



The Staff Handbook

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The Office of Human Resources**

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INTRODUCTION

WHO IS COVERED BY *THE STAFF HANDBOOK*?

The Staff Handbook for employees of College of Coastal Georgia covers issues related to regular staff employees, both part-time and full-time. A “regular” employee is one who is not temporary or limited term. A “staff” employee is one who is not a faculty member according to the definition of “faculty” contained in CCGA’s *The Faculty Handbook*. Although a “staff” employee may be enrolled as a student, a Student Assistant, College Work Study student, or Resident Assistant is not considered a regular staff employee.

When the term “handbook” is used in any part of this manual, it shall be used to mean *The Staff Handbook* for employees of College of Coastal Georgia, unless otherwise stated. Many of these policies apply to all regular employees, regardless of staff or faculty status.

PURPOSE OF THE HANDBOOK

This handbook is designed to guide staff employees and supervisors in matters concerning policies, procedures, guidelines, rights, responsibilities, benefits, and other concerns as it pertains to their employment with College of Coastal Georgia. All information provided in this handbook is subject to review and change. Information in this handbook may change without prior notice, and notification of these changes will be made to employees. All efforts will be made to communicate significant changes in a timely manner. Such revisions may supersede previous versions of the handbook.

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 cases of any divergence from or conflict with the Board of Regents Policy Manual, the official BOR Policy Manual shall prevail.

<http://www.usg.edu/policymanual/>.

In some instances, local policies have been developed by the College on the authority of the Board of Regents. Interpretations and enforcement of policies in this handbook shall be made by the Director of Human Resources, with the President of College of Coastal Georgia as final authority.

Benefits booklets are issued by the Office of Human Resources to each regular employee at the beginning of employment. These booklets can also be found on the CCGA/HR/Benefits (<http://www.ccgga.edu/Faculty/HumanResources/Benefits/>) webpage and are available upon request in the Office of Human Resources. Revisions of the booklets may be issued if a reprinting occurs due to substantial changes in the plans, most often during the annual Open Enrollment period.

STATEMENT OF EQUAL OPPORTUNITY

CCGA is an equal opportunity, affirmative action institution committed to cultural, racial, and multi-ethnic communities and compliance with the Americans with Disability Act. CCGA does not discriminate on the basis of race, color, national origin, sex, age, disability, veteran's status, or any other protected category in its educational program, activities, and employment.

The Affirmative Action/Equal Opportunity/504 Officer for employees and applicants at CCGA is the Director of Human Resources, located in the Hargett Administration Building. Employees and applicants for employment may identify themselves and state what assistance, if any, is needed to provide reasonable accommodations.

Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

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

The College's objective is to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualifications.

For all employees and applicants for employment, and students with a disability, CCGA will provide reasonable accommodations when requested.

POLICY AGAINST HARASSMENT

It is the policy of College of Coastal Georgia (CCGA) that all employees and students have the opportunity to work and attend classes in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the College.

The College's Non-Discrimination and Harassment Policy is found in CCGA's Administrative Policies Manual on the intranet: <http://www.ccgga.edu/Policy/files/NonDiscriminationandHarassmentPolicy.pdf>.

All employees are expected to read this policy and be familiar with its contents. Persons who are found to have committed violations of the policy may be subject to disciplinary action, up to and including termination. Employees who perceive they are being harassed, whether it be sexual harassment or other forms of harassment covered in the policy, are encouraged and expected to report the harassing behavior using the “Complaint Procedures” outlined in the policy. The policy and procedures apply to all employees, both full-time and part-time, including faculty, staff, administrators, and student workers. Failure to read the full contents of the Non-Discrimination and Harassment Policy will not release the employee from his/her obligations to comply with all aspects of the policy, nor will it release the employee from having disciplinary action taken against him/her for violations of the policy.

It is the responsibility of the supervisor or administrator who receives a report or complaint of harassment to immediately notify the Director of Human Resources so that an investigation may be conducted. In addition, if a supervisor or administrator observes conduct which he or she believes to be harassment, such conduct must be reported to the Director of Human Resources. Failure to report such conduct may result in serious consequences for the College, as well as disciplinary action against the supervisor or administrator.

CCGA expects that employees and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

SECTION I. ABOUT THE COLLEGE

A. College of Coastal Georgia Mission Statement

Mission Statement

As a state college of the University System of Georgia, the College of Coastal Georgia offers targeted baccalaureate programs of study, pre-baccalaureate programs of study for transfer, associate of arts and associate of science degrees, and serves as a portal to graduate education. It is the mission of the College to:

- foster academic excellence and individual development in a supportive environment that expands access to higher education and career preparation and enriches student lives;
- investigate, capture and disseminate 21st century knowledge and skills, blending student-centered classroom education and innovative service learning to provide students with a solid foundation to support lifelong learning and leadership and appreciation for social responsibility, global awareness, diversity, and engaged entrepreneurship;
- provide accessible and affordable higher education to a wide spectrum of learners, from recent high school graduates to returning adults; and
- engage actively with the community and region through many avenues, including professional development programs, economic development partnerships, service learning, public service activities, early college programs, applied scholarship, and cultural enrichment experiences.

Core Characteristics

The College of Coastal Georgia shares with every institution in the University System the following core characteristics:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education; and
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Vision

The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow's leaders and citizens through service learning, global awareness and engaged entrepreneurship.

Values

The College of Coastal Georgia's core values frame the mission and vision, and guide the institution through changing times and priority setting:

Quality Education:

Commitment to providing high-quality, innovative, and flexible educational opportunities and services in an accessible student-centered environment, creating a climate of discovery that values and embraces both inquiry and creativity; expect students to take active responsibility for their education; foster close student-teacher bonds; offer ongoing assessment of academic programs; integrate all programs that promote student access and success.

Experiential Learning:

Integrate meaningful experiential and holistic community service on campus and in the broader community with instruction and reflection to enrich the learning experience, fostering an attitude of generosity in service, teaching civic responsibility and strengthening communities.

Global Awareness:

Commitment to providing value-added education by promoting cross-cultural understanding, fostering respect and appreciation among and between students, faculty and staff, and cultivating collaborative relationships with international programs and global communities.

Leadership:

Advocate leadership roles that uphold professionalism, responsibility and motivation through enhanced skills in organizing, planning, problem-solving, and communicating to prepare students to meet tomorrow's workforce and the region's evolving development needs.

Entrepreneurship:

Infuse exploration and innovation across the educational process while anchoring these entrepreneurial strategies in social and community purposes.

B. History of the College

The College of Coastal Georgia is a four-year comprehensive undergraduate institution. Building upon a half-century of service, the College is poised to become a significant and successful force to educate, enrich, engage, and economically enhance the Coastal region and beyond.

Founded in 1961, Brunswick College was the first of the new two-year commuter colleges created by the Board of Regents of the University System of Georgia. The institution was also the first two-year college to establish an office of Continuing Education and Community Service. A library, administration building, classroom building, student center, and a maintenance building were constructed in 1963 with Brunswick and Glynn County citizens providing a \$1 million bond issue for facility construction and purchase of land. Brunswick College opened for classes in September 1964, and the Office of Continuing Education and Community Service was established the following year.

From the early 1970's until 1987, postsecondary technical and adult education programs were offered in a collaborative fashion under the governance of the Board of Regents and the oversight of the Georgia State School Board. In 1987, the Technical College System of Georgia was created by the Georgia General Assembly, and the College's postsecondary technical and adult education programs became a part of this system. Throughout this timeframe, additional improvements were made throughout campus, including the addition of a lake on the east side of campus thanks to a generous land donation from the Brunswick City Commission and the Glynn County Commission.

The Board of Regents authorized a satellite location to serve Camden County residents in 1992, and classes began in the former Kingsland Elementary School in 1993. A new permanent facility, the Camden Center, opened in 2004.

The name of Brunswick College was officially changed to Coastal Georgia Community College (CGCC) in 1996 to better reflect the broader mission of serving the educational needs of not only Brunswick and Glynn County but also the surrounding coastal communities, as well.

Following a study of the need for expanded degree program access in the region, the USG Board of Regents formally designated Coastal Georgia Community College as a state college, changing the name to College of Coastal Georgia (CCGA) in July of 2008. After its designation as a state college within the

University System, the Regents authorized CCGA to grant baccalaureate degrees- with initial approval for baccalaureate degrees in business administration, education, and nursing. The College moved from a two-year to a four-year institution, and technical college programs were discontinued.

A new mission statement was developed and approved by the Board of Regents in August 2009, representing the core principles of an access institution while incorporating goals to become a destination institution with strong scholarship, worthwhile community linkages, and exemplary student development.

New friends and state leaders are partnering with the many devoted and visionary community leaders who help found and nurture the locally supported, small junior college over fifty years ago. The College family embraces its new mission to foster academic excellence and individual development; investigate, capture and disseminate 21st century knowledge and skills; provide accessible and affordable higher education to a wide spectrum of learners; and engage actively with the community and region.

The College of Coastal Georgia is quickly becoming a “college of choice” for students within Georgia and beyond, providing an affordable, outstanding education for tomorrow's leaders and citizens through service-learning, global awareness, and engaged entrepreneurship.

C. Organizational Structure of the College

To accomplish the established objectives, College of Coastal Georgia is organized into major areas of responsibility under the supervision of the President and the leadership of the following administrators:

- Assistant Vice President for Construction and Design
- Assistant Vice President for Enrollment Management
- Chief Advancement Officer
- Chief Information Officer
- Director of Institutional Effectiveness
- Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for Student Affairs

Each of these administrative officers is responsible to the President for administering his/her particular area of responsibility.

SECTION II. RECRUITMENT, SELECTION AND EMPLOYMENT

A. Recruitment and Job Postings

The College of Coastal Georgia is committed to providing advancement opportunities to its employees when possible. Accordingly, open positions may be posted internally for 5 days before they are opened to external applicants. Jobs will be posted through the Coastal Georgia Employment Management System (CGEMS) applicant tracking system. If a suitable candidate is not identified through the internal posting process, or if time is limited in filling the position, the College reserves the right to consider concurrently both internal and external candidates for open positions. In that situation, internal and external candidates will be given equal consideration.

B. Employment Applications

Applicants are required to apply electronically through the CGEMS online application system. If hired, the application materials will be kept in the individual's personnel file located in the Office of Human Resources.

The College relies upon the application materials in the pre-employment process to be truthful and accurate. Any falsifications or misrepresentations by a job candidate will result in exclusion from further consideration. If falsifications or misrepresentations are discovered after the person has been hired, the employment relationship may be terminated.

C. Disqualification of Applicants

An applicant will be disqualified for employment for reasons including:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in application documents.
- Membership of an organization advocating the violent overthrow of the government of the United States.
- Conviction of a crime involving moral turpitude, unless the applicant has been pardoned.

D. Reference and Background Checks

The supervisor, with the support of the Office of Human Resources, is responsible for ensuring that references are properly checked on all persons to be employed in regular positions. A criminal

background check will be conducted by the Office of Human Resources. Other background checks, such as driving records and credit checks, may be conducted if applicable to the job. The policy regarding background investigations can be found in CCGA's Administrative Policies Manual on the intranet. <http://www.ccgga.edu/Policy/files/BackgroundInvestigationPolicy.pdf>

Human Resources will respond to all external requests for information about current and former employees or take other actions to ensure that appropriate guidelines are followed. Human Resources will determine what employment data will be released and will require a written authorization and release signed by the individual who is the subject of the inquiry. Responses will normally confirm only dates of employment, wage rates, and position(s) held.

<http://www.ccgga.edu/Faculty/HumanResources/Employment/Verification/>

E. Selection Decisions and Responsibilities

Following the interviews, the search committee and hiring manager will evaluate each applicant according to the criteria established for the position. Upon making a decision, a recommendation will be made to the supervisor.

Once a hiring decision has been made on a suitable candidate, the hiring manager will complete the Personnel Action Form (PAF) and obtain the appropriate signatures. It is up to the hiring manager to make the verbal offer of employment to the candidate after all approval signatures have been obtained. When Human Resources receive the PAF, it will be processed, and a letter of appointment will be prepared and given to the candidate.

PAF: <http://www.ccgga.edu/Faculty/HumanResources/Forms-Documents/PAFformfill.docx>

F. Employee Classifications

1. Professional and Administrative Personnel

All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities, and who are not identified as Faculty, shall be designated as Professional and Administrative (P/A) employees. Professional/Administrative employees are paid on a monthly pay schedule and are not eligible for overtime pay, regardless of the number of hours worked.

2. Staff

All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as staff. 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 1½ times the regular hourly rate.

3. Professional or Administrative Staff with Faculty Status

Depending on the nature of the position, the President of the institution may stipulate that certain professional or administrative staff positions be designated as having faculty status. A person in a professional or administrative position having faculty status shall have the right to participate with the faculty in faculty governance activities. No other responsibilities, privileges, or benefits of the faculty shall apply to these positions. The benefits, terms, and conditions of employment contained in the *Staff Handbook* shall apply to these positions.

G. Types of Employment

1. Regular Employment

Personnel employed for a continuous period that is expected to exceed six (6) calendar months shall be known "regular" employees. Regular employees may be full-time (40 hours per week) or part-time (less than 40 hours per week). Regular employees whose work schedule is 30 hours or more shall be eligible to participate in the College's benefits programs.

2. Regular - Limited Term Employment

Employees who are employed for a continuous period that is expected to exceed six (6) calendar months, but whose positions are intended to have a limited term not to exceed three (3) years shall be known as "Regular - Limited Term." This status may be used for situations where funding for the position is covered by sponsored or other non-state sources or allocated for a limited term as in the case of special projects and where employment is generally not intended to continue following the initial limited term period. Regular - Limited Term positions with a work commitment of 30 hours or greater are benefits eligible.

3. Temporary Employment

Personnel who are not employed as "regular" employees are "temporary" employees. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head needs the services of that individual, subject to the approval of the Director of Human Resources, in consultation with the Vice President for Business Affairs. Once an individual has served as a "temporary" employee for a twelve month period, he/she shall not thereafter be employed as a "temporary" employee until a period of thirty (30) calendar days has elapsed.

