name, dependents, address or telephone number (at home or at GSC), so that the personnel file will be correct. The personal information in this file is confidential and will be released to persons outside of the College only upon written authorization or as required by law.

Employees are responsible for updating their personal information in OneUSG connect- the USG faculty and staff portal.

An employee may request an opportunity to review the contents of his/her individual personnel file. Employees will be charged the cost of duplicating documents if requested.

Note: The open records law in Georgia may require the release of some/all records.

1.18 Open Records Policy
The Georgia Open Records Act is a state law requiring public records be open and available for inspection by any interested member of the public. Georgia’s Open Records Act places almost all recorded forms of information maintained or received during College operations in the public record. Requests are directed to the Director of Human Resources of Gordon State College.

Any employee receiving a request for records held under his/her individual or departmental responsibility should immediately notify the Director of Human Resources of Gordon State College.
The College must respond to each Open Records request within three business days. The law requires the College to acknowledge receipt of the request, disclose whether or not the materials are available, and the estimated time and cost to provide the requested record. The Director of Human Resources or their designee will work in cooperation with the College's departments to fulfill the requests.

The College will obtain reimbursements for reasonable costs, but must notify the requesting party prior to fulfilling the request. The Act allows the College to charge an administrative fee based on the hourly wage of the lowest paid employee qualified to retrieve and copy the records, minus the first fifteen minutes. In addition, the College may also charge $.10 per page of the request. Gordon State College's practice is to collect any administrative fee payments prior to releasing the information requested.

1.19 Reorganization, Program Modification, 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.

1.20 Transfer between USG Institutions
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.

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.
2.0 Employee and Employment Categories

2.1 Types 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 or earn compensatory time.

2.2 Definitions of Types of Employment

Regular Employment:

Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. All regular employees serve their first six months of employment on a provisional basis.

Temporary Employment:

Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

A temporary employee is non-benefits eligible.

A temporary employee does not have an expectation of long-term employment.

A temporary employee may be full-time or part-time.

A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks.

If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
A temporary employee who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.

A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not subject to grievance or subject to appeal.

A temporary employee is typically considered non-exempt under the federal Fair Labor Standards Act’s overtime provisions and paid for all hours worked on an hour-for-hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

Note: If a temporary employee exceeds an average 30 or more hours per week during the ACA measurement period and meets the definition of healthcare eligibility under ACA, if they continue employment in a regular position, they will become eligible to enroll in healthcare benefits during the ACA administrative period.

Student Employment: Student Employees are considered temporary student workers.

2.3 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.

2.4 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 a provisional period.

2.5 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.
For the purpose of this policy, relatives include: parents, children, spouse, brothers, sisters, grandparents, grandchildren, in-laws, step family members of the same description and individuals who reside in the employee’s household. To ensure the fair treatment of all employees, the following restrictions in the job placement of relatives is applicable for all positions:

1. Relatives will not be hired into a department where they are supervised by another family member.

2. If employees become related after employment and a situation such as described in item 1. exists; or, if reorganization creates such a situation, reasonable time will be provided to resolve the situation through the transfer of one of the employees to another position. If that is not possible, Human Resources will conduct a review of the professional relationship on an annual basis. It is the responsibility of the supervisor, department head and/or Human Resources to ensure employee’s morale within the department is not being adversely affected by the situation.

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 in the best interest of Gordon State College.

2.6 Employment of Retirees of the University System of Georgia

An individual, who has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent’s Retirement Plan, may be eligible for reemployment on a part-time basis, by the University System of Georgia. Retirees by the University System of Georgia must fall under the following conditions:

The reemployment of a University System of Georgia retiree must be approved by the hiring institution’s President. A rehired retiree must have a minimum break of at least one month between the effective date of his/her retirement and the effective date of his/her reemployment; the work commitment of a rehired retiree must be less than half-time; i.e., less than 49%; the salary that is paid to a rehired retiree must be either:

No more than 49% of the annual benefit-based compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or;

No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution’s existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents, or;
No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional Chief Human Resources Officer; and

The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BR Minutes, April 2002; November, 2007; October 2008).

