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Section I
Introduction

How to Use This Handbook

In order to have a good working relationship, it is important for each employee to understand his/her role as a member of the Georgia Gwinnett College community. This handbook will acquaint you with the policies, regulations, pay and benefits that apply to classified employees.

This handbook is presented as a matter of information only and its contents should not be interpreted as an expressed, implied or inferred contract of employment between the college and any of its employees. Your employment with the college is “at-will” and entered into voluntarily. You are free to resign at any time, for any reason, with or without notice. Similarly, the college is free to terminate the employment relationship at any time, with or without notice.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to become familiar with its contents. This handbook is only a summary of our policies and is not in and of itself policy, so please review it with your supervisor or the department identified in the section if you have any questions. The information in this handbook is a summary of policies from the Human Resources Administrative Practice Manual (HRAP) of the University System of Georgia, as well as Georgia Gwinnett College’s specific policies. Human Resources officers and institutional managers should read, understand, and comply with all provisions of the HRAP, located at http://www.usg.edu/employment/policies/hr_manual/introduction.phtm/

All information contained in this handbook is subject to change at any time at the discretion of Georgia Gwinnett College.

Policy Precedence

The authoritative source of information concerning Board approved policies and procedures is The Policy Manual of the Board of Regents. In the event of conflict between this Classified Employee Handbook and The Policy Manual, the Board Policy Manual prevails.

The Administrative Policy Manual is Georgia Gwinnett College’s primary policy manual. In the event of a conflict between this Classified Employee Handbook and the Administrative Policy annual, the Administrative Policy Manual prevails.

College Internet Homepage

The college maintains a web site at http://www.ggc.usg.edu that contains current information on college activities, policies and procedures, including a copy of this handbook. Revisions to any policies outlined in the handbook will be made to the web page. Employees will be notified when such a revision has taken place.
About Georgia Gwinnett College

History
Georgia Gwinnett College opened its doors on August 18, 2006 as Governor Sonny Perdue, President Daniel Kaufman, Board of Regents Chairman Allan Vigil, U.S. Representative John Linder and GGC Foundation Chairman Glenn White cut the ceremonial ribbon for the nation’s first four-year public college created in the 21st century, and the first four-year public college created in Georgia in more than 100 years.

The new institution was built upon the work of the Gwinnett University Center (GUC) which was established in 1997 to provide University System of Georgia (USG) coordination in Gwinnett County with Georgia Perimeter College (GPC), which offered associate degrees, and with the University of Georgia (UGA), which offered some bachelor’s and graduate programs.

- **September 1987:** GPC offered its first courses in Gwinnett County on Sugarloaf Parkway.
- **September 1990:** UGA came to Gwinnett offering graduate courses.
- **1994:** Recognizing that Gwinnett was the largest county east of the Mississippi River lacking a four-year college, the County purchased 160 acres of land located off GA Highway 316 and Collins Hill Road, and designated it specifically for the development of a college campus.
- **February 1999:** The State Legislature showed their support by allocating $19.7 million for the signature building.
- **2000:** Gwinnett County donated the 160 acres to establish the Gwinnett University Center, a partnership among institutions of higher education.
- **December 2000:** The Board of Regents approved a unique public-private venture to construct the first classroom building on the new campus site. The 120,000 square-foot building was constructed in a record ten months.
- **December 2001:** The entire campus was relocated from Sugarloaf Parkway to 1000 University Center Lane.
- **January 7, 2002:** GUC opened its doors to more than 5,000 students enrolled in the partnership institutions - nine months earlier than projected and reaching the original five-year enrollment projection on opening day.
- **August 2002:** A $22 million signature building was completed, adding 100,000 square feet with 18 state-of-the-art classrooms, a two-story library, and faculty offices.
- **August 2002:** Southern Polytechnic State University began offering classes.
- **October 2004:** The Board of Regents (BOR) voted to create a new four-year state college in Gwinnett County. The County had doubled its population each of the past three decades, and was now home to nearly 700,000 people. With more than 8,000 enrolled students, the GUC was the ninth largest University System institution.
- **March 2005:** The Georgia General Assembly passed SR 33 establishing a new college in Gwinnett.
- **May 2005:** Gov. Sonny Perdue deferred a $5 million appropriation in the 2005 State budget for a 29,000 square-foot classroom building.
- **September 2005:** Dr. Daniel J. Kaufman was hired as the college’s inaugural president.
- **October 2005:** The BOR voted to name the institution “Georgia Gwinnett College.”
- **November 2005:** Initial bachelor degree programs approved by the BOR included a Bachelor of Science (“B.S.”) with a major in Biology, B.S. with a major in Psychology, Bachelor of Science in Education (“B.S.Ed.”) with a major in Early Childhood Education.
(including eligibility for certification in Special Education), Bachelor of Applied Science (“B.A.S.”) with a major in Technology Management, Bachelor of Business Administration (“B.B.A.”) with a major in General Business, Bachelor of Science in Radiologic Technology (“B.S.R.T.”), and Bachelor of Science in Nursing (“B.S.N.”).

- **August 18, 2006**: Georgia Gwinnett College opened with 120 juniors as its first students.
- **Fall 2007**: The College’s first freshman class joins GGC.
- **2008**: The first GGC graduation is planned.
- **2010**: Enrollment estimated to be 8,000 students.

**Vision**

Georgia Gwinnett College will be a premier 21st Century Liberal Arts College where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

**Mission**

Georgia Gwinnett College provides access to targeted baccalaureate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide its students enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

**Goals**

As a charter 21st century institution GGC will:

- Produce graduates who can anticipate and respond effectively to the changing world.
- Inspire graduates to be contributing citizens and community leaders.
- Achieve significant levels of student success in retention, progression and graduation.
- Innovatively design and deliver educational programs and support services.
- Engage with Gwinnett and surrounding communities to support student development and community needs.
- Create a culture devoted to the holistic development of students.
- Acquire the resource base needed to accomplish its mission and vision.
- Serve as a resource for innovation for the broader educational community.
Operating Principles:
Georgia Gwinnett College is committed to:

- Continuous review, assessment, change, and experimentation
- Holistic development of students
- Building partnerships with its business and community constituents
- Developing a workforce of highly competent teachers and staff who are also action oriented and innovative
- Innovatively integrating technology into educational experiences
- Diversity and building a multicultural environment to prepare students to succeed in a global society
- Being the community of choice to work for faculty, administrators, and staff
- Providing a supportive work environment that encompasses involvement, open communications, a spirit of collegiality and an appropriate reward system
General Organizational Structure
Employee Categories

Definitions of Employment Status (Non-faculty)

The following terms will be used to describe the classification of employees and their employment status.

Regular Classified Personnel
Regular Employees—Personnel employed for a continuous period expected to exceed two academic quarters, one semester, or six calendar months are “regular” employees. Human Resources is responsible for determining if a position is to be designated as either exempt or non-exempt in compliance with Federal law.

Exempt personnel—an employee will be classified exempt from provisions of the Fair Labor Standards Act when duties and salary meet the criteria required in the Act. Exempt employees are not entitled to additional pay or compensatory time off for hours worked in excess of 40 hours in a given work week. Schedules may be adjusted when necessary to facilitate completion of assigned duties or to ensure equity. ADJUSTMENT TO SCHEDULES MUST OCCUR WITHIN THIRTY DAYS OF THE ADDITIONAL WORK AND MUST BE APPROVED BY THE IMMEDIATE SUPERVISOR.

Non-Exempt personnel—Employees with duties that do not meet the criteria to be exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees are subject to the provisions of the Fair Labor Standards Act and are eligible to be compensated for hours worked in excess of 40 per week. OVERTIME MUST BE APPROVED IN ADVANCE BY THE SUPERVISOR OR DEPARTMENT HEAD.

Regular Classified Employees who work at least one-half time (50%) or 20 hours per week are eligible for most benefits.

Temporary Personnel
Personnel who are not employed as regular classified employees or faculty are considered temporary employees. Temporary employees may be employed full time (40 hours per week) for a period no longer than six calendar months. However, in the event the employee works less than full time, employment may be extended up to an additional six months at the request of the supervisor or department head, with the appropriate approvals. After 12 months of temporary employment, the individual will be terminated and may be rehired only after a period of 30 calendar days has elapsed. Although student assistants are considered temporary employees, they are NOT subject to these service and reemployment restrictions.

Temporary employees can be terminated at any time with or without cause at the discretion of the supervisor or department head without employee recourse.

Temporary employees are not eligible for benefits. There are three types of temporary personnel:
Temporary non-student employees—All hourly employees who are not currently enrolled in classes at the college and who are not identified as student assistants are designated as temporary non-student employees. Temporary non-student employees may work no more than 40 hours per week in a college department or in combination with a job elsewhere in the college, except in cases of pre-approved authorization by the immediate supervisor. For further clarification, contact the Office of Human Resources.

Student assistant employees—All hourly employees who are currently enrolled in classes at the college and are not identified as temporary non-student employees are designated as student assistants. Student assistant employment is considered temporary employment. Student assistants are exempt from FICA withholdings (Social Security) if they are registered at least ½ time. Students who do not meet the criteria will be taxed as a temporary non-student employee. Student assistants may not work more than 40 hours per week in a college department or in combination with a job elsewhere in the college, except in cases of pre-approved authorization by the immediate supervisor.

Part-time (Adjunct) Instructor—Part-time instructors are temporary employees who are non-contractual, non-tenure track, and employed on a per-semester and per-course basis.

Position Classification

Georgia Gwinnett College administers a uniform classification and compensation program. This classification system is designed to group positions that have similar duties, levels of responsibility, skills and educational requirements into the same general levels of pay.

The pay rates for each position are determined by the knowledge, training, skills and level of responsibility assigned to that position. In addition, every effort is made to ensure equitable salary ranges in keeping with other colleges and universities and similar positions in the region.

Promotions

Salary advancement and promotions will be based on merit. Whenever practicable, vacancies should be filled by promotion of present employees. A promotion is the shift of an employee from one position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the qualifications required by the new position.

Employees can only be promoted in place during the fiscal year as a result of significant changes in the organizational structure, mission, or funding of the department/project. The supervisor is responsible for completing all of the necessary paperwork for this action. Any promotion within the same budgetary unit cannot be made without advertising the position via the Job Opportunity bulletin.

Employees in the six-month provisional period are eligible for promotion only when granted written permission by the Vice President for Business and Finance.
Transfers

Internal Transfers
An internal transfer is the movement of an employee from one position to another within the college. All vacant positions must be formally advertised through the Employment Office. A formal recruitment will be required to fill all vacant staff positions.

Employees in the six-month provisional period are eligible for transfer within the college only when granted written permission by the Vice President for Business and Finance.

When an employee of the University System transfers from one institution to another within the system, accumulated sick leave, retirement benefits and service date will be transferred if there is no break in service. Utilization or transfer of accrued vacation leave will be based upon Board of Regents policy. Transferring employees should notify the hiring official of the intent to transfer eligible benefits and service date.

Employees transferring to or from state of Georgia:
Georgia Gwinnett College will accept up to a maximum of 96 hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. For GGC to accept the sick leave, the employee must have no more than a 30-calendar-day break in service. Written verification of the employee's sick leave balance must be provided to GGC’s Human Resources Department by the terminating State of Georgia agency.

Annual leave will not be accepted for a benefited employee who moves from a State of Georgia agency to Georgia Gwinnett College.

Wage and Salary Administration Policy

Timesheets
Nonexempt employees subject to the provisions of the Fair Labor Standards Act are required to file a record of their hours worked on either a time sheet or timecard.

ALL TIME RECORDS MUST BE SIGNED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.

EmployeeLeave Statement
Exempt employees must complete an Employee Leave Statement for all absences from duty. This form must be signed by the employee and supervisor and filed with Payroll, by the published deadlines.

Payroll Deductions
Each employee’s paycheck will have specific deductions as required by law, Georgia Gwinnett College regulation and/or at the employee’s request as listed below:

Required Deductions:
- Federal and State Income Taxes
- Social Security (FICA), if applicable
- Teachers Retirement System Contributions (5% of gross pay) OR Optional Retirement Plan Contributions (5% of gross pay).
**Optional Deductions include:**
- State Charitable Contributions Program
- Tax-Sheltered Annuity contributions under 403(b) or 457 of Internal Revenue Code
- 529 Educational Savings Plan deductions
- Insurance premiums
- Dependent Care Spending Account contributions
- Flexible Medical Spending Account contributions

All temporary employees are exempt from Teacher Retirement System contributions and Optional Retirement Plan contributions and are not eligible for insurance benefits. Regular employees working less than half time are not eligible for insurance or retirement benefits.

**Paychecks**
Monthly staff employees are compensated in 12 equal payments. These payments are made on the last working day of the month, either by check or automatic payroll deposit. Any adjustments to pay, such as hours without pay, will be reflected on the next paycheck.

Hourly/biweekly are compensated for all hours worked through midnight the Friday before payday. Any overtime and hours without pay indicated on the timesheet will be included in each paycheck. If the payday falls on a college holiday, paychecks will be distributed on the last work day prior to the holiday.

**Direct Deposit**
All employees are eligible and strongly encouraged to use the automatic payroll deposit service, which provides for the direct deposit of pay to a participating bank. Employees interested in direct deposit of their paycheck should complete a Direct Deposit form available in the Human Resources Office or utilize Employee Self-Service.

**Unemployment Compensation**
Georgia Gwinnett College is a covered employer under the provisions of the Unemployment Compensation Law.

**Workweek and Overtime**

**Hours of Work**
The normal workday for regular, full-time classified employees is eight hours per day. The normal work week is 40 hours. Scheduling may vary depending upon the needs of the department. It may be necessary for a department to schedule some regular employees to work a 40 hour week consisting of designated hours other than the normal workday. The supervisor is responsible for informing the employee of the work schedule.

**Breaks**
If a work situation permits, the supervisor may authorize breaks of up to a 15 minute duration. Employees on break may leave the work area. In departments where it is necessary to have someone on duty at all times, it is the employee’s responsibility to ensure that work assignments are covered to the approval of the supervisor. The needs of the job must be satisfied before breaks can be granted. Therefore, in some units, breaks are not possible. Breaks are a privilege granted by each individual supervisor and are not a right. Further, employees MAY NOT forego breaks to accumulate extra time off in the future, or make up for tardiness or previous absence.
**Overtime Compensation**

All overtime work by non-exempt employees must be authorized in advance by their supervisor or manager. Nonexempt employees will be paid time and one-half for authorized hours worked in excess of forty productive hours in one week. Any overtime should be recorded on the time sheet. When overtime work is performed during a workweek in which non-productive time (such as vacation, sick leave or holiday) has occurred, the straight time salary rate will be paid for additional hours worked. For example, an employee takes eight hours vacation time during a work week. The same employee works three additional hours on another day during the same week. The pay for the three additional hours will be at the normal rate of pay.

For clarification of overtime pay and regulations, contact the Office of Human Resources.

**Personnel Changes**

*Personnel changes* relating to salary payment must be received in the Office of Human Resources, in accordance with the payroll schedule posted on the GGC website. Paperwork received after the deadline may require an adjustment to the following paycheck. It is the responsibility of the supervisor to ensure that documentation reflecting salary payment is received in the Human Resources Office in a timely manner.

**Employment in More Than One Position**

Employees of Georgia Gwinnett College may be employed in only one classification at a time. This policy includes all State of Georgia and Board of Regents institutions. If an employee wishes to accept another position in addition to a current position, the following rules will apply.

- The combined work time for both positions cannot exceed 100 percent of full time (40 hours per week).
- Both positions must be the same classification, either both exempt or both nonexempt.
- Acceptance of the second position must be approved by the employee’s department head and the Director of Human Resources.

Questions concerning specific circumstances should be directed to the Office of Human Resources for more detailed information.

**Garnishment of Pay, Withholding of Pay**


Board of Regents Policy provides that each institution shall establish procedures to counsel with employees who fail to meet their personal financial obligations. Repeated instances of default in payment by employees of the University System shall be considered sufficient grounds to terminate for cause.

In accordance with BOR policy, Georgia Gwinnett College considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. It shall be the policy of Georgia Gwinnett College to handle garnishments in the following manner:

- All garnishment orders received at the College shall be immediately forwarded to the payroll officer for processing and appropriate handling in a timely manner;
• The payroll officer shall provide a written notice of garnishment to the employee, advising the employee of the specific garnishment details and financial/payroll implications; said notice shall include a standard reference statement to BOR Section 802.14 reminding the employee that “repeated instances of default in payment by employees of the University System shall be considered sufficient grounds to terminate for cause”;

• The General Counsel & Chief Legal Affairs and Diversity Officer, the Director of Human Resources, and the Payroll officer shall conduct periodic garnishment reviews to identify any employees who may have received two or more garnishments for separate obligations within a twelve month period and to determine if further recommendations are necessary to protect the integrity of the institution.

• Employees identified in accordance with the above criteria will be scheduled for a follow-up counseling session with Human Resources. The Director of Human Resources shall conduct the counseling session with the employee and discuss the potential consequences of continued garnishments on their employment status. The employee shall be advised that future garnishments may lead to disciplinary action, including termination. A counseling memorandum shall be presented to the employee for signature and placed in the employee’s file.
Georgia Gwinnett College Ethics Policy

See Board of Regents Policy Manual Section 802.20. Additionally, GGC has its own Ethics Policy as follows:

A. Introduction

Georgia Gwinnett College (GGC) is committed to the highest ethical and professional standards of conduct in pursuit of the mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the GGC community. As a University System of Georgia (USG) member institution, Georgia Gwinnett College affirms each person's accountability for individual actions while recognizing that the shared GGC/USG mission and the shared enterprises require a shared set of core values and ethical conduct to which each member of the GGC community must be held accountable. Furthermore, GGC acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Code of Conduct are intended to build, maintain and protect that trust, recognizing that each member of the GGC community is responsible for doing his/her part by upholding the highest standards of competence and character.

B. Applicability

The Statement of Core Values and the Code of Conduct comprise the GGC Ethics Policy. The GGC Ethics Policy applies to all members of the GGC community. The GGC community includes all members of the College, all individuals employed by or acting on behalf of GGC including volunteers, vendors, contractors, members of the governing boards and employees of all cooperative organizations affiliated with GGC. Violations of the GGC Ethics Policy may result in disciplinary action including dismissal or termination.

All individuals employed by GGC in any capacity shall participate in GGC Ethics Policy training and shall certify compliance with the GGC Ethics Policy on a periodic basis, when requested by the institution. Cooperative organizations, vendors and contractors shall certify compliance with the GGC Ethics Policy by written agreement. The GGC Ethics Policy governs only official conduct performed by or on behalf of GGC.

C. Statement of Core Values

I. Integrity - We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the GGC.

II. Excellence - We will perform our duties to foster a culture of excellence and high quality in everything we do.

III. Accountability - We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
IV. **Respect** - We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

D. **Purpose of the Code of Conduct**

Every member of the GGC community is required to adhere to the GGC Statement of Core Values - Integrity · Excellence · Accountability · Respect - that form and guide the daily work of the organization. GGC recognizes that each member of the GGC community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the GGC community in applying the underlying GGC Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors.

E. **Code of Conduct**

We will:

I. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
II. Act as good stewards of the resources and information entrusted to our care.
III. Perform assigned duties and professional responsibilities in such a manner so as to further the GGC mission.
IV. Treat fellow employees, students and the public with dignity and respect.
V. Refrain from discriminating against, harassing or threatening others.
VI. Comply with all applicable laws, rules, regulations and professional standards.
VII. Respect the intellectual property rights of others.
VIII. Avoid improper political activities as defined in law and Board of Regents Policy.
IX. Protect human health and safety and the environment in all GGC operations and activities.
X. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
XI. Disclose and avoid improper conflicts of interest.
XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents and institutional policy.
XIII. Not use our position or authority improperly to advance the interests of a friend or relative.

F. **Interpretation and Sources**

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the GGC community. Members of the GGC community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules and regulations. Specific questions pertaining to the Statement of Core Values of Code of Conduct should be directed to a supervisor or other competent authority at Georgia Gwinnett College or to the institution's Legal Affairs and Diversity Services Team.

Further, in accordance with Board of Regents Ethics Policy, GGC employees and affiliates should refer to specific explanatory notes and references (noted below) which can also be
USG Explanatory Notes and References

I. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.

Members of the USG community engaged in research are expected to do so in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity, intellectual honesty and scholarship. Unacceptable violations of research integrity include, but are not limited to: (a) plagiarism defined as using another's ideas, writings, research, or intellectual property and representing it as your own original work, (b) falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and (c) fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor's terms and conditions and applicable laws, rules and regulations. Finally, research involving human subjects shall be conducted only after appropriate review and approval by institutional review boards (IRBs) and should be conducted in accordance with IRB principles.

II. Act as good stewards of the resources and information entrusted to our care.

USG property is intended for use in support of the USG mission and legitimate public purposes.

USG property shall not be used for personal gain or purposes except for incidental personal use of email, a telephone to make a local telephone call or incidental Internet use that is not inconsistent with applicable laws and policies. However, members of the USG community should note that such use must not interfere with the performance of official functions or that individual's own job performance. Additionally, members of the USG community should understand that there is no expectation of privacy once any personal material is placed on a government system.

Members of the USG community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. Members of the USG community must also comply with the USG Records Retention Series that can be found at the following URL: http://www.usg.edu/usgweb/busserv/series/search.phtml.

The USG is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and USG policy.

USG employees are required to maintain the integrity and accuracy of all documents and records relative to sick leave, vacation/annual leave and all other forms of leave.

The following policies should be read in concert with this section of the code of conduct:
II. BOR Policies 802.07 - 802.07.07 regarding leave,
BOR Policy 711.09 for information on removing laptops and similar items off site,
BOR Policy 910.09 for information on removing other institutional property from
campus for personal use,
BOR Policy 707.02 for information on prohibited personal use of institutional purchasing
channels,
BOR Policy 711.02 for information on the operation of private business enterprises on a
USG campus and
BOR Policy 910 for information pertaining to use of a campus facility by an outside party

III. Perform assigned duties and professional responsibilities in such a manner so as to further
the USG mission.

All members of the USG community are expected to conduct themselves in accordance with
the highest standards of scholarship, public service and integrity. This requirement
encompasses both a responsibility to understand and to further organizational missions and
goals. Individuals in positions of greater authority bear a greater responsibility for achieving
organizational missions and goals in an effective and efficient manner. However, all members
of the USG community should contribute to the success of the USG in a manner consistent
with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist the USG in achieving
its mission. Internal controls are the processes employed at all levels to help ensure that USG
business is carried out in accordance with BOR policies and procedures, institutional policies
and procedures, applicable laws and regulations and sound business practices. Good internal
controls promote efficient operations, accurate financial reporting, safeguarding of assets and
responsible fiscal management.