4. Temporary – Occasional Employment

Occasional employees are a subcategory of temporary. An individual with an “occasional” appointment works sporadically, but might work on a recurring basis, as needed, over a period longer than six (6) months. These individuals may work full-time or part-time for brief periods, but their total Full Time Equivalency (FTE) over the course of a year should not exceed 49% of the time. Occasional positions are not benefits eligible.

5. Student Employment

Student workers who are not participating in the federal financial aid program known as College Work-Study (CWSP) are classified as “Student Assistant” according to the following definition:

A “Student Assistant” is a CCGA student who is employed at CCGA, and who is paid directly from the College budget (generally from “Student Assistant” funds in the budget of the office that employs the student), and is enrolled in six (6) credit hours or more at CCGA, and whose relationship with the College is not as a Regular Employee.

Depending on the funds available in the department’s budget, the Student Assistant may work up to an average of 19.5 hours per week, and he/she may work during breaks in the academic term **if the break is five (5) weeks or less**. A Student Assistant may NOT work during the summer semester unless he/she is enrolled in six (6) credit hours or more. The supervisor will monitor the number of hours enrolled each semester and may terminate the student’s employment if he/she drops below six (6) credit hours.

Note: Students who are not eligible to work as a Student Assistant (or a CWSP student) may be hired as temporary, part-time staff with the approval of the Office of Human Resources in consultation with the Assistant Vice President for Budget and Finance. The employment of students in this capacity is governed by the personnel policies and procedures for part-time and temporary employees and is subject to the six-month employment limitation placed on temporary employees. Students working in this capacity are also required to participate in state sponsored Georgia Defined retirement plan for temporary workers and are subject to FICA/Medicare taxes.

The employment of students as Student Assistants or as part-time, temporary staff must be processed by the Office of Human Resources, and the hiring unit must submit a “Recommendation for Employment” form in advance of the requested hire date. The form can be found on the intranet.

<http://www.ccgga.edu/Faculty/HumanResources/FormsDocuments/EmploymentRecommendation.pdf>

H. Age Criteria

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor. In these situations, a proper work permit must be obtained and submitted to the Office of Human Resources before employment begins.

I. Employment of Relatives

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

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

Employees should also be aware of the Consensual Amorous Relationships Policy found on the CCGA Administrative Policies Manual. <http://www.ccgga.edu/Policy/files/ConsensualRelationshipPolicy.pdf>

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 the Institution and the University System.

J. Employment of Retirees

Retirees of the University System of Georgia

When a person has been retired from the University System and is receiving benefits from the Teachers Retirement System of Georgia (TRS), the Board of Regents Optional Retirement Plan (ORP), or the State Merit Employees Retirement System (ERS), employment in the University System in any capacity is prohibited without prior approval from the appropriate authority. Prior to making an employment offer to any such retiree, the prospective CCGA hiring unit must send to the CCGA Director of Human Resources a request to hire such an individual. The request should state the desired length of employment, working hours, the recommended salary, and the expected duties. The Office of Human Resources will seek approval of the Board of Regents, and if appropriate, submit approval request to TRS. It is the retiree's responsibility to seek approval from his/her retirement plan administrator if the retirement plan has policies which restrict the retiree's eligibility to work after retirement.

Retirees of Other Public Systems in Georgia

When a person has been retired from any other public system in Georgia (i.e., a public school system, regional library, county library, etc.) and is receiving benefits from the Teachers Retirement System of Georgia (TRS), employment at CCGA in any capacity is prohibited without prior approval of the CCGA Office of Human Resources. Prior to making an employment offer to any such retiree, the prospective CCGA hiring unit must send to the CCGA Director of Human Resources a request to hire such an individual. The request should state the desired length of employment, working hours, the recommended salary, and the expected duties. The Office of Human Resources must provide notice of such employment to the Teachers Retirement System. It is the retiree's responsibility to seek approval from his/her retirement plan administrator if the retirement plan has policies which restrict the retiree's eligibility to work after retirement.

K. Immigration Law Compliance and Employment of Aliens

College of Coastal Georgia, in compliance with the Immigration Reform and Control Act of 1986, is committed to employing only individuals who are legally authorized to work in the United States. All new employees, as a condition of employment, must present documentation establishing identity and employment eligibility and complete the Employment Eligibility Verification Form I-9. Former employees who are rehired may be required to complete a new Form I-9 if the previous form was not completed within the last three years, or if it is no longer retained or valid.

All employees are verified through the E-Verify system. E-Verify is an Internet-based system that compares information from an employee's Form I-9 Employment Eligibility Verification to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

L. Conditions of Employment

The following actions are required of all employees as conditions of employment:

- Form I-9 Employment Eligibility Verification must be completed within three days of employment and proper documentation furnished that establishes identity and employment eligibility.
- The State Security Questionnaire and Loyalty Oath must be completed as required by law for all persons employed for thirty or more days. This form will be completed, notarized, and filed in the individual's personnel file.
- Federal and Georgia withholding tax forms must be completed; a valid social security card must be produced to show the employee's name as it should appear on payroll records. In the event that a social security card is unavailable, the employee's name will appear as it is on the acceptable I-9 document(s).

- All employees shall participate in USG Ethics Policy training and shall certify compliance with the USG Ethics Policy on a periodic basis. More information can be found on the Board of Regents website: <http://www.usg.edu/audit/compliance/ethics/>
- All employees shall participate in the Hazardous Chemical Protection “Right-to-Know” Training Program within two weeks of employment. <http://www.usg.edu/facilities/training/rtkbasic/>
- When applicable, application for membership in the appropriate retirement system must be made.

From time to time, workloads may be rearranged, programs may be started or concluded, or funding may change. For these and other reasons, the College reserves the right to change an employee’s terms and conditions of employment at any time.

M. Provisional Employment Period

All employees are required to serve the first six months of employment at the College on a provisional basis to provide the employer an opportunity to evaluate the employee's performance. Employees transferring from or to another USG institution or the USG/BOR office are subject to a new six month provisional period upon beginning employment at the new location.

The immediate supervisor will conduct a provisional review with the employee around the third or fourth month of employment. The “CCGA Performance Evaluation Form” is used as a guide during the review. This form can be found on the CCGA/HR/Forms and Documents website. <http://www.ccg.edu/Faculty/HumanResources/Forms-Documents/CCGAPerformanceEvaluationForm.docm>

Although the provisional period is six months, it is suggested that the review take place during the third or fourth month of employment to allow opportunity for improvement if necessary. If the employee’s work is satisfactory, employment will continue. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six-month provisional period, and the employee may be terminated at that time. An employee who has been discharged during the provisional period does not have any right to appeal.

During the provisional period, employees are eligible for all benefits available to the employment category to which they are assigned. If employment continues past the provisional period, the employee’s original hire date will remain the service date with the institution.

N. Employee Orientation

The goal of new employee orientation is to provide consistent information concerning policies, procedures, responsibilities, benefits, and conditions of employment. The onboarding process is intended to create a lasting, positive impact on new employees to facilitate their success on the job.

Employees are responsible for reading and familiarizing themselves with the contents of the *Staff Handbook*, other appropriate policy and/or procedures manuals which are available via the CCGA Intranet, department specific manuals (if applicable), as well as the following:

- Statement of duties to be performed (job description) and the conditions of employment, including compensation. The supervisor will be responsible for explaining the duties and responsibilities of the job.
- Insurance benefits
- Retirement benefits
- Vacation and leave benefits

Each new employee will meet with Human Resources to complete the necessary employment forms as well as to discuss available benefit options.

Human Resources hosts employee orientation in two parts- Third Thursday Orientation and Newcomers Club. Third Thursday Orientation is a half-day event each month for all of the full-time new hires who began work since the last orientation event. Topics discussed in this event include University System of Georgia structure, history of CCGA, important policies and procedures, benefits review, Campus Police overview, and USG Ethics Training.

On a quarterly basis, a Newcomers Club meeting is held to gather all full-time employees (both faculty and staff) who have been hired since the last event. This meeting provides the employee with more information about CCGA as a whole and introduces them to leadership on campus. Representatives from the major areas on campus provide a brief overview of daily responsibilities and current projects:

- Academic Affairs
- Advancement
- Athletics
- Business Affairs
- Institutional Effectiveness
- Student Affairs/Enrollment Management
- Technology Services

In addition to the orientation events sponsored by Human Resources, supervisors should also conduct departmental and job orientation for all new employees. Although the information conveyed will

depend on the needs of the department and the skills and past experience of the new employee, some topics that might be covered are:

- Departmental organizational structure, goals and priorities, operational activities, and relationship to other departments.
- Job duties and responsibilities, expected performance standards, and basis of performance evaluation.
- Daily work hours, starting and ending times, lunch period, and breaks.
- Policies, procedures, rules unique to the job and/or department, including any specific instructions for calling in when unable to come to work, and any specific expectations for requesting time off.
- Safety and security precautions, including accident prevention.
- Job training assistance—whom to ask for help.
- Tour of the facilities and location of restrooms, break areas, etc.
- Introduction to co-workers and other key personnel.

SECTION III. PERSONNEL POLICIES

A. Workweek, Hours, Breaks, and Overtime

CCGA follows a standard work week of forty (40) hours within a seven-day work period and abides by the overtime provisions of the Fair Labor Standards Act. The seven-day work period begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. The standard operating hours most often adhered to are 8:00 a.m. – 5:00 p.m., Monday through Friday, with one hour for lunch. However, each office or department may establish other operating hours, subject to the approval of the President. It is at the supervisor's discretion to establish the regular work schedules of the individuals in the unit. Flexible scheduling may be considered but will depend upon such issues as the nature of the job, staffing needs, and the employee's performance. If any employee has an abnormal or flexible schedule a copy of the employee's regular work schedule should be placed in the official personnel file in the Office of Human Resources.

Morning and afternoon fifteen minute breaks are permitted when the work schedule allows. However, because this time is paid, employees are not to be absent from the work area beyond the allotted times.

Meal periods are to be scheduled at appropriate times in accordance with operating requirements. Meal periods are generally not compensable time, and employees are expected to leave the work area and be relieved of all duties during that time. A "non-exempt" employee is not authorized to work during a meal period without the supervisor's approval. If a supervisor authorizes an employee to work through the meal period or does not allow the employee to leave the work area during the meal period,

the employee is to be compensated for that time if he/she is non-exempt under the Fair Labor Standards Act.

All overtime work must be specifically authorized by the supervisor. If a situation arises requiring overtime, the employee should apprise the supervisor of the circumstances requiring the overtime. The supervisor should try to arrange an alternate schedule for the employee during that week or provide additional assistance on the project to prevent the necessity for overtime. All time worked must be compensated. It is up to each supervisor to manage the budget for his/her unit. Overtime should be used sparingly.

Payment for overtime work will be made in accordance with the Fair Labor Standards Act. No supervisor is authorized to allow an employee to work overtime without proper compensation, even at the employee's request. A "non-exempt" employee must record all hours worked and be compensated accordingly. The electronic timecard must accurately reflect the number of hours worked and the actual dates on which the hours were worked. Falsifying time records is a serious matter. Intentional falsification of timecards will subject the offender(s) to disciplinary action.

B. Dress Code and Personal Appearance

There are no strict dress code regulations for the College as a whole, but some departments require employees to wear uniforms. Persons employed in other departments are expected to use good taste and to dress appropriately for the responsibilities of the position. All employees are expected to be clean and neat in appearance.

C. Work Attendance

Employees are expected to report to work as scheduled. In rare instances when employees cannot work when scheduled or cannot avoid being late, they are expected to notify their supervisor or his/her designee. Each supervisor may establish his/her own expectations of employees for providing notification according to the needs of the unit or office. When no such expectation has been communicated, the employee must, at a minimum, call the supervisor prior to or at the beginning of the employee's "report-to-work" time. Failure to provide the expected notification may result in the absence being charged to leave without pay, or may result in disciplinary action. Regular attendance is expected and punctuality is important, particularly in units that provide service to others or where an employee's absence creates extra work for others.

Because regular attendance and punctuality are more critical in some units than others, the supervisor has the discretion to impose specific expectations which apply to the employees in his/her unit. Excessive absenteeism and tardiness place a burden on other employees and on the College as a whole and therefore, may lead to disciplinary action, up to and including termination of employment.

Persons who cannot meet attendance expectations due to a medical reason must provide supporting medical certification to the Director of Human Resources, and accommodations may be made in the work schedule if possible.

D. Conduct and Behavior in the Workplace

The [University System of Georgia Ethics Policy](#) must be upheld at all times. CCGA expects its employees to be productive and to follow not only the published policies, rules, and regulations, but also to follow generally-accepted customs and standards of courtesy, conduct, and cooperation.

The list below includes, but is not limited to, the types of actions which are unacceptable to the College and which may result in disciplinary action or discharge.

1. Failure to perform job duties; careless performance of duties.
2. Conviction of a felony; conviction of other crimes involving moral turpitude.
3. Insubordination which includes but is not limited to: disregard for the supervisor's authority; refusal to carry out supervisor's instructions; verbal threats or physical attacks to the supervisor; or cursing, swearing, or yelling at the supervisor.
4. Negligence, either willful or unintentional, such as: acts or omissions which could result in personal harm, harm to others, or harm to College property, including acts of horseplay and practical jokes; acts or omissions which could result in unnecessary financial costs or expenses to the College.
5. Willful damaging of equipment or property; willful violation of safety regulations or practices.
6. Falsifying records or reports or providing false information for same.
7. Theft.
8. Using College time, equipment or resources for personal reasons; other unauthorized or improper use of College time, equipment, or resources.
9. Using, selling, or being under the influence of any controlled substance while on the job or while on College premises.
10. Failure to report to work without calling in; failure to report to work when not on approved leave.
11. Frequent absences from work.
12. Being absent from the assigned work area without permission; entering an unauthorized area.
13. Interfering with the work performance of others; interfering with the effective performance of the work unit as a whole.
14. Sleeping while on duty.
15. Job abandonment; i.e. being absent from work for three (3) or more consecutive work days without supervisor's approval.
16. Possession of firearms or other deadly weapons on College premises (with the exception of Campus Police Officers who wear a firearm in the line of duty).
17. Disorderly conduct (including fighting, physical assault, verbal abuse, verbal threats, etc.).
18. Behavior which is harassing or intimidating.