2.7 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.

2.8 Volunteers
A “College volunteer” is defined as any uncompensated individual whose services are offered freely and without pressure or coercion, to support the humanitarian, charitable, civic or public service activities of the College.

College volunteers are expected to abide by all College policies, procedures and external laws and regulations that govern their actions. These may include but not be limited to those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

College volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record keeping requirements and are not considered College employees for any purpose. Therefore, College volunteers are not eligible for compensation or any College benefit as a result of their volunteer association with the College.

Process/Procedures for Volunteers
When selecting and engaging a College volunteer, it is the department’s responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will perform. **The following procedures are required to engage a volunteer prior to any volunteer work actually being performed:**

1. Departments wishing to engage a volunteer must complete a description of the duties and services to be performed as well as a start and end date on the Volunteer Agreement Form.
2. The volunteer must complete the remaining portions of the Volunteer Agreement form and also the Background Request form. These forms should be forwarded to Human Resources for review.
3. Human Resources must conduct criminal background checks and receive acceptable results before the volunteer can engage in any activities or services on a Gordon State College program or project.
4. Human Resources will determine specific training required for the volunteer. This training may include USG Ethics Policy training, USG Right-to-Know training, Sexual Harassment training or any other specific training needed based on the volunteers activities or services provided.
5. If the individual is a returning volunteer but the break in their service is greater than one year, all applicable forms and processes must be completed once again.
6. If the individual is a current volunteer but their duties have changed, all applicable forms and processes must be completed once again.
7. A College Volunteer may serve no longer than one year without renewal.

The complete Volunteer Policy is available at:

3.0 Payroll, Compensation and Classification

3.1 Fair Labor Standards Act (FLSA)
The Fair Labor Standards Act of 1938 (or “FLSA”) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay, or provided compensatory time-off in the case of government employees, for all hours worked over 40 hours in a workweek. All University System of Georgia Institutions shall establish a standard forty (40) hour workweek and abide by the Fair Labor Standards Act provisions.

The complete FLSA Policy is available at:
https://www.usg.edu/hr/manual/workweek_and_overtime

3.2 Pay Periods & Time Reporting
http://www.gordonstate.edu/humanresources/payroll-schedules-holidays

The USG uses time/leave tracking and recording keeping software to report and track employees’ time and attendance for the purpose of processing pay and maintaining leave accruals and balances. Staff must report hours worked each day in the USG’s electronic timekeeping system, as well as sick, vacation and holiday hours taken in order to be paid appropriately. Requests to take vacation and sick leave (when possible) must be submitted into the time-keeping system and approved by the supervisor in advance.

Information and training for OneUSG Connect is available at:
https://oneusgconnect.usg.edu/

3.3 Work Schedule & Flextime Policy
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. Offices are expected to remain open during the normal work hours. Departments are expected to stagger lunch hours and breaks to ensure office coverage. Closing offices during the normal work hours requires VP approval. The President will inform the campus of approved office closures to
encourage participation in campus wide events such as Commencement and the Student Success Summit. The college, at the President’s discretion, may also adjust the normal workday hours during the summer.

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. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify his/her supervisor. It is not sufficient to leave a message with a co-worker nor should the notification be made by a friend or family member except under emergency situations. Such notification should be made as far in advance as possible. Failure to give the appropriate notification may result in disciplinary action up to and including termination. An employee who fails to contact his or her supervisor within three working days will be considered as having voluntarily resigned.

Breaks are a privilege granted by each individual supervisor and are not a right. The needs of the job must be satisfied before breaks can be granted. If the work situation permits, the supervisor may authorize a.m. and p.m. breaks of up to 15-minute duration. Employees on break may leave the work area. In departments where it is necessary to have someone on duty at all times, it is the employee’s responsibility to ensure that work assignments are covered to the approval of the supervisor. Therefore, in some areas, breaks are not possible. Employees may not forego breaks to accumulate extra time off in the future or to make up for tardiness or previous absence. Breaks may not be skipped in order to leave early or come in late. These rest breaks are with pay.