IV. Treat fellow employees, students and the public with dignity and respect.

Members of the USG community are required to maintain a professional work environment.
Therefore, unprofessional conduct may result in disciplinary action. See BOR Policy 1902 for
additional information pertaining specifically to disruptive activities.

A romantic or sexual relationship between a member of the USG community and a student or
patient is prohibited in those instances where the individual has the responsibility for directly
supervising, evaluating, instructing, treating or otherwise overseeing the student or patient.
Romantic or sexual relationships between employees and people in positions of authority are
strongly discouraged.

V. Refrain from discriminating against, harassing or threatening others.

The USG Statement of Core Values emphasizes the "inherent dignity and rights of every
person and ... our resulting responsibility to treat each person with fairness, compassion and
decency." As such, any form of discrimination or harassment is inconsistent with USG core
values. Additionally, discrimination on the grounds of race, color, gender, religion, creed,
national origin, age, disability and status as a veteran is specifically prohibited by state law and
BOR policy. See BOR Policy 802.01 for additional information on Equal Employment Opportunity within the USG.

Sexual harassment of members of the USG community or students in the USG is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (C) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. See BOR Policy 802.17 for additional information on Sexual Harassment.

The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling an institution's mission of teaching, research and public service. The University System of Georgia will not tolerate any type of workplace violence committed by or against students or members of the USG community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. USG employees bear a special responsibility to remain aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behavior. Members of the USG community who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

VI. Comply with all applicable laws, rules, regulations and professional standards.

Compliance with laws, rules and regulations governing USG institutions is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of accreditation and potential criminal prosecutions. Members of the USG community shall seek the advice of USG legal counsel to clarify the laws, rules and regulations impacting official duties.

Failure to comply with applicable laws, rules and regulations by a member of the USG community may result in disciplinary action.

Members of the USG community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those USG community members will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of the USG to conduct its business in an open and transparent manner consistent with the privacy rights of members of the USG community and Open Government laws. USG employees have a responsibility to ensure that any requests made pursuant to the Open Records Act are immediately routed to the office charged with that responsibility.

USG institutions that accept grants from public or private organizations to perform as outlined in the grant have a fiduciary responsibility to ensure that the grant funds are expended in a
manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a federal grant may result in both employment action and criminal prosecution. Members of the USG community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for the USG institutions that maintain athletic programs. Members of the USG community are expected to comply with athletic conference and association rules.

Requests for reimbursement for expenses incurred on behalf of the USG must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of the USG community submitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

VII. Respect the intellectual property rights of others.

USG employees associated with the production of intellectual property have the responsibility to comply with the BOR and institutional policies governing intellectual property. Extensive BOR and institutional policies have been developed governing intellectual property. See BOR Policy 603 for a detailed description of the BOR policies governing intellectual property.

Employees who use software licensed to the USG or a USG institution must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

It is also the practice of the USG to comply with copyright laws. USG employees or any individual using USG resources should not violate copyright laws to include publications, recordings and other electronic media. It should be noted that the © copyright notice is no longer required by law. This means that individuals copying material must take extra steps to ensure that the material is in the public domain or may be copied under the "Fair Use" doctrine. USG employees are encouraged to consult with institutional legal counsel for additional guidance on this topic.

VIII. Avoid improper political activities as defined in law and Board of Regents Policy.

USG employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of USG employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding state or federal elective office and may not seek state or federal elective office while actively employed by the USG. Appointive offices and locally elected offices may be held by a USG employee if there is no conflict or interference with the employee's USG duties and responsibilities.

See BOR Policy 802.1603 for additional information on employee participation in the political process. See BOR Policy 914.01 for information on use of campus facilities for political purposes.
IX. Protect human health and safety and the environment in all USG operations and activities.

The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health and safety in all of its operations. In working to meet this commitment, the Board of Regents recognizes that pro-active efforts must be made to ensure that sound environmental, health, and safety planning is integrated into every level of University System decision making. Additionally, all members of the USG community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible. See BOR Policy 912.04 for detailed guidance pertaining to environmental compliance.

X. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.

All members of the USG community have a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect misconduct. Members of the USG community with concerns about possible unethical behavior or noncompliance with Board of Regents policy are encouraged to speak to their supervisor or to use the Ethics and Compliance Hotline. Retaliation against a member of the USG community for reporting wrongdoing is strictly prohibited by federal law, state law and BOR policy.

Members of the USG community are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship. Members of the USG community who are unsure as to the legitimacy of an investigation should consult a supervisor or institutional counsel.

XI. Disclose and avoid improper conflicts of interest.

USG employees are expected to devote their primary efforts to the USG's mission. Outside employment or activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. See BOR Policy 802.16 for additional information. Other members of the USG community who are not USG employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations.

XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.

No member of the USG community shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the USG community in the performance of his/her official functions is a felony under state law. See BOR Policy 802.13 for a detailed description of the prohibition on receiving gifts.

XIII. Not use your position or authority improperly to advance the interests of a friend or relative.
No member of the USG community will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. 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. See BOR Policy 802.03 and O.C.G.A. § 45-10-20 et seq. for detailed information on this topic.

GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination, and Harassment Policy

Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policies and Complaint Procedures

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Oversight Responsibilities
All units within the Georgia Gwinnett College campus community are responsible for compliance with these policies and procedures. The Legal Affairs and Diversity Services Team has been established to oversee the College’s equal opportunity, affirmative action, prohibited discrimination, harassment and related policies, and to investigate complaints of alleged discrimination, harassment, and violations against persons in the protected classes. Establishment of the Legal and Diversity Services Team fosters the College’s interest in promoting a diverse campus and ensuring compliance with applicable federal and state statutes. Questions concerning these policies and procedures should be directed to:

Cedestra Jordan-Chapman, General Counsel & Chief Legal Affairs and Diversity Officer
Telephone: 678-407-5838; or

Danielle McKnight, Legal Affairs and Diversity Services Coordinator
Telephone: 678-407-5049
**Equal Opportunity and Affirmative Action Policy Statement**

It continues to be the policy of Georgia Gwinnett College to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, creed, religion, national origin, sex, age, sexual orientation, veteran status or disability.

The college’s affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination in Employment Act of 1967; the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212; the Rehabilitation Act of 1973 (Sections 503 & 504); the Americans with Disabilities Act of 1990 (Title II) and their implementing regulations.

In conformance with the federal regulations listed above, Georgia Gwinnett College does not discriminate against any employee or applicant for employment or against any student or applicant for admission with regard to any opportunity for which the employee or student is qualified.

Georgia Gwinnett College will provide reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College will take affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans.

Every member of this college community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the Office of the President. All members of the staff, faculty, and student body are expected to ensure that nondiscriminatory practices are followed at Georgia Gwinnett College.

**Prohibited Discrimination and Harassment**

Georgia Gwinnett College prohibits its faculty, staff and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment), and expects these individuals to refrain from committing acts of bias within the College’s jurisdiction. Such prohibition include, but are not limited to, actions which discriminate, harass, threaten or physically/verbally abuse another individual, with the intent or effect of unreasonably interfering with that person’s work/academic performance, or employment/enrollment opportunity; or creates an intimidating or hostile work/academic environment based on that person’s membership in a protected group.

As an equal opportunity institution, Georgia Gwinnett College is committed to nondiscriminatory practices consistent with federal and state requirements and objectives. Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person.

Consistent with the College's commitment to equal opportunity, affirmative action, and academic freedom; unlawful discrimination, harassment, and threatening conduct based on race, color, sex, age, sexual orientation, religion, creed, national origin, disability, veteran status or other protected rights under federal and state laws are prohibited.
**Equal Opportunity/Affirmative Action Federal & State Laws**

**EXECUTIVE ORDER 11246 (AS AMENDED BY 11375)** - requires affirmative action programs for women and minorities and prohibits job discrimination on the basis of race, color, religion, sex, or national origin.

**SECTION 402, VETERANS READJUSTMENT ACT OF 1974** - requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era and prohibits discrimination based on Vietnam-era veteran status or special disabled veteran status in federally assisted programs.

**SECTION 503, REHABILITATION ACT OF 1973** - requires affirmative action to employ and advance in employment, qualified individuals with disabilities and prohibits discrimination based on disability in federally assisted programs.

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (TITLE VII)**, which prohibits employment discrimination based on race, color, religion, sex, or national origin.

**THE EQUAL PAY ACT OF 1963 (EPA)**, which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.

**THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)**, which protects individuals who are 40 years of age or older.

**TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**, which prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.

**SECTION 501 OF THE REHABILITATION ACT OF 1973**, which prohibits discrimination against qualified individuals with disabilities who work in the federal governments.

**THE CIVIL RIGHTS ACT OF 1991**, which provides monetary damages in cases of intentional employment discrimination.

Under Title VII, ADA, and the ADEA, it is illegal to discriminate in any aspect of employment including: Hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

**Title IX of the Education Amendments of 1972**, which prohibits sex discrimination against students and employees of educational institutions.

**Filing a Complaint**
Persons who complain, (hereafter “complainant”) that they are victims of discrimination or harassment are encouraged to use the College’s internal procedures described in this document to resolve complaints. A complainant may also file discrimination or harassment complaints with
appropriate state and federal agencies under Title VII and Title IX, in accordance with those agency procedures.

**Internal Complaint Procedures**

Any employee, student, affiliate, patron or visitor who believes he or she has experienced or witnessed discriminatory, harassing, or threatening behavior should report the incident(s) promptly by notifying the Legal Affairs and Diversity Services Team (678) 407-5838 or 5049, or his/her supervisor, or any member of the College’s administration such as a Vice President, academic dean, director, or other College administrator. Regardless of the rank or level of the employee receiving notice of a potential complaint, all personnel shall respond immediately to complaints of discrimination or harassment by notifying the Legal Affairs and Diversity Services Team, when they receive or otherwise become aware of such complaints. Prompt reporting of complaints is vital to the College's ability to resolve the matter.

Failure of a Vice President, dean, director, faculty, other College administrator or staff member to report a complaint which has been brought to their attention to Legal Affairs and Diversity is a violation under this policy, which is subject to sanctions.

In addition to using any of the above options, students who wish to file a complaint may also notify the dean of students or a faculty member, who shall forward the matter to Legal and Diversity Affairs on their behalf.

In the case of violence or the threat of violence, Public Safety (678-407-5333) and/or other appropriate local law enforcement agency should be notified immediately.

**Protected Rights Issues-Who Can File a Complaint?**

Georgia Gwinnett College employees and students, applicants for employment or admission, and participants in any of the College’s programs may file a complaint on the basis of allegations of unlawfully discriminatory, retaliatory, threatening or harassing behavior, or noncompliance with state or federal antidiscrimination laws, or Board of Regents and University antidiscrimination policies. Such complaints may be filed by either a person who alleges that he or she personally suffered as a result of such behavior, or any person who has knowledge that an individual or any specific class of individuals has been subjected to such behavior.

The complaint should be initiated as soon as possible from the date when the alleged behavior/action occurred or when the complainant first obtained knowledge of the facts of the allegation.

**How Will the Complaint Be Handled?**

The Legal Affairs and Diversity Services Team is responsible for ensuring compliance with the College's Equal Opportunity, Affirmative Action, and related policies, and will, as appropriate, receive and investigate complaints alleging unlawful discrimination, retaliation or harassment, or failure to comply with state or federal antidiscrimination laws, or Board of Regents and University antidiscrimination policies. All complaints alleging discrimination and harassment, including sexual harassment shall be handled by the Legal Affairs and Diversity Services Department.
Upon initiation of the complaint, the complainant will be asked to complete the complaint form to be signed by the complainant and a member of the Legal Affairs and Diversity Services Team or their designee, where appropriate. A copy of the completed form will be provided to the complainant. A complainant who is unable to put a complaint in writing will be assisted in the process by the Legal Affairs and Diversity Services Team.

Complaints will be investigated in a manner that protects the confidentiality of the parties and the facts of the case to the extent allowed by applicable law, including the Georgia Open Records Act and the Family Educational Rights and Privacy Act (FERPA). A record of each complaint and subsequent related actions will be maintained in the Legal Affairs and Diversity Services Offices.

When authorized by the President, the General Counsel/Chief Legal Affairs and Diversity Officer will initiate a fact-finding process. The first step in the initial processing shall include a determination as to whether Alternative Dispute Resolution (ADR) is appropriate based on the nature of the complaint.

**Alternative Dispute Resolution (ADR)**

Georgia Gwinnett College can offer mediation, a form of ADR, as a means of resolving conflicts that are within the power of the parties to resolve. In mediation, the two parties discuss their differences in the presence of a neutral third party who acts as a facilitator.

If Alternative Dispute Resolution is appropriate, attempts will be made to resolve the complaint at the lowest level possible and to engage in ADR before initiating formal investigative procedures. A member of the Legal Affairs and Diversity Team shall oversee the ADR process or request that the President appoint a mediator for the matter. If a resolution is reached through ADR, the matter will be deemed resolved, the complaint will be closed, and no further action shall be required. At the determination of the Legal Affairs and Diversity Services Team, ADR may also be introduced at other stages in an investigation if agreed to by both parties to the complaint. If ADR is unavailable based on the nature of the compliant or circumstances, the Legal Affairs and Diversity Team shall commence formal investigative procedures.

**Formal Investigation**

In cases where ADR is not appropriate or does not generate a satisfactory resolution, the Legal Affairs and Diversity Services Team will notify the President that a formal investigation is necessary; and said formal investigation shall begin no later than 15 business days from the notification of an unsuccessful ADR attempt, absent sufficient justification for delay. The Legal Affairs and Diversity Services Team may choose one of the following courses of actions, at their discretion, based on the circumstances of the particular allegation:

a. Assign a one person lead investigator to handle the formal process; or

b. Convene an Investigative Panel from the Legal Affairs and Diversity Team to investigate the complaint (comprising no less than two (2) and no more than three (3) team members). In instances where members of the legal team are unable to participate, the President may appoint alternates, at his discretion. Once convened, the Investigative Panel will review the preliminary information and determine the investigative schedule for each matter, on a case by case basis. The General Counsel/Chief Legal Affairs and Diversity Officer or her designee will serve as the chair of all Investigative Panels.
The Lead investigator or Investigative Panel Chair will notify all parties and arrange interview schedules. The complainant and the respondent(s) will be interviewed separately by the Legal Affairs and Diversity Services Department, or his/her designee, during which time they should present any information that supports their respective positions. The Legal Affairs and Diversity Services Team, or their designee, may interview other individuals to provide additional information. Witnesses named by either the respondent or the complainant, and others deemed to have information relevant to the charges, may be interviewed in the attempt to discover the facts related to the complaint.

If at any point during the formal investigation, the Legal and Diversity Team feels resolution is possible, the investigation may be interrupted. If the matter is resolved before the investigation is complete, the investigation shall be discontinued and the complaint will be closed with no further action.

In unresolved matters, the investigation shall proceed until full completion and an investigative report with recommendations shall be prepared by the Legal Affairs and Diversity Team and forwarded to the President for review within 30 business days, absent sufficient justification for delay. The General Counsel/Chief Legal Affairs and Diversity Officer will meet with the President within 10 business days of the completion of the report to discuss the recommendations.

Investigative Determination Notice

In all cases, the Legal Affairs and Diversity Services Team will serve as a fact finder and will have authority to make recommendations, but only the President shall have authority to initiate or implement disciplinary action. The President or his designee shall make the determination, and within a reasonable time (no later than 20 days) of the discussion with the Legal Affairs and Diversity Services Team about the report, the President or his designee will notify the complainant, with a copy to the respondent, of the investigative determination reached and, if appropriate, any future course of action. If disciplinary action is to be taken, notification of such should be sent to the respondent with no copy to the complainant. If future compliance measures are implemented as a result of the complaint, the President shall designate the appropriate officer to oversee the necessary actions and to conduct periodic reviews.

The President reserves the right to charge the Legal Affairs and Diversity Services Team with conducting an investigation of a complaint even when no formal complaint has been filed or when a filed complaint is subsequently withdrawn by the complainant. The complaint procedure timelines may also be modified by the President, at his discretion, when presented with appropriate justification; such modifications will be made on a case by case basis and must be reasonable.

Appeals

If an employee or student wishes to request reconsideration of a decision rendered by the President or his designee in a discrimination or harassment complaint matter, he/she must file an appeal (including documentation justifying the reasons for the appeal) with the President’s Office within 10 business days from the date of the decision notice letter. The President will respond to the appeal within 10 business days from the date of receipt. The appeal decision of the President will be the final institutional decision. Further appeals, within the University System of Georgia, where applicable, are governed under the policies and bylaws of the Board of Regents of the University System of Georgia and must be submitted within established timelines in accordance with Board of Regents policy. If a complainant is dissatisfied with the final institutional decision
and wishes to appeal to an outside state or federal agency, he/she must do so within their established time limits.

**Retaliation and Protection for Participants**
Retaliation against a person who expresses a complaint or participates in the complaint review process in good faith is a violation of state and federal laws and may lead to disciplinary action(s), including but not limited to employment dismissal or enrollment suspension/dismissal from the College. Retaliation is *prohibited* under these policies and procedures.

**False Claims and Statements**
Falsification of claims, false statements, and false allegations against members of the campus community, *in furtherance of these policies or other GGC or USG policies is prohibited*, and may lead to disciplinary actions, including but not limited to employment dismissal or enrollment suspension/dismissal from the College.

**Duty to Cooperation During Investigations**
This policy statement is hereby incorporated to ensure that the employees and students of Georgia Gwinnett College are informed of their responsibility to participate in investigative activities. An employee/student of Georgia Gwinnett College shall cooperate to the fullest extent possible in any internal investigation conducted by the College or the Board of Regents thereof when directed to do so by persons who have been given investigative authority by the President of the institution. Failure to cooperate fully shall be grounds for adverse personnel or enrollment actions, including but not limited to job termination, suspension, or dismissal from the College.

**Disciplinary Actions**
Investigative findings concerning students under these policies will be forwarded to the Vice President of Academic & Student Affairs and Associate Vice President for Student Affairs for administration of disciplinary actions. Investigative findings concerning faculty and staff under the College’s discrimination and harassment policies will be forwarded to the President and to the applicable Vice President, where appropriate. If disciplinary actions are recommended, the President’s decision shall govern. In accordance with Board of Regents policy, the College grievance procedures are not available for appeal of investigative findings and disciplinary decisions resulting from actions taken in accordance with the College’s harassment/discrimination policies. For further guidance, refer to the Appeals section of this Policy.

**Campus Discrimination and Harassment Policy Statements**

**Sexual Harassment Policy Statement**
Sexual harassment of any member of the College community is prohibited. Sexual harassment is a form of unlawful discrimination. It violates federal and state laws, and Board of Regents’ policies, which provide that it shall be an unlawful discriminatory practice for any employer to fail or refuse to hire, or discharge, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment (or academic standing) because of the individual's sex.

It is the policy of Georgia Gwinnett College to respond promptly to complaints of sexual harassment. This policy extends to members of the College’s student body, faculty and staff, and
participants in the College’s programs, and applies whether the harasser is a member of the 
College’s student body, faculty, staff, or a provider of service to the College.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other 
verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or inexplicitly a term or condition of an 
  individual’s employment or academic standing; or

- Submission to or rejection of such conduct by an individual is used as a basis for an 
  employment or academic decision affecting such individual; or

- Such conduct unreasonably interferes with an individual's work or academic 
  performance, or creates an intimidating, hostile, or offensive working or academic 
  environment.

Sexual Harassment most frequently occurs when a person in authority harasses someone with less 
power, e.g., faculty member and student, administrator and faculty member, supervisor and staff 
member. However, it is possible for a person with less power to harass a person in authority. 
Sexual harassment may also take place between persons of the opposite sex, or between persons 
of the same sex.

In some circumstances, sexual harassment may involve a pattern of conduct (not legitimately 
related to the subject matter of an academic course or function of a job) that causes discomfort or 
humiliation, or both through one or more actions. Some examples include: 1. sexual innuendos; 2. 
sexually explicit statements; 3. questions; 4. jokes or anecdotes; or 5. posting of nude/sexually 
exposed pictures or drawings.

An isolated comment usually does not meet the hostile environment definition of sexual 
harassment. Hostile-environment harassment usually requires repeated instances of offensive 
behavior.

Georgia Gwinnett College will conduct a thorough and confidential investigation of all 
complaints of sexual harassment. Any act of sexual harassment will subject the offender to 
disciplinary actions, including but not limited dismissal.

In order that the College can take corrective measures to end the harassment, persons who feel 
that they have been subjected to sexual harassment, and persons who may have knowledge of 
sexual harassment, should follow the complaint filing procedures outlined above except that 
allegations filed by students may also be initiated by filing a report with the Dean of Students, 
faculty member, or other College administrator, who will promptly notify the Legal Affairs and 
Diversity Team.

For more information about the procedures for reporting sexual harassment, contact Legal Affairs 
and Diversity Services at (678) 407-5838 or 5049.
INTELLECTUAL PROPERTIES

Georgia Gwinnett College (GGC) is dedicated to teaching, scholarship, and the extension of knowledge to the public. The personnel at the College recognize as two (2) of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved; (2) enhance the reputation of the institution; (3) provide additional educational opportunities for participating students; and (4) promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of GGC faculty, staff, or students who have been aided wholly or in part through the use of resources of GGC. It becomes significant, therefore, to ensure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his/her abilities may be further encouraged and stimulated.

Georgia Gwinnett College recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. GGC acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

GGC recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as the College is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, GGC will protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

The foregoing considered, Georgia Gwinnett College, has established a policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff, or students. Refer to section 603 of the Administrative Policy Manual.

Drug and Alcohol Policy

The use, consumption, or possession of any narcotic, dangerous drug, or controlled substance by any student or employee of the college for which said student or employee does not have legal license or valid prescription is strictly prohibited. The unlicensed distribution, manufacture or sale of any narcotic, dangerous drug or controlled substance by any student or employee of the college is strictly prohibited.
The college supports all federal, state and local laws relating to the use of alcoholic beverages. The college also endorses the continual development of educational materials which emphasize the problems related to alcohol abuse.

The legal age for possession and consumption of alcoholic beverages in Georgia is 21. The college expects this law to be strictly followed.

The use, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the college is strictly prohibited. Exceptions may be made only by the president or a designee. No college funds or student activity fees may be used for the purchase of alcoholic beverages.