19. Allowing confidential information to be available to unauthorized persons.
20. Driving a College vehicle without a valid driver's license.
21. Violation of a policy or rule contained in this handbook or which has been communicated through other methods.

In addition, behavior by any student, faculty member, administrator, or employee, acting individually or in agreement with others, which clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on campus is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

It is important to note that there may be other reasons for disciplinary actions and discharge that are not listed here, but that may be listed under individual sections of this handbook, or may not be found anywhere at all in this handbook.

It must also be stated here that each departmental supervisor may establish additional rules or expectations of employees within his/her department and that violation of those rules could also result in disciplinary action and/or termination. In that event, it is the supervisor's responsibility to communicate those rules and expectations.

It is impossible to list every circumstance or combination of circumstances which may result in disciplinary action or discharge. Those listed above or contained elsewhere in this handbook are the obvious ones. Disciplinary action up to and including termination may still occur for offenses not contained in the list above.

E. Substance Abuse

Any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with due process requirements. Such employee shall be required as a condition of re-employment following suspension to complete a drug abuse treatment and education program approved by the President, and may be required to submit to drug screens for a period of time.

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies the supervisor or the Director of Human Resources that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the President of CCGA, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The

employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable.

The rights herein granted shall be available to an employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

F. Outside Activities & Conflicts of Interest

All employees of the College of Coastal Georgia are expected to faithfully discharge their duties and refrain from knowingly engaging in any activity that would be incompatible with the impartial, objective and effective performance of their duties. This includes making every reasonable effort to avoid even the appearance of a conflict of interest.

An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interest. An appearance of a conflict can exist even in the absence of a legal conflict of interest.

A CCGA employee shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

For detail information regarding conflicts of interest and outside activities, review the Outside Activities & Conflicts Of Interest Policy located at <http://www.ccgga.edu/Policy/files/OutsideActivitiesPolicy.pdf>.

G. Solicitations

Salespersons may not solicit business from employees on campus without permission from the Vice President for Business Affairs. Employees must notify the Vice President for Business Affairs if a salesperson cannot produce the VPBA's solicitation authorization upon the employee's request. Employees are not to conduct business on campus without this form being presented by the salesperson.

Employees may not hold raffles or sell anything on campus without approval of the Vice President for Business Affairs. Approval is also required to distribute advertising material or other printed matter.

H. Telephones, Faxes, and Mail

While each department may establish rules concerning the use of office telephones for personal calls, the frequent use of College telephones for personal calls during working hours is never an acceptable use of an employee's time. Personal calls should be reserved for breaks, lunch periods, etc. This also

includes the use of cell phones. It is never permissible for any employee to make personal long-distance phone calls which incur a direct expense to the College.

Fax and copy machines are provided in various offices and departments for College business. Employees who need to occasionally send a fax or make a copy for personal reasons may be allowed to do so with the permission of the supervisor, but regular use of these machines for personal business is prohibited.

The College mailroom is located in the Central Receiving Building on campus and is available to receive, distribute, and process incoming and outgoing business mail. The use of CCGA-paid postage for personal correspondence or packages is strictly prohibited.

Employees who violate this policy or who violate the supervisor's rules with regard to personal use of phones and/or equipment will be subject to disciplinary action up to and including termination.

I. Computers, E-mail, and Internet Usage

Technology resources provided by College of Coastal Georgia, both hardware and software, are made available to students, faculty, and staff as tools for enhancing and facilitating teaching, learning, scholarly research, communications, and the operation and administration of the institution. Uses which are not directly related to these purposes shall be considered secondary activities which may or may not be permissible under the College's Acceptable Use of Computers Policy, <http://www.coga.edu/TS/Policies.asp>, or the University System of Georgia's Appropriate Use Policy [http://www.usg.edu/infosec/policies_and_standards/USG Appropriate Use Policy AUP.pdf](http://www.usg.edu/infosec/policies_and_standards/USG_Appropriate_Use_Policy_AUP.pdf).

Employees must read these policies to be very clear on the acceptable uses of the College's technology resources.

As the computers, e-mail, and internet systems are intended for business use, the College reserves the right to monitor the systems from time to time to ensure compliance with this policy. The College cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted. It shall never be an acceptable use of the College's resources to download, view, copy, or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature. Nor shall it be acceptable to use the College's resources to harass any individual or group.

There are penalties for persons who misuse the College's computers, e-mail systems, or who inappropriately use the Internet. There are also penalties for employees who use the system illegally or who engage in practices designed to operate to the detriment of the College user community.

Depending on the type and severity of misuse, the minimum penalty for employees who violate the College's "Acceptable Use of Computers Policy" will be the suspension of services to the employee; the maximum penalty may include termination of employment.

J. Performance Evaluations

CCGA has an established system of performance evaluation for all regular employees. Performance evaluation is for the purpose of defining an employee's strengths and development needs and for encouraging and facilitating optimal employee performance. A written evaluation document is maintained in the employee's personnel file and may be used for the additional purposes of transfer, promotion, demotion, retention, supervisory assistance, and establishing training needs. An evaluation will be conducted during the first six months of employment and annually thereafter. The annual evaluation is relied upon heavily for the consideration of a merit increase if merit funds are available in that year.

An employee may receive an additional performance evaluation if placed on a Performance Improvement Plan (PIP) or to follow up on disciplinary action.

The employee must bear some of the responsibility in assuring that he/she is performing effectively in the job. It is the employee's responsibility to ask for clarification from the supervisor if the employee does not fully understand what is expected of him/her or if there is some confusion on how the duties are to be carried out. Failure to ask for clarification may result in job performance deficiencies which may adversely impact the employee's employment standing.

K. Correcting Performance Problems

Apart from feedback given during the performance evaluation process, the supervisor should attempt to correct misunderstandings or correct performance problems as soon as they surface. Usually a one-on-one discussion with the employee is sufficient, and no other action is necessary.

Corrective and/or disciplinary action may include, but is not limited to a verbal discussion, a written warning, suspension with or without pay (suspensions with pay are deducted from the employee's vacation leave); and/or dismissal. Although much less common, a supervisor may also recommend that the employee be demoted and/or that the employee's pay be reduced.

The use of any or all of these actions will depend upon the severity of the problem, the number of occurrences of the problem, or how many *different* performance problems have occurred within a specified period of time. Therefore, the College is not required to move through any progression of disciplinary actions prior to terminating an individual's employment. A supervisor is expected to discuss with the Director of Human Resources the nature of any problem(s) that are severe and/or recurring and to recommend action which is appropriate for the circumstances.

Written warnings and notices of disciplinary actions are documented, signed by the employee and the supervisor, and placed in the employee's official personnel file in the Office of Human Resources. The employee may choose to respond in writing and have the response attached to the supervisor's documentation.

L. Dismissal, Demotion, and Suspension

Dismissal, demotion, or suspension of employees may be recommended by the employee's immediate supervisor when the employee's performance of duty is unsatisfactory, or personal conduct is unacceptable. Such recommendations shall be discussed with the Director of Human Resources prior to implementing the action. If the action is to proceed, the supervisor (or designated authority) shall inform the employee in writing of the reasons for the action taken. The effective date of any demotion or suspension shall be five working days following the notification. The effective date of a dismissal is immediate. An employee affected by demotion, suspension, or dismissal may appeal to the next level of supervisor within 5 working days of the notification of the action.

Any employee who has been terminated, demoted, or suspended shall also be entitled to the procedural protections of a hearing before a Board of Review, provided the employee files the written request for a hearing in accordance with the Grievance Procedure and the written grievance is filed within 10 working days after the employee receives notice of the action. The Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

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

M. Campus Conflict Resolution & Grievance Procedure

CCGA offers employees the option of using the Campus Conflict Resolution (CCR) process as an alternative to filing a formal grievance. The CCR process often saves time and allows disputes to be resolved in a more effective, expedient, and amicable manner which involves communication, negotiation, and sometimes may involve mediation.

The purpose of this Grievance Procedure is to provide a fair and efficient process to resolve employee grievances. The grievance procedure is available to those employees who are no longer in their six month provisional period and are considered regular employees. The grievance procedure consists of:

Informal Grievance Procedure

Mediation

Formal Grievance Procedure

Informal Grievance Procedure

At the informal stage, an employee should first seek resolution with his/her supervisor or first-line manager consistent with our philosophy of resolving disputes at the lowest possible level of the College. If the grievance involves the employee's immediate supervisor, the employee may have another employee present as a witness. If the issues remain unresolved, the employee may then grieve the matter to the next level supervisor.

Mediation

If the matter remains unresolved after an informal grievance, the next step of the process is mediation. Mediation is a voluntary, informal process in which a trained third-party serves as a facilitator to assist the parties in settling their dispute. The mediator has no authority to impose a settlement but will help the parties reach an agreement which is acceptable to both parties. A mediation session is a confidential proceeding, to the extent allowed by law. Initiating or participating in mediation does not waive a person's right to proceed with other formal methods of resolution, such as filing a formal grievance. The Director of Human Resources can provide more information on this program.

Formal Grievance Procedure

In cases where mediation has been determined to be inappropriate or an agreement has not been reached in mediation, employees in the conflict may file a formal grievance. Also, persons who prefer not to use the CCR process may file a formal grievance. A Formal Grievance by a regular employee may only be filed if:

- The employee has been suspended; or
- The employee had be discharged; or
- The employee had been demoted, or his/her salary has been reduced.

An employee may not file a grievance, even in the above circumstances, if:

- The discharge occurred during the six (6) month provisional period
- The employee has been adversely affected by a reorganization, program modification, or financial exigency (such employees may apply to the Board of Regents for review);
- The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability or religion.
- The issues being grieved have been previously heard by an administrative panel at the institution.

Strict deadlines are imposed for filing a formal grievance, depending on whether or not the employee first uses the CCR process.

Unless there is good cause for delay, an employee must file an appeal using the Grievance Appeal Review Form to the Director of Human Resources within 10 working days after receiving notice of a demotion, suspension, or dismissal, or after ending the informal grievance process without resolution, whichever date is later. The President will have 10 working days to select the Board of Review Committee. The Board of Review Committee will be made up of 3 members, including the Chair. The Chair will be responsible for the organization and preparation of the hearing procedures, conducting the hearing, and the presentation of the Committee's findings and/or recommendation to the President. Any time after filing the grievance but prior to the hearing, the employee may seek to use mediation if appropriate.

Once the Committee is selected, all parties will be informed of the names of the persons appointed to the panel and given three (3) working day to controvert the appointments, stating the reason for their

objection. Should either party question an appointment, the President will have the final decision concerning the change after examining the request. Otherwise, the Committee will stand as appointed. Notice of the time and date set for the hearing will be provided, and the Chair has the discretion to change the date of hearing if needed.

The evidentiary hearing shall be informal in nature and shall not be conducted under strict rules of evidence or procedures applicable to proceedings in a court of law. The hearing shall be conducted in a private setting and remain confidential. An employee can be accompanied by an advisor who may be an attorney, work colleague, support person, etc.; however, these persons may not participate in the hearing.

Both parties will have the opportunity to present witnesses and supporting evidence at the hearing. Both parties shall be given adequate time to present their case, although all efforts should be made to expedite the procedure in the interest of time and clarity of purpose. Both parties will be asked not to exceed one hour.

Following the appeal hearing and any additional fact-finding, the Board of Review Committee shall issue a written recommendation to the President within 10 working days. The President shall issue a final written, institutional decision to the employee within 10 working days after receipt of the recommendation.

If the employee wishes to appeal the President's decision, an appeal may be made in writing to the Board of Regents' Office of Legal Affairs within 20 working days after receiving the decision, provided such appeals meet the criteria of 8.2.21 of the Board of Regents Policy manual.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.21_employment_appeals

N. Reorganization, Program Modification or Financial Exigency

Employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification, or financial exigency, as approved or determined by the President or designee, shall not be governed by the appeals procedures described in the above section "Grievance Procedure." Such employees shall, however, have the right to appeal to the Board of Regents' Office of Legal Affairs.

O. Complaints of Harassment

The College will not tolerate any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Employees who perceive they are being harassed, whether it be sexual harassment or another form of harassment, are encouraged and expected to report the harassing behavior immediately to their Supervisor, Department Head or the Director of Human Resources. All complaints of harassment will be treated confidentially and on a need to know basis and will be investigated promptly and thoroughly.

All employees must read the Non-Discrimination and Harassment Policy found in the CCGA Administrative Policies Manual

<http://www.ccgga.edu/Policy/files/NonDiscriminationandHarassmentPolicy.pdf>.

Failure to read this policy will not release the employee from his/her obligations to comply with all aspects of the policy, nor will it release the employee from having disciplinary action taken against him/her for violations of the Policy.

All employees, including the complainant and the person against whom the complaint is made, are required to cooperate with an investigation of harassment. Employees who fail to cooperate or who provide false testimony during the investigation may be subject to disciplinary action ranging from a written warning to termination.

P. Cooperation in Internal Investigations

An employee of CCGA shall cooperate to the fullest extent possible in any internal investigation conducted by CCGA when directed to do so by the immediate superior or such other persons who have been given investigative authority by the President. Such cooperation may involve the use of polygraph tests. Failure to cooperate fully shall be grounds for an adverse personnel action, including possible termination of employment. More information can be found in the CCGA Administrative Policies Manual <http://www.ccgga.edu/Policy/files/DutyToCooperatePolicy.pdf>.

Q. Changes in Employment Status

1. Promotions

A promotion occurs if an employee is selected to fill a position which is in a higher pay grade than the employee's current position. To be promoted, the employee must meet the qualifications required by the new position and must have a satisfactory performance record in his/her present position. An employee who is promoted may be eligible for an increase in pay in accordance with the College's Staff Salary Administration Program and is subject to available funds.