The University System of Georgia and Gordon State College allow flextime, on a voluntary basis, to employees who fill job classifications/positions that have been designated by the departments as eligible for flextime. The Gordon State College 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 Flextime Policies, visit http://www.gordonstate.edu/images/uploads/human-resources/Flextime_Policy.pdf

3.4 Compensatory Time/Overtime
Employees are prohibited from working overtime or working any hours outside of the scheduled work day unless a supervisor has authorized the unscheduled work in advance. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Generally, the FLSA overtime provisions for governmental employees and this Policy maintain that: * Compensatory time may be awarded in lieu of overtime payment. Institutions are to determine when compensatory or overtime pay is authorized. Institutions are authorized to specify that compensatory time will be applied unless specific and advance budgetary authorization has been granted by the responsible authority for overtime payment.

If compensatory time is provided, one and one-half hours off must be granted for each overtime hour worked. If overtime payment is provided, the overtime pay must be computed at one and one half times the regular hourly rate.
Employees terminating from the institution or transferring to a new department will receive a compensatory time payout from the department in which they earned the compensatory time. The payout will be at the employee’s current rate of pay.

Employees are required to use accrued compensatory time prior to using other leave (including annual). Employees and managers are expected to manage employee leave proactively during the calendar year to reduce if not eliminate the need for compensatory or overtime.

More information about this policy is available at: https://www.usg.edu/hr/manual/workweek_and_overtime

3.5 Absence Reporting
Exempt employees must report all absences from duty in OneUSG Connect. All absences must be processed through OneUSG Connect even if the date of the employee’s absence has occurred in the past.

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

3.6 Direct Deposit
In accordance with the Required Electronic Transfer of Funds policy set forth by the Board of Regents, all employees are required to accept all payroll-related payments by direct deposit.

More information about this policy is available at: https://www.usg.edu/policymanual/section7/policy/C460/

3.7 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 Gordon State College and 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.

3.8 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.

3.9 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 a non-exempt 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 minimis 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.

3.10 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 may be made on the basis of job performance and service. Increases outside of the college’s pay plan must be approved by the Vice President of Finance and Administration and the President.

Salary adjustments may occur when the Board of Regents approves a new salary scale. Appropriate adjustments will be made to employee’s salaries in positions affected as funds are made available. This action should not be confused with a promotion or similar action where there is a change in an employee’s responsibility. Merit increases are typically made at the beginning of the fiscal year in July, providing funds are made available to the Board of Regents from the state appropriation allocated by the Georgia Legislature. Each institution determines the criteria used to distribute the merit. The prevailing salary scale within your particular job
classification must also be considered. It should be stressed that salary increases are not automatic.

3.11 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 and submitted to the President for final approval. Under most circumstances, promotions should occur during the annual budget process.

3.12 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.
3.13 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.

4.0 Performance, Standards, and Conduct

4.1 Appearance (Personal and Work Environment)
Gordon State College is a varying environment and it is difficult for the College to have one uniform dress code. However, Gordon State College is a professional organization with a high level of visibility in the community. Our premises may be visited by state/elected officials, students, and guests on a daily basis. Discretion in style of dress and behavior is essential to and enhances the perception of the College. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. Please use good judgment in choice of work attire and remember to conduct yourself at all times in a way that best represents you and the College.

Employees are expected to be neat, clean, and well-groomed while performing professional duties at the workplace and off campus locations. Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. The supervisor is expected to monitor the appearance of employees that report to them and address any issues with an employee’s appearance that may arise. Employees who wear inappropriate clothing to work may be asked to return home and change to appropriate business attire.

While this is not an all inclusive list, examples of appropriate business casual attire include dress pants, khakis, dress jeans/denim, dresses, blouses, sweaters, Oxford button down shirts, and Polo style shirts. Blazers, Sports coats and ties are optional.

The following articles of clothing are deemed to be inappropriate and should not be worn to work at anytime: Tank tops, tube tops, halter tops, mesh, net or otherwise revealing fabrics. Clothing with revealing necklines, backs or midriffs. “Low rider” pants or trousers which reveal undergarments or have rips, tears, and stains. Shorts (except as part of an official uniform or approved per job duties). Spandex, Lycra, athletic wear including sweat suits, jogging suites, etc.
Novelty shirts with obscene or offensive wording, slogans, gestures or similar expressions that might be interpreted as such. Flip flops (regardless of decorations or ornamentation).