**Employment Applications**

The Office of Human Resources updates and posts the job opportunities bulletin on the internet. Employees are encouraged to use the postings as a resource for potential promotion or transfer opportunities.

**Employment of Relatives**

The criteria for hiring and promotion at the college are the required qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage constitutes neither an advantage nor a disadvantage; however, no individual will be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual’s progress, performance or welfare.

For the purpose of this policy, relatives are defined as husband and wife, parents and children, brothers, sisters and any in-laws in the same categories.

**Age Criteria**

The employment of individuals under the age of eighteen (18) is in accordance with the regulations of the U. S. Department of Labor and with applicable State law.

**Employment of Foreign Nationals**

The employment and/or payment of nonresident foreign nationals is in compliance with all applicable federal laws and must comply with all relevant visa restrictions.

**General Criteria of Employment**

The following actions are **REQUIRED OF ALL EMPLOYEES** as a condition of employment.

- The Department of Homeland Security Form I-9 must be completed within three days of employment
- The State Security Questionnaire
- The Loyalty Oath (required by the laws of the state of Georgia)
• Federal and Georgia withholding tax forms

• When applicable, application for membership in the Teachers Retirement System of Georgia or one of the Optional Retirement Plans must be made. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. This election is irrevocable.

• Georgia Defined Contribution Plan (temporary non-student employees and part time instructors)—the COBRA ’90 legislation contained a provision that all state employees except student employees must be part of a public retirement system or participate in Social Security during their employment with Georgia Gwinnett College. Therefore, the state of Georgia has created a retirement plan for temporary employees called the Georgia Defined Contribution Plan to comply with this legislation. When employment ends with Georgia Gwinnett College, the temporary employee will be entitled to a refund of all the contributions made to the “GA Defined.” Refund forms are available in the Office of Human Resources. Employees terminating with Georgia Gwinnett College must complete a refund form in order to receive a refund of the “GA Defined” contributions.

• For benefit eligible employees only: optional benefit forms (for example health insurance) must be completed within 30 days of the employee’s original hire date with the college in order to participate in benefit programs.

**Background Investigation**

**Policy Statement**

It shall be a condition of employment with Georgia Gwinnett College to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

• A state and federal criminal history check covering a minimum of seven (7) years;
• A nationwide sex offender search;
• A social security number check; and
• For all professional, faculty and academic positions, an academic credentials check.

Offers of employment for positions of trust may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Positions of trust are those that involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the Human Resources or the Background Investigation Committee to require a more extensive background investigation.

A background investigation shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless a background investigation conforming to this procedure has been performed on such employee on or after July 1, 2002. Any existing employee that is transferred, reassigned, reclassified or promoted into a position requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must submit to a credit check.
Further Georgia Gwinnett College may elect to perform reference checks and/or background investigations on part-time, student or temporary employees. GGC may also require reference checks and background investigations on contractors, if deemed necessary as part of the contract award, reissuance or renewal process.

Who Should Read This Policy

All personnel within Georgia Gwinnett College should be aware of this policy; all employees and applicants for employment should be aware of this policy through Human Resources section under the college website and applicable administrative manual(s).

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents**: The governing body of the University System of Georgia.
- **Georgia Gwinnett College**: The institution covered under this policy.
- **Background Investigation**: An investigation comprised of a criminal background check (including social security number check and, for positions with access to or responsibility for money and/or a Purchase Card, a credit check), confirmation of credentials and confirmation of employment history.
- **Background Investigation Committee (BIC)**: The administrative committee charged with determining questions of suitability of hire. The committee shall have a minimum of three members and not more than five members and includes the Human Resources Director, the General Counsel/Chief Legal Affairs and Diversity Officer, and the Director of Public Safety, and their designees.
- **Consent Form**: A form authorizing the institution to conduct a criminal background check. All employment finalists and promotion candidates at the institution are required to sign a Consent Form to be considered for employment with the college.
- **Hiring Department/Unit**: The unit hiring a new employee (whether internally or externally), or promoting an existing employee.
- **Hiring Office/Human Resources**: The institution’s employment office that handles all new hires at the institution.
- **Hiring Official/Human Resources Official**: An employee of the institution’s employment office that handles all new hires at the institution.
- **Position of Trust**: Positions of trust are those that involve interaction with children, master access to facilities, access to financial resources, including but not limited to Purchase Cards, or that have been otherwise identified by the college, the hiring official or the background investigation committee.

Overview

This policy establishes Georgia Gwinnett College’s commitment to provide a qualified workforce. Applicants for employment are required to undergo a background investigation to determine their eligibility for employment.

Process/Procedures

**Determining Employment Eligibility for Applicants with Criminal History**
Only criminal convictions may be considered when determining a candidate’s eligibility for a specific position or employment as a whole. Detention and/or arrest without conviction do not constitute valid grounds for adverse employment decisions and do not play a part in the decision-making process. However, if an individual has a criminal case pending, his or her suitability for continued employment will be reviewed upon disposition of the case.

1. Felony convictions and convictions involving crimes of moral turpitude automatically disqualify an individual for employment with the University System of Georgia in a position of trust.
2. Failing to disclose a criminal conviction history where required in employment application materials will disqualify a candidate for employment with an institution of the University System of Georgia.
3. When determining whether a candidate with disclosed criminal convictions is eligible for employment or promotion, the Background Investigation Committee will consider the specific responsibilities of the position for which the candidate is being considered, the nature, number and gravity of crimes for which the candidate was convicted and the amount of time that has passed since the conviction. A determination of ineligibility for a specific position as the result of a criminal conviction does not necessarily mean that an individual is ineligible for all employment with the institution and each such determination will be made on a case by case basis.

GGC Guidelines for Determining Eligibility for Employment or Continued Employment When Verifying Credit History

The following are guidelines for the BIC to interpret the information obtained in the credit report for each applicant and/or existing employee. Each applicant/employee is viewed according to the guidelines below.

1. Student loans currently in default and bankruptcies should be considered bad credit, however, a bankruptcy followed by good credit established after filing, indicates an attempt to rectify past credit problems and may be considered acceptable if the bankruptcy occurred over three years ago.
2. Credit reports indicating installments in excess of 40% of gross monthly income are not acceptable; except that income may be defined as “income from work” and/or income from other sources.
3. One or more unpaid collections and judgments are considered to be bad credit. Collections and judgments appear under “Public Records.” Collections and judgments can be paid, marked paid or satisfied but will not be removed from the credit report for 7 years. If collections and judgments have been paid and all other credit is satisfactory, the institution may approve, at its sole discretion.
4. Mitigating factors regarding an applicant’s credit report, such as hardships and disputes with creditors, will be considered by the GGC upon submission of objective written evidence, as long as the evidence presented, in the sole opinion of the institution, represents reliable evidence beyond the applicant’s control.
5. It is not the responsibility of GGC to discover research or verify that there are possible mitigating factors. The burden of proof to present mitigating factors rests entirely with the applicant.
6. A determination of ineligibility for a specific position as the result of his or her credit report results does not necessarily mean that an individual is ineligible for all
employment with the GGC and each such determination will be made on a case by case basis.

GGC Process for Conducting Background Investigation

Notice should be included in all job postings that finalists will be required to submit to a background investigation.

The Hiring Unit is responsible for confirming references and the employment history of an applicant before having Human Resources initiate the Background Investigation and before extending an offer of employment. Human Resources will handle all required employment paperwork, including the Consent Forms, to be given to the final candidate. With respect to the promotion of existing employees, the college will have the employee complete the required Consent Form prior to initiating the Background Investigation, if a Background Investigation is deemed necessary in accordance with this policy. A conditional offer of employment/promotion may be made at this time. **Important: All offers of employment must be made in writing and must include the following statement: “This offer of employment is contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with [the institution], as determined by [the institution] in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check.”**

Upon receipt of a signed Consent Form from the selected candidate, the Human Resources will initiate the Background Investigation into that candidate and verify credentials. If the top candidate is not hired for the involved position (e.g. criminal conviction precludes hiring, other criminal convictions render applicant ineligible for the specific position, candidate does not accept the job offer, etc.), the Hiring Unit may select another candidate for the position. If the candidate next selected for the position has already signed the Consent Form, then Human Resources may immediately initiate the investigation process. If the next applicant identified as the Hiring Unit’s top candidate has not signed a Consent Form, then the Human Resources will initiate the Background Investigation as soon as the applicant submits a signed Consent Form.

How Criminal Background Check Information is Processed:

Background Investigation reports are submitted directly to Human Resources by the entity performing the investigation. The BIC is responsible for determining the eligibility of the selected candidate for employment with the institution. The Human Resources Office should notify the Hiring Unit of this determination. The BIC makes its decision about the selected candidate’s eligibility as follows:

1. **The Background Investigation report shows no convictions:** the selected candidate is eligible for employment.
2. **The Background Investigation report shows one or more felony convictions or conviction of one or more crimes of moral turpitude:** the selected candidate is ineligible for employment with the institution in a position of trust.

   A. Prior to making this final determination, Human Resources must give a pre-adverse action disclosure to the candidate. This pre-adverse action disclosure must include a copy of the candidate’s Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and
information on how to dispute information in the report. A copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

B. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision. If mitigating factors are presented, college officials may follow-up directly with external law enforcement or other officials and check available databases to confirm the accuracy of information submitted by the applicant or discovered during the background investigation process.

C. If the candidate successfully shows that s/he has no felony convictions or convictions of crimes of moral turpitude, then the candidate shall be eligible for employment. Human Resources will notify the Hiring Unit of this determination.

D. If the candidate is unsuccessful in showing no felony convictions or convictions of crimes of moral turpitude, then the candidate is ineligible for employment in a position of trust. An adverse action notice must then be sent to the candidate. This notice must include:

I. the name, address and telephone number of the company that supplied the Background Investigation report;

II. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and

III. a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.

3. The Background Investigation report shows one or more criminal convictions and the applicant is not applying for a position of trust:
   A. The criminal convictions were all disclosed by the selected candidate in the application materials. The BIC will determine whether the candidate is eligible for the involved position based on the job description and the nature of the crimes for which the candidate was convicted.
      1. If the BIC determines the candidate is eligible, then Human Resources will so notify the Hiring Unit.
      2. If the BIC determines the candidate is not eligible, then prior to making this final determination, Human Resources must give a pre-adverse action disclosure to the candidate.

4. This pre-adverse action disclosure must include a copy of the candidate’s Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute information in the report. A copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

5. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.

6. If the candidate successfully shows that s/he does not have the criminal convictions that led the BIC to determine that the candidate was ineligible for employment, then the candidate
shall be eligible for employment. Human Resources will notify the Hiring Unit of this determination.

7. If the candidate is unsuccessful in showing that s/he does not have the criminal convictions that led the BIC to determine that the candidate was ineligible for employment, then the candidate is ineligible for employment. An adverse action notice must then be sent to the candidate. This notice must include:
   A. the name, address and telephone number of the company that supplied the Background Investigation report;
   B. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and
   C. a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.

II. **The criminal convictions were not disclosed by the selected candidate in the application materials.** Human Resources will notify the candidate in writing that the Background Investigation revealed criminal convictions not disclosed in his/her application materials and that s/he will removed from consideration for the involved position due to misrepresentation and falsifying application materials unless s/he contacts Human Resources and corrects any inaccuracies contained in the report within a minimum of three (3) days. This notification will be accompanied by a pre-adverse action disclosure.

I. The pre-adverse disclosure must include a copy of the candidate’s Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute the information in the report. A copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

II. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision. If mitigating factors are presented, and college officials may follow-up directly with external law enforcement or other officials and available databases to confirm the accuracy of information submitted by the applicant or discovered during the background investigation process.

III. If the candidate successfully shows that s/he has no criminal convictions, then the candidate shall be eligible for employment. Human Resources will notify the Hiring Unit of this determination.

IV. If the candidate is unsuccessful in showing no criminal convictions, then the candidate is ineligible for employment due to misrepresentation and falsifying application materials. An adverse action notice must then be sent to the candidate. This notice must include:
   1. the name, address and telephone number of the company that supplied the Background Investigation report;
   2. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and
   3. a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.
   4. It is not the responsibility of the institution to discover research or verify that there are possible mitigating factors. The burden of proof to present mitigating factors rests
entirely with the applicant. If mitigating factors are presented, college officials may follow-up directly with external law enforcement or other officials and available databases to confirm the accuracy of information submitted by the applicant or discovered during the background investigation process.

Responsibilities

The responsibilities each party has in connection with the Policy on Background Investigation are:

**Human Resources Director**: ensures background investigations are conducted and acted upon in compliance with this policy and provides guidance to hiring units.

**General Counsel/Chief Legal Affairs and Diversity Officer**: provides guidance to Human Resources and hiring units to ensure compliance with the policy.

**Director, Public Safety**: provides assistance to Human Resources, the BIC, and hiring units by reviewing law enforcement matters disclosed or discovered during the background investigation review process.

Contacts:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Director</td>
<td>678-407-5216</td>
<td><a href="mailto:FMcguffi@ggc.usg.edu">FMcguffi@ggc.usg.edu</a></td>
</tr>
<tr>
<td>General Counsel &amp; Chief Legal Affairs and Diversity Officer</td>
<td>678-407-5838</td>
<td><a href="mailto:CJordan-chapman@ggc.usg.edu">CJordan-chapman@ggc.usg.edu</a></td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>678-407-5710</td>
<td><a href="mailto:TSchneider@ggc.usg.edu">TSchneider@ggc.usg.edu</a></td>
</tr>
<tr>
<td>For More Human Resources Information:</td>
<td></td>
<td><a href="http://www.ggc.usg">www.ggc.usg</a></td>
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**Employee Orientation**

A general orientation program is conducted on most Wednesday mornings at 10:00 a.m. for all new employees. The orientation program provides critical information concerning policies, procedures, and employee benefits. A more in depth orientation program is coordinated for Academic Faculty each Fall Semester. All new classified and faculty employees are required to attend the orientation program. New employees will be scheduled for orientation by the Office of Human Resources. In addition to attending the general orientation program, each new employee should meet with his or her supervisor, who will explain the duties and responsibilities of the
position. Any specific departmental policies, procedures, and regulations will be explained by the supervisor at that time.

**Conformity with Federal Grant Standards**

If a position at Georgia Gwinnett College is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted or reduced, or the grant or project is completed or canceled, this employment may terminate without the right of employee appeal. An employee working in a position funded by a grant or project must take accrued vacation during the term of the project since funds may not be available to pay for accumulated vacation after the grant or project ends.

**Reduction in Force**

Should it become necessary to reduce the work force at the college, job eliminations or job consolidation may be required. When personnel reductions become necessary, affected employees will be given as much notice as possible so that they may seek employment elsewhere.

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, redirection, program modification or financial exigency, as approved or determined by the college president or designee, are not governed by the procedures described in the Employee Discipline section of this handbook or the Grievance Procedures.

The employee may appeal the outplacement decision to the president in writing within five business days following notification of the outplacement action.

Employees that have been notified of outplacement should contact the Office of Human Resources, for outplacement assistance and benefits counseling.

**Resignation**

Employees who resign for any reason are requested to give as much notice as possible. The customary amount of time is two weeks, but a shorter period of time may be agreed upon in writing between the supervisor and the employee.

**Disciplinary Procedures for Employees**

Supervisors are responsible for setting standards of performance and behavior for their employees. Employees are responsible for following performance standards, work expectations and rules of conduct, as articulated through institutional policies, Board of Regents policy and/or work expectations and rules communicated by the supervisor. In those instances where an employee fails to meet acceptable standards of performance or violates established rules of conduct, supervisors are expected to take action. Depending on the circumstances and nature of the unsatisfactory conduct, an employee may be subject to immediate discipline, including but not limited to, dismissal, demotion, and/or suspension. Disciplinary actions may be administered separately, in combination, and/or as part of a progressive discipline plan; which may also include a combination of the above actions and/or verbal discussion, written warning or other appropriate disciplinary action.
Progressive Discipline

Progressive discipline is encouraged where appropriate. In any discipline matters, it is recommended that the supervisor document the steps of the discipline process as they occur, as well as warnings of further potential actions if the unacceptable performance and/or behavior is not corrected.

The steps involved in the process may include verbal discussion, written warning, suspension, demotion and dismissal. Any disciplinary step may be omitted depending upon the severity of the incident.

Dismissal
Dismissal of an employee may be effected by an employee’s immediate supervisor who has been granted the authority to impose action up to and including dismissal when the supervisor determines the employee’s performance of duty or personal conduct is unsatisfactory. An employee may be terminated for just cause.

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

Suspension
An employee may be placed on suspension with or without pay (to be determined by the College), as part of either a disciplinary action determination or pending resolution and/or investigation of an alleged infraction under an institutional policy, Board of Regents Policy, or under federal/state/local law.

Verbal Discussion
The initial disciplinary action should be verbal, whenever possible. The discussion should be firm, but fair, and should ensure that the employee clearly understands the established standards and expectations with respect to the unacceptable performance or behavior. A written record of the date and content of such discussions should be maintained in the appropriate files in the department.

Written Warning
Written disciplinary warnings usually follow verbal disciplinary action of an employee that does not result in the needed improvement or if the initial situation indicates a need for stronger action. The written warning outlines the undesired behavior, states expectations and lists consequences if issues continue.

Other Disciplinary Action
Other disciplinary actions may also be imposed under special circumstances.

Supervisors and employees are reminded that in any disciplinary matter, the circumstances shall dictate the nature of the disciplinary action imposed and whether or not progressive discipline or immediate termination is appropriate. Further, where warranted, any of the above actions may
occur separately or in combination.

For certain disciplinary matters, an impacted employee shall be afforded an appeal opportunity, where requested, as outlined in institutional statutes and/or Board or Regents Policy. After the disciplinary action is presented or mailed to an impacted employee, the employee shall have ten (10) working days to file an institutional appeal, where applicable, under the GGC Employee Grievance Policy. Refer to APM 802.50 for Employee Grievance Policy and for discussion of matters eligible for appeal.

Supervisors who are considering dismissal, demotion, suspension or other disciplinary actions should contact the appropriate Vice President and human resources for guidance prior to initiating a disciplinary action. Legal Affairs shall be consulted where appropriate. Actions involving dismissals, demotions or suspensions require prior approval from the President or his designee.

For additional guidance on the college’s work expectations and unacceptable conduct, supervisors and employees are encouraged to review the examples noted below and the established rules for their work areas, other applicable institutional policies and Board of Regents policies.

**WORK EXPECTATIONS AND RULES**

Some examples of unacceptable conduct and violations of work rules include:

- Falsification of employment or other records, including timesheets
- Working under the influence of alcohol which interferes with the performance of the employee’s job duties or working under the influence of an illegal substance
- Inappropriate handling or disclosure of confidential information or records
- Excessive absenteeism, lateness, abuse of leave, or failure to adhere to established work schedules
- Sleeping on the job
- Failure to maintain professional standards or conduct with co-workers, affiliates, students, or visitors
- Neglect of duty or failure or refusal to perform job-related duties and assignments
- Illegal manufacture, possession, use, sale or distribution of drugs, or unauthorized use of alcoholic beverages on college premises
- Refusal to cooperate with a Georgia Gwinnett College or Board of Regents Investigation
- Larceny, misappropriation, or unauthorized possession or use of property belonging to Georgia Gwinnett College or any employee, student, or visitor
- Creating unsafe conditions or contributing to such conditions by act of omission
- Misappropriation of institutional or organizational funds
- Unauthorized possession, copying or use of college records to unauthorized persons
- Threatening, intimidating, harassing or coercing of another employee
- Gambling on college premises or while engaged in college business
- Violation of the college discrimination and harassment policies
- Attempting to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on property owned or operated by Georgia Gwinnett College
- Insubordinate or willfully disobedient acts toward the supervising authority
• Bringing a weapon on Georgia Gwinnett College property. (This includes a licensed weapon, whether concealed or in open view. Certified law enforcement officials acting under published police agency policies are the only exceptions.)
• Abusive treatment by an intentional or grossly negligent act, or failure to act, which causes harm or potential harm to a student, guest, visitor or an employee; including, but not limited to, assault or battery.
• Insubordinate or willfully disobedient acts toward the supervising authority
• Acceptance of gratuities, courtesies, or gifts from any persons or organizations that, directly or indirectly, may seek to use that connection for securing favorable comment or consideration on any commercial activity (Meals in the course of normal business or in accordance with Board of Regents policy are excluded)
• Conviction of any felony or conviction of a misdemeanor charge, if the misdemeanor is materially related to the employee’s job

The list above is not an exhaustive list of unacceptable conduct at Georgia Gwinnett College. Violations under other GGC institutional policies are also actionable and employees participating in such conduct will be subject to disciplinary actions.

EMPLOYEE ARRESTS

When an employee is arrested for an act committed on or off property owned or operated by Georgia Gwinnett College, the details of the incident will be investigated by the Vice President in charge of Protective Services, the Director of Protective Services/Chief of Police, the General Counsel & Chief Legal Affairs Officer, and the employee’s area Vice President. The incident shall be reported to other College officials, as deemed appropriate. The Vice President in charge of Protective Services and the employee’s area Vice President, in consultation with Legal Affairs, the Chief of Police and Human Resources, where applicable, shall recommend appropriate action to the President based on the available information. The President, or his designee, shall make the final determination concerning appropriate actions impacting arrested employees. Any available disciplinary options under institutional statutes or Board of Regents policies, including but not limited to: dismissal, demotion, suspension, warning (verbal or written) and/or probation, shall be available to the President in determining appropriate action(s).

The President shall consider the totality of the circumstances, including the nature of the arrest allegations, the potential threat to the safety and morale of others or to the security of state property, or other persuasive data which could impact the institution.

Based on the circumstances, the President may authorize permanent action(s) or he may authorize temporary action(s), pending resolution of the matter.

If the President, determines that the employee should be temporarily removed from the College environment, an employee may be placed on suspension with or without pay (to be determined by the College) as part of either a disciplinary action determination or pending resolution and/or investigation of an alleged infraction under an institutional policy, Board of Regents Policy, or under federal/state law.

An impacted employee shall be afforded due process, as outlined in institutional statutes and Board or Regents Policy.
PROVISIONAL PERIOD OF EMPLOYMENT

All new classified personnel will serve the initial six (6) months of employment on a provisional basis to provide the supervisor with an opportunity to evaluate the employee's work performance. The provisional period shall also apply to classified employees transferring from other USG positions, even if they have completed a (6) months provisional requirement at another USG entity.