2. Reclassifications

The reclassification of a position may occur when the expected duties and requirements of the existing position have changed significantly to warrant changing the position to a different job classification and/or moving the existing position to a different pay grade. It is possible to have a position reclassified but with no accompanying change in pay grade.

The reclassification of an existing position may be requested by the incumbent employee or the employee's supervisor by completing a job analysis questionnaire which is available in the Office of

Human Resources. Once the reclassification request has been submitted, a thorough audit of the position will be done by the Director of Human Resources, in consultation with the supervisor and the appropriate Vice President. After this audit, the classification request will be evaluated and considered.

A reclassification audit may reveal that (a) the expected job duties and requirements have not significantly changed, and no reclassification of the position will occur; (b) the expected job duties and requirements have significantly changed, but the new duties are at the same levels of accountability and responsibility; in this instance, the position may change to another position classification in the same pay grade; (c) the expected job duties and requirements have significantly changed and reflect an increased or decreased level of responsibility and accountability; in this instance the position may be reclassified to a job classification in a higher or lower pay grade, as the case may be.

If an incumbent employee is in the position at the time of the reclassification, the employee will remain in the position provided he/she is performing the new duties satisfactorily and meets the qualifications of the reclassified position. A reclassification does not automatically result in a change in pay for an incumbent. If a position is reclassified with an accompanying change in pay grade, there may be no change in salary to the incumbent if the incumbent's salary is already commensurate with the new pay grade.

3. Demotions

A demotion occurs when an employee is placed in a different job classification having a lower pay grade than his/her present job classification. A demotion may be voluntary or involuntary. A voluntary demotion occurs when an employee applies and is selected for a position in a lower job classification. An involuntary demotion may occur as the result of (1) a reclassification of the employee's current position; (2) a disciplinary action; or (3) job performance which does not meet the standards required for the current position.

Any resulting salary adjustments will be made in accordance with the College's Staff Salary Administration Program.

4. Transfers within the College

Employee transfers within CCGA must be based on mutual agreement between departments. A lateral transfer within the College is the movement of an employee from one position to another position of the same classification, or to another position with a different classification which is in the same pay grade. An employee shall not be eligible for a salary increase for a lateral transfer. An employee who transfers to position which is in a higher or lower pay grade may have his/her salary adjusted, depending on the Staff Salary Administration Program guidelines which govern promotions and demotions.

5. Transfers to Other USG Institutions

A transfer to another institution in the University System must be based on mutual agreement between the institutions.

Upon movement of an employee among institutions of the University System, accumulated sick leave, retirement, and service continuity will be transferred if there is no break in service*. Benefit plan participation will transfer depending on the new institution's available options. 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.

More information can be found in the Board of Regents Transfer Policy:

<http://www.usg.edu/hr/manual/transfers>

*For staff employees, a "break in service" is a period longer than 30 days.

R. Resignation

Employees who resign should give as much notice as possible, and notice should be given in writing to the supervisor. A copy of this notice should be forwarded to the Office of Human Resources. Once HR receives the notice, appropriate exit procedures will begin. The minimum notice is two weeks, but a shorter period of time may be agreed upon by the supervisor and the employee.

Depending on the nature of the position and the best interests of the unit, the supervisor may recommend that the employee be excused with no notice period to be served. In these rare instances, approval of Human Resources, in consultation with the President, is required before the employee is excused from the job.

If an employee wishes to leave CCGA to accept a position at another University System institution, the employee will likely be eligible for transfer. In this case, the employee should discuss this possibility with the CCGA Director of Human Resources prior to submitting his/her resignation.

S. Retirement

Employees who meet the eligibility criteria for retirement based on University System policy are expected to provide written notice to the supervisor and Human Resources of their intention to retire at least three months prior to the expected date of retirement, with six months as a preferred notice. It is suggested that the employee plan a meeting with a representative from Human Resources to discuss the retirement process and continuation of benefits. Notification to the specific retirement plan is the individual's responsibility.

T. Service Awards/Recognition

A service recognition program exists to provide an annual ceremony which recognizes regular employees with continuous years of service. Employees retiring from the College through the established retirement processes are also recognized through this program.

In addition, an award program exists to recognize the Outstanding Staff Member of the Year. Please refer to CCGA's Staff Assembly website for more details.

<http://www.ccg.edu/Faculty/HumanResources/StaffAssembly/OutstandingStaffAward.asp>

U. Conformity with Federal Standards

Policies of this Handbook concerning classified employees shall conform to such personnel standards as have been specified by federal departments from which federal grants are obtained for institutions in the University System.

SECTION IV. COMPENSATION

A. Salary Determination

Salary grades and pay ranges for positions are established according to skills required in the job, job responsibilities, and prevailing market levels of pay for similar jobs.

The salary of a new employee shall normally be at the beginning of the salary range for the job to which the person is appointed. If it is not possible to recruit a qualified employee at the established entrance salary, a hiring supervisor may recommend a higher entrance salary to the Director of Human Resources. If proper justification exists to certify the qualifications of the individual and if funds are available in the budget, the higher salary may be approved within the guidelines of the College's Staff Salary Administration Program.

Annual salary advancements within the pay grade will be considered based on the individual's performance, the College's approved merit guidelines for the year, and the availability of funds appropriated for those purposes. Merit increases are not automatic or guaranteed.

B. Salary Adjustments

As stated above, annual salary increases within the pay grade are based on merit and are dependent upon the funds available, if any, for that purpose in that year. Merit increase funds are allocated through the state legislature.

Salary adjustments due to reclassification, promotion, or demotion will be in accordance with the Staff Salary Administration Program guidelines.

C. Deductions from Pay

In addition to state and federal withholding taxes, all regular employees working 30 hours a week or more will have a deduction of gross salary going to the Teachers Retirement System (TRS) or Option Retirement Plan (ORP) and a deduction for appropriate taxes. In addition to these deductions, premiums for the employee's choice of optional benefits (health, dental, life, short-term, long-term disability insurance, tax savings plans) will be deducted. If the employee is paid on a bi-weekly schedule, half the monthly premium will come from each check. Twice a year, there will be three bi-weekly checks issued in one month. When three paychecks are issued in one month, no deductions will come from the third check other than retirement and taxes, state and any court-ordered payments.

D. Garnishment of Pay

CCGA is required by law to deduct any garnishment against an employee upon receipt of a garnishment subpoena. The University System of Georgia and CCGA consider the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Employees who fail to meet their personal financial obligations cause discredit to the institution. All garnishments are forwarded to the Payroll Department for processing.

E. How Employees Are Paid

1. Monthly-Paid Employees

Employees in professional/administrative positions, as defined by the Fair Labor Standards Act (FLSA), are exempt from overtime pay and are paid on a monthly basis. Such employees are commonly referred to as "exempt" employees with regard to FLSA. Paychecks are issued on the last working day of each month. Employees are encouraged to do direct deposit.

2. Bi-Weekly Paid Employees

Employees who are not exempt from the provisions of the Fair Labor Standards Act are paid on a bi-weekly basis (every other week). Such employees are commonly referred to as “non-exempt” employees with regard to FLSA. A record of the hours worked is required and in most cases clock in using the ADP system. Paychecks are issued on the Friday following the end of the bi-weekly period. Employees are required to sign up for a form of direct deposit within 30 days of beginning employment.

F. Recording Time Worked

All employees have a timecard in ADP’s time management system referred to as eTime. It is important that the employee receives appropriate training from his supervisor, Payroll, or Human Resources on how to correctly use eTime before beginning work. Employees who are paid bi-weekly have timecards in increments of two weeks, based on the current pay period cycle. If the bi-weekly employee is classified as a time stamp or time clocked employee, appropriate clock-in and clock-out procedures must be followed by utilizing the department’s time clock or computer designated for ADP access. If the bi-weekly employee is not a time stamp or time clocked employee, time worked for each day must be recorded by the end of the pay period. Leave taken within the pay period must also be recorded and categorized correctly. Once the employee has time stamped/clocked or recorded all time worked and leave taken for the pay period, the supervisor must approve the timecard by the pay period end deadline. The approval deadline for timecards is generally 5:00 p.m. on Friday of pay period end. However, other deadlines may be required for special processing. Special deadlines will be communicated in advance. Timecards that are not approved by the deadline will result in the employee’s pay being delayed until the next normal payroll processing period.

Monthly employees have timecards in eTime, as well. Monthly employees utilize what is considered exception reporting in eTime. They do not have to record time worked, but instead must record leave taken. The supervisor must sign off and submit these timecards to Payroll by the specific deadline.

G. Overtime

Non-exempt employees (those covered under the Fair Labor Standards Act) must be paid overtime wages for any hours worked beyond forty (40) in the workweek. Any hours the employee physically works in excess of 40 within one work week will be paid at the rate of 1½ times the employee’s hourly wage. **Overtime must be approved by the supervisor in advance**, and approval may be granted only if there is a genuine need for the employee’s services. In addition, the supervisor is not authorized to grant approval for significant or recurring amounts of overtime without the approval of the Vice President for Business Affairs.

H. Attendance at Meetings and Seminars

This sub-section deals only with non-exempt employees (paid bi-weekly). Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and are eligible for overtime pay for any hours worked in excess of 40 in a workweek. The College abides by the FLSA definition of “hours worked” and complies with FLSA requirements with regard to compensating employees for travel time and for time spent in meetings or seminars.

Exempt employees may also attend meetings and seminars; however, because of their exempt status, they are not eligible for overtime pay.

The guidelines below do not cover every situation; therefore, actual compensable hours must be based on the specific circumstances involved. For specific circumstances not covered below, the supervisor should contact the Director of Human Resources or Payroll to resolve questions regarding compensable time.

1. Voluntary Attendance

Generally, employees who *request* to attend a seminar, meeting, or other program (for professional development reasons) may be allowed by the supervisor to attend but will not be compensated for travel time or time spent in the seminar that occurs *outside* their regular work schedule. This is considered a voluntary activity and compensation during the regular work day may be allowed as a courtesy to the employee. The same may apply to any activity which the supervisor *offers* to the employee as a development *opportunity*, unless the supervisor urges or places some expectation on the employee to attend.

2. Required Attendance

Non-exempt employees who are *required* by their supervisors to attend a seminar or meeting will, at a minimum, be compensated for all hours spent participating in the seminar, meeting, or training activity, regardless of what time of day or what day of the week it occurs (even weekends). In addition to the time compensated for the activity itself, the employee may be eligible to be paid for travel time as follows:

One-day travel- If the activity is out-of-town for one day only and no overnight travel is required, the employee will be compensated for the hours spent traveling to and from the activity, including any hours which fall outside the employee’s normal working hours, particularly when the employee is the driver of the vehicle.

Travel with overnight stays- The employee must be paid for the hours spent traveling to and from the meeting city when the travel hours coincide with his/her normally scheduled working hours, *regardless of what day the travel takes place* (i.e., an employee who works 8:00 a.m. – 5:00 p.m.

Monday - Friday will be paid for any travel time that occurs during the hours of 8:00 a.m. – 5:00 p.m., even on Saturday or Sunday.) Travel time that occurs *outside* the employee’s normal working hours, regardless of the day of the week, is not required to be compensable work time, *unless the employee is the driver of the vehicle*.

I. Direct Deposit

All employees are required to sign up for a form of direct deposit within 30 days of beginning employment. There are currently three options:

- Direct deposit to bank account
- Deposit onto ADP Pay Card (debit card)
- Deposit onto Mariner’s Access Card (MAC Card)

Employees can sign up for direct deposit to bank account by following the appropriate ADP process. Employees must contact the Payroll office to sign up for deposit onto either of the two debit card options.

Instructions on how to sign up for direct deposit to bank account can be found on CCGA’s HR website: <http://www.ccg.edu/Faculty/HumanResources/ADP/files/ADP052010/DirectDepositInstructions.pdf>

SECTION V. BENEFITS

A. Insurance

1. Medical Insurance

CCGA provides the opportunity for medical insurance to regular employees who work 30 hours a week or more. Medical insurance coverage is available at the level of employee only, employee plus spouse, employee plus child, or employee plus family. The employee may choose between two plans: PPO (Open Access POS PPO) or High Deductible (HSA Open Access POS). Employees who choose medical insurance coverage pay a small percentage of the premium cost, and the College contributes the major percentage of the premium cost. The employee’s share is deducted from the paycheck on a pre-tax basis. Upon employment, an employee may enroll within 30 days. Coverage will begin the first of the month following the finalization of elections, unless the employee begins employment on the first working day of the month. If the employee finalized elections by the end of the start date (which is the first of the month), benefits can begin on that day. Otherwise, an employee may enroll during the annual open enrollment period. Changes in coverage due to family status or employment status may be possible during the year, but the employee must complete a change request form with Human Resources within 30 days of the qualifying event. A Summary Plan

Description of the medical plans are available in Human Resources, as well as on the CCGA HR website.

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/files/2013OpenAccessPOSSummaryPlanDescription.pdf>

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/files/2013HSAOpenAccessPOSSummaryPlanDescription.pdf>

Any employee whose employment ends, who has a reduction in hours to less than 30 hours a week, or who is terminated for any reason other than gross misconduct, may be eligible to continue the medical coverage for himself/herself and eligible dependents for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. COBRA coverage is also available to dependents who are no longer eligible for coverage due to divorce or death of the employee. Dependents who lose coverage because of not maintaining full-time student status or who reach maximum age may also participate in COBRA. COBRA, the employee pays the full cost of the premium, plus a 2% administration fee. The employer does not contribute. It is the employee's responsibility to notify Human Resources within 30 days when a dependent is no longer eligible for coverage. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

2. Dental Insurance

Group dental insurance is available to regular employees working 30 hours a week or more. These benefits are also available to the employee's eligible dependents. The employee and his/her eligible dependents, if any, must enroll in the plan within the first 30 days of employment. If the employee does not enroll within the first 30 days of employment, he/she may choose to elect this coverage during the annual enrollment period. The employee pays the full cost of the monthly premium with pre-tax dollars. A description of the dental plan coverage is available in Human Resources, as well as on the CCGA HR website.