These guidelines are established in order to encourage a spirit of mutual respect, professionalism, and teamwork at Gordon State College. Questions regarding the dress code guidelines can be directed to Human Resources.

Employees are required to keep their work environments clean and orderly and all equipment in good working condition. It is expected that before departing work, employees lock all files/cabinets, and clear work materials from desk surfaces, especially materials of a sensitive or confidential nature.

4.2 Disruptive Behavior

All segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities. Any student, faculty member, administrator, or employee, acting individually or in concert with others, who obstructs or disrupts, or attempts to obstruct or disrupt any teachings, research, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on any campus Gordon State College is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Conduct Guidelines: Each employee is responsible for their own behavior. Common sense, good judgment, cooperation and appropriate personal behavior are required of all Gordon State College employees. There are areas of common conduct that are unacceptable. The following are examples of inappropriate behavior:

1. Falsification of work, job duties or records
2. Working under the influence of alcohol or an illegal substance
3. Inappropriate handling or disclosure of confidential information or records
4. Submission of falsified claims under the University’s medical or other benefit plans
5. Excessive absenteeism or lateness
6. Sleeping on the job
7. Failure to maintain professional standards or conduct with clients, coworkers and students
8. Neglect of duty or failure or refusal to perform job-related duties and assignments
9. Illegal manufacture, possession, use, sale or distribution of drugs, or use of alcoholic beverages on college premises
10. Refusal to cooperate with a Gordon State College investigation
11. Larceny, misappropriation or unauthorized possession or use of property belonging to Gordon State College or any employee or visitor
12. Creating unsafe conditions or contributing to such conditions by act of omission
13. Misappropriation of departmental or organizational funds
14. Unauthorized possession, copying or use of the College’s records to unauthorized persons
15. Threatening, intimidating, harassing or coercing of another employee
16. Gambling on College premises or while engaged in College business
17. Violation of the College non-discrimination or sexual harassment policy

The conduct listed above is not an exhaustive list of inappropriate conduct. In addition, employees participating in such conduct will be subject to disciplinary action including termination. In cases of inappropriate conduct, supervisors may immediately send them home or contact Public Safety. Supervisors may not terminate an employee without Human Resources approval.

4.3 Progressive Discipline Policy
In alignment to the University System of Georgia Progressive Discipline Policy, Gordon State College has adopted the system of progressive discipline which may be used to encourage an employee to correct unacceptable behavior and to adhere to existing Gordon State College Policies and Procedures.


4.4 Performance Evaluation/Merit Increases
Gordon State College supports a consistent, continuous, and communicated performance management process. Performance evaluation shall be for the purpose of career development and merit pay increase recommendations. As required by the Board of Regents policy, a formal written performance evaluation is to be completed at least once a year for each staff member by his or her supervisor. These may be used in determining salary adjustments, promotions and other areas for improvement and learning. Negative performance evaluations could result in a performance improvement plan. 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. The performance evaluation is maintained by the Department of Human Resources as the College’s official record of the employee’s performance evaluation.

Merit increases are typically made at the beginning of the fiscal year in July, providing funds are made available to the Board of Regents from the state appropriation allocated by the Georgia Legislature. The funds available for merit increases vary from year to year depending upon budgetary constraints set by state legislators, the University System of Georgia and identified marketplace and economic conditions. The University System of Georgia develops merit increase guidelines that establish ranges for individual merit increases based on performance criteria. Each institution determines the criteria used to distribute the merit. The prevailing salary scale within your particular job classification must also be considered. It should be stressed that salary increases are not automatic.