If the work and conduct of a provisional period employee is satisfactory, the supervisor shall complete a performance appraisal prior to expiration of the provisional period and employment will be continued upon expiration of the provisional term. Should the work or conduct not be satisfactory, the employee will be notified in writing prior to the completion of the six (6) months provisional period. The supervisor should schedule a conference with the employee and complete a performance appraisal and a separate Performance Improvement Plan (PIP). During the performance improvement/appraisal discussion, areas for improvement, specific actions, and time limits should be identified and documented.

If the supervisor determines that an employee's performance of duties or personal conduct remains unsatisfactory, a dismissal action may be commenced any time during the (6) month provisional period.

Provisional periods shall not be extended, unless the employee has been on approved leave of greater than thirty (30) days during the first six (6) months of employment. In this case, an equivalent extension of the provisional period may be granted with the approval of the President or his designee. An extension should be granted only in exceptional circumstances, and in no instance shall the provisional period be extended such that the total provisional period would exceed nine (9) months.

An employee who has been dismissed during the provisional period does not have any right to appeal or procedural protections as provided for in Board of Regents Policy or institutional policies.

Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six (6) month provisional period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for who specified training is mandated by state law and such training occurs after their employment.

In the event of termination, any performance appraisals, Performance Improvement Plans, and related conference documentation should be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.

All dismissal action requests must be processed through Human Resources, reviewed by the appropriate Vice President and Legal Affairs. Dismissal actions require the approval of the President or his designee in advance of communicating with the impacted employee.
Personnel Records

The Office of Human Resources maintains a file on every employee at Georgia Gwinnett College.

Employees should immediately notify the Human Resources Office of any change in name, dependents, address, or telephone number (at home or Georgia Gwinnett College), so that the individual’s file will be current.

Employees may update their personnel records by either using the website: https://ggc.gafirst.usg.edu/psp/ggc/HREAPPS/HRSS/?cmd=login to access their Personal Information record or by completing a Personal Data Change Form (PDCF), available in the Human Resources Office. The personal information in the employee’s file is confidential and will be released to persons outside of the college only upon written authorization of the employee or as required by law. An employee may request an opportunity to review the contents of his or her individual personnel file by appointment. The individual will be charged the cost of copying documents.

Employee Grievance Policy

The following policies and procedures relative to appeals of suspension, dismissal, demotion decisions and/or related disciplinary review shall apply to all regular classified employees as defined in the Classified Employee Handbook of Georgia Gwinnett College. A Dean, Director, Vice President, college administrator, or faculty member may also choose to use these procedures for resolving appeals of suspension, demotion or disciplinary actions impacting faculty members performing duties within the area over which the Dean, Director, Vice President or college administrator has authority. However, such use must be consistent with Georgia Gwinnett College Statutes and Board of Regent’s Policies.

I. Grievance Policy
The policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the informal or formal grievance procedures under this policy. A grievance or disciplinary review will be available to handle claims that a person has been harmed by an action that violates the policies of either the institution or the Board of Regents of the University System of Georgia ("the Board of Regents").

Circumstances under Which Grievances May Not Be Filed
In accordance with Board of Regents Policy, a grievance will not be available to dispute:

- promotion decisions,
- performance evaluations,
- hiring decisions,
- classification appeals,
- challenges to grades or assessments,
- challenges to salary decisions,
- challenges to transfers or reassignments,
- termination or layoff because of lack of work or elimination of position,
- investigations or decisions reached under the Institution’s Harassment Policy, and
- normal supervisory counseling
In addition, these formal procedures will not be available to a student or employee who has chosen to seek relief through a department, school or unit’s internal grievance procedure unless such procedure failed to provide a fair and impartial hearing and an adequate mechanism for appeal or review.

**Circumstances under Which Grievances May Be Filed**

A classified employee may file a grievance only if:

- The employee has been suspended; or
- The employee has been discharged; or
- The employee has been demoted, or their 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;
- They have 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. Such charges should be directed to the General Counsel/Chief Legal Affairs and Diversity Officer.**
- The issues being grieved have been previously heard by an administrative panel at the institution.

**Grievant Must Exhaust Internal Remedies**

Any individual wishing to file a grievance must exhaust these internal procedures prior to appealing to an external organization or agency. In the event an individual elects to pursue a complaint or appeal with an external organization or agency before all internal procedures are exhausted, then compelling circumstances must be presented to and accepted by the Grievance Officer prior to resuming the internal grievance process.

**Grievance Process/Procedures**

The steps in the grievance procedures have specific time limits that shall be observed. For the purpose of this policy, a business day is defined as any day the college is open and the staff is required to report.

An employee may file a grievance by contacting the Director of Human Resources (or other office or officer designated in this policy to handle grievances). Unless there is good cause for delay, a grievance must be filed within ten (10) working days of the notice of suspension, discharge or related disciplinary action. The timeline will begin on the next business day following the effective date of the adverse personnel action. The failure of the grievant to adhere to the filing deadline in this procedure may result in the loss of the right to continue a grievance. If filed after that time, the grievance must be accompanied by a written explanation for the delay. The Human Resources Director and the General Counsel/Chief Legal Affairs and Diversity Officer will rule on whether the employee had good cause for filing the grievance late.
The grievance should be in writing and signed. Appropriate methods of delivery include delivery by mail, facsimile, hand delivery or courier service. Delivery of grievances via e-mail communications will not be accepted.

The signed grievance documentation should set forth a full statement of the following:

- The nature of the grievance.
- The employee's version of the facts.
- Names of witnesses who may have direct knowledge of the circumstances of the grievance and information indicating where and how these witnesses may be contacted during normal business hours.
- The redress desired.

Upon submission of the grievance statement, Human Resources will acknowledge receipt and provide the grievant with a copy of this grievance policy, which includes guidance pertaining to formal grievance hearing procedures and the steps for informal resolution prior to consideration of a formal hearing on the matter. Once a determination is made that a grievance has been timely filed, the Human Resources Director assumes the role of Grievance Officer.

If the grievance is against Human Resources personnel or if the actions of the Human Resources Team or their supervisor may become subject to review at any point during the grievance process or if it is determined at any time that the grievance involves a matter of discrimination or harassment under the institution’s prohibited discrimination and harassment policies, then the grievance shall be forwarded directly to the General Counsel/Chief Legal Affairs and Diversity Officer, for handling. In this instance, the Legal and Diversity Services Team will assume all the duties and responsibilities herein assigned to the Human Resources Department under this grievance policy and an appropriate Grievance Officer from the Legal and Diversity Services Team will be assigned to handle the matter in question.

Informal Resolution

The Grievance Officer shall make every effort to resolve the grievance through informal resolution prior to assigning the matter for a formal Board of Review Hearing. Within 5 business days of a timely filing determination by the Human Resources Director and the General Counsel/Chief Legal Affairs and Diversity Officer, the designated Grievance Officer(s) shall take the following steps:

- Notify the supervisor that a grievance has been filed;
- Provide the supervisor with copies of the grievance and any supporting documentation, where appropriate;
- Request a response to the allegations from the supervisor within 5 business days;
- Once a response is received from the supervisor, the Grievance Officer shall review the materials and contact both parties to determine whether or not informal resolution may be possible. In cases where a supervisor is unable to participate, unwilling to cooperate, or where a conflict of interests exist, the next in line supervisory level may be contacted for participation in the informal resolution process;
- If informal resolution is possible, the Grievance Officer shall facilitate the full process and document the agreed upon outcome, acquiring signatures from both parties and the matter will be deemed resolved, without further action.
Formal Resolution Board of Review Hearing

If after reviewing the documentation and discussing the matter with both parties, informal resolution appears to be unavailable, the Grievance Officer shall provide the employee with a written Notice of Intent to Schedule a Board of Review Hearing concerning the matter. The remaining steps in the process will be handled by the General Counsel/Chief Legal Affairs and Diversity Officer and his/her designated team members, who will serve as the Board of Review Hearing Committee. The Hearing Committee shall be comprised of at least two (2) members, but no more than three (3) members for matters under consideration. If one or more members of the Legal and Diversity team are unable to preside over the matter, the President shall appoint appropriate alternates.

The Board of Review hearing may take place either before or after the effective date of the personnel decision in question. The grievant/employee shall be given at least 10 days notice prior to the scheduled hearing date. In addition to the grievant/employee, Board of Review Hearing notices shall be prepared for the following:

- The grievant's immediate supervisor
- The dean, director, or vice president over the operating area
- Any witnesses employed by the college who were listed by the grievant as having direct knowledge of the circumstances of the grievance, and
- Any other parties believed to have relevant information

The grieving party has the burden of proving allegations stated in the grievance. An employee is not allowed to use college time to prepare for a Board of Review Hearing; however, vacation time may be granted, if available. If vacation time is not available, time off without pay may be granted.

Documentation and/or witnesses not submitted prior to the hearing may not be considered unless the party presents compelling evidence as to why the material or witnesses were not made available to the committee prior to the hearing. The Committee will decide whether such evidence or witnesses shall be allowed.

- The Committee Chairperson will call a brief meeting of the committee to share the evidence prior to the hearing, and distribution of documents will be made.
- The grievant will be permitted to have either a personal advisor or legal counsel present at the hearing. However, the advisor may only confer with the grievant and may not question witnesses, the committee members, or any other party. The advisor or counsel may not address the committee at any time. The Committee may elect to have a counsel/advisor as well.

The Board of Review Hearing: (Proceedings will be recorded.)

a. Both parties have the right to dialogue with witnesses during the hearing. When a witness cannot or will not appear, the Board of Review may, by affidavit, record and consider the sworn statement of the witness.
b. Actual hearing proceedings will be informal and strict rules of legal procedure will not be followed. The Chairperson of the committee will determine how the hearing is conducted and the relevancy of the evidence. The proceedings, except for the deliberations of the Board of Review committee members, may be tape recorded.
c. All witnesses, including the grievant and the management representatives, will take this oath: You do solemnly swear or affirm that the testimony that you are about to give before this committee will be the truth, the whole truth, and nothing but the truth. The witnesses, grievant and management representatives should individually respond to the oath and state their names for the record.

The order of presentations will be as follows:
   a. Grievant
   b. Management Representative
   c. Grievant's Witnesses
   d. Management's Witnesses
   e. Summary by Management Representative
   f. Summary of Grievant

Time: Each party is limited to a total time of one and one-half hours for the presentation. Included in this time are questions to witnesses and their responses. The committee may grant additional time to both parties only if it becomes necessary.

Attendance at the Hearing:
   a. The hearing will be closed to anyone but the parties, committee members, committee counsel/advisor, if applicable, and grievant’s counsel/advisor.
   b. All potential witnesses, with the exception of the grievant, their counsel/advisor, and the management/administrator’s representative must leave the hearing room until they are called to testify.

Request for additional information:
   If at the conclusion of the hearing, the Board of Review Hearing Committee believes it needs to obtain additional information, a second meeting may be scheduled for final deliberations; otherwise deliberations will take place following the hearing.

Deliberations:
   At the close of all evidence, the members of the committee and committee counsel/advisor (if applicable) will meet in closed session. A determination of findings of facts for the final report will be made and conclusions and recommendations will be determined.

Committee Report: A final written report will be prepared by the committee within ten business days. The college president may extend this deadline at his discretion, based on appropriate justification.

Upon completion, the report shall be forwarded to the president and/or the appropriate vice president. The committee report is advisory in nature and is not binding. If there are any special recommendations regarding the matter, they may be forwarded separately and confidentially to the president and/or vice president. The grievant will not have access to these recommendations.

Timeframe for Completion:
The party responsible for rendering the institutional decision shall confer with the president and ensure the process is completed within ___ business days of completion of the Board or Review Hearing Committee report.

In matters where the president elects to render the decision after viewing the Board of Review Hearing Report, the president’s written notice to the grievant represents the final institutional
decision. In matters where the president designates a vice president to render a final institutional decision, the written letter to the grievant should state, “This represents the final institutional decision on this matter.”

After reviewing the hearing record and the recommendations of the committee, the president or where applicable, the vice president must notify, in writing, the grievant, and the Board of Review Committee of his or her decision. A copy of the hearing committee report, excluding any confidential recommendations that will not be shared with the grievant, must also be forwarded to the grievant.

**Further Appeal:**
If the grievant is not satisfied with the final institutional decision, a review by the Board of Regents may be requested, in writing, within 20 calendar days of the date of the written notification of the final institutional decision. This request must state the decision appealed and the redress desired, and will be acted upon in accordance with the policies and provisions of the Board of Regents of the University System of Georgia.

**Moving Costs**

Relocation expenses may only be considered where the employee is either a faculty member or hold the title of at least Director at Georgia Gwinnett College, in a regular full-time position.

**Employee Transfer Policy**

Georgia Gwinnett College (GGC) supports an environment that values the pursuit of career mobility and encourages employees who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Toward that end, employees’ efforts to transfer from one position to another will be supported, where feasible. An employee may apply for a posted position in another GGC department or at another USG institution or the University System office or b. be identified for transfer when appropriate, based on the business needs of the institution. The College shall have the discretion to make interim or permanent transfers of employees when deemed appropriate, as approved in advance by written memorandum from the President. For the purposes of the Georgia Gwinnett College policy, there shall be two types of transfers as follows:

1. **Internal Transfer** – (Interim or Permanent as documented at time of transfer.) The shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range within the College.
   
   A. The employee who is affected by an internal transfer shall continue all benefits uninterrupted.
   
   B. The employee will not restart the provisional period.

2. **External Transfer** – (Permanent) The movement of an employee from a position at the College to a position at another institution or to or from the University System Office. Since institutional compensation practices may differ due to market conditions, the employee should consult the new USG employer/institution for information regarding their compensation offer. For instance, a transfer may be to a position at a different pay range but the provisions of the Board of Regents transfer policy shall apply. a. In the event of an external transfer, accumulated sick leave, retirement benefits and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days. When the
external transfer occurs 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:

A. Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
B. 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.
C. The transferring employee will restart the provisional period at the new location effective on the first day of employment and serve his/her first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy. When an employee terminates from one institution and is then hired by another System institution, this shall not constitute an external transfer.

If the termination and subsequent hiring occurs with less than thirty (30) days between the actions, the Human Resources Officer of new employer may choose to treat such an action as an external transfer under this policy at his/her sole discretion.
Section IV
Employee Relations

Performance Evaluations

All employees of Georgia Gwinnett College, except faculty and students, are subject to and governed by the provisions of the Board of Regents Classified Personnel Policies.

In accordance with BOR Policy and governing manuals, it shall be the policy of Georgia Gwinnett College to support a performance management process that is consistent and continuous, and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee’s capabilities. Critical to meeting this expectation are regular evaluations of an employee’s progress, accurate documentation of that progress, and communications with the employee.

The intended objectives of the evaluation process are improvement in organizational effectiveness through individual improvement, career development and merit pay administration. In line with these objectives, Georgia Gwinnett College has established a system for the performance evaluation process governing classified personnel. The performance evaluation process and documentation shall emphasize communication between the employee and supervisor to accomplish the following:

- Make employees aware of what is expected of them
- Provide employees with feedback about their performance
- Provide employees with opportunities for education, training, and development
- Reward employees in a fair and equitable manner

Evaluations may also be utilized in determining eligibility for transfer, promotion, position restructuring, and/or other employment related matters, where appropriate.

Classified employees shall be evaluated by the supervisor in a systematic manner during a specified time interval once each year. Annual evaluation forms and any related guidance documents shall be distributed to supervisors by the Georgia Gwinnett College Office of Human Resources.

Further, an employee in his or her six (6) month provisional period should be evaluated at least once prior to the completion of the provisional period. For further explanation of provisional periods, refer to the APM 804.50 Provisional Period of Employment.

GGC Freedom of Expression Policy

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

Georgia Gwinnett College, in establishment of this policy, in no way supports, fails to support, neither agrees nor disagrees with ideas that may be voiced, but allows for a diversity of
viewpoints to be expressed in an academic setting.

This policy is applicable to students, student organizations, faculty, staff and visitors. Free Speech Area Request Forms are available from the Office of Student Activities and Leadership Programs. The following procedures apply to all activities authorized to use the designated Free Speech Expression Areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

Designated Speech and Demonstration Areas

GGC has identified the concrete area in front of Building C and the concrete common area in front of the west entrance of Building A as “Free Speech Expression Areas.” These areas are generally available from 11:00 a.m. to 1:00 p.m. and 5:30 p.m. to 7:30 p.m., Monday through Thursday, and 11:00 a.m. to 1:00 p.m. Friday. On occasion, other areas and other times may be authorized. The Director of Student Activities and Leadership Programs is responsible for reservation scheduling and authorization of the free speech expression areas in order to accommodate all interested users. Authorization will be granted in accordance with the principle of content neutrality. Appeals related to the decision of Director of Student Activities and Leadership Programs should be made to the Dean of Students. The decision of the Dean of Students is final.

Reservation Procedures for Use of Free Expression Areas

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed, any publicity materials must be attached and submitted to the Director of Student Activities and Leadership Programs at least three (3) calendar days prior to the free expression speech, program, event, or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible.

Provisions

In order that persons exercising freedom of expression not interfere with the operation of the college or the rights of others, all engagements for speakers (internal and external) must meet the following criteria:

1. All publicity materials must be submitted with the application form. Admission charges, if any, or suggested donations which are used as a condition of admission, must be included in all publicity for the event. No publicity for a speaker or program may be released prior to authorization of the registration form. Unauthorized use of the college’s name, other than to indicate the location of the event, is strictly prohibited. Upon authorization, copies of the application form and any publicity material shall be distributed to the campus Associate Vice President for Student Affairs, the Director of Protective Services, Public Affairs Office, the Dean of Students, and the applicant.

2. If a speaker is being sponsored by a student organization, an Advisor (or designee, who must be a fulltime faculty or designated staff member) if applicable, must be present at the event.
5. No interference with the free flow of traffic nor the ingress and egress to buildings on campus is permitted.

6. No interruption of the orderly conduct of college classes or other college activities is permitted.

7. No impediment of passersby or other disruption of normal activities is permitted.

8. No intimidation or harassment, verbal or otherwise, of passersby is permitted.

9. No interference with scheduled college ceremonies, events or activities is permitted.

10. Marches, either independent or related to an event or speech, must be authorized at least 3 calendar days prior to the program or event in accordance with this policy and appropriate local ordinances, and may only take place on the streets or sidewalks of the campus.

11. No commercial solicitations, campus sales or fundraising activities shall be undertaken which are not authorized by GGC.

12. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the Free Speech Expression areas designated above, as long as the reservation procedures for use of the Free Expression Areas have been completed. Such distribution shall not violate any campus solicitation policies or government ordinances.

13. The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons or organizations responsible for the event may be held financially responsible for cleanup costs.

14. The individual/organization using the area must supply their own tables, chairs, etc (unless already part of the facility). No sound amplification devices may be used at any time (unless already part of the facility). No camping is allowed and temporary structure (tents, etc.) are prohibited.

15. Malicious or unwarranted damage or destruction of property owned or operated by the college, or property belonging to students, faculty, staff, or guests of the college is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.

16. Disorderly conduct is prohibited. The Georgia Gwinnett College Student Handbook defines disorderly conduct as: a. Loud, threatening or aggressive behavior or behavior which disrupts the orderly functioning of the college, or behavior exhibiting intimidation or harassment tactics, either verbal, physical or oral or actions which disturb the peace and/or comfort of person(s) on the campus; or b. Lewd or indecent conduct or expression, either oral or visual, and by whatever means, on College owned or controlled property, or at a College sponsored or supervised function.

17. Individuals and programs using the Free Speech Expression Area must comply with all applicable state and federal laws and institutional policies, rules and regulations.
Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or judicial action may be pursued. Additional internal disciplinary actions may be enforced against students and staff members who fail to comply with the outlined policy.

Policy Questions

Questions about this policy may be addressed to the Director of Student Activities and Leadership Programs and should be handled in advance of any speech, event, or demonstration. If the Director of Student Activities and Leadership Programs is unavailable, all questions may be directed to the Office of Associate Vice President of Student Affairs 678.407.5882.
GEORGIA GWINNETT COLLEGE FREE SPEECH AREA REQUEST FORM

Georgia Gwinnett College (GGC) is committed to providing a forum for free and open expression of divergent points of view by students, student organizations, faculty, staff and visitors. GGC also recognizes its responsibility to provide a secure learning environment which allows members of the community to express their views in ways which do not disrupt the operation of the college.

TODAY’S DATE: _______________ ORGANIZATION NAME: __________________________

All requests must follow the appropriate facility reservation process. The designated free speech forms must be completed. Any publicity materials must be attached and submitted to the Director of Student Activities and Leadership Programs for at least three (3) calendar days prior to the free expression speech, program, event, or gathering in accordance with this policy. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. All information submitted must be legible.

CONTACT PERSON:
ADDRESS:
CELL PHONE:
ALTERNATE CONTACT NUMBER:
FAX:

If student club/organization: ____________________________________ (Advisor of Record Signature)

* Must be present at event.

This policy is applicable to students, student organizations, faculty, staff and visitors. The following procedures apply to all activities authorized to use the designated Free Speech Expression Areas. Reasonable limitations may be placed on time, place and manner of speeches, gatherings, distribution of written materials, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others as deemed necessary by Georgia Gwinnett College.

DATE(S) REQUESTED FOR FREE SPEECH ACTIVITY:
TIME(S) OF EACH ACTIVITY:

ANTICIPATED NUMBER OF ATTENDEES/ORGANIZATIONAL PARTICIPANTS:

DESCRIPTION OF THE EVENT (attach additional pages if necessary):

PERSON COMPLETING THIS FORM:

___________________________             _________________________________
Signature of person completing this form                       Date

For official GGC Use ONLY
☐  Approved    ☐  Not Approved

_________________________________          _________________________
Date                                          Signature

Location: ___________________________
Disruptive Behavior

Any student, faculty member, administrator or other employee, acting individually or in concert with others, who 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 any campus of the University System is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination.

Cooperation in Internal Investigations

Georgia Gwinnett College employees should fully cooperate in any internal investigation conducted by his or her supervisor, department head, or such persons who have been given investigative authority by the president of the institution. Such cooperation may include the use of polygraph tests. Any employee that fails to cooperate fully may be subject to disciplinary action, up to and including termination.

Dispute and Grievance Procedures

Under normal conditions, employees should discuss job-related problems, questions or complaints with their supervisor. The most appropriate solution will often be reached at this level. If this initial contact does not resolve the matter, then the employee may utilize the college’s Classified Employee Appeal Procedure. For more information about employee rights and a copy of the grievance procedure guidelines, contact the Office of Human Resources.

Gratuities and Conflicts of Interest

Prohibited Receipt of Gifts by Georgia Gwinnett College Employees.