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/files/MetlifeDentalBooklet.pdf>

Any employee whose employment ends, who has a reduction in hours to less than 30 hours a week, or who is terminated for any reason other than gross misconduct, is eligible to continue the dental coverage for himself/herself and eligible dependents for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. COBRA coverage is also available to dependents who are no longer eligible for coverage due to divorce or death of the employee. Dependents who lose coverage because of not maintaining full-time student status or who reach maximum age may also participate in COBRA. Under COBRA, the employee pays the cost of the premium, plus a 2% administration fee. It is the employee's responsibility to notify Human Resources within 30 days when a dependent is no longer eligible for coverage. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

3. Life Insurance

All regular, benefits-eligible employees working 30 hours a week or more are covered by life insurance with accidental death and disability (AD&D) provisions. Each eligible employee will have \$25,000 in basic life insurance coverage with AD&D provisions. Such coverage is provided by the College at no expense to the employee.

Employees may choose to purchase supplemental life insurance on themselves for options of 1, 2, 3, 4, or 5 times their base salary. Life insurance is also available for dependents. Spouse life can be elected in increments of \$10,000 up to \$250,000. Child life insurance can be elected for qualifying dependents with a policy amount of \$10,000. Evidence of Insurability and application process may apply for supplemental and/or spouse life.

Employees must make sure to maintain their own beneficiary data through the ADP Benefits website or through the Office of Human Resources.

Upon separation from employment, the basic, supplemental, and spouse life coverage has a portability or conversion option which allows the employee and/or spouse to continue the coverage through a private policy. This process must be done within 30 days of coverage ending. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

4. Short-term Disability Insurance

CCGA makes available an optional short-term disability protection plan to provide a weekly income, should the employee become totally disabled for a period of at least 14 days while employed by CCGA. The options for this plan consist of 40%, 50%, or 60% of the employee's regular weekly pay which would continue (if approved) for up to 11 weeks or 20 weeks. This plan is available to regular employees working 30 hours a week or more. Short-term disability is a voluntary plan offered through The Hartford, with all premiums paid by the employee on a post-tax basis. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/STDisInsurance.asp>

5. Long-term Disability Insurance

CCGA makes available an optional long-term disability protection plan to provide a monthly income should the employee become totally disabled for a period of at least 90 days or 150 days while employed by CCGA. If approved, the employee would receive 60% of the regular monthly pay. This plan is available to regular employees working 30 hours a week or more. Long-term disability is a voluntary plan offered through The Hartford, with all premiums paid by the employee on a post-tax basis. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/LTDisInsurance.asp>

6. Insurance for Retired Employees

Employees who wish to retire from the University System of Georgia must meet eligibility requirements based on the Board of Regents policy. The policies on retirement eligibility and continuing benefits into retirement can be found here:

BOR retirement eligibility:

http://www.usg.edu/policymanual/section8/C224/#p8.2.8_retirement

Continuing benefits into retirement:

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

Although an employee might meet Teachers Retirement System of Georgia retirement qualifications, the employee must meet the Board of Regents requirements in order to be deemed an official University System of Georgia retiree and continue benefits into retirement.

To be eligible to continue Supplemental Life and Dependent Life Insurance into retirement, there are varying criteria which must be met, as explained in the group life insurance plan booklet. This booklet can be accessed on the Board of Regents benefits website and is available in the Office of Human Resources.

http://www.usg.edu/hr/benefits_docs/Life_insurance_plan.pdf

The University System shall continue to pay its portion of the cost of group insurance for retirees. The retiree shall remit his/her share of the monthly premiums to ADP Billing by means of automatic debit from an authorized bank account. In some instances, a monthly payment can be made by mail.

If a retiree dies, the retiree's eligible dependents may continue in the group medical, dental, and dependent life insurance plans. The spouse may remain covered for life, except in the event of remarriage. The dependent children may remain in the group until they become eligible for another group plan or until they reach the maximum age of eligibility.

7. Insurance upon Death or Disability

The Board of Regents provides for different levels of insurance for employees and their dependents if the employee dies or becomes disabled while actively employed. Please refer to the Board of Regents policy which can be accessed here:

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

The Office of Human Resources can provide additional information on this matter.

B. Tax-Savings Plans

1. Section 125 Plan

Section 125 of the Internal Revenue Code authorizes University System institutions to withhold employee premiums for health and dental plans on a “before-tax” basis. Allowing premiums to be paid with “before-tax” dollars means that you will pay no federal, state, or social security taxes on the premium amounts that are withheld, which will increase your total take home pay.

2. Flexible Spending Accounts

The College provides benefits-eligible employees the opportunity to participate in a Healthcare Flexible Spending Account (FSA) and/or a Dependent Care Flexible Spending Account (FSA). These accounts allow the employee to designate money to be withheld from pay on a before-tax basis to pay for certain medical and dependent care expenses. The money that is withheld is not subject to federal, state, or social security taxes. Employees who elect these plans will utilize ADP Flex Direct (www.flexdirect.adp.com) to access their account, track their balances, submit their reimbursements, and provide additional information on existing claims. Employees who elect a Healthcare FSA will be issued a debit card from ADP Flex Direct which can be swiped at participating merchants, such as doctors’ offices, pharmacies, medical supply companies, laboratories, etc. In addition to swiping the card for eligible expenses, reimbursements can be submitted online if a personal bank account is used instead. Those employees enrolled in the Dependent Care FSA are not issued a debit card and must submit all reimbursements online at www.flexdirect.adp.com. These Flexible Spending Accounts are excellent ways to reduce your taxable income. However, under IRS rules, any money left in your account(s) at the end of the plan year and not claimed during the following 2 ½ month grace period is forfeited. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

<http://www.ccgga.edu/Faculty/HumanResources/Benefits/flexspending.asp>

C. Holidays

CCGA observes 12 holidays per calendar year during which the College is closed. Every effort is made to save as many holidays as possible throughout the year to be applied toward the winter break closing so as to reduce the number of vacation days necessary during that time. Holidays that are to be taken will always be observed on a week day. Temporary employees are not eligible for holiday pay.

Regular employees who are benefits-eligible are also eligible for holiday pay with the following exceptions:

1. Employees on unpaid leave of absence will not be paid for a holiday which occurs during the unpaid leave;

2. Employees on leave without pay on the business day before and on the business day after the holiday will not receive pay for the holiday;
3. A new employee will not be paid for any holidays that occur before the first day of employment;
4. An employee who is terminating employment will not be paid for any holidays that occur after the employee's actual last day at work, except in the case of a person who is retiring on January 1 and whose actual last day at work is the last business day before the Christmas holidays begin; and
5. Part-time, benefits-eligible employees whose work is seasonal (i.e. academic year only, no work between semesters, etc.) will not be paid for holidays or holiday hours which fall outside their regular working period.

Holiday pay can never exceed 8 hours.

Full-time employees: If a holiday occurs on a workday in which an employee normally works more than 8 hours, the employee will be paid for only 8 hours holiday pay and should make adjustments in his/her work schedule for that week, or supplement the additional hours off as vacation pay.

Part-time employees: If a holiday occurs on a workday in which a part-time employee (who is eligible for benefits- working 30 hours a week or more) is scheduled to work, the holiday hours will be automatically populated on the ADP timecard for the number of hours the employee is normally scheduled to work on that day.

Employees who work odd or unusual schedules may contact the Office of Human Resources if they are unsure of the number of holiday hours they should receive for a given holiday. If a benefits-eligible bi-weekly paid employee is required to work on a holiday, he/she will receive the holiday pay in addition to being paid for the number of hours worked on that day, with the exception of the Campus Police Department.

More information can be found in CCGA's Administrative Policies Manual on the intranet: <http://www.ccg.edu/Policy/files/HolidayLeavePolicy.pdf>

D. Vacation and Sick Leave

Regular employees working 30 hours a week or more and who are eligible for benefits shall earn vacation and sick leave. Temporary employees are not eligible for paid leave. Full-time employees shall accrue leave at the stated full-time accrual rates. Part-time employees shall earn leave in an equivalent ratio to the percentage of time they are employed. New employees will accrue leave for the month in which they are hired if their first day of work was on or prior to the 15th of the month. Terminating employees will accrue leave for their final month of employment only if they are actively working for longer than half of the month.

The Payroll Office is responsible for updating employee leave balances. Generally, leave that is taken by a biweekly-paid employee is recorded during that period's payroll processing and is reflected on the employee's pay stub for that period. Leave that is taken by a monthly-paid employee is generally recorded the following month and is reflected on the pay stub in the month following when the leave was taken. Leave accruals are generally posted in the system after the last payroll of the month is run. Therefore, the leave accrual for one month is not reflected on the pay stub until the following month. This applies to leave accruals for both bi-weekly and monthly-paid employees.

More information can be found on CCGA's Administrative Policies Manual located on the intranet:

<http://www.ccgga.edu/Policy/files/AnnualLeavePolicy.pdf>

<http://www.ccgga.edu/Policy/files/SickLeaveWithPayPolicy.pdf>

1. Vacation

The vacation accrual rates for full-time employees is 10 hours per month during the first five years of employment, 12 hours per month during the next five years of employment, and 14 hours per month after the completion of ten years of continuous service. Administrative officers and twelve-month faculty members accrue at the rate of 14 hours per month.

The liability the College assumes for an individual's vacation is a maximum of 360 hours (45 working days). Therefore, on January 1 of each year, an employee who has a vacation balance of more than 360 hours will have his/her leave balance adjusted back to 360 hours. Then, as leave hours are accrued each month during the calendar year, the leave accruals are added and available for the employee's use in that year through December 31. The leave record of an individual employee may show a balance of more than 360 hours during the calendar year, but on January 1, the employee's balance will be adjusted back to 360 hours before the New Year's accruals begin.

A terminating employee shall not accrue vacation after the last working day of employment, nor can the employee use vacation leave after the last working day of employment. A terminating employee's separation date shall be the last **working** day of employment. He/she shall be compensated for all accrued vacation time up to 360 hours upon termination of service from the University System of Georgia. Such compensation shall be based on information from institutional vacation leave records. (Note: Employees who transfer to another University System institution in Georgia are not considered terminating employees, and other rules apply for vacation and sick leave processing.)

Earned vacation shall be taken at times mutually acceptable to the employee and the immediate supervisor.

Paid leave cannot be granted before it is earned. However, when it is earned, the employee should wisely allow several days to accrue rather than using up all the leave as it is earned. Requesting “leave without pay” is not acceptable unless a compelling reason exists.

Employees requesting vacation leave must follow one of two processes, based on the supervisor’s recommendations:

Complete a CCGA Leave Form:

<http://www.ccgga.edu/Faculty/HumanResources/Forms-Documents/LeaveRequest.pdf>

Submit a request through eTime within ADP:

http://www.ccgga.edu/Faculty/HumanResources/ADP/files/using_eTime.asp

The employee’s supervisor *may* refuse to approve vacation leave if the requested time off will cause a hardship to the department, if the leave is not requested with reasonable advance notice, or if there are other justifiable and defensible reasons. If the requested time off qualifies for leave under FMLA, the employee may use paid vacation during the FMLA event, but the employee must provide medical documentation to support the request. Vacation and/or sick leave will run concurrently with the FMLA leave. Being absent from work when vacation leave has been denied will be viewed as insubordination, and appropriate disciplinary action will be taken unless the employee provides documented evidence of a medical emergency.

In situations where the employee may lose vacation leave because of the maximum accrual, the employee and supervisor are expected to work together to plan time off for the employee prior to the end of the calendar year.

2. Sick Leave with Pay

The sick leave accrual rate for full-time employees is 8 hours (one working day) per month. Sick leave for employees shall be cumulative. Unused sick leave may be converted into service credit with the Teachers Retirement System (TRS) if the employee has at least 480 hours (60 days) of unused sick leave at the time of retirement, and if the employee meets other eligibility criteria established by TRS. An employee who transfers to another institution within the University System shall be eligible to transfer all accumulated, unused sick leave.

A terminating employee shall not accrue sick leave or be entitled to use sick leave after the last working day of employment. An employee’s last working day of employment shall be his/her separation date. (i.e. If an employee submits notice of his/her resignation to be effective June 30, but is not actively at work June 30, the employee’s termination date will be amended in the record to be the last day he/she was at work, and sick leave cannot be claimed after that day. Similarly, an employee who leaves early on his/her last day of work may not claim sick leave and be paid sick leave wages after he/she leaves that day.)

Sick leave is a privilege and is to be used for legitimate, qualifying reasons only. Fraudulent use of sick leave shall be a serious matter and repeated instances of abuse may be grounds for disciplinary action up to and including termination.

Employees requesting sick leave must follow one of two processes, based on the supervisor's recommendations:

Complete a CCGA Leave Form:

<http://www.ccgga.edu/Faculty/HumanResources/Forms-Documents/LeaveRequest.pdf>

Submit a request through eTime within ADP:

http://www.ccgga.edu/Faculty/HumanResources/ADP/files/using_eTime.asp

For absences of five (5) days or less, the employee must complete the form immediately upon his/her return to work. For absences that will last longer than 6 or more days, a leave form must be submitted to the Office of Human Resources by the 6th day, and medical certification is required. If the employee is unable to provide the leave form, the supervisor should submit it for the employee.

A physician's statement shall always be required for absences due to illness that exceed five (5) continuous working days. However, a physician's statement may be required at other times and for other reasons at the discretion of the supervisor or the Office of Human Resources.

Upon approval of sick leave by the supervisor, if the employee has no accrued sick leave available, the leave will be charged against the employee's vacation. If the employee exhausts all paid sick and vacation leave and is still unable to return, the Director of Human Resources will designate that the employee be placed on Family/Medical Leave if the employee is eligible, and if the reason for the absence is an event which qualifies for Family/Medical Leave. The employee may also wish to apply for Sick Leave Without Pay.

Sick Leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- Illness or injury of the employee.