4.5 Termination, Demotion and Suspension
Termination, demotion or suspension without pay of an employee may be recommended 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. When the supervisor determines the employee’s performance of duty or personal conduct is unsatisfactory, the supervisor will consult with the Director of Human Resources to determine if actions such as a demotion, suspension or termination should be imposed. If action is taken, the supervisor (designated authority) shall inform the employee in writing of the reasons. Classified employees may be terminated for just cause. All supervisors are strongly 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 or the misappropriation of funds or misuse of Gordon State College 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. Any staff 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. For more information on the appeal process, review complete policy at: https://www.usg.edu/hr/manual/dismissal_demotions_or_suspensions

4.6 Resignations/Exit Process
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. A written letter of resignation is required and the letter should be forwarded to Human Resources as soon as possible. The supervisor will provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in writing. Gordon State College is not obligated to allow an employee to rescind a resignation after it has been provided in writing.

Employees who terminate employment must complete the GSC exit process. Human Resources will advise the employee of how their benefits are handled as a result of the resignation. The employee is asked to complete an exit survey and a knowledge transfer form to assist the college in continuous improvement and succession planning. It is the responsibility of the employee to assure the college that he/she does not have any outstanding obligations to the college. This process is normally completed on the last working day and includes, but is not limited to, returning ID, keys, parking permit, equipment, books, P-Card and any other college property. It also includes updating employee contact information.
The employee must delete any college records on personal devices (iPhones, iPads, Android devices, home computers, pen drives, et al) prior to separation. The supervisor is responsible for completing the Computer Access Form - Employee Termination Checklist in order to remove the departing employee’s computer access.

If the exiting employee owes money to the college, Gordon State College is authorized to hold accrued vacation pay to cover the obligation. If the exiting employee retains GSC property unauthorized, GSC retains the right to hold the final paycheck until it is returned. Important: if the employee does not complete the clearance process, any regular pay and vacation pay that is due the employee may be delayed.

A final paycheck will be deposited directly into the terminated employee’s direct deposit account on record with payroll.

4.7 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.

4.8 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.

4.9 Cooperation in Internal Investigations
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, up to and including termination of employment.

4.10 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 also have a 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**.

5.0 Benefits
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.

5.1 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.

5.2 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, AIG (formerly 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 USG retirement options (including the Optional Retirement Plan) can be found at **https://www.usg.edu/hr/benefits/retirement**.

5.3 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%).

5.4 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 to 8 times an employee’s salary is available, up to a maximum of $2.5 million. Dependent Life Insurance is available for your spouse, your children or both. You can also elect to purchase additional voluntary AD&D insurance for you alone, or you and your family. 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.
5.5 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.

5.6 Return to Work Program
Gordon State College employees are valued and recognized as a critical resource needed to meet the mission of the College. Employees are encouraged to return to work following a work-related injury or illness. If an employee is able to work, but is unable to return to his/her regularly assigned duties, this program is designed to transition an employee to work in a modified or alternative assignment.

Gordon State College encourages injured employees to return to work as soon as it is reasonably possible in accordance with the Department of Administrative Services guidelines. The Return-to-Work Program offers an employee access to transitional duties that are approved by his/her physician. As a participant in the Return-to-Work Program, employees share an active role in the design of transitional employment. Gordon State College and employee needs are best served when medically appropriate job tasks are provided to serve as a bridge to regular employment.

5.7 Affordable Care Act
Gordon State College offers health insurance that complies with the requirements under the Affordable Care Act. All regular employees working an average of 30 hours or more per week will be eligible for full benefits. If you are not eligible for benefits at Gordon State College, you may be eligible to receive tax credits to purchase insurance through the Health Insurance Marketplace located at: https://www.healthcare.gov/. All employees receive a Marketplace Notice upon hire. Should you need another copy, you may obtain one from the Office of Human Resources.

5.8 Health Insurance
Eligible benefitted employees and their 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: Anthem BlueChoice HMO, Kaiser Permanente HMO, Anthem Comprehensive Care Plan, and Anthem Consumer Choice HSA.

5.9 Dental Insurance
Eligible, benefitted employees and their dependents may participate in their choice of two comprehensive group dental plans with Delta Dental. The premium contributions are made on a pre-tax basis.

5.10 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.