An employee of the Board of Regents shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence an employee in the performance of his/her official functions is a felony under O.C.G.A. § 16-10-2. An employee of the University System of Georgia or any other person on his/her behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. 21-5-70(6) and 45-1-6(a)(5)b). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.

A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value. A gift shall not include:

- Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds $100 per person;
• Food, beverages, and registration at group events to which substantial numbers of employees of an institution are invited;
• Food, beverage, or expenses afforded employees, relatives or others that are associated with normal and customary business or social functions or activities;
• Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the Chancellor, the President, or his/her designee;
• Promotional items generally distributed to the general public;
• Textbooks, software, and instructional materials to be reviewed by teaching faculty;
• An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;
• Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession;
• Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in State Statutes, nor a student or patient at an institution;
• Consulting fees, honoraria, or financial benefits from sponsors or foundations, received in conformance with University System, campus policies, and Georgia law;
• Gifts to or from University System foundations or other separately incorporated, charitable entities.

**Appearance of Conflicts of Interest**

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

**Other Rules of Conduct**

• Every employee shall make a due and diligent effort to determine whether he/she has a conflict of interest or appearance of conflict before taking any action.
• Every employee shall continually monitor, evaluate, and manage his/her personal financial and professional affairs to ensure the absence of conflicts of interest and appearance of conflicts.

**Violations**

A violation of this policy may subject an employee to disciplinary action, including termination of employment.

See Administrative Policy Manual 802.15.50 Conflict of Interest

**Professional Development**

Georgia Gwinnett College promotes the development of senior administrative personnel and encourages their participation in opportunities that advance their institutional effectiveness. By
participating, administrators demonstrate their commitment to their own professional
development and to the administrative and managerial standards of the college.
(APM Section 803.14)

Standards of Conduct

**Attendance** Each employee is expected to adhere to their scheduled hours. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify his or her supervisor. It is not sufficient to leave a message with a co-worker nor should the notification be made by a friend or family member except under emergency situations. Such notification should be made as far in advance as possible. Failure to give the appropriate notification may result in disciplinary action, up to and including termination.

**Campus Security Act** Georgia Gwinnett College encourages victims and witnesses of crime to report offenses to the police. If a crime occurs on campus it should be reported to the Campus Police, Office of Public Safety. The Office of Public Safety will investigate crime reports and seek adjudication in the appropriate court. Victims who do NOT wish to make a report to the POLICE may report a campus crime to the designated Student Affairs Officer or any other campus official. For purposes of this policy, the designated Student Affairs Officer shall be the Dean of Students. If a crime is reported to the Campus Police, Dean of Students or other campus official, the party receiving the information must report the crime in accordance with the guidance outlined the Campus Security Act Compliance policy found in Section 912.0650 of the Administrative Policy Manual.

**Canvassing and Soliciting** Soliciting by one employee to another is prohibited while either employee is on work time. Examples of solicitation include canvassing, placing of signs for solicitation purposes, chain letters, collections, sales of tickets or merchandise. See Section 770.60 of the Administrative Policy Manual for a full description of fundraising and soliciting on campus.

**Computer Use** Campus equipment including computer hardware and software are valuable assets. They should be used for official college business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered to be entirely private or secure. Under the Georgia Open Records law, it is possible that information which is stored on a computer system, including electronic mail, would be available for inspection by any member of the public. Further, the college reserves the right to have access to any information stored on a college owned computer or network.

Under no circumstances may software be copied or installed on a Georgia Gwinnett computer if such copying or installation would violate any copyright or licensing agreement. Any employee in violation of this policy may be subject to disciplinary action, up to and including termination, as well as possible legal action.

**Confidential Records and Information** Many employees have access to confidential records and information during their regular duty assignment. Privileged and confidential information must not be shared with others not authorized to receive such information. Employees who violate confidentiality are subject to disciplinary action, up to and including termination.

**Dress and Personal Appearance** The college has no formal dress guidelines, except for those that have been established for safety reasons or for employees required to wear uniforms. Regular classified staff are representatives of the college and are therefore expected to maintain an
appropriate appearance that is professional, neat and clean. It is important to ensure that the college’s image is projected favorably. Dress and appearance should not be offensive to students, visitors, or co-workers. Departments are permitted to establish their own specific dress guidelines. In departments that elect to relax the dress standards on Friday, or as permitted by the president, employees should dress in appropriate business casual clothing. In no case are jeans or short pants acceptable. Employees with questions about appropriate dress and appearance should ask their immediate supervisor.

**Drug-related Disciplinary Actions** Any employee who is convicted of 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 procedural requirements set forth below.

Such employee shall be required, as a condition of reemployment following suspension, to complete a drug abuse treatment and education program approved by the president.

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving treatment or agrees to receive treatment under a drug abuse and education program approved by the president, such employee shall be retained 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. No statement made by an employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a system 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.

**Electronic Mail/Voicemail** Electronic mail and voice mail should be used for official college business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

**Examples of Unsatisfactory Work Performance** Employees of Georgia Gwinnett College are expected to perform their work satisfactorily and maintain excellent standards of conduct. The following examples of unsatisfactory work performance or poor conduct may result in disciplinary action or discharge. Since it is impossible to identify every possible violation of the standards of conduct, the list below is simply illustrative and is not all inclusive. Thus, if the college determines that any employee behavior or performance (not on this list) violates the standards of satisfactory work performance, the employee may be subject to discipline up to and including termination.

1. Failure to perform assigned duties.
2. Failure to maintain acceptable standards of work quality and/or productivity.
3. Failure to adhere to established safety policies and procedures.
4. Rude or discourteous actions toward students, visitors, or other employees.
5. Failure to notify supervisor of absence, unauthorized or unjustified absence, tardiness, abuse of sick leave, or excessive absence.

6. Unauthorized absence from assigned work area, including leaving work early without permission. An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes/exceeds a break period without authorization.

7. Presence in an unauthorized area at any time.

8. Failure to conform to an established uniform dress or equipment policy in those departments that require it.

9. Interfering with the work performance of another employee.

10. Actions that attempt to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on property owned or operated by Georgia Gwinnett College.

11. Willful damage of Georgia Gwinnett College equipment or property.

12. Theft of State property or property belonging to another person.

13. Falsification of institutional documents or records, including applications for employment.

14. Insubordinate or willfully disobedient acts toward the supervising authority.

15. Consumption of, possession of, or being under the influence of alcohol while working.

16. Possession, consumption, or being under the influence of illegal drugs.

17. Carrying a weapon on a Georgia Gwinnett College campus. (This includes a licensed weapon, whether concealed or in open view. Certified law enforcement officials acting under published police agency policies are the only exceptions.)

18. Failure to notify the supervisor of extended absence and reason for absence (three (3) consecutive work days without notification), a chronic pattern of excessive or unjustified absence, or presumed resignation.

19. Abusive treatment by an intentional or grossly negligent act, or failure to act, which causes harm or potential harm to a guest, visitor or an employee; including, but not limited to, assault or battery.

20. Sexual harassment in the form of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, as defined in Georgia Gwinnett College APM Policy 802.16 and APM Policy 401.02.

21. Discrimination as defined in Title VII, which prohibits an employer from denying equal opportunity based on race, ethnicity, gender, physical ability, or age.
22. Acceptance of gratuities, courtesies, or gifts from any persons or organizations that, directly or indirectly, may seek to use that connection for securing favorable comment or consideration on any commercial activity (Meals in the course of normal business are excluded).

23. Acceptance of additional payment in any form from any source for work performed in the employ of Georgia Gwinnett College for which payment has been or will be made by the payroll.

24. Commission of a criminal act on or off property owned or operated by Georgia Gwinnett College.

25. Conviction of any felony or conviction of a misdemeanor charge, if the misdemeanor is materially related to the employee’s job.

**Employee Arrests** When an employee is arrested for an act committed on or off property owned or operated by Georgia Gwinnett College, the details of the incident will be investigated by the Vice President in charge of Protective Services, the Director of Protective Services/Chief of Police, the General Counsel & Chief Legal Affairs Officer, and the employee’s area Vice President. The incident shall be reported to other College officials, as deemed appropriate. The Vice President in charge of Protective Services and the employee’s area Vice President, in consultation with Legal Affairs, the Chief of Police and Human Resources, where applicable, shall recommend appropriate action to the President based on the available information. The President, or his designee, shall make the final determination concerning appropriate actions impacting arrested employees. Any available disciplinary options under institutional statutes or Board of Regents policies, including but not limited to: dismissal, demotion, suspension, warning (verbal or written) and/or probation, shall be available to the President in determining appropriate action(s).

The President shall consider the totality of the circumstances, including the nature of the arrest allegations, the potential threat to the safety and morale of others or to the security of state property, or other persuasive data which could impact the institution.

Based on the circumstances, the President may authorize permanent action(s) or he may authorize temporary action(s), pending resolution of the matter.

If the President determines that the employee should be temporarily removed from the College environment, an employee may be placed on suspension with or without pay (to be determined by the College) as part of either a disciplinary action determination or pending resolution and/or investigation of an alleged infraction under an institutional policy, Board of Regents Policy, or under federal/state law.

An impacted employee shall be afforded due process, as outlined in institutional statutes and Board or Regents Policy.

**Identification Cards** Identification cards are issued to all regular Georgia Gwinnett College employees upon employment which is used for identification purposes and for access to many facilities on campus. It is a card used for photo identification, library materials check out, and building access after normal business hours.

If the card is lost or stolen, employees must immediately contact the card office during office hours Monday through Friday. After hours, lost or stolen cards should be reported to Protective
Services. The owner of the card is responsible for all usage of the card prior to proper notification to the card office or to the Protective Services. After the card has been reported to either of these locations, a new card can be issued on the following business day.

**Outside Activities** Employees of the college should not engage in any occupation, pursuit or endeavor that will interfere with the regular and punctual discharge of official duties. Further, all activities for pay such as consulting, teaching, speaking and participating in business enterprises, except single-occasion activities, must be reported by the employee in writing through official channels in advance of the activity. Approval of the president or a designee must be received prior to engaging in the activity. Employees should refer to Section 802.15.01 of the Administrative Policy Manual for the full policy.

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

- Employees may not manage or take an active part in a political campaign that interferes with the performance of duties or services for which compensation is received from Georgia Gwinnett College.
- Employees may not hold elective political office at the state or federal level.
- Employees seeking elective political office at the state and federal level must first request an unpaid leave of absence starting prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such person must resign prior to assuming office.
- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee’s duties and responsibilities to the institution or the University System of Georgia.

**Purchasing Policy**

By order of the Board of Regents, all units of the University System of Georgia must comply with the rules and regulations of the State Purchasing Division of the Department of Administrative Services (DOAS). These rules and regulations have been developed to promote equal access and competition among vendors to ensure that best value, high-quality goods and services are available to state and local governments. Logistical Services is the official purchasing agent for Georgia Gwinnett College. Logistical Services Policies and Procedures for procurement of goods and services are detailed in Section 707.02.50 of the Georgia Gwinnett College Administrative Policy Manual.

**Purchasing Cards**

The Georgia Gwinnett College Purchasing Card Program provides an optional purchasing procedure regarding transactions for goods and services valued at $2499.99 or less. The Purchasing Card (P-Card) Program simplifies day-to-day purchasing activities while reducing operational cost. In compliance with Board of Regents and the Department of Administrative Services, Georgia Gwinnett College has established policies and procedures for procurement.
cards. Employees should refer to Section 707.02.51 of the Administrative Policy Manual for the full policy.

**Purchasing Card Agreement**

Upon supervisor approval, completion of a background investigation and personal credit check, employees may apply for a Georgia Gwinnett College Purchasing Card. Employees should refer to Section 707.02.51 of the Administrative Policy Manual for the full policy.

**Purchase of Goods and Services** Employees of Georgia Gwinnett College are not permitted to purchase goods or services for personal use through college channels or to remove any college property from the campus for private use.

**Rights and Equities in Intellectual Property** In complying with the policies of the Board of Regents, Georgia Gwinnett College has adopted policies concerning the ownership and subsequent rights to intellectual property created by faculty, staff, and students. Intellectual property pertains to any patentable materials, copyrightable materials, trademarks, software and trade secrets, whether or not formal protection is sought. It is the responsibility of the individual to ascertain whether Georgia Gwinnett College owns the intellectual property. GGC’s policy on Intellectual Properties is detailed in Section 603 of the GGC Administrative Policy Manual.

**Telephone Usage** Telephone calls should be handled in a prompt and courteous manner, and campus telephone lines must be kept clear for business calls. The use of all State of Georgia telephone services should be limited to official college business only. No personal long distance calls should be made. Personal calls on cellular telephones should be kept to a minimum during working hours.

**Visitor Policy** Employees that desire to entertain visitors while at work must share in the responsibility that accompanies such a visit. In order to facilitate a professional working environment in the offices and classrooms of the College, and to provide specific instructions concerning visitors to the College, the following guidelines have been created.

Note that for the purposes of this policy, a visitor is defined as friends and/or family of the employee. Persons conducting business with the College are not addressed in this policy.

- Whenever possible, the employee should inform his/her immediate supervisor, in a timely fashion, of an impending visit to the College.
- An employee must accompany visitors at all times. Children and other minor visitors, especially, are not to be left alone and require that the employee be present during the visit. As a place of employment, the College is an inappropriate place for children. Thus, the College cannot and will not assume any responsibility for employee’s children on campus. Children who are visiting on College premises must be supervised at all times by the parent or adult guardian. This portion of the policy is not meant to exclude children that are enrolled in a credit or non-credit program or from participating in activities scheduled by the College to which the general public is invited.
- Under no circumstances should an unescorted visitor be allowed into an area where chemicals are stored. This includes chemicals for cleaning and maintaining the facilities
as well as chemicals and supplies for the classrooms and laboratories. It is the responsibility of the employee to complete safety training (provided by the College) and to be aware of the location of the Material Safety Data Sheets (MSDSs) that detail the treatment for exposure to any such chemicals in their department.

- Under no circumstances should a visitor be allowed to remain in an area where employee, student, or financial records are stored without the explicit permission of the custodian of the records.

- A visitor should not unduly disrupt the normal working routine of any of the employees in the department that they are visiting. The immediate supervisor will have the discretion to determine if the presence of the visitor is disruptive.

- Should a visitor act in such a way that necessitates their leaving the campus, it is the responsibility of the employee to facilitate their departure. This may necessitate the employee leaving the premises as well. In this event, the vacation and/or sick leave of the employee will be charged accordingly. If the employee feels unable to control the visitor, the employee is responsible for notifying campus security officials for the physical removal of the visitor.

- The act of inviting an individual to the College is considered a workplace judgment made by the employee. As such, the behavior of the invited guest is a reflection of the job performance of the employee. Employees that repeatedly invite visitors that hamper the operations of the College may find that the evaluation of their performance is affected.

**Structured Volunteer Policy**

(See Administrative Policy Manual 802.15.51 GGC Structured Volunteer Program)

Whereas Georgia Gwinnett College (GGC) wishes to establish a volunteer program for the purpose of encouraging community involvement in the advancement of campus programs, a Structured Volunteer Program is hereby established which allows students, parents, alumni, faculty, staff, community leaders and other stakeholders to actively participate in college initiatives on an ongoing basis.

The programs outlined below are hereby authorized under the GGC Structured Volunteer Program for persons wishing to volunteer their services. Each Program must be structured, controlled, and managed in accordance with this policy and the following procedures:

- The applicable operating Vice President or their designee shall serve as Program Manager for the volunteer services program within his oversight area;
- Each volunteer group must be assigned a Structured Volunteer Supervisor who will oversee the volunteer activities;
- The specific duties for each volunteer group shall be outlined in writing by the Structured Volunteer Supervisor and a copy shall be provided to all volunteers, along with a standard GGC Structured Volunteer Agreement form;
- The GGC Structured Volunteer Agreement must be signed by both the volunteer and Structured Volunteer Supervisor before volunteer services can be rendered; Copies of the signed agreements must be maintained by the Structured Volunteer Supervisor and available for review at all times;
- Volunteers with assigned duties involving direct contact with students will be required to submit to a background check. Exceptions are allowable for participants in one time
events where volunteers are supervised by college officials, (e.g. volunteer ushers, registration desk attendants, or cleaning crews for a special program or event). One time event exceptions require prior written approval from the appropriate Vice President;

- Human Resources, Disability Services, Affirmative Action/EEO, Campus Security, Legal Affairs, Controller/Accounting Services and the Registrar’s Office are hereby excluded from accepting volunteer services under this Program.

**AUTHORIZED PROGRAMS**

**Structured Volunteer Program for Executives-In-Service**
This Program allows the President to periodically utilize executives and other subject matter experts to provide assistance in various campus initiatives, including but not limited to special events, academic, administrative, and advancement initiatives. This Program and related special events are coordinated by the President’s Executive Assistant and supervised by the designated Vice President. Volunteer duties must be outlined in writing by the appropriate Vice President before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the President.

**Structured Volunteer Program for Enrollment Services and Admissions Recruitment**
This Program allows Enrollment Management to utilize volunteers for enrollment management and recruiting efforts on and off campus. This Program is managed by the President for Academic and Student Affairs and supervised by the Director of Enrollment Management. Volunteer duties must be outlined in writing by the Director of Enrollment Management before services are rendered. Volunteers must submit to a background check before participating in this Program.

**Structured Volunteer Program for Students Affairs**
This Program allows Student Affairs to utilize volunteers for various program initiatives, including but not limited to career services, student clubs and organizations, and fitness center and intramural programs. This Program is managed by the Vice President for Academic and Student Affairs and supervised by the Associate Vice President for Student Affairs. Volunteer duties must be outlined in writing by the Associate Vice President before services are rendered. Volunteers must submit to a background check before participating in this Program.

**Structured Volunteer Program for Student Success**
This Program allows Student Success to utilize volunteers for tutoring services and other program initiatives. This Program is managed by the Vice President for Academic and Student Affairs and supervised by the Director of Student Success. Volunteer duties must be outlined in writing by the Director before services are rendered. Volunteers must submit to a background check before participating in this Program.

**Structured Volunteer Program for Technology Services**
This Program allows Technology Services to utilize volunteers on a limited basis for special programs or initiatives. This Program is managed by the Vice President for Educational Technology and supervised by the appropriate Associate Vice President or Director for the impacted technology group. Volunteer duties must be outlined in writing by the appropriate AVP/Director before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the Vice President.
Structured Volunteer Program for Facilities
This Program allows the Facilities group to utilize volunteers to assist with facility planning, logistics services and other related initiatives. This Program is managed by the Vice President for Business and Finance and supervised by the Director of Facilities. Volunteer duties must be outlined in writing by the Director before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the Vice President.

Structured Volunteer Program for Executives-In the-Classroom and Academic Projects
This Program allows Academic Affairs to utilize volunteers, including parents, students, community leaders, and other stakeholders in various academic projects and related events. The Program also allows executives to volunteer on an ongoing basis for academic lectures and other training initiatives. This Program is managed by the Vice President for Academic and Student Affairs and supervised by the designated Dean or Program Director. Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the Vice President.

Structured Volunteer Program for Development and Public Affairs
This Program allows the Office(s) of Development and Public Affairs to utilize volunteers for various campus initiatives, including but not limited to, development events, alumni programs, public relations, marketing projects and other related campus initiatives. This Program is managed by the Vice President for Advancement and supervised by the designated Program Director. Volunteer duties must be outlined in writing by the appropriate Director before services are rendered. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the Vice President.

Structured Volunteer Program for Drivers and Carpool Events
This Program allows Academic and Student Affairs to utilize volunteer drivers including parents, students, and other stakeholders as drivers for various academic and student events, trips, and class projects. This Program is managed by the Vice President for Academic and Student Affairs and jointly supervised by the Associate Vice President for Student Affairs and the applicable Dean/Director and his/her designated faculty member. Volunteers may be required to submit to a background check before participating in this Program, as deemed appropriate by the Vice President. Volunteer duties must be outlined in writing by the appropriate AVP/Dean/Director before services are rendered and must include the following guidelines:

Drivers must be at least 18 years old;  
Drivers must have a valid GA driver’s license;  
Drivers cannot have a record involving a conviction for public drunkenness, driving under the influence or reckless driving, within the past (7) years;  
Drivers must be able to provide proof of valid automobile insurance;  
Drivers must have a vehicle; and  
Drivers must be informed that they serve on a volunteer basis and will not be compensated by GGC for the use of their services or their vehicles.

If an AVP/Dean/Director wishes to establish a volunteer driver program for his/her area, a Program Supervisor must be designated, a volunteer driver duty roster and a list of driver responsibilities must be developed for each respective project. A GGC Structured Volunteer Agreement must be completed and signed for all drivers participating in this Program on an ongoing basis. Volunteer drivers for one time events are not characterized as participants in the
GGC Structured Volunteer Program, unless an event exception is approved in writing by the Vice President and a duty roster and list of driver responsibilities is developed prior to the event.

**Signed Agreements**
All GGC Structured Volunteer Program Participants are required to complete and sign the volunteer agreement.

See “GGC Structured Volunteer Agreement Form.”
Georgia Gwinnett College Structured Volunteer Agreement

Thank you for agreeing to volunteer your services to Georgia Gwinnett College (GGC). Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

1. I agree to serve as a volunteer with GGC and the __________________ (insert name of Operating Group).

2. I agree that my participation in the activities outlined in the attached Description of Volunteer Duties (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, the promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration.

3. I understand that I will not be enrolled as a student at GGC, and that no academic credit will be granted by GGC.

4. I agree that, as a volunteer, I will not be a GGC employee. I understand and agree that GGC and I both have the right to end my volunteer relationship with GGC at any time, for any reason, and without advance notice. I further affirm that no apparent or potential conflicts of interests are present.

5. I understand that as a volunteer, I will not be entitled to any employee benefits. I understand that GGC will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation.

6. I understand that my participation as a volunteer may involve certain risks which have been explained to me, including but not limited to ______________________________. I voluntarily accept these risks. I release and hold harmless the Board of Regents of the University System of Georgia, Georgia Gwinnett College, their members, employees, agents and authorized representatives, from all losses, damages, costs, and expenses, claims, demands, rights and causes of action resulting from any personal injury, death, or damage to property arising out of my volunteer activities.

7. I agree to abide by all applicable rules and regulations of the University System of Georgia and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information including but not limited to records, research subjects, unpublished research data, and other confidential information of which I may learn in the course of my volunteer service.

8. I further understand and agree that I will be required to submit to a background check for any volunteer services involving direct contact with students.