An ill or injured employee who claims sick leave for a period in excess of five (5) continuous working days is required to provide a physician's statement to the supervisor or the Office of Human Resources to permit further claim of sick leave rights by the employee. If the employee is not able to return to work after the five days, the physician's statement should include an estimate of how long the employee will likely be out of work. It is the employee's responsibility to provide *updated* medical certification if the employee is not able to return to work at the expiration of the current certification. In addition, it is the employee's

responsibility to provide medical documentation to the Office of Human Resources prior to his/her return to work if there are any limitations or restrictions on the employee which will affect his/her working hours or which will prevent him/her from performing any of the job duties.

- Medical and dental treatment or consultation.

Sick leave may be claimed for the actual time necessary for the treatment or consultation. If the treatment or consultation is for a spouse, minor child, or elderly parent, such treatments or consultations may be claimed against sick leave when the employee's presence is necessary. At the supervisor's discretion, supporting documentation may be required.

- Quarantine due to a contagious illness in the employee's household.

Supporting medical documentation will be required to substantiate the need for quarantine.

- Illness or injury in the employee's immediate family requiring the employee's presence.

It is difficult to set hard and fast rules in defining immediate family and in deciding when the employee's presence is required. Therefore, the only hard and fast rule that must apply here is that if the employee requests sick leave for more than five (5) consecutive work days, a medical certification from the *patient's* physician is always required. However, supervisors have the discretion to require supporting documentation at any time. The supervisor may also deny the leave or allow the employee to use vacation instead of sick leave. With this in mind, the following shall be a guide for both employees and supervisors:

- a. It may be considered reasonable that an employee's presence will be necessary to care for the employee's young child in the event of the child's illness or injury. For minor illnesses, it should be considered unusual to need more than 2 consecutive work days per occasional episode. Frequent absences due to illness may need to be substantiated with supporting medical documentation.
- b. It may be considered reasonable for an employee's presence to be required for short periods (up to 3 days) in the event of the major illness or injury of the employee's minor child, unmarried child, spouse, or parent, to assist with the care of the individual during the recuperation period. In the event of a terminal illness or life-threatening injury of these same relatives, it may be reasonable to need longer periods of sick leave or to need frequent and regular short periods of sick leave to assist with the care of the individual; however, supporting medical documentation may be necessary.
- c. In the event of a terminal illness or life-threatening injury of the employee's grandparent, parent-in-law, son-in-law, daughter-in-law, brother or sister, the

supervisor may use discretion in allowing a minimal amount of sick leave per individual occurrence to provide emotional support to the family (up to 8 working hours if local; up to 24 working hours if distance travel is necessary).

- d. At the supervisor's discretion, for the situations described in (a), (b) and (c) above, the following persons may also be interpreted as immediate family: step-parent, step-child, or step-sibling, depending on the current nature of the relationship.
- e. In the event of the serious illness of a close friend or a family member not previously mentioned, the employee may request vacation.

- Death in the employee's immediate family.

If the employee has accrued sick leave available for use, the employee may request paid sick leave in the event of a death in the immediate family for the purpose of making arrangements for and/or traveling to and attending the funeral. For purposes of this policy, immediate family shall usually be defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, parents-in-law, son-in-law, and daughter-in-law. At the discretion of the supervisor, "immediate family" may also include a step-parent, step-child, or step-brother, or step-sister, depending on the current nature of the relationship.

Sick leave may be allowed for 1 - 5 consecutive work days, but in no event shall sick leave extend beyond the day after the funeral. The length of sick leave allowed shall be at the supervisor's discretion and will be based on such factors as the time required for traveling, the relationship of the deceased to the employee, whether or not the employee is a decision-maker with regard to making the funeral arrangements, and any other factors the supervisor deems relevant. To determine the appropriateness of the time requested, the supervisor reserves the right to inquire about the nature of the employee's relationship to the deceased and the time, date, and location of the funeral.

The maximum amount of sick leave which may be granted is five (5) days. Any additional time desired may be granted as vacation at the discretion of the supervisor.

3. Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year, subject to the approval of the President. The employee must request the leave in writing through the employee's supervisor or the Director of Human Resources, stating the length of the desired leave. The employee must also have his/her attending physician provide supporting

medical certification to the Office of Human Resources Office which confirms approximately how long the employee will be unable to work.

Some factors which may be considered in approving or denying the leave are: (1) how long the individual has been continuously employed at CCGA or within the University System; (2) how long the employee has already been away from work, if applicable; (3) whether or not the employee is eligible for Family/Medical Leave not yet taken; and (4) whether or not the College can hold the employee's position until he/she is able to return.

If the President approves such leave, the employee has the right to continue his or her group insurance benefits.

4. Maternity Leave

Disability due to pregnancy shall be considered as any other disability, and appropriate sick leave provisions of these policies shall apply. The employee is advised to schedule an appointment with a member of the Office of Human Resources to discuss benefit options before taking the anticipated leave.

E. Family and Medical Leave Act (FMLA)

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during a rolling 12-month period for one or more of the following reasons:

- a. the birth and care of a newborn child of the employee (Certification is required from healthcare provider);
- b. the legal placement of a child with the employee for adoption or foster care; (The employee shall provide prior notice of such expected birth or adoption in a manner which is reasonable and practical.)
- c. the care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; (Certification is required from the healthcare provider of the relative who is the patient.) or
- d. a serious health condition of the employee himself or herself, which renders the employee unable to perform the duties of his or her job. (Certification of the serious health condition is required from the healthcare provider of the employee.)

If the Family and Medical Leave is due to the illness of the employee, the employee will not be permitted to return to work without furnishing the College a certification from the healthcare provider

that the employee is able to resume work. If the employee is not able to return to full duty, the return to work certification must clearly indicate any physical limitations. His/her restrictions will be reviewed on a case by case basis. The employer will attempt to accommodate but only when a position is available and is financially affordable.

To be eligible for FMLA, the employee must have worked for the University System of Georgia:

- a. for at least 12 months total, and
- b. for at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

If the employee is approved for FMLA, he/she generally has a right to return to the same position, or an equivalent position in terms of pay, benefits, and working conditions. Certain “key employees” may be denied job restoration if they are among the highest-paid 10% of employees and if such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer.

Family and Medical Leave allows the employee to maintain his/her employee insurance benefits during the period of leave with employer participation in the payment of premiums. No vacation or sick leave will accrue during the term of the Family and Medical Leave if the employee is in an unpaid status. If the employee has sufficient sick and/or vacation time to continue to receive payment while out on leave, the standard accruals will continue.

If the employee desires to use Family and Medical Leave, he/she should complete three forms listed below and return to Human Resources:

1. CCGA leave request (complete Section II)
<http://www.ccgga.edu/Faculty/HumanResources/Forms-Documents/LeaveRequest.pdf>
2. FMLA request form:
http://www.usg.edu/hr/benefits_docs/fmla_leave_request.pdf
3. Medical certification for healthcare provider to complete:
 - For employee’s serious health condition:
http://www.usg.edu/hr/benefits_docs/WH-380-E.pdf
 - For employee’s family member’s serious health condition:
<http://www.dol.gov/whd/forms/WH-380-F.pdf>

The Director of Human Resources may designate that an employee be placed on FMLA (if he/she is eligible for the leave) without the employee’s express request.

The employee has the right to appeal any decisions made by the employer regarding the use of Family and Medical Leave by contacting the Office of Human Resources for more details.

General information on FMLA from the Board of Regents website, as well as the CCGA Administrative Policies Manual:

http://www.usg.edu/hr/benefits/family_and_medical_leave_act_fmla

<http://www.ccgga.edu/Policy/files/FMLAPolicy.pdf>

F. Military Leave

1. Ordered Military Duty- For the purpose of this policy, "ordered military duty" shall be defined as 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, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.
2. Leave of Absence- 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 calendar year and not exceeding eighteen (18) work days in any one continuous period of absence (as authorized by Georgia Law O.C.G.A. 38-2-279[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave *without pay*. The employee shall be required to submit a copy of his or her orders to active duty.
3. Emergency Leave of Absence- Notwithstanding the foregoing leave limitations of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty (30) days in any one continuous period of such State active duty service.
4. Payment of Annual Leave. After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave.

More information can be found on CCGA's Administrative Policies Manual located on the intranet: <http://www.ccgga.edu/Policy/files/MilitaryLeavePolicy.pdf>

G. Court Duty Leave

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Employees must complete the College's Leave Form found on the Human Resources Forms and Documents page:

<http://www.ccg.edu/Faculty/HumanResources/Forms-Documents/LeaveRequest.pdf>

The employee must attach a copy of the official orders from the appropriate court. The employee should inform the supervisor well in advance of the court date. If court duty service concludes with less than 2 hours remaining in the CCGA workday, then the employee is excused from returning to work.

More information can be found on CCGA's Administrative Policy Manual located on the intranet:

<http://www.ccg.edu/Policy/files/MiscellaneousLeavePolicy.pdf>

H. Leave for Emergency Closings

In the event of severe weather or any other emergency which requires the college to close its normal operations, the President of the College may declare leave with or without pay for the closing. Eligible employees who may be considered for Paid Emergency Leave are regular employees. "Regular employees" are defined as benefits-eligible employees and part-time employees who are not classified as temporary.

Paid leave for emergency closings shall be administered for eligible employees in the following manner:

- a. Eligible employees whose normal work schedule falls within the closing period, and who have not been previously approved for other leave, and who would have been at work were it not for the emergency closing, will be placed on Paid Emergency Leave for their normally scheduled working hours which fall within the emergency closing period.
- b. Eligible employees whose normal work schedule falls within the emergency closing period, but who are already approved to be out for other leave (either paid or unpaid) for any part of the closing period, will continue on the approved leave as scheduled, but will be placed on Paid Emergency Leave for any part of the closing period which was not already covered by the other leave.
- c. Eligible employees who are already approved to be out on other leave (either paid or unpaid) which coincides with the entire period of the closing, will continue on the approved leave as scheduled. No Paid Emergency Leave will be granted.
- d. Bi-weekly paid eligible employees who are asked to work during the closing period (known as "essential personnel") will be compensated at double their regular hourly rate for the hours worked during the closing, and they will be placed on Paid Emergency Leave at their regular

hourly rate for the hours they do NOT work during the closing, but which are part of their normal work schedule.

- e. Monthly-paid employees (exempt from overtime) who must work during the closing will not receive any additional compensation other than their regular salary.
- f. Paid Emergency Leave shall not be granted to any individual after the campus is reopened. Employees who wish to leave town during an emergency are expected to be available to return to work when the campus reopens. Those who do not return may be placed on vacation or unapproved leave (without pay), depending on the circumstances. (See Section VII, Paragraph A, "Emergency Closing.").

I. Leave of Absence Without Pay

The President of the College is authorized to grant unpaid leaves of absence to individuals for up to one year for educational purposes or for personal reasons. Persons who wish to apply for a leave of absence for either of these reasons must submit a written request to the supervisor or the Office of Human Resources. The President, in conjunction with the respective department head and vice president, will determine whether or not to grant the leave. If the leave is approved, the employee may have the right to continue group insurance benefits.

J. Other Leave

In addition to other types of leave previously mentioned, the University System allows the College to provide benefits-eligible employees paid time off for Selective Service or military physical examinations, organ and marrow donation, and voting in federal, state, and local elections when an employee's normal work schedule coincides with voting hours. The employee must discuss the details surrounding the leave circumstances with his/her supervisor before leave is taken. For more details on the specific regulations of these types of leave, please refer to the CCGA's Administrative Policies Manual located on the intranet: <http://www.ccgga.edu/Policy/files/MiscellaneousLeavePolicy.pdf>.

K. Retirement Benefits

1. Teachers Retirement System of Georgia- Regular employees working 30 hours a week or more are eligible to participate in the Teachers Retirement System (TRS) of Georgia. The employee contributes a percentage of gross pay into TRS, and the College contributes a higher percentage. Information concerning contributions and benefits in the Teachers Retirement System are described on the TRS website at www.trsga.com and can also be found on CCGA's benefits website at <http://www.ccgga.edu/Faculty/HumanResources/Benefits/retirement.asp>.

An employee reaches vesting status at 10 years of total service with any institution of which the employee was an active member of TRS. Career employees of the University System may retire

through TRS after 30 years of service, or at age 60, with 10 or more years service. Provisions for a disability retirement are available to persons who become totally and permanently disabled, regardless of age, and have at least 9½ years of service. Employee contributions are made with pre-tax dollars. TRS sends out annual statements to its members. Although an employee may qualify for retirement under TRS, the employee might not be eligible for retirement under the University System of Georgia. Persons planning to retire should read Section III, Paragraph U or make an appointment with a staff member of Human Resources to discuss work history and other retirement related details.

2. Optional Retirement Plan- Regular employees working 30 hours or more and are exempt based on FLSA standards may participate in Optional Retirement Plan (ORP). The employee contributes a percentage of gross pay, and the College contributes a higher percentage. The employee is immediately vested. The employee and employer contributions can be invested with three available vendors: Fidelity, TIAA-CREF, and VALIC. Employee contributions are made with pre-tax dollars. Information concerning contributions and benefits of ORP can be found on each vendor's website, as well as CCGA's benefits website at <http://www.ccg.edu/Faculty/HumanResources/Benefits/retirement.asp>.
3. Employees Retirement System of Georgia- Persons who formerly worked for a State agency in Georgia and who are vested members of the Employees Retirement System of Georgia may be eligible to remain a member of the ERS when they come to work in a full-time position at CCGA or another University System institution. Certain restrictions apply.
4. Georgia Defined Contribution Plan- Temporary and part-time employees may be required to participate in the Georgia Defined Contribution Plan. Some exclusions apply. Employee contributions are made with post-tax dollars. The College does not contribute. More information is available on CCGA's benefits website at <http://www.ccg.edu/Faculty/HumanResources/Benefits/retirement.asp>.
5. Tax Deferred Annuities and Deferred Compensation Plan- CCGA offers the opportunity to participate in a 403(b) Tax-Deferred Annuity (TDA) and/or a 457(b) Deferred Compensation Plan. These plans are separate from CCGA's regular retirement plans and are contracts between the employee and the annuity provider. Employee contributions are made with pre-tax dollars. More information is available on CCGA's benefits website at <http://www.ccg.edu/Faculty/HumanResources/Benefits/retirement.asp>.