5.11 Flexible Spending Accounts (FSA)
Benefitted employees are eligible to participate in the following FSA plans:

- Healthcare FSA
- Dependent Care FSA
- Limited Purpose FSA

A Healthcare FSA can be used for qualified medical expenses incurred within a calendar year ($2,500 max). A Limited Purpose FSA is an additional pre-tax account for those enrolled in the Consumer Choice HSA healthcare plan and contributing to an HSA ($2,600 max). A Dependent Care FSA can be used for qualified childcare expenses while both spouses work ($5,000 max). The funds in these accounts will not carry forward to a new calendar year. You must re-enroll on an annual basis. FSA’s are available to Gordon State College employees through Optimum.

5.12 Long Term Disability Insurance
This insurance is available to protect the employee against loss of income during long periods of disability. For all eligible, benefitted employees, this benefit replaces 60% of your monthly salary, up to $15,000. Benefits start 90 days after eligibility begins. The premium is based on the employee’s salary.

5.13 Short Term Disability Insurance
This insurance is available to protect the employee against loss of income during short periods of disability. After the eligible, benefitted employee has been disabled for 14 days, this benefit replaces 60% of your weekly salary, up to $2,500. Benefits may last up to 11 weeks. The premium is based on the employee’s salary.

5.14 Critical Illness Coverage Option
The USG Critical Illness plan, offered by Aflac, provides cash benefits when an insured person is diagnosed with or treated for a covered critical illness. The plan provides a lump-sum benefit to help with out-of-pocket medical expenses and living expenses that can accompany a critical illness. The benefit is paid directly by the employee, unless you choose otherwise.

5.15 Hospital Indemnity plan
The Hospital Indemnity plan, offered by Voya Financial pays a daily benefit if you have a covered stay in a hospital, critical care unit or rehabilitation facility. Your benefit can help you with medical expenses (such as deductibles and copays), travel costs and everyday expenses like child care, utilities and groceries.

5.16 Accident plan
The Accident plan, offered by Voya Financial, can protect you from the financial impact of an accident by helping to offset out-of-pocket costs such as deductibles and copayments.
5.17 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.

5.18 Benefits Continuation into Retirement
An employee of Gordon State College who meets the definition of a retiree as set forth by the University System of Georgia (B.O.R. Policy 8.2.8.2) shall remain eligible to continue participation in the basic and dependent group life insurance plans as well as health, dental, and vision benefits plans. For employees hired prior to January 1, 2013, 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. See the USG Retiree Healthcare Contribution Chart here: https://www.usg.edu/assets/hr/benefits_docs/Retiree_Employer_Healthcare_Contribution_Tiers.pdf.

5.19 Enrollment in Benefits
Enrollment in all benefits is web-based. Please use your OneUSG Connect credentials to login and 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 OneUSG Connect containing other enrollment information.

6.0 Education & Professional Development
The College encourages employee self-development through participation in training courses and instructional programs on and off campus.

6.1 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: https://www.usg.edu/hr/benefits/tuition_assistance_program

6.2 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 the personal development and career advancement of staff 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 or review the Staff Council website: https://www.gordonstate.edu/departments/human-resources/staff-council/index.html.

6.3 Education Incentive Program

Gordon State College encourages employees to pursue education opportunities that maintain or improve skills related to the performance of their jobs. Employees must apply prior to beginning the program of study or upon hire to Gordon State College if already enrolled in a program. 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 the official transcript of earned degree. The Education Incentive Program is effective as of July 1, 2012 for degrees completed after this date. Additional salary adjustments will not be made for degree completions of the same level. Salary incentive increases will be based upon the degree as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Adjustment</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.

7.0 Vacation & Leave

7.1 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 OneUSG Connect 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.

7.2 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 employees presence*
- Further explanation of immediate family can be found at:
  https://www.usg.edu/hr/manual/family_and_medical_leave_act

If sick leave is claimed for a continuous period in excess of five days, a physician's statement will
be required. A supervisor 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.*

An employee with a serious health condition may be eligible for Family and Medical Leave. To
be eligible the employee must have worked a minimum of 1,250 hours at a covered employer for
at least one year. 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.

The Family and Medical Leave Act is available at:  
http://www.gordonstate.edu/pdf/Family_and_Medical_Leave_Act.pdf

7.3 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.