Volunteer's Name & Signature ______________________________ Date__________

Volunteer's Address ___________________________________________ Phone__________

*Parent's Signature (if under 18)___________________________ Date__________

Program Supervisor's Signature:___________________________ Date__________

Form effective: July 28, 2008
Prohibition Against Sales, Solicitation, Invitation and Operation of Private Enterprise

Georgia Gwinnett College does not permit sales, solicitation or the operation of private enterprises by individuals or business on college property, unless otherwise approved and provided for by contractual agreement. Except as specified by related procedure, all business enterprises operated on Georgia Gwinnett College property shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the designated institutional business officer.

Distribution of flyers, handbills, invitations, or leaflets advertising for the sale or giveaway of items or services and any other information may not be placed on college property, or presented to students or employees in any way other than through authorized college officials, college sponsored programs, approved Student Affairs events, or authorized programs for registered student clubs.

This prohibition does not apply to promotions, programs and events sponsored or approved by the college, college affiliates, or the Board of Regents.

For solicitation guidelines pertaining to gifts to the college and/or fundraising events and efforts, refer to APM 760.50 The Georgia Gwinnett Campus College Fundraising Solicitation Policy.
Section V
Safety and Security

Drug Testing

Pre-employment Drug Testing

In accordance with Senate Bill 22, O.C.G.A. 45-20-110/111 and in an effort to promote a drug-free workplace, an applicant for employment at Georgia Gwinnett College who is offered a position that has been designated as requiring a drug test shall, prior to commencing employment, submit to an established test for illegal drugs.

General Provisions

Positions that have been designated as requiring a pre-employment drug test are:

- Campus Protective Services Officers *
- Campus Protective Services Personnel (as designated by the VP or Director) *
- Persons employed in positions requiring a Commercial Driver’s License (CDL) *
- Others positions that have been deemed by the institution to be considered hazardous *

Unless otherwise indicated, designated positions are full-time.

* Applicants who have been offered full or part-time positions must submit to a pre-employment drug test. Job advertisements for designated positions will indicate that pre-employment drug testing is required.

Any new position(s) established by Georgia Gwinnett College will be analyzed to determine if the new position(s) should be subject to pre-employment drug testing. Such analysis will be conducted by the Director of Human Resources. All costs of such testing shall be paid for by Georgia Gwinnett College. An applicant selected for a designated position will be notified that he/she must submit to a pre-employment drug test, and that employment is contingent upon a negative test result in accordance with Senate Bill 22. The Director of Human Resources or his/her designee will provide the applicant with the appropriate pre-employment drug testing document that must be presented to the collection facility designated by the Office of Human Resources. Tests will be conducted in an authorized laboratory facility, and an applicant will be told where he/she may go to submit to the test. He/she must submit to the test within three (3) work days.

Failure or Refusal of Pre-employment Drug Testing

Any applicant who is offered employment in a position requiring a pre-employment drug test and who: (a) declines to submit to an established test for illegal drugs; (b) fails to appear for an established test for illegal drugs after being properly notified to do so; or (c) who tests positive for the use of illegal drugs shall be disqualified from employment with Georgia Gwinnett College.
Such disqualification shall not be removed for a period of two (2) years from the date such test was administered or offered, whichever is later.

The identity of any applicant who declines a pre-employment drug test, who fails to appear for a pre-employment drug test, or who tests positive for illegal drug use, shall not be considered a public record and shall be withheld from all persons, except those who have a need for such information in their official capacity. The results of pre-employment drug tests shall remain confidential and shall not be a public record, unless necessary for the administration of the provisions of Senate Bill 22 or otherwise mandated by other state or federal law. The Director of Human Resources shall establish such policies as may be necessary to assure the confidentiality of such information and to identify those individuals who are entitled to such information.

**Screening Results**

An applicant whose sample is rejected by the testing laboratory shall be directed to appear for retesting. If the results of the confirmatory test indicate the presence of illegal drugs, such results shall be reviewed and interpreted by a Medical Review Officer (MRO) to determine if there is an alternative medical explanation. If the applicant provides appropriate documentation and the Medical Review Officer (MRO) determines that it was a legitimate usage of the substance, the result shall be reported to the Director of Human Resources as negative. If the testing laboratory determines that the sample of an applicant may have been adulterated, the applicant shall be directed to appear for retesting. Any applicant who fails to provide an alternative medical explanation shall be reported to the Director of Human Resources as negative. If the testing laboratory determines that the sample of an applicant may have been adulterated, the applicant shall be directed to appear for retesting. Any applicant who fails to provide an alternative medical explanation shall be reported to the Director of Human Resources by the Medical Review Officer (MRO) as having a positive test result. If an applicant, while at the collection facility, is unable to produce at least sixty (60) milliliters of urine after following the procedures of the collection facility, the applicant shall be directed to appear the next business day for retesting.

Any applicant offered employment who refuses to submit to an established test for illegal drugs, or whose test results are positive, shall be disqualified from employment with Georgia Gwinnett College for a period of two (2) years from the date that such test was administered or offered, whichever is later. The results of such tests shall remain confidential and shall not be public record, unless necessary for the administration of Senate Bill 22 or otherwise mandated by other state or federal law.

Any applicant who tests positive for the use of illegal drugs shall be disqualified from employment with Georgia Gwinnett College. Such disqualification shall not be removed for a period of two (2) years from the date such test was administered or offered, whichever is later. Test results will be sent to the Director of Human Resources only. The Director of Human Resources will notify the applicant of the results. If test results are positive, the Director of Human Resources will ask the applicant to re-submit to a drug test. The Director of Human Resources will communicate with the Medical Review Officer (MRO) at the lab to determine if the second test result is positive or negative.

The Director of Human Resources will notify an applicant, in writing, to confirm that he/she may be employed by the College or that he/she has been disqualified for employment for two (2) years from the date the test was administered. The Director of Human Resources will notify an applicant, in writing, who refuses to submit to a test that has been offered, that he/she has been disqualified from employment at the College for two (2) years from the date the test was offered.

**Medical Review Officer**

The testing laboratory shall forward the results of all pre-employment drug tests to the State Medical Review Officer (MRO), who shall assure the security of such results. The Medical
Review Officer (MRO) shall forward negative results of a pre-employment drug test to the State Merit System, which in turn will notify Georgia Gwinnett College’s Director of Human Resources as soon as is applicable.

Laboratory reports which indicate the presence of any illegal drug(s) shall be retained by the Medical Review Officer (MRO) until a final determination is reached. Such information shall be confidential and shall only be available to the MRO or designee and the affected applicant. Positive laboratory results shall be reviewed and determinations of legal or illegal usage shall be made in accordance with procedures established by the Commissioner of the Georgia Department of Human Resources (DHR).

Any pre-employment drug test which indicates the presence of illegal drugs shall be followed by a confirmatory test using gas chromatography/mass spectrometry analysis. The results shall be reviewed and interpreted by the MRO to determine if there is an alternative medical explanation. If the applicant provides appropriate documentation, and the MRO determines that it was a legitimate usage of the substance(s), the pre-employment drug test results shall be reported as negative. The MRO or designee shall, upon receipt of a laboratory report that indicated the presence of an illegal drug(s), attempt to contact the applicant to establish a time at which a private discussion may be conducted concerning the results of the pre-employment drug test. This process will be conducted consistent with the provisions adopted by the State Merit System of Human Resources Administration.

If an applicant refuses to discuss with the MRO the results of a pre-employment drug test, declines the opportunity to provide an explanation of the results, or admits to the usage of an illegal drug(s), the MRO, without further action or review, shall report to the Director of Human Resources that the results of the pre-employment drug test indicate that the applicant has used an illegal drug(s). If, after appropriate review, the MRO determines that the results of a pre-employment drug test indicate that an applicant has used an illegal drug(s), the MRO shall, in writing, notify the affected applicant and the Merit System. Such notification shall include the specific drug(s) the applicant has been deemed to have illegally used. The State Merit System will advise the Director of Human Resources of any such result.

**Post Employment Drug Testing**

Employees holding a position that is considered “high risk” on a regular basis shall be subject to random drug testing for evidence of use of illegal drugs. A “high-risk” employee is defined as one whose job responsibilities pose a potential for significant risk or harm to the employee, other employees, or the general public in the event of inattention to duty or errors in judgment while on duty. This policy also includes persons employed in positions requiring a Commercial Driver’s License (CDL) and law enforcement officers as well as individuals employed by private entities which contract with the college to provide security services, subject to random drug testing procedures as prescribed by their employer and consistent with contractual obligation. Officers and unarmed security contractors who are engaged full-time in purely administrative or clerical duties are not considered high risk.

Random testing is defined as a process in which the names of “high risk” employees to be tested are chosen purely by lot. Such testing shall not, at any one time, be given to more than one employee on each work shift who has previously been classified as a “high risk” employee. All testing will be held in accordance with the procedures used by the State of Georgia Merit System of Personnel Administration.

Any “high risk” employee who declines a drug test, or who tests positive for drug use, shall be terminated from employment.
Smoking Policy

To protect the health of the university community, smoking is prohibited in all buildings of the Georgia Gwinnett College campus.

Workplace Violence

Georgia Gwinnett College is committed to maintaining a work and learning environment committed to the prevention of workplace violence on campus and the maintenance of a respectful work environment free from threats of violence and related harassment, intimidation, and other disruptive behaviors. To foster this environment, college stakeholders, including but not limited to, faculty, staff, students, student employees, affiliates, contractors, and agents, are expected to practice the appropriate safety principles and standards.

Scope
This policy and these guidelines apply to workplace violence on campus, including domestic violence, which affects the campus work environment in any manner.

Definitions

a. Workplace violence on campus includes any physical assault, threatening behavior or verbal abuse occurring in the campus work setting or related to a campus sponsored work function or event.

b. Workplace violence ranges from offensive language to homicide and results in threatening situations occurring in or related to the workplace. When an issue is related to the job but the actual incident occurs away from the workplace, it is also workplace violence. An event can be an actual on campus violent act, including but not limited to, threatening behavior or verbal abuse, physical assaults and threats of assault; or off campus job related incidents, e.g., stalking, telephone and e-mail harassment, threats, other confrontations or violent acts which are related to the campus work environment.

c. Domestic violence affecting the campus work environment-encompasses physical violence, emotional and verbal abuse, isolation, or threats and intimidation which affect the campus work environment but stem from a domestic relationship, including but not limited to husband and wife, cohabitating individuals, and other relationships. Domestic violence victims and perpetrators of such acts in the campus work environment are included in the policy.

Application

Georgia Gwinnett College will not tolerate any type of workplace on campus by or against faculty, staff, students, student employees, affiliates, contractors, agents, or guests. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Impact

Individuals who commit acts of workplace violence on campus may be removed from the campus and may be subject to disciplinary action up to and including termination, criminal penalties, or
Corrective action for students involved in workplace violence on campus may also include dismissal from the College and denial of readmission, in addition to criminal penalties.

All reports of workplace violence on campus will be taken seriously and will be dealt with appropriately, as noted below.

- If an employee is the perpetrator in an incident of workplace violence on campus, there will be an initial investigation to determine if any change in the employee’s work status is required. An investigation panel will be convened by the President or his designee. The panel will make a determination as to whether an immediate change in the employee’s work status is necessary pending investigation. The employee’s pay status during this period may also be affected based on the panel’s recommendation. Once the panel investigation is complete, recommended action(s) will be forwarded to the President within five (5) business days. The President shall review the recommendation and render a written decision within five (5) business days. The President’s decision will serve as the final institutional ruling on the matter.

- If a student is the perpetrator of an incident involving workplace violence on campus, the matter may be handled in accordance with the same procedures outlined above for employee perpetrators or the President may refer the matter to the Vice President for Academic and Student Affairs for handling in accordance with the procedures outlined in the Student Handbook.

Responsibilities
In furtherance of this policy, there are certain responsibilities related to the prohibited weapons on campus and other items, which must be adhered to as a condition of employment and/or enrollment at Georgia Gwinnett College. These prohibitions are outlined in the Student Handbook and in the appropriate employee manuals.

These prohibitions include:
1. Use of any weapon, firearms, air gun, sling shot, zip gun, or any other device that propels a dangerous projectile of any kind, except as authorized by Georgia State Law.
2. Transporting or possession of privately owned firearms on campus.
3. Carrying any firearm in a concealed manner (including glove and storage compartments of vehicles) at any time. A permit does not allow anyone to carry or possess a firearm on campus. The only exception is for federal and/or civil law enforcement personnel engaged in their official duties.
4. Carrying in a concealed manner any straight razor, ice pick, knife, or homemade knife-like weapon having a blade length, when extended, of more than 2 inches as measured from the blade hilt to the blade tip.
5. Possession of any of the following:
   a. Any knife having a switchblade or automatic blade opener, blackjack, bolo knife, machete, sword, spear, or similar instrument.
   b. Any club-type hand weapon, i.e., “brass knuckles,” “knucks,” “knucklers,” or any other hand-held weapon.
   c. Pyrotechnics of any type, such as firecrackers, Molotov cocktails, smoke grenades, or artillery simulators, except when authorized by the President.
   d. Any device capable of discharging a chemical or other type spray or substance which has a disabling effect on the victim, except when authorized for possession and use in connection with the performance of duties and, in the case of females, any device
specifically designated and marketed for the purpose of self defense against sexual assault.
e. Any martial arts weapons or equipment, including but not limited to, throwing stars, "numchucks," and throwing knives.

Notification

All GGC faculty, staff, students, students employees, affiliates, contractors and agents are required to be familiar with this policy. Copies of this policy are available on the GGC website.

If anyone has an immediate safety concern in the campus environment, they should immediately contact the Office of Public Safety.

Safety

The prevention of accidents and the promotion of safety are the responsibility of everyone in the college community.

Everyone is encouraged to be alert to and to report any unsafe practices and conditions that may present an imminent danger to individuals or property. Employees should report these types of conditions to their immediate supervisor or to the Physical Plant Department.

The Physical Plant Department provides support to the college in all areas of environmental and chemical safety including chemical and other hazardous waste removal, radiation safety, fire safety, accident prevention and property and liability insurance. Employees are encouraged to contact the Physical Plant Department for details about services.

Right to Know

In compliance with the law, and in an effort to help ensure the health and safety of its employees, Georgia Gwinnett College has established a "Hazardous Communication Program." This brief explanation of that program should answer many of the questions about hazardous chemicals at Georgia Gwinnett College and provide the resources for any further information.

In 1988, the Georgia State Legislature passed the Public Employee Hazardous Chemical Protection and Right-To-Know Act. This Act provides public employees with the same protection and rights in this area as the Occupational Safety and Health Administration (OSHA) provides to employees in private industry. More specifically, the law provides that:

- By December 31, 1991, each agency of the State of Georgia submit to the Department of Labor, for approval, an extensive and detailed plan of how it intends to comply with all aspects of the Act.
- By July 1, 1992, all employees of the State must be apprised of the law and how it affects them. Also, certain training and an opportunity to ask questions are to be provided.
- There must be documentation that each employee has participated in a training session.
- All hazardous substances be properly stored and labeled.
• Material Safety Data Sheets (MSDSs) be provided on all hazardous chemicals and stored in a general location as well as in job-specific areas.

• Any contractors bringing hazardous chemicals onto a site must provide all protection and MSDSs as provided by the law.

Questions concerning “Right To Know” or requests for MSDS information should be forwarded to the GGC Director of Facilities Management at 678-407-5853 or to the GGC Environmental Health and Safety Officer at 678-407-5034.

Fire and Emergency Procedures

Each campus building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors, the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

IN THE EVENT OF A MEDICAL EMERGENCY, CALL 9-911 FOR AN AMBULANCE. THEN CALL 5333 TO REPORT TO THE GEORGIA GWINNETT CAMPUS PROTECTIVE SERVICES.

For all other emergencies, call the Campus Protective Services at 5333.

Protective Services

The Campus Protective Services provide a variety of services to the campus community including assistance to stranded motorists, safety escorts, and crime prevention programs. Call Boxes linked directly to the Campus Protective Services Department are located throughout the campus in the event of an emergency situation. The Campus Protective Services phone number to contact in the event of an emergency is 5333.

Georgia Gwinnett College Campus Security Act Compliance Policy

Georgia Gwinnett College encourages victims and witnesses of crime to report offenses to the police. If a crime occurs on campus it should be reported to the Campus Police, Office of Public Safety. The Office of Public Safety will investigate crime reports and seek adjudication in the appropriate court. Victims who do NOT wish to make a report to the POLICE may report a campus crime to the designated Student Affairs Officer or any other campus official. For purposes of this policy, the designated Student Affairs Officer shall be the Dean of Students. If a crime is reported to the Campus Police, Dean of Students or other campus official, the party receiving the information must report the crime in accordance with the guidance outlined in this policy.
General Policy:

It is the policy of Georgia Gwinnett College for all employees to abide by the Crime Awareness and Campus Security Act of 1990 and its 1992 through 2000 amendments, hereinafter the “Campus Security Act”. This act, also known as the Jeanne Clery Act, requires institutions participating in federal student financial aid programs to publish annual reports disclosing campus security policies and crime statistics, make timely warnings about crimes that pose an ongoing threat, to maintain a crime log, and to assure some basic rights to campus sexual assault victims.

Under the GGC Campus Security Act Compliance Policy, employees with significant responsibilities for student and campus activities are required to report crimes which are reported to them, even if the victims chose not to report the crimes to the police. GGC administrators, deans, directors, faculty and impacted staff serving within student affairs and enrollment management are considered as “employees having significant responsibilities for students and campus activities” and are therefore required to report all crimes and related statistics.

Due to the importance of promoting a safe campus environment, the Office of Public Safety and the Office of Student Affairs shall work in partnership to ensure compliance under this policy and are jointly responsible for maintaining the required reports and crime statistics as outlined below.

Specific Reporting Responsibilities:

Administrators, deans, directors, faculty and impacted staff - Georgia Gwinnett College

Administrators, Deans, Directors, faculty and impacted staff are responsible for reporting all campus crimes which are reported to them or their subordinates. If the victim(s) chose not to report the crime to campus police, the GGC employee receiving information concerning the crime, may report the crime to the Office of Student Affairs, Dean of Students. The names of victims may be withheld where appropriate; however the crime and sufficient details concerning the incident(s) must be reported. These reports shall be transmitted to the Dean of Students in writing within 24 hours of receiving the report. Crime victims should be encouraged, but not forced, to report crimes to the police and should be notified of any counseling services available.

Dean of Students - The Dean of Students shall maintain records of crimes and dispositions which were reported to the Office of Student Affairs and shall provide an annual crime summary of statistical data to the GGC Office of Public Safety for inclusion in applicable annual reports.

Office of Public Safety - The GGC Office of Public Safety shall be responsible for maintaining records of all crimes and dispositions for matters which were reported to police. In addition, the Office of Public Safety shall have primary responsibility for gathering annual crime statistics from internal GGC units, including but not limited to, statistical data pertaining to crimes reported to Student Affairs and other areas of the college. The Office of Public Safety shall compile all reports for official submissions to local, state, and federal reporting entities and for campus publication.

The GGC Director of Public Safety shall submit the official college report annually to the U.S. Department of Education, in compliance with the Campus Security Act. This report shall highlight statistics for the past three years in the following crime categories: murder, manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson. Statistics for the following categories of arrests or referrals for campus disciplinary action shall also be included: liquor law violations, drug abuse violations and
weapons possession. This information shall also be made available to current and potential students and employees.

Crimes that are committed away from the main campus are included in the annual report if they occur on GGC owned property, or at locations dedicated to GGC instruction or GGC student activities. These crimes should also be reported to the local police.

Crimes, such as assault or criminal mischief, which are obviously hate crimes, shall be reported as such by category of prejudice.

**Public Crime Log:**

The Office of Public Safety shall also make available to the public a current log of all crimes reported to campus police. The log shall be publicly available during normal office hours.

**Specific Training and Hearing Responsibilities:**

**Office of Student Affairs**-The Dean of Students is responsible for researching, facilitating, presenting and documenting programs and seminars aimed at combating binge drinking and violence against women. The Dean of Students is also responsible for preparing an annual summary of student hearings involving alcohol/drug abuse, weapons violations, and for compiling related statistical data. The judicial hearings reports shall include all judicial hearings conducted during the year and should clearly state which hearings were or were not a result of case referrals from the Office of Public Safety.

**Administrators, Deans and Directors**- College administrators, deans, and directors are required to submit annual reports to the Dean of Students concerning any programs and seminars presented in their areas of responsibility with the purpose of decreasing or eliminating binge drinking or violence against women.

**Link for Registered Sex Offenders**- In compliance with the 2000 amendments to the Campus Security Act, we provide this link to the FBI site for Certified Sex Offenders.

**Crimes Reported to the Police**- See Office of Public Safety Statistics:

(Example) Crimes Reported to Campus Officials (Not reported to the Police)

<table>
<thead>
<tr>
<th>Year</th>
<th>Offense</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>None Reported</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>(1) Assault, Parking Deck</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>(1) Reported, Alleged Rape on Campus</td>
<td></td>
</tr>
</tbody>
</table>

**Crime Prevention Programs**

Crime information and statistics shall be made available to students and employees each year via the internet. In addition, general law enforcement, safety, security, traffic and parking information is available over the internet to the campus community.
Additional information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act can be accessed online at Security on Campus, Inc.
Section VI
Time Away from Work

General Policies

In accordance with Board of Regents policy, Georgia Gwinnett College has established and maintains a control system for recording employee leave. An employee not at work must be in an approved leave status. When an employee is absent from work and has no arrangements to be on official leave, accrued vacation will be charged until exhausted. At this point, the employee will be in an “hours without pay” status, meaning that paychecks will no longer be issued, unless the case can be resolved.

Although approved unpaid leave allows employees to retain insurance benefits, employees on unpaid leave will not continue to accrue vacation or sick time nor receive paid holidays.

All leave must be approved and filed with the Office of Human Resources on either an Employee Leave Statement form for exempt employees or a timesheet for non-exempt employees. Any leave, except that charged to accrued vacation, that is anticipated to extend beyond two weeks in duration, must be approved and filed with the Office of Human Resources and a minimum of 10 days advance notice is requested when possible.

Annual Leave (Vacation)

Regular, full time employees accrue vacation at the rate of one and one-fourth working days (10 hours) per month for the first five years of employment. Vacation will accrue at the rate of one and one-half working days (12 hours) after the employee’s fifth year of service. Vacation will accrue at the rate of one and three-fourths working days (14 hours) per month after the completion of 10 years of continuous service. Employees, other than temporary employees, working at least one-half time but less than full time earn and accrue vacation time in an equivalent ratio to their percentage of time employed. Accrued vacation is listed on each employee’s paycheck stub. VACATION TIME MUST BE APPROVED BY THE SUPERVISOR BEFORE IT MAY BE TAKEN.