L. Social Security

Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of the Social Security Act, as amended, shall apply to all employees of the University System except those specifically excluded under the agreements with the Employees' Retirement System of Georgia providing coverage.

Under agreements between the Employees' Retirement System of Georgia and the Board of Regents of the University System of Georgia, Social Security coverage was extended to the following classes of employees:

1. All employees eligible for the Teachers Retirement System of Georgia.
2. All temporary, seasonal, or intermittent employees whose work hours are a normal full-time working period.

The following employees are not covered by Social Security: student assistants, laboratory assistants, and employees working less than half-time. Non-immigrant aliens may be exempt, in accordance with the provisions of their visas.

M. Workers' Compensation Insurance

All employees of the University System are covered under provisions of the Workers' Compensation Act. Upon employment, all CCGA employees are provided detailed information regarding workers compensation procedures. Persons who misplace this information should ask for another copy.

Any injury or illness suffered by the employee due to a work-related cause should be reported to the supervisor as well as Human Resources as soon as possible. If the injury or illness requires medical attention, medical care must be coordinated through the Managed Care Organization (MCO) to assist in selecting an Authorized Treating Physician. However, in the event of a medical emergency, the employee should go to the emergency room of the local hospital. Following emergency treatment, if additional treatment or follow-up will be necessary, the employee's medical care must be coordinated through the MCO. The MCO contact information is posted on bulletin boards in each building on campus.

N. Unemployment Compensation

Under certain circumstances, employees who separate from employment with the College may be eligible to draw unemployment compensation benefits under the provisions of the Georgia Employment Security Law. Eligibility for unemployment benefits is determined by the Department of Labor and is based in part on the circumstances surrounding the employee's separation.

O. Training and Development Opportunities

1. Employee Continuing Education

Regular employees may *sit in* on credit classes offered by CCGA without registering and *without credit* being offered for such attendance, with the advance permission of the instructor. Employees who wish to take a class and receive college credit for the class may register and pay for the class or apply for the Tuition Assistance Program - See Paragraph P below.

A. Training Seminars and Meetings

On a regular basis, the College provides staff development opportunities on campus for the benefit of all employees through a program called Training U. Sometimes training opportunities are offered for a segment of employees. These training opportunities are publicized to those who are eligible to attend, and there is no cost to the employee.

Depending on the nature of the position and the funds available, opportunities may be available for individuals to go off-campus for job-specific training programs or seminars that will benefit the employee in his or her professional development or present job. Attendance at such programs or seminars must be approved by the supervisor. If the program is off-campus, funds must be available through the departmental budget.

If an employee is asked or expected to attend a University System sponsored meeting being held out of town, the employee will be reimbursed for travel expenses from the department's travel budget according to the established travel guidelines of the College. In all instances (other than on-campus programs), the employee must complete a Travel Request form and submit to the College's Business Office before travel. For more information on these policies and forms, please view the CCGA travel website at <http://www.ccg.edu/Faculty/Travel/>.

Employees should contact their supervisors for guidance and assistance on procedures related to travel arrangements, travel expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of the business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.

See Section IV, Paragraph H, "Attendance at Meetings and Seminars," regarding the compensation of bi-weekly employees who are required to travel.

B. Staff Assembly

The purpose of Staff Assembly is to encourage and promote professional development, provide guidance to non-faculty employees of College of Coastal Georgia, and serve as a forum of

communication to and from the administration of the College. Staff Assembly serves as a representative body for all staff employees of the College. The organization is to help identify and explore concerns brought up by staff members as well as to foster amicable and fair working conditions for all staff employees.

Staff Assembly is an official College of Coastal Georgia organization composed of elected representatives from the College staff. The staff-elected body of representatives is dedicated to promoting the interest and welfare of College of Coastal Georgia staff members.

There will be five (5) regularly scheduled meetings during the academic year (2 Fall, 2 Spring, 1 Summer). The meetings will be held at 3:00 pm on the third Thursday of the months of September, November, February, April, and June, unless otherwise notified. Other meetings may be called as necessary by the Chair.

Any regular employee of College of Coastal Georgia, full-time or part-time, in a non-faculty position who is not classified as Faculty shall be considered a member of the "Staff Assembly" of the College. Regular employees are defined as "employees who are not temporary." Regular employees who are part-time are encouraged and welcome to attend the meetings, but attendance and participation are voluntary. Because participation is voluntary, there will be no additional compensation to the employee to attend meetings or to assist with committee functions which do not coincide with their regularly scheduled working hours. More information on Staff Assembly including a list of officers, upcoming dates, and a copy of the "Bylaws of the Staff Assembly" is available on the CCGA website <http://www.ccgga.edu/Faculty/HumanResources/StaffAssembly/>.

P. Tuition Assistance Program

As part of its mission statement, the University System of Georgia is committed to "the recruitment, hiring, and retention of the best possible faculty, staff and administration." The Board of Regents of the University System of Georgia is committed to creating a more educated Georgia. Both of these commitments extend internally, as well as, externally. As part of its desire to meet its employees evolving needs, the University System of Georgia (USG) has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees.

Eligible employees who meet TAP guidelines as well as the applicable admissions standards and who have received appropriate prior authorization from the College may enroll in up to nine academic semester credit hours for each of the three designated semester periods: fall semester, spring semester, and summer semester.

Student status will be secondary to employee status. Tuition assistance is the waiver of tuition and the waiver of certain fees. TAP participation will be granted on a space-available basis. For limited-slot

enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course.

Employees may not enroll in the following professional schools: dental, medical, pharmacy, veterinary, law, or executive/premiere or comparable graduate programs.

The complete Tuition Assistance Policy can be found on the Board of Regents website as well as the CCCGA benefits website:

http://www.usg.edu/hr/benefits/tuition_assistance_program_policy

<http://www.ccca.edu/Faculty/HumanResources/Benefits/TAP.asp>

SECTION VI. RECORDS, FILES, AND DATA

A. Open Records Policy

CCGA complies with the Georgia Open Records Act, as amended by the 1999 General Assembly. This Act pertains to providing access, upon request, within three (3) business days, to certain public records. For the purposes of this Act, the term “public records” shall mean all documents, papers, letters, maps, books, tapes, photographs, computer-based or generated information, or similar materials prepared and maintained or received in the course of operation of a public office or agency and such items received or maintained by a private person or entity on behalf of a public office or agency which are not otherwise subject to protection from disclosure. Items that are protected from disclosure are specifically mentioned in the Act.

The College has designated the Vice President for Business Affairs (for personnel and business records) and the Registrar/Director of Admissions (for student records) as the College’s Open Records Officers. A supervisor or any other employee who receives a request, whether oral or written, for inspection and/or copying of any records or documents should refer the request immediately to the appropriate Open Records Officer. Written requests received by the designated Open Records Officer will receive a response within three (3) working days of when it is received.

B. Requests for Employment Verification

The Office of Human Resources regularly receives requests from various agencies, usually financial institutions, to verify the current or former employment of individuals. Requests to verify employment are treated with a high level of security and require a signed Employment Verification Consent Form as well as verbal consent.

<http://www.ccca.edu/Faculty/HumanResources/Employment/Verification/EmploymentVerificationsConsentForm.pdf>

Upon receipt of verbal consent and receipt of the signed consent form, HR personnel will verify the dates of employment, job title and salary if requested. No other information will be provided unless a request is made in accordance with the Open Records Policy and falls within the authorized release of information under the Open Records Act.

However, if the requesting party is an agency or authority who has a lawful right to the information, the requested information will be released with or without a signed consent from the affected employee. When information is released in response to a subpoena or other legal document, the Office of Human Resources will attempt to inform the affected employee of the information to be disclosed, unless the request is related to an ongoing criminal investigation.

C. Employment References

Agencies, companies, and others who desire to check the references of a current/former CCGA employee are to be directed to the Office of Human Resources. Human Resources will always verify dates of employment, position title, and salary. No other information will be disclosed unless the requesting party provides a signed consent from the affected individual authorizing release of information or unless the request is made in accordance with the Open Records Policy and falls within the authorized release of information under the Open Records Act.

If you, as a current or former CCGA employee, wish to use any other CCGA employee as a personal reference (such as a co-worker or a supervisor), the College is not responsible for the responses provided by the individual you named as a personal reference.

Furthermore, if you as a current CCGA employee are contacted by any agency or individual to provide an employment reference on another current or former CCGA employee, you (the employee providing the reference) are NOT authorized to provide an official statement on behalf of the College. If you choose to provide information in response to an employment reference inquiry, you are cautioned to provide facts only and to withhold providing your personal opinions.

D. Campus Newsletters

The Office of Human Resources publishes a newsletter on a quarterly basis. This newsletter is distributed by email, and paper copies are posted on campus bulletin boards. The newsletter contains benefit updates, upcoming events, wellness information, and money saving tips. Each newsletter edition also highlights a different CCGA policy.

In addition to the Human Resources newsletter, the Office of Institutional Advancement publishes a campus newsletter/calendar entitled *The Campus Connection*. It is usually published on a monthly basis.

Employees are expected to read these newsletters to stay informed. Individuals who wish to submit a news item or publicize an event must contact a staff member of the Office of Human Resources and/or Advancement. Once the information is submitted, the appropriate Office will decide whether or not to publish the information in their respective newsletter.

E. Personnel Files

The CCGA Office of Human Resources maintains the official personnel file on each staff employee. The personnel file includes the employee's job application, performance evaluations, documentation of any disciplinary actions, documents verifying employment status and wages, and other employment-related records. The files are the property of CCGA. All of the information is kept in a private, confidential manner and access to the files is restricted.

The Office of Academic Affairs maintains official personnel files for all faculty members, including official transcripts, contracts, performance evaluations, tenure reviews, and other employment-related records. Human Resources maintains a copy of this information.

No person shall have access to information from the files or records of an employee without the employee's consent unless such access or disclosure is: (1) necessary for the orderly conduct of personnel-related matters, (2) required by law, or (3) in response to a properly issued subpoena.

With reasonable advance notice, employees may review their own personnel files in the Office of Human Resources Office in the presence of an individual who maintains the files. An employee may, at personal expense, copy or duplicate all or any portion of the personnel file during the review.

When the Office of Human Resources receives "commendation letters" written about an employee's noteworthy action or job performance, the letter shall be sent directly to the individual's supervisor, and a copy will be sent to the employee. These letters may be maintained in the personnel file of the employee.

F. Maintenance of Personal Data

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Home addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, beneficiaries, and other such information should be accurate and current at all times. Changes in family status (marriage, divorce, birth, etc.) must be reported within 30 days in order to update College sponsored benefit plans. Appropriate documentation is required. Persons who get married or divorced are reminded to consider whether or not tax withholding forms or beneficiary information should be updated. Employees whose name changes due to marriage are required to request a new card from the Social Security Administration. Once the new Social Security card is obtained, the employee should bring the card to Human Resources so that a copy can be made. Employee personnel and payroll records may not be changed without an updated Social Security card.

In addition to notifying the Office of Human Resources about the changes previously noted, all employees are expected to provide their supervisors with their current telephone number, regardless of whether it is a published or unpublished number. Employees who do not have telephones in their homes must provide the supervisor with another reliable method for contacting the employee quickly. Supervisors must be able to contact employees in an emergency and for other reasons when needed.

SECTION VII. HEALTH AND SAFETY IN THE WORKPLACE

A. Emergency Closing

The President of the College (or his/her designee) serves as the overall Emergency Director and is responsible for making the decision to close the college during any major emergency such as, but not limited to, inclement weather.

If the decision is made to close, persons who are actively at work at the time will be notified by their supervisor or another administrator. If time permits, supervisors will also attempt to telephone employees who are not actively at work to notify them not to come in. The closing will be announced very quickly through a variety of news media, including local television and radio stations. When possible, the specific dates of the closing will be given; however, it may not be possible to predict with certainty when the College will reopen, depending on the nature of the emergency. Therefore, when a specific reopening date has not been given, the reopening will also be announced through local radio and television stations. An employee is expected to check with local radio stations in the event he/she is not within the radio frequency area to hear the announcement.

B. College Safety/Emergency Guide

The College has a published "Emergency Guide" that has been issued to all employees. This guide was created by the College of Coastal Georgia to provide guidance and procedures to responding to critical incidents that might occur on campus. Copies of this guide are available to all employees in the Office of Human Resources. Any employee may also see a copy of College of Coastal Georgia's Emergency Management Plan located on our website at <http://www.cpga.edu/PublicSafety/Emrg.asp>.

C. Reporting an Emergency

In the event that an employee is the first to learn of an emergency and is unsure of what to do, he/she must notify the supervisor immediately. If the supervisor is not available, the employee should contact Campus Police or Plant Operations, depending on the nature of the emergency. All contact numbers for emergencies and services are available in CCGA Emergency Guide.

D. Reporting a Work-Related Injury or Illness

All CCGA employees are covered under the provisions of the Worker's Compensation Act. An employee who suffers an injury or illness due to a work-related cause must report the illness or injury to the supervisor and to the Office of Human Resources immediately. Campus Police may be called to complete an investigative incident report if deemed necessary and appropriate, but notification to Human Resources is still required.

If the injury or illness requires medical attention, the employee's care will be coordinated through a Managed Care Organization (MCO) to assist in selecting an Authorized Treating Physician. Contact information for the MCO is posted on a bulletin board in each building on campus. Illness or injury deemed to be an emergency may be treated at an emergency facility, but follow-up treatment must be coordinated through the MCO.

From time to time, the College sponsors intramurals and other activities designed for employee socialization. Participation in these activities is encouraged but is not required. An injury or illness resulting from participation in voluntary activities may not be covered by workers compensation benefits. Usually, such medical bills should be filed with the employee's health insurance provider.