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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>1</td>
</tr>
<tr>
<td>Martin Luther King’s Birthday</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>1</td>
</tr>
<tr>
<td>July 4th</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>2</td>
</tr>
<tr>
<td>Christmas</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

In order to receive pay for the holidays, an employee must be in active pay status the day before and the day immediately 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.

7.5 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.
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 service member 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.

The Family and Medical Leave Act is available at: 
http://www.gordonstate.edu/pdf/Family_and_Medical_Leave_Act.pdf

7.6 Return to Work Program
Gordon State College employees are valued and recognized as a critical resource needed to meet the mission of the College. Employees are encouraged to return to work following a work-related injury or illness. If an employee is able to work, but is unable to return to his/her regularly assigned duties, this program is designed to transition an employee to work in a modified or alternative assignment.

Gordon State College encourages injured employees to return to work as soon as it is reasonably possible in accordance with the Department of Administrative Services guidelines. The Return-to-Work Program offers an employee access to transitional duties that are approved by his/her physician. As a participant in the Return-to-Work Program, employees share an active role in the design of transitional employment. Gordon State College and employee needs are best served when medically appropriate job tasks are provided to serve as a bridge to regular employment.

7.7 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.

7.8 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.

7.9 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.

7.10 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 of Finance and Administration to the President, an employee may be granted leave of absence without pay for a period not to exceed one year.

7.11 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.

7.12 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.

7.13 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.
7.14 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 rooms are located in the Student Center, Room 219. Students can access that room by coming into the Counseling office 212 and requesting use. 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:
- Break Time for Nursing Mothers
- Breastfeeding State Laws

8.0 Health and Safety

8.1 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 Public Safety webpage: [https://www.gordonstate.edu/departments/publicsafety/emergencies/index.html](https://www.gordonstate.edu/departments/publicsafety/emergencies/index.html). This page was created by Gordon State College’s Public Safety department to provide emergency information for a variety of situations and emergency contact information.

8.2 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.

8.3 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.

8.4 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: https://www.gordonstate.edu/departments/office-of-the-controller/employee-travel-and-expenses/index.html.

8.5 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.

8.6 Pets
Health, safety and courtesy reasons preclude the presence of pets in the workplace except for approved service animals. Specifically, animals are prohibited from being in offices, classrooms, hallways, and all other areas in any academic or administrative building. Service animals are permitted on college property and in college buildings while they are performing the tasks for the individual they accompany. Employees should provide documentation for approved service animals to Human Resources.

8.7 Employee Assistance Program (EAP)
An Employee Assistance Program (EAP) is available at no cost to Gordon State College faculty, staff, eligible dependents and household members.

EAP offers confidential consultations, assessments and short-term counseling for a variety of issues ranging from work-related concerns to personal difficulties that affect everyday life.

The EAP offers crisis management services to individuals and departments, supervisory and managerial consultations and assistance with individuals affected by a reduction in force. Training and workshops are also provided to the campus community on employee personal and professional development.

Supervisory referrals may be made for those individuals experiencing performance issues at work. These referrals should be made in conjunction with HR.
9.0 Ancillary Policies and Procedures

9.1 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://www.gordonstate.edu/pdf/Motor_Vehicle_Use_Policy.pdf

9.2 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 and including 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 Information Technology.

9.3 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 https://www.gordonstate.edu/departments/computer-services/computer-and-network-usage-policy/index.html.

9.4 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 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*

9.5 Access to SARC and Pool

Employees of and retirees from Gordon State College are allowed access to Gordon State College’s Student Activity Resource Center (SARC) and pool. All employees and retirees are required to provide a Gordon State College employee identification card to be allowed entrance into the SARC. Family members are not permitted to use the SARC. Employees and retirees who wish to gain access to the pool should contact the Director of Student Activities or the office of the Vice President of Enrollment Management and Student Affairs for a pool pass.
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**  
Lambdin Hall, 1st Floor  
Barnesville, GA 30204

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

**Contact Information**  
Phone 678.359.5011  
Fax 678.359.5290