Earned vacation may be accrued up to a maximum of 45 working days. Employees, except those paid from sponsored funds or contracts, are compensated for all accrued vacation time, up to the maximum of 45 days, upon termination from the University System of Georgia for any reason. Such compensation is based on information from institutional vacation leave records. Employees working in a position funded by a grant or project must take accrued vacation during the term of the project since funds may not be available to pay for accumulated vacation upon termination.

Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work fewer than 20 hours per week do not earn or accrue vacation time.

On December 31, every employee’s leave record is adjusted to show no more than 360 hours accrual.
Holidays

Georgia Gwinnett College has established 12 official paid holidays each year for its employees. These holidays are in addition to earned vacation time and are observed in accordance with the rules and regulations set forth by the college.

To receive pay for these holidays, an employee must be in a pay status either the day before or the day after the holiday. A terminating employee will not be paid for any official holiday occurring after the last working day of his or her employment.

Georgia Gwinnett College generally observes the following 12 official paid holidays each year. An exact schedule of these holidays is published by the college administration.

- New Years Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Five days Winter Holidays

If an employee is required to work on a holiday, that employee will be given another day off as the holiday. If an employee’s regular day off falls on a holiday, he or she will be given another day off as a holiday.

Sick Leave with Pay

For all regular employees of the college, sick leave is accumulated at the rate of one working day (eight hours) per calendar month of service. Regular part-time employees working one-half time or more accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for all classified employees is cumulative. Accrued sick leave is listed on each employee’s paycheck summary.

Employees may utilize accrued sick leave for the following reasons:

- Illness or injury of the employee.
- Medical, dental and vision treatment or consultation.
- Quarantine due to a contagious illness in the employee’s household.
- Illness, injury or death in the employee’s immediate family requiring the employee’s presence. The immediate family is defined as: employee’s spouse, parents, children, brothers, sisters, stepchildren, grandparents, grandchildren, foster parents or legal guardian and in-laws in the same categories.

For sick leave absences longer than five consecutive work days, a physician’s statement is required to permit further claims of sick leave rights by the employee-patient for the continuous period. Supervisors may require an employee to provide a physician’s statement for sick leave absences of less than five days. In cases of extended illness, a physician’s statement must be provided to the Office of Human Resources, every three months. Physician Certificate forms are
available in the Office of Human Resources. A terminating employee is not entitled to receive sick pay after the termination date.

**Sick Leave without Pay**

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may request sick leave without pay for a period not to exceed one year. This additional sick leave is granted at the discretion of the department.

If additional sick leave is approved by the department, the employee will have the option to continue his or her group insurance benefits while on sick leave. The institution will continue its share of the cost for such period, but the employee must continue to pay his or her share of premiums.

Upon return from approved, unpaid sick leave, the employee will be restored to his or her original position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Georgia Gwinnett College cannot guarantee that an employee will be returned to his or her original job. Should an employee be unable to return to work after being granted sick leave without pay for one year, the employee will be terminated. During an unpaid leave status, vacation and sick leave benefits will not continue to accrue.

When an exempt employee is absent from work for less than one scheduled workday and his/her accumulated leave is insufficient to cover the partial day of absence, the employer will EITHER deduct the cost for such leave in hourly increments from an exempt employee's salary; or place the exempt employee on leave without pay, if so requested by the exempt employee. Such action by the employer will not disqualify the exempt status of the employee's position.

**Family Medical Leave**

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

- The birth and care of a **newborn child** of the employee;
- The legal placement of a child with the employee for **adoption** or **foster care**;
- The care of an **immediate family member** (defined as the employee's spouse, child, or parent) with a serious health condition;
- A **serious health condition of the employee himself/herself**, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his or her job which renders the employee unable to perform the duties of his/her job; or
- A spouse, son, daughter or parent being on active duty or having been notified of an impending **call** or order to **active duty in the Armed Forces**. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.
Further, consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to twenty-six work weeks of leave during any 12-month period, for the following reason:

- A spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating.

**Period of Work Eligibility**

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

- For at least twelve (12) months total (not necessarily the last twelve months); and
- For at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of such leave (BR minutes, August 2004); and
- Has not used all available FMLA leave in the twelve (12) months looking back from the date the requested leave will begin (the rolling 12-month retrospective calendar period as measured backward from the date the employee began using FMLA leave).

Spouses who are employed by the college and who request FMLA leave for the birth, adoption, or foster care placement of a child with the employee, are eligible for a combined twelve (12) weeks between the two employees. In other words, both employees continue to be eligible for twelve (12) weeks of FMLA apiece, but may only take twelve (12) weeks between them for this event. If the leave is for birth, adoption, or foster placement of a child with the employee, the leave must be taken within twelve (12) months of the birth or placement.

**Required Steps and Forms**

Employees should contact Human Resources for assistance with FMLA requests. Employees must submit the following:

- Personnel Action Form (where applicable);
- Family and Medical Leave Request Form;
- Medical Certification Form (applicable to leave for medical reasons) must be completed by a treating physician/licensed health care provider) and returned to Human Resources; and
- Other updated forms as directed by Human Resources.

**Notice of Foreseeable Leave**

- In cases of Foreseeable Leave (i.e., planned surgeries), employees should give 30 days notice to Human Resources and the supervisor. When providing notice, the employee is not required to identify the leave specifically as FMLA leave, but must provide sufficient information regarding the nature of the leave to enable human resources to make a determination of the applicability of FMLA. In all situations, it is the Human Resources officer’s responsibility to designate leave as FMLA leave. A medical certification form (where applicable) must be submitted for review to Human Resources prior to commencement of leave. See Exception to Medical Certification section of this policy;

**Notice for Unforeseeable Leave**

- For unexpected leave (such as a serious accident or a premature birth), the employee or employee’s representative (relative, spouse, doctor, etc.) must notify Human Resources
or the supervisor as soon as possible and, usually within no more than two (2) business
days after knowing of the need for leave, where practical.

Notice to the College is accomplished through initiating the FMLA process by completing a
FMLA Request form as noted above, which is available from Human Resources. Notice can be
provided in person, by mail, facsimile, or by other electronic means. The employee will be given
a Certification of Health Care Provider form that must be completed by the employee’s
physician/licensed health care provider and returned to Human Resources within fifteen (15)
calendar days.

Exception to Medical Certification
Medical certification is not required in cases where FMLA is taken due to a spouse, son, daughter
or parent being on active duty or having been notified of an impending call or order to active
duty in the Armed Forces, as described above.

Updated Medical Certifications
If the College requests or requires it, the employee must periodically report to Human Resources
regarding the employee's status including anticipated return to work date, except that updated
medical certifications completed by the treating physician/licensed health care provider may be
requested every 30 days during the FMLA period.

Serious Health Condition
A "serious health condition" means an illness, injury, impairment, or physical or mental condition
that involves:

- Any period of incapacity or treatment connected with inpatient hospital care (such as an
overnight stay), hospice, or residential medical care facility;
- Any period of incapacity requiring sporadic absences from work, school, or other regular
daily activities that also involves continuing treatment by (or under the supervision of) a
health care provider; or,
- Continuing treatment by (or under the supervision of) a health care provider for a chronic
or long-term health condition that is incurable or so serious that if not treated, would
likely result in a period of incapacity; and for prenatal care.

Care of a family member
- Encompasses both physical and psychological care
- Includes situations where the employee may be needed to fill in for
  others who are caring for the family member
- May include intermittent leave

Family member
- Spouse
  The employee's legal husband or wife as defined or recognized
  under State law for purposes of marriage in the State where the
  employee resides
- Parent
  A biological parent of the employee
  An individual who stands or stood "in loco parentis" to an employee
  by providing primary day-to-day care and financial support when
  the employee was a child
- Coverage does not include parents-in-law

**Child**
- The employee's biological son or daughter under the age of 18
- A legally adopted son or daughter under the age of 18
- A foster child, stepchild or ward under the age of 18, legally placed with the employee
- Any such child over the age of 18 if the child is incapable of self-care due to a mental or physical disability
- "Incapable of self-care" means requiring active assistance or supervision to provide daily self-care in three or more basic or instrumental "activities of daily living," such as grooming & hygiene, bathing, dressing, eating, cooking, taking public transportation, etc.
- A "physical or mental disability" is one that substantially limits one or more major life functions as defined under the Americans with Disabilities Act (ADA)

**Continuous & intermittent leave**
Leave for one's own serious health condition, or for the care of a family member with a serious health condition, may be taken on a continuous basis -- or on an intermittent basis in increments as small as one hour -- if medically indicated. The College has the discretion to determine whether to allow intermittent leaves for birth, adoption, or foster placement -- or whether such leaves must be continuous. *It shall be the policy of GGC to allow intermittent FMLA leaves for birth, adoption, or foster placement.*

**Intermittent leave or reduced work schedule**
- There must be a medical need for leave which can be best accommodated through an intermittent or reduced work schedule
- An employee must attempt to schedule leave or reduced work so as not to disrupt the employer's operations
- The employer may assign the employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent leave or reduced work schedule
- Intermittent leave may include leave periods of an hour or more, up to several weeks
- Only the amount of leave actually taken is counted toward the 12 weeks of eligibility. For example:
  - an employee who normally works 5 days per week and takes off 1 day per week as intermittent FMLA leave is charged 1/5 of a week of FMLA leave
  - an employee who normally works 8-hour days, but who works half-days under a FMLA reduced work schedule would be charged 1/2 week of FMLA leave
- The granting of intermittent leave or a reduced work schedule for well-child care after the birth, adoption, or placement of a child is at the discretion of the institution.

**Health care provider**
The following individuals licensed/authorized to practice in the state in which they practice, and performing within the scope of their practice as defined under state law:
- Doctors of medicine or osteopathy authorized to practice medicine or surgery
• Podiatrists  
• Dentists  
• Clinical psychologists  
• Optometrists  
• Chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist)  
• Nurse practitioners  
• Nurse-midwives  
• Clinical social workers  
• Any health care provider from whom the University System's health care plans will accept certification of the existence of a serious health condition

Protection from Discrimination
A supervisor may not take any adverse action or otherwise discriminate against an employee or prospective employee who has taken FMLA leave.

A supervisor may not interfere with any rights provided by FMLA, including:
• Refusing to authorize FMLA leave  
• Discouraging an employee from using FMLA leave  
• Changing the essential functions of the employee's job to preclude the taking of FMLA leave  
• Reducing hours of work to avoid employee eligibility

A supervisor may not discharge or discriminate against any person (whether or not an employee) because that person has:
• Opposed or complained about any unlawful practice under the Act  
• Filed a charge, or has instituted (or caused to be instituted) any proceeding under or related to the Act  
• Given, or is about to give, any information in connection with an inquiry or proceeding relating to a right under the Act  
• Testified, or is about to testify, in any inquiry or proceeding relating to a right under the Act  
• Used FMLA leave

Note: Although a supervisor may not take any adverse action against an employee for taking FMLA leave, any personnel action/decision that would have happened if the employee had continued in a work status, may happen while the employee is on FMLA leave.

Supervisor Responsibility
An employee’s supervisor may not directly contact a health care provider to request medical information. An employee may provide any necessary medical documentation directly to Human Resources. Supervisors should consult with Human Resources if they need assistance while the employee is on FMLA.

Paid vs. Unpaid Leave
The Federal law provides for twelve (12) weeks of unpaid, job protected leave (employers are not required to grant such leave as paid time off). However, when taking FMLA leave, it is the policy of Georgia Gwinnett College that employees may choose to use either accumulated sick leave, annual leave or unpaid leave based on the following criteria:
- Sick leave may be used when FMLA leave is due to the employee’s own serious illness or to care for a designated family member;

- In this situation, the employee may elect to use either sick leave or his/her accrued annual leave and the employee may freeze the annual leave at any given point. The request to freeze annual leave must be documented with a signed memo from the employee;

- If FMLA is not due to the employee’s own serious illness or to care for a designated family member, the employee may use annual leave or the employee may request unpaid leave. If annual leave is used, once the annual leave has been exhausted or if the employee elects to freeze annual leave at any point during this time (signed memo required to freeze annual leave), the remainder of the FMLA leave will be in an unpaid leave status.

### Explanation of Pay and Continuation of Group Benefits During Leave

The Office of Human Resources will provide the employee with a written explanation of the status of his/her pay and benefits at the start of the leave. Employees who enrolled in the optional disability insurance programs and who are disabled under the short term disability (STD) and/or long term disability (LTD) policy, as approved by the insurance provider, will be eligible to receive pay in accordance with the terms of the applicable policy. Employees who qualify for workers’ compensation benefits will receive pay continuation according to the requirements of state law and our insurance plan in each state.

During the period of FMLA leave, an employee may retain health benefits under the same conditions that applied before the leave began. To continue coverage, the employee will be required to pay his/her share of health insurance premiums and other premiums (including dental and other elected insurance product premiums) while on leave each month. Failure to pay the employee share of the premiums will result in loss of coverage.

### Accrued Benefits

The employee’s use of FMLA will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. In an unpaid leave status, however, the employee will not continue to accrue vacation or sick leave benefits.

An employee on unpaid FMLA leave is not eligible for holiday pay during the FMLA leave period.

### Equivalent Job Restoration

If the employee returns to work on or before the expiration of approved FMLA leave, the employee will normally be returned to his/her former position or to an equivalent job, with equivalent pay, benefits, and other employment terms and conditions. If, however, the employee does not return upon expiration of approved FMLA leave, there is no guarantee of reinstatement.

### Return from Leave

The employee should notify Human Resources or the supervisor of his/her intent to return to work two (2) weeks prior to the anticipated date of return, or of any necessary changes in the date of return. If the leave was due to a serious health condition, the College will require a “fitness for duty” certification from the employee’s treating physician/licensed health care provider, verifying his/her ability to return to work, with or without restrictions. The employee may also be required
to submit to a medical examination before returning to work, under certain circumstances. An absence for FMLA leave is not an “occurrence” for purposes of our attendance policy. If the employee is medically released to return to work and fails to either report to work or contact the Human Resources or the supervisor with a satisfactory explanation, the College (in its sole discretion) may treat this as a voluntary resignation. See also “Extension of Leave” section under this policy.

Upon return to work, the employee should provide a signed statement to his/her supervisor verifying the return to work date. This statement should be completed on the employee’s first day back to work. The supervisor is responsible for ensuring that the documentation is delivered to Human Resources, either in person, via e-mail, or facsimile. Upon receipt of the statement, the employee will be added to payroll if he or she was on leave without pay.

If an employee wishes to return to work prior to the expiration of approved FMLA leave, notification must be given to Human Resources or to his/her supervisor at least five (5) business days prior to the employee’s planned return. In instances where notice is provided to the supervisor, the supervisor is then responsible for notifying Human Resources of the employee’s status. The employee must provide medical certification that he or she is able to return to work earlier than expected.

**Extension of Leave**

Employees are required to notify Human Resources or their supervisor as soon possible, if it is determined that he or she will not be able to return from family medical leave, as originally planned. Appropriate documentation must be provided. An employee requesting an extension of FMLA leave due to the continuation, recurrence, or onset of his/her own serious health condition, or of the serious health condition of the employee’s spouse, child, or parent, must submit a request for an extension, in writing, along with medical certification, to Human Resources. Human Resources shall review the documentation and determine if the employee is eligible for an extension under this policy. For all extensions under FMLA, Human Resources shall provide written notification of extension eligibility or denial of the FMLA extension request to the supervisor and the employee.

**Notice of Intent Not To Return**

Any time the employee gives unequivocal notice of intent not to return to work, the College's obligations under the FMLA stop. This means the College is no longer obligated to maintain group health benefits for the employee, and the College is not required to restore the employee to an equivalent job. For example, an employee who is on FMLA leave for the birth of a child and care of that child, might advise the supervisor or human resources that he/she has decided to stay home with the child and not return to work. Once the employee advises the supervisor or Human Resources of this decision, the College's responsibilities under the FMLA stop.

**HIPAA**

Human Resources is responsible for ensuring that the Health Insurance and Portability and Accountability Act of 1996 (HIPAA) guidelines are followed. If it is deemed necessary, as determined by Human Resources and/or Legal Affairs, to discuss medical data with a supervisor for the purpose of processing FMLA related requests or accommodations, the supervisor is responsible for protecting the privacy and confidentiality of all Personal Health Information (PHI) obtained as a result of an FMLA application and process. HIPAA guidelines will be applied to the use, maintenance, transfer, and disposition of healthcare records and information.
**Military Leave**

Military duty, for the purpose of these regulations, includes any ordered military duty in the service of the State of Georgia or the United States. This includes schools conducted by the armed forces of the United States. Regular employees are entitled to up to 18 days of leave with pay while engaged in the performance of military duty and while going to and from such duty during normal working hours.

The maximum length of military leave with pay is 18 work days (144 hours) in any one calendar year or continuous period, with maximum leave time without pay allowable not to exceed 5 years. In order to receive the annual military leave with pay, the employee must provide a copy of his or her orders and complete a Leave Statement.

At the expiration of maximum paid military leave time, continued absence by the employee shall be considered as military leave without pay. The employee may elect to exhaust accrued vacation prior to going on an unpaid leave status.

**Voting Leave**

Employees of the college are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee’s normal working hours coincide with voting hours, the employee is granted leave as stipulated by the immediate supervisor for the purpose of voting. The employee should make every effort to vote prior to or after normal working hours. Employees are not entitled to time off if the employee's workday begins at least two hours after the polls open or ends at least two hours before they close.

**Selective Service/Physical Examinations**

Any regular employee required to take a Selective Service or military physical examination is eligible for paid military leave according to the above provisions if the exam is scheduled during normal working hours. The employee must submit the documentation of the exam request to his or her supervisor.

**Personal Leave**

At the discretion of the president of the college, supervisor or department chair, personal leave without pay for periods up to one year may be approved. Such approved personal leave allows the employee the right to elect to continue his or her group insurance benefits with institutional participation in the cost.
Organ and Marrow Donations

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

Inclement Weather or Other Emergencies

In the event of inclement weather or any emergency that jeopardizes the safety of employees, the president or designee of the college may declare leave with or without pay.

Education Leave without Pay

The president or a designee may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave allows the employee the right to elect to continue his or her group insurance benefits.

Death in the Family

Regular employees working one-half time or more, who have a death in the immediate family may be allowed to use accrued sick leave for absences related to the death. Sick leave granted to employees in excess of five days for death in the immediate family requires a memorandum from the supervisor explaining the circumstances. This memorandum should be attached to the employee’s time sheet or Employee Leave Statement filed for the absence. The immediate family in this instance includes the employee’s spouse, parents, children, siblings, stepchildren, grandparents, grandchildren, foster parents and legal guardian and in-laws in the same categories.

Employees who work less than half time may be granted time off due to a death in the family. However, since such employees do not accrue sick or vacation leave, they will not be paid for time off due to a death in the family.

Court Duty

Court duty leave with pay is granted to regular employees for the purpose of serving on a jury or as a witness. Such leave is granted upon presentation of official documentation from the appropriate court. A subpoena from the appropriate court qualifies as documentation for serving as a witness. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving on a jury.

Employees may retain juror or witness fees paid by the court. An employee serving as an expert witness must take vacation time and it must comply with the “Outside Activity” policy.
Maternity Leave

Disability due to pregnancy is considered as any other disability and appropriate sick leave and/or family leave provisions of these policies apply.

Benefits Continuation Policy for Employees in Suspension or Leave Status

In accordance with BOR requirements, employees who are suspended with or without pay and employees in leave status with or without pay retain benefits eligibility, until they resign or are terminated. Employee health and other related benefits can be terminated for non-payment of premiums. Therefore, it shall be the policy of Georgia Gwinnett College to send a benefit continuation eligibility notice to all employees in suspension or leave without pay status, requiring the employee to submit a check or to make written payment arrangements to cover the employee portion of their benefits on a monthly basis, for the duration of their unpaid suspension or leave without pay status. Employees who do not submit payment or make written payment arrangements within 30 days of receipt of a benefits continuation eligibility notice, shall be issued a Notice of Benefits Termination for non payment of premiums; said notice shall state the effective date of benefits termination as 30 days from the date of benefits termination notice issuance, absent extenuating circumstance (as determined by the College at its sole discretion). All notices under this policy shall be sent via first class and certified mail (return receipt requested) to the employee’s address of record. If a termination of benefits notice sent to the address of record is returned undeliverable, the College may terminate said benefits on the date indicated in the Notice of Benefits Termination without further action. If an employee later returns to paid status, the employee may resume benefits in accordance with the earliest date allowable under the insurance eligibility guidelines or during the next open season.
General Policy on Benefits

The following information is a summary of employee insurance benefits. Complete benefits information is available from the Office of Human Resources. Georgia Gwinnett College offers regular classified employees who work 20 hours per week or more the opportunity to purchase health insurance, dental insurance, supplemental life insurance, dependent life insurance, and long-term disability income insurance. Georgia Gwinnett College offers regular classified employees who work 25 hours per week or more short-term-disability income insurance. The Office of Human Resources provides each eligible employee with complete descriptions of the available plans and comparisons of the benefits included in each plan along with rates.

New employees must enroll for benefits during the first 30 days of employment. Eligible employees who do not elect benefits during the first 30 days of employment must wait until the annual open enrollment period to enroll. The annual open enrollment period is generally held for one month beginning in early October and ending in early November for the majority of benefits offered, with coverage effective January 1 of the following year. Contact the Office of Human Resources for more information.

Tuition Assistance Program

Mission Statement & Purpose  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.

Section 802.17, Career Development, and Section 802.19, Tuition Assistance Program, of The Board of Regents Policy Manual contain the system-wide policy guidelines for this program.

Work Schedule Arrangements  To the extent possible, no employee should take a course(s) that would require him/her to be absent from work during regularly scheduled work hours. If attendance in an approved TAP course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible, depending upon the needs of the unit/department and of the employee. The supervisor must certify that the employee's participation in TAP will not adversely affect departmental services, or, result in undue hardship for other employees. Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

Tax Implications for Participants  The federal government currently allows up to $5,250 annually, in employer-provided educational assistance benefits, to be "tax free" to TAP
participants. This applies to both undergraduate and graduate-level courses. This "tax free" exemption currently applies through 2010. An employee must generally pay taxes on employer-provided educational assistance benefits in excess of $5,250. This amount will be included in your wages (Box 1 of your Form W-2). A tax professional should be consulted for further information concerning taxable tuition.