E. Campus Police

A Campus Police Officer is on duty at all times and the campus is routinely patrolled. The officer on duty has a cell phone which may be called during emergencies. The cell phone for the Campus Police Officer on the Brunswick Campus is 912.258.3133, and the Camden Center is 912.552.5277. Campus Police Officer are certified police officers with full powers of arrest and should be called for any altercation, theft, suspicious incidents, etc. Their office is located on the back side Andrews Building opposite the Bursar's Office.

F. Workplace Violence

Violence or the threat of violence will not be tolerated on the CCGA campus. All threats, actual violence, or suspicious individuals or activities should be reported as soon as possible to Campus Police. Any person guilty of violence or suspected of potential violence will be promptly removed or asked to leave the premises by a Campus Police Officer. If the person asked to leave the campus is an employee of the College, the Campus Police Officer will notify the Director of Human Resources of the incident as soon as possible.

Following a thorough investigation, if it is determined that an employee committed an act of violence, or demonstrates the potential for violence, the employee will likely be terminated within the provisions of due process.

Possession of firearms, weapons, and other dangerous and unauthorized devices or substances in or about CCGA facilities will not be tolerated. Possession of such items by employees shall be grounds for termination.

A supervisor may promptly suspend an employee with or without pay if the employee commits an act of violence or threatens the supervisor or another individual. The supervisor will then immediately report the suspension to the Director of Human Resources for the consideration of further action against the employee, up to and including termination.

Employees are encouraged to notify their supervisor, the Director of Human Resource, or the Campus Police of serious problems with others before they escalate into violent situations. Efforts will be made to resolve disputes and employees will not be disciplined for raising such concerns.

➤ **Behavioral Intervention Team**

The mission of the College's Behavioral Intervention Team is to provide a proactive and supportive multi-disciplinary team approach to prevention, assessment and intervention with situations or individuals that may pose a threat to the safety and well-being of the College community.

If you are concerned that an individual is an imminent threat to any person's personal safety, including their own, call the College of Coastal Georgia Police Department at 912.258.3133 (Brunswick) or 912.552.5277 (Camden).

Members of the Intervention Team:

- Vice President for Student Affairs (Chairperson)
- Associate Vice President of academic Affairs
- Director of Counseling and Disability Services
- Director of Residence Life and Housing
- Director of Public Safety
- Other College officials, as appropriate
- Community mental health professionals, as appropriate.

Students/Faculty/Staff may make referrals in one of three ways:

1. Referrals can be made by calling the Chairperson of the BIT at 912.279.5970.
2. Through the referral form available [HERE](#) for faculty/staff
3. Students wishing to report may do so through the Chairperson of the BIT or through a faculty/staff member who has access to submit a report through the intranet.

All referrals and any supporting documentation will be forwarded to the Chair of the BIT at: Vice President for Student Affairs

For more information contact the **Office of Student Life** 912.279.5802.

G. Hazardous Chemicals Protection

The State of Georgia enacted the "Public Employee Hazardous Chemical Protection and Right-to-Know Act of 1988" to protect employees from the dangers of hazardous chemicals they may encounter in the workplace. CCGA has a program to assure that all employees receive training and information about hazardous chemicals present in their work areas. A Material Safety Data Sheet (MSDS) is available on each hazardous chemical which may be used in the work area. All employees should receive orientation on what hazardous materials are in their work areas, where the MSDS sheets are located, and how to read these sheets. All employees whose jobs involve the handling of hazardous chemicals must receive additional training in the safe use, storage, and disposal of the chemicals they use. The College Campus Safety Manager is responsible for the administration of the hazardous chemicals protection program.

H. Smoking and Tobacco Usage

Smoking or the use of any other form of tobacco products is not permitted on the Brunswick Campus or at the Camden Center. An employee who violates this policy will be warned. Repeated warnings may result in further disciplinary action. More information can be found in the CCGA Administrative Policies Manual on the intranet: <http://www.ccgga.edu/Policy/files/TobaccoFreeWorkplacePolicy.pdf>

I. Children in the Workplace

It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students. Any action which interferes with this goal will not be permitted. Children under the age of sixteen (16) who are not a currently enrolled CCGA student must not be left unattended at any time on campus, including in campus building, on campus grounds, or in a vehicle, and must be under the direct supervision of a legal guardian at all times. Parents or guardians of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

The College acknowledges that family needs and responsibilities may in some circumstances require the presence of a child on the campus for a limited amount of time. At the same time, any individual who makes the decision to bring a child onto the College campus should be aware and respectful of the needs of others to have a quiet educational and work setting. To provide specific guidance on having children on campus, stipulations are provided on our Children on Campus Policy located in the Administrative Policies on the Intranet.

http://www.ccgga.edu/Policy/Files/Children_on_Campus_Policy.pdf

J. Drug-Free Workplace

College of Coastal Georgia, in order to comply with the Drug Free Workplace Act of 1988, enforces the following policy:

No employee of College of Coastal Georgia may illegally engage in the manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol at the workplace. Such activity will be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.

Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Director 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, up to and including termination of employment. The Director 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 Director of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, up to and including termination of employment. The BIC (Background Investigation Committee) 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. The BIC shall review the crime utilizing the same standards as it applies in reviewing crimes committed by a candidate for employment but may consider other factors, including the length of employment of the employee and performance reviews.

If an employee has a problem with drugs or alcohol, he/she is encouraged and expected to seek help. If the employee decides to seek treatment, the Office of Human Resources can provide more information regarding employment rights. Employment protection under certain conditions is available for an employee who voluntarily seeks help.

K. Drug and Alcohol Testing of Employees in High-Risk Jobs

Persons occupying certain "high-risk" positions are required to be tested for the use of illegal drugs and/or alcohol as mandated by law, by standards mandated by regulatory agencies, and/or by Board of Regents' policies. Some positions affected by this are grounds keeping positions, campus law enforcement positions, and persons who drive vehicles on College business if the vehicle is one which requires the operator to have a commercial driver's license. These positions are categorized as high-risk because their inattention to duty or errors in judgment while on duty can result in harm to themselves or others.

Employees occupying any of these “high-risk” positions are provided a copy of the specific drug/alcohol testing requirements which apply to them. All high-risk employees are reported to the Department of Administrative Services (DOAS) on a monthly basis. Each quarter, DOAS runs a random selection report and provides to CCGA for drug testing of those employees identified. Persons who refuse to submit to the required test or who test positive may be subject to disciplinary action, up to and including termination, according to the requirements of the specific testing program.

SECTION VIII. FACILITIES AND SERVICES

A. Automobile Registration & Parking

All employees must have a current parking decal and should be familiar with the traffic and parking regulations. Faculty & staff decals are issued only to full-time and part-time faculty, full-time staff, and regular part-time staff. They are to be renewed each year at the start of the fall semester. Decals and copies of the traffic regulations are available at the Bursar’s Office. Decals issued to employees are free and are for their use only. Each employee is expected to keep his/her automobile registration card current. The decals are to be placed and be visible from the rear of the vehicle.

Employees are expected to observe all driving and parking regulations and to practice safe driving habits. Flagrant or habitual violation of campus driving and parking regulations can lead to disciplinary action. Employees should park in designated parking places and are prohibited from parking in restricted areas such as designated visitor’s spaces, crosswalks, and reserved spaces. Campus Police will issue traffic and parking violations to offenders.

A temporary sticker is available in the Bursar’s Office should an employee drive a rental or optional vehicle to campus.

B. Mariner Access Cards

All regular College employees should have a valid employee identification card, referred to as the Mariners Access Card (MAC). The MAC card is the official College of Coastal Georgia employee identification card and the key to the campus. With it, employees can access services, attend events, and make purchases on campus without the hassle of carrying cash (Coastal Cash). It can also function as a Discover debit card if activated. Additionally, employees can elect to have their paycheck direct deposited to this debit card. This card is processed in the Bursar’s Office. The card will contain the employee's name and photograph and will also serve as the employee's College library card, meal plan card, and access to buildings and faculty/staff parking. It is the responsibility of the employee to notify the Bursar’s Office if the card is lost. A charge will be assessed for subsequent replacement cards.

Additional information regarding the MAC card and its features can be found on the CCGA website: <http://www.ccgga.edu/CardOffice/>.

C. Vending Machines

There are numerous vending machines available throughout the campus. These machines have a variety of beverages, snacks and sandwiches. These machines will take both cash and Coastal Cash, which utilizes the debit card function of the MAC card. If an employee experiences an issue with one of these vending machines on campus, he/she must notify the Bursar's Office or Auxiliary Services.

D. Mailroom

The College mailroom is located in the Central Receiving Building on campus. Incoming mail is delivered to each department in a large zippered pouch daily and is distributed by the Department Coordinators or other designated employee. Outgoing mail should be placed in the large zippered mail pouch each day and will be picked up when mail is delivered. Pickup and delivery time is different based upon location. For specific timelines, employees are encouraged to check with their respective Department Coordinators.

E. Purchasing

The Purchasing Department is the official purchasing agent for College of Coastal Georgia. It is responsible for issuing orders of products & some services in compliance with state and federal laws under the guidelines imposed by the Georgia Department of Administrative Services State Purchasing Division and the Board of Regents of the University System of Georgia. Orders are not to be placed by anyone other than purchasing staff or procurement card (p-card) holders using their College p-cards. Payment for orders placed by other than purchasing staff or p-card holders will be the responsibility of the individual and not the College.

When there is a need to purchase products and some services (i.e. equipment repairs, non-contracted services), the department must complete a Purchase Requisition in advance of the need. Purchase Requisition Forms are maintained in Central Stores and available at no charge while an electronic copy of the purchase requisition is available on the College Intranet under Administrative Resources, Purchasing Resources, Purchase Requisition.

CCGA Central Stores is the first supply source for faculty and staff. Central Stores is our on-campus office supply center which maintains such inventory as copy paper, pens, pencils, file folders, markers, tape, staplers, staples, binders, paper clips, and envelopes to name a few. Central Stores is located on the north end of campus in the Central Receiving Building. A Central Stores Inventory List is available on the College Intranet.

Once all information is completed on the requisition and the department head has approved, forward the white original and yellow copy of requisition to the Purchasing Officer in the Central Receiving Building; keep pink copy for department verification. Once Purchasing Officer verifies budget approval and any other special approvals, requisition is forwarded to appropriate buyer for processing. The Purchasing Department processes requisitions in order of receipt so allow a minimum of five (5) work days from receipt by the Purchasing Department for order issuance either by purchase order or p-card. Purchases requiring bids (in excess of \$24,999), sole source, sole brand, and special approvals may take considerably longer due to statutory posting times. During peak times (fiscal year end, beginning of semester), processing days of requisitions may be longer than five (5) work days. Requisitions submitted with missing information will be returned to the initiating department for completion. Once the order is placed, the buyer will e-mail a copy of the requisition to the end user & Departmental Coordinator verifying that the order has been placed either by attached purchase order or p-card.

As mentioned earlier, CCGA Central Stores is the first supply source for faculty & staff. If the item is not stocked in Central Stores, it is mandatory that products are purchased according to the following order of precedence: 1. Mandatory Statewide Contracts, 2. State Entity/Agency Contracts, 3. Statutory Sources, 4. Convenience Statewide Contracts, 5. Open Market Purchases

Purchases of certain items require special approval before the order can be placed or bid out. Purchases for information technology equipment, telecommunications services, supplies & equipment, motor vehicles, trade in of agency owned equipment or personal property, advertising, and sole brand and/or sole source require special approval.

Additional purchasing resources are available on the College Intranet under Forms, Purchasing Forms, Purchasing Guidelines.

F. Use of Facilities for College Activities

If meetings other than regularly scheduled classes and instructional activities are to be scheduled in classroom (instructional) facilities or the Southeast Georgia Conference Center the room assignments must be cleared in advance through the Office of the Vice President for Academic Affairs. If these events are to be scheduled in the Campus Center or the Student Activities Center, they must be cleared through the office of the Director of Campus Center. Use of the President's conference room or Presidential Dining Room must be cleared with the President's Office. Use of Athletic locations must be cleared with the Director of Athletics. The Camden Center facilities should be requested through the Director of Camden Center.

All events, once cleared through the appropriate authority, should be entered into the FS Direct System.

G. Use of Facilities for Outside Groups

Permission to use College facilities for any events or activities other than regular academic and established programs of the College must be secured through the Director of Human Resources and Auxiliary Services and approved by the College President. In most instances, approval for outside groups will be contingent upon the willingness of a CCGA employee to sponsor the event.

H. Employee Use of Facilities

Employees are allowed access to most College recreational facilities for personal use when they are not needed for regularly scheduled student classes and activities. The par course (walking trail), tennis courts, and lake should be used during daylight hours for safety's sake. No swimming or boating is allowed in the lake. Fishing is permitted year round with a valid fishing license. The employee should be in possession of his/her MAC card and is advised to call Campus Police if he/she plans to use the facilities at times when the College is not open. The employee must accompany family members who wish to use the facilities.

I. Use of College Equipment

Materials and equipment owned by the College must be available at all times for institutional use; therefore, no employee is permitted to remove College property from the campus for personal use.

J. Office/Building Keys

All office and building keys are issued by Plant Operations. An employee who needs a key to access his/her office should present a written request to the Director of Plant Operations from the employee's supervisor. If it is deemed necessary for an employee to have a key to access other facilities on campus, a written request must be submitted to the Director of Plant Operations from the employee's supervisor with detailed justification for the need.

An employee must sign a release at the Plant Operations Office before picking up a key. This key becomes the responsibility of the employee and may not be duplicated, loaned, or transferred to another individual. The key must be surrendered to the Plant Operations Office if no longer needed or if employment ceases.

K. Mariners Mates - Discounts for Employees

The College of Coastal Georgia has partnered with several businesses to provide discounts to students, faculty, staff and alumni. A valid MAC card must be presented at time of purchase to receive discounts. A complete list of these discounts is available on the College website at <http://www.ccg.edu/SDServices/MarinersMates.asp>.