**Ineligible Programs** Employees may not enroll in certain programs or courses of study under the TAP policy.

Those ineligible programs, or courses of study, include academic courses in the following professional schools: dental, law, medical, pharmacy, veterinary, or executive/premiere or comparable graduate school programs. Other ineligible programs, or courses of study, include: workshops, seminars, continuing education courses, management development programs, special examinations for admissions to degree programs, or private consultant refresher courses to take examinations such as C.P.A. certification, admissions examinations, and related types of programs or classes. Support for these types of programs, may be provided by departmental policies.

**Eligibility** The tuition assistance program is available to full time benefits-eligible employees of the USG who have successfully completed at least six (6) months of employment in a benefits-eligible position, as of the date of the TAP application deadline for the desired academic semester.

For more information consult the USG Tuition Assistance Program Policy or the Office of Human Resources.

**General Information on Insurance**

**Change in Family Status** If there is a change in family status, such as a birth, death, marriage or divorce, changes in certain benefits may be made within 30 days of the qualifying event. Contact the Office of Human Resources for details.

**Insurance Premium Payment During Non-pay Status** Insurance premiums are paid by payroll deduction. Employees who expect to be in a non-pay status for any reason when insurance premiums are due should contact the Office of Human Resources to arrange for payment of insurance premiums. Nonpayment of premiums by the employee may result in cancellation.

**Group Health Insurance**

Georgia Gwinnett College offers regular employees who work 20 hours per week or more a choice of several health care plans, including The Board of Regents’ indemnity plan, The Board of Regents’ Preferred Provider plan (PPO), the Board of Regents High Deductible Health Plan, and group health maintenance organization (HMO) plans. Coverage is available for employees and dependents. The college pays approximately 75% of the premiums and the employee pays the balance.

**Group Life Insurance**

Georgia Gwinnett College offers group life insurance to employees who work 1/2 time or more. Employees receive $25,000 of life insurance at no cost.
Other Insurance

**Dental Insurance** Coverage is available through The Board of Regents’ Dental indemnity plan. The employee pays the full premium for this coverage.

**Supplemental life insurance** is available in amounts equal to one, two or three times annual salary. This insurance is optional and the cost is paid by the employee. The premiums are based on the age of the insured and the amount of coverage selected. Another optional plan is offered through Reliance Standard Life Insurance which will allow you to increase the amount of life insurance equal to your salary multiplied by up to 10 times your annual earnings, a maximum amount of $500,000.00 (for employee and/or spouse coverage) and a maximum amount of $10,000.00 for child(ren) coverage.

**Dependent life insurance** is also available. The employee may enroll a spouse and unmarried dependent children to age 19 (age 25 if a full time student). Dependent coverage for $2,000 for children to six months of age and $10,000 for all other eligible dependents. The cost to the employee for this coverage is $ 4.70 per month per family.

**Employee Paid Disability Income Insurance**
Employees who work 1/2 time or more are eligible to participate in the short-term and long-term disability income insurance program. Under the current group policy, once disabled, the employee's monthly benefit for long-term disability is up to 60% of the monthly salary up to a monthly maximum of $5,000; and if approved, the long-term disability benefit begins 5 months after the employee becomes disabled, as defined under the policy.

The weekly benefit for short-term disability, is up to 60% of the employee's weekly earnings, up to a maximum weekly benefit of $1,400; and if approved, the short-term disability benefit is payable up to 22 weeks from the date of approved disability, as defined under the policy.

Employees must pay 100% of the premiums for these optional disability coverages.

**Professional Liability Insurance** The college, as a unit of the University System of Georgia, provides limited liability insurance protection to its employees while in the conduct of the business of the college. This insurance covers employees’ legal liability to others for personal or bodily injury and property damage resulting from actions or inactions of an employee of the University System of Georgia acting within the scope of his or her employment. The Office of the Attorney General will defend the employee from such claims under most circumstances.

**Workers’ Compensation Benefits**

All employees of the college are covered by the provisions of the Georgia Workers’ Compensation Act. This act provides payments for medical and hospital expenses, temporary or permanent disability compensation and death benefits in the event an employee is injured or killed in an accident while performing his or her official duties. Should an accident occur on the job, the employee should report the accident as soon as possible to their supervisor and make arrangements to complete the *Workers’ Compensation Injury Report* in the Office of Human Resources. This report must be completed even if medical treatment is not required.

If an employee is absent from work due to an injury, sick leave policies apply. For sick leave absences longer than five consecutive work days, a physician’s statement is required to permit further claims of sick leave rights by the employee patient for the continuous period. The
physician’s statement must be submitted to Office of Human Resources for payroll reporting. Policies on unpaid sick leave apply to workers’ compensation leave.

When an employee returns to work, it is the responsibility of the supervisor to inform Human Resources immediately. Late notification of return to work status may result in incorrect payroll reporting for the employee.

In the event of a serious or life threatening emergency, call 9-911 for immediate assistance. For all other work-related injuries, employees may report to Campus Health Services for first aid during the clinic’s regular hours or to the campus Protective Services during evenings and weekends. If additional treatment is required, Georgia Gwinnett has made arrangements with several local medical facilities to provide care for employees. The employee’s supervisor may authorize the initial treatment from one of the approved list of medical facilities. Treatment is not authorized from any other physician without prior written approval from the college insurance carrier. Failure to report the accident promptly could result in failure to receive benefits. For further clarification on workers’ compensation procedures, contact the Office of Human Resources.

Social Security Benefits

Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of the Social Security Act, as amended, apply to all officers and employees of the university system except those specifically excluded under the agreements with the Employee Retirement System of Georgia.

The following employees are covered by Social Security:
- All employees eligible for the Teachers Retirement System of Georgia and Optional Retirement Plan.

The following employees are subject to the Medicare portion of Social Security only:
- Temporary, seasonal or intermittent employees who are employed at an hourly rate of pay, including part time instructors.
- Student assistants, under certain circumstances.
- Employees working less than half-time.

The following employees are not covered by Social Security:
- Nonresident aliens may be exempt, in accordance with their visas.

Savings Plans and Spending Accounts

Georgia Higher Education Savings Plan Institutions of the University System of Georgia are authorized to provide for employee deductions for the Georgia Higher Education Savings Plan under the provisions of Internal Revenue Code Section 529.

125 Plan The college has a 125 Plan as authorized by the Internal Revenue Code. Employee health and dental insurance premiums are deducted on a pre-tax basis. Premiums are not subject to federal tax, state tax or FICA.

Flexible Spending Accounts (Dependent Care and Medical) An employee may elect to set aside up to $5,000 of salary a year from pre-tax dollars in an account for dependent care expenses or
for out-of-pocket medical expenses. Flexible Spending Accounts reimburse qualified expenses with dollars that will never be taxed. This account is subject to applicable IRS regulations.

**Retirement Eligibility**

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

1. An employee must have been employed by the University System of Georgia for the last 10 years in a regular, benefitted position and have attained age 60; or
2. An employee must have at least 25 total years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last 5 years of employment must have been continuous and with the University System of Georgia.

An early pension benefit penalty will apply to an individual who elects to participate in the Teachers Retirement System of Georgia, or in the Employees Retirement System, if he/she decides to retire with between 25 and 30 years of benefitted service, prior to attaining age 60; or

3. An employee must have at least 30 total years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last 5 years must have been continuous and with the University System; or

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

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

**Annuity Programs/Deferred Compensation Programs**

Deferred compensation (457) plans are non-qualified, tax deferred compensation plans for employees of non-profit organizations such as colleges and public schools. An eligible employee may reduce his/her salary and put part of his/her income into a retirement account on a pre-tax basis. The payment of taxes on the money put into the account will be deferred until the money is withdrawn, usually age 59 1/2 or later.

Since more money is invested than would be if the money were taxed, the money grows at a faster rate. Because an employee's tax bracket may be lower after retirement the money withdrawn from the account may be taxed at a lower rate.

Deferred compensation plans may be purchased from insurance and investment companies. Investment options vary. Insurance companies offer annuities. Other companies offer mutual funds, stock funds, bond funds etc. The best way to find out which investment option is best for you is to contact the insurance or investment company and talk to an agent or read the
company's literature. The purchase of deferred compensation plans is limited to those sold by the companies on Georgia Gwinnett College's list of approved vendors.

You must be careful not to put excess contributions into a deferred compensation plan as there are severe penalties for doing so. You may consult with your deferred compensation company for assistance in determining the maximum amount you may contribute.

Employees may contribute the maximum amount to both 457 and 403b plans as long as that amount does not exceed the employee's earnings.

Tax sheltered annuity (403b) plans are federal approved retirement plans for employees of non-profit organizations such as colleges and public schools. An eligible employee may reduce his/her salary and put part of his/her income into a retirement account on a pre-tax basis. The payment of taxes on the money put into the account will be deferred until the money is withdrawn, usually age 59 1/2 or later.

**Retirement Plan Participation**

Georgia law requires membership in the Teachers Retirement System of Georgia (TRS) or an Optional Retirement Plan (ORP) for all regular employees who are under age 60 and who work 1/2 time or more. As of July 1, 2008, the ORP is available to all employees exempt from the Fair Labor Standards Act.

The employee’s contribution to TRS or ORP is 5% of gross salary. This contribution rate is applicable regardless of the source of salary. Employee contributions are deducted from salary before federal and state income taxes (pre-tax dollars) but FICA is paid on contributions just as it is on any other salary. Federal and State of Georgia income tax is deferred until the account is withdrawn or retirement benefits are received.

Vesting in the Teachers Retirement System occurs at ten years of service. Vesting in the Optional Retirement Plan is immediate.

**Teachers Retirement System of Georgia**

The Teachers Retirement System of Georgia is a defined benefit plan. Benefits to employees or survivors benefits for beneficiaries of employees depend upon age, length of service, and salary. Permanent disability retirement is available at any age if the member has at least 9 1/2 years of service.

Up to five years’ credit may be obtained for service in the armed forces of the United States during periods of national emergency. After six years of Georgia service, credit may be purchased for out-of-state teaching in public schools or colleges. The formula for the purchase of out-of-state credit is one year of out-of-state service for each additional year of Georgia service up to a maximum of ten years.

Service may also be purchased for teaching in the public schools of Georgia, State of Georgia employment, maternity leave and study leave.

Employees who leave the college before retirement are advised to investigate their options regarding the TRS funds.
All withdrawals of funds (not including rollovers) are subject to have 20% of the gross amount withheld for federal income tax. Consideration should be given to tax penalties which may be imposed on certain early withdrawals.

Optional Retirement Plan

This plan is available to all employees exempt from the Fair Labor Standards Act. The current optional retirement plans (ORPs) are offered through Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF), Fidelity Investments, AIG and American Century funds. Several investment options are available under each plan. Contributions may be distributed among several funds offered—employees may choose to participate in one, two, three or all four funds—with the only restriction being any minimum deposit requirement of a selected company. Members may change companies once per calendar year, during the open enrollment period.

Since vesting is immediate, the total fund, including the state’s contribution (8.15% of gross salary as of this printing) remains in the member’s name for his or her ultimate retirement. Every dollar set aside by the college for the member remains in the fund, even if employment is terminated.

If the member becomes permanently and totally disabled or dies, all monies in the fund, including the State’s contribution and appreciation or depreciation of the funds, would be made available to the member or the named beneficiary. The member must follow the Eligibility for Retirement rules (below) in order to continue benefits with the university system.

The member may also apply for a lump sum refund of the monies in the fund subject to provider company restrictions. The member may also elect to leave the funds invested to grow for a later retirement.

The member should consider any tax penalties which may be imposed on certain early withdrawals.

Employment beyond Retirement

When an individual retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, he/she shall not be reemployed by the University System without the prior approval of the Board of Regents. When an employee has retired from the University System of Georgia, he/she may be reemployed by the University System of Georgia under the following conditions:

1. The reemployment of a University System of Georgia retiree must be approved by the Board of Regents;
2. A rehired retiree must have a minimum break of one month between the effective date of his/her retirement and the effective date of his/her reemployment;
3. The work commitment of a rehired retiree must be less than half-time; i.e., less than 50%;
4. The salary that is paid to a rehired retiree must be either
   - Less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or;
B. Less than 50% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or
C. Less than 50% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.; and

5. The salary that is paid to a rehired retiree must be consistent with his/her work commitment

Benefits Continuation into Retirement

It is the policy of the Board of Regents to permit retiring career employees of the university system to continue as members of the group life and health insurance programs. To this end, employees who retire under the criteria established by the Teachers Retirement System and who have at least 10 years of service with the university system, even though they may not be members of the Teachers Retirement system, shall remain eligible for employee and dependent group health and life insurance benefits. The university system will continue to pay its portion of the cost of group insurance for retired career employees. Nothing in this statement shall be interpreted to reduce the benefit committed to existing career employees.

Career Employees

A University System of Georgia employee who is employed prior to November 1, 2002, and who has had a break in service shall be eligible to retire as a career employee provided that on the date of his/her separation from employment:

1. He/she has attained age 60 and he/she has a minimum of 10 years of benefitted service established with a State of Georgia sponsored retirement plan. The last two years of employment with the University System of Georgia must have been served consecutively; or
2. He/she has a total of 25 years of benefitted service established with a State of Georgia sponsored retirement plan, regardless of age. The last two years of employment with the University System of Georgia must have been served consecutively.

A State of Georgia employee who became an employee of the University System of Georgia prior to November 1, 2002, and who remains as a current University System employee, shall be eligible to retire as a career employee provided that on the date of his/her separation from employment:

1. He/she has attained age 60 and he/she has a minimum of 10 years of continuous benefitted service established with a State of Georgia sponsored retirement plan. The last two years of employment with the University System of Georgia must have been served consecutively; or
2. He/she has a total of 25 years of benefitted service established with a State of Georgia sponsored retirement plan, regardless of age. The last two years of employment with the University System of Georgia must have been served consecutively.

A state employee who is employed by the University System of Georgia, a previous University System of Georgia employee who is rehired by the System, or a new hire of the University System of Georgia after October 31, 2002, shall not be entitled to career employee status and must otherwise meet the definition of a retiree as set forth in Section 802.08 to be eligible for benefits continuation into retirement.
An individual, who has retired from another State of Georgia sponsored retirement plan may not count such retirement service toward meeting the criteria for being a career employee.

**Disabled Employees Insurance**

Employees who become permanently and totally disabled and who have less than 9.5 years of continuous benefited service with the University System shall remain eligible for group health and life insurance benefits for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. The University System shall continue to pay the employer portion of the cost of group insurance for disabled employees for this 12-month period.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"). University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare summary plan documents shall apply.

Continued participation in the group life insurance program is not covered by the provisions of COBRA. Participation in the group life insurance program may continue after the 12-month period; however, University System participation in the cost shall cease.

Employees who are deemed to be permanently and totally disabled following 9.5 years of continuous benefited service with the University System shall remain eligible for group health and life insurance benefits. Georgia Gwinnett College will continue to pay the employer portion of the cost of group insurance for these retirees.

Eligibility in the group plans will cease for reasons including, but not limited to, the following:
- Failure to remit premiums in a timely manner;
- A dependent child no longer meets the definition of a "qualified dependent" under the plan's provisions;
- The dependent becomes covered by another group health plan; and/or
- The plans cease to be offered to employees (BOR Minutes, August 2005).

**Dependents of Deceased Employees, Disabled Employees, or Retirees**

The dependents of a deceased employee, a disabled employee, or a retiree may remain in the group health and life insurance programs of the University System of Georgia consistent with the following provisions:

**Dependents of Deceased Employees With Less Than 10 Years of Continuous Benefited Service**

If an employee with less than 10 years of continuous benefited service dies while in active service with the University System, his/her dependents will remain eligible to participate in the group health insurance program for a period of 12 consecutive months following the death of the employee. The college will continue to pay the employer portion for the cost of the group health insurance for the surviving dependents for this period of 12 consecutive months.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"). College
participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply. If a deceased employee with less than 10 years of continuous benefited service had elected to participate in the dependent life insurance program prior to his/her death, his/her dependents shall remain eligible to continue to participate in this program for a period of 12 consecutive months following the death of the employee. The surviving dependent(s) will be responsible for the entire cost of the dependent life insurance. At the conclusion of this 12-month period, a dependent will have individual policy conversion privileges.

**Dependents of Deceased Disabled Employees With Less Than 9.5 Years of Continuous Benefited Service**

Those employees who become permanently and totally disabled and who have less than 9.5 years of continuous benefited service with the University System shall remain in the group health insurance program for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. If a disabled employee dies during this 12-month period, his/her dependents shall remain eligible to participate in the group health insurance program for the remainder of the 12-month period. The University System shall continue to pay the employer portion for the cost of group health insurance for the surviving dependents for the remainder of the 12-month period.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of COBRA. College participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply.

If a permanently and totally disabled employee with less than 9.5 years of continuous benefited service had elected to participate in the group life and/or dependent life insurance programs prior to becoming disabled, plan coverage will be permitted for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. If a disabled employee dies during this 12-month period, his/her dependents shall remain eligible to participate in the dependent life insurance program for the remainder of the 12-month period. The surviving dependents will be responsible for the entire cost of the dependent life insurance. At the conclusion of this 12-month period, a dependent will have individual policy conversion privileges.

**Dependents of Deceased Employees With At Least 10 Years of Continuous Benefited Service**

If an employee with at least 10 years of continuous benefited service dies while in active service with the University System of Georgia, his/her dependents shall remain eligible to continue participating in the group health insurance program. The College will continue to pay the employer portion of the cost of group health insurance for the surviving dependents. If a deceased employee with at least 10 years of continuous benefited service had elected to participate in the dependent life insurance program prior to his/her death, his/her dependents will remain eligible to continue participating in this program. The surviving dependents will be responsible for the entire cost of the dependent life insurance.

**Dependents of Deceased Retirees**

Upon the death of a retiree, his/her dependents shall remain eligible to continue participating in the group health insurance program. The University System shall continue to pay the employer portion of the cost of group health insurance for the surviving dependents.
If a deceased retiree had elected to participate in the dependent life insurance program while in active service, his/her dependents shall remain eligible to continue participating in this program. The surviving dependents will be responsible for the entire cost of the dependent life insurance. In no event shall the spouse of the deceased continue in the group after remarriage. Dependent children may remain in the group until they reach the legal age of majority or until they become eligible for another group benefits plan. The definition of dependent children as defined in the University System of Georgia's healthcare summary plan documents shall apply.

Eligibility in the group plans will cease for reasons including, but not limited to, the following:
- Failure to remit premiums in a timely manner;
- Remarriage of the spouse;
- A dependent child no longer meets the definition of a "qualified dependent" under the plan's provisions;
- The dependent becomes covered by another group health plan; and/or
- The plans are no longer offered to any employees (BOR Minutes, August 2005).

**Benefits That May Be Kept After Termination**

Terminating employees will retain the insurance benefits that they have elected through the end of the month in which they leave the college, provided the full premiums have been paid. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may elect to continue medical, dental and/or vision coverage. A terminating employee has 60 days following the date their coverage ends to select this option.

Under COBRA, individual medical insurance coverage can be maintained for up to 18 months for terminating employees. If the individual becomes eligible for other group insurance or accepts Medicare, COBRA benefits through Georgia Gwinnett College will be discontinued. However, if the new coverage excludes pre-existing conditions, COBRA benefits may continue. It is the individual’s responsibility to ensure that premiums are paid in a timely manner. If premiums are not paid to the college, coverage will be discontinued.

A spouse of an employee whose coverage ends due to divorce, or a child who reaches the maximum age for coverage as a dependant, may continue medical coverage for thirty-six (36) months. A terminating employee may elect to continue medical coverage for eighteen (18) months beyond termination. Election must be made within sixty (60) calendar days from the date coverage ends.

If a qualified beneficiary is determined to be disabled under Title II or XVI of the Social Security Act at the time employment ended and the plan administrator is notified within 60 days, the qualified beneficiary may elect continuation for up to 29 months rather than the 18 months.

The cost for COBRA for employees and/or dependents is 102 percent of the total premium (employee contribution + employer contribution + 2 percent administrative fee). This premium must be paid to the college on time each month or COBRA coverage will be discontinued.

Employees interested in electing COBRA benefits should contact the Office of Human Resources.
Campus Services

**Credit Union** A federally chartered credit union, Gwinnett Federal Credit Union, is available to serve the needs of all college employees, their spouses, and children. Once an employee becomes a member, they may retain lifetime membership status. A variety of services are offered to members including savings, checking, check cashing, loans, IRAs, travelers checks, money orders and notary services.

**Food Service** Campus dining facilities are available in Building A & B for faculty, staff and students. During the period that school is not in session, some facilities may shorten business hours or close.

**Hotline**
Georgia Gwinnett College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as the Campus Police, Human Resources, College Research, and Auditing and Advisory Services, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, we have now added Hotline reporting through a service provided by an independent company, The Network. This service is available 24 hours a day, 7 days a week, and allows you to voice your concerns, and to remain anonymous if you prefer.

Of special concern are fraud, waste, and abuse as well as harassment of any kind, given that they so directly impact our stewardship responsibilities and the well-being of individuals within our campus community. Yet, we would encourage you to report any other significant issue as well through any of the methods available to you.

It’s more than just a Hotline through which individuals can report issues of suspected fraud, waste or abuse. We want to also solicit questions, comments and feedback about areas which could be streamlined and made more efficient and effective.

Your input is essential to ensure that your school maintains a positive, productive workplace. This is your system and we encourage you to use it – together we will achieve excellence.

The hotline may be reached at (877)516-3433 or on the web at www.reportlineweb.com/GAGC.

You will receive during orientation, an envelope of materials from the President containing detailed instructions on the reporting procedure. If you have any questions regarding the reporting process, please feel free to contact Human Resources.

**Information Center**
GCC’s Information Services department is located at the desks immediately inside the front entrance to Building A. They can be reached at (678) 407-5016 or (678)407-5061. Information Services staff provides assistance and information to students, faculty, staff and the general public, including the following:

- Book rooms for classes, meetings and events
- Point of contact for technology support requests
• Post class cancellations and room changes
• Post information about special events and meetings
• Assist with mailroom inquiries and services
• Conduct campus tours
• Distribute forms for admissions and financial aid, and assist with inquiries on how to obtain program advisement and testing
• Assist students with campus internet access, specifically online registration, access to schedules and grades, and setting up an e-mail account
• Distribute forms for admissions and financial aid, and assist with inquiries on how to obtain program advisement and testing.
• Connect outside calls with offices, departments and faculty
• Handle department referrals, including complaints, hardships and holds
• Post information about area housing
• Transfer lost and found articles to protective services

Information Technology Services
Information Technology Services provides reliable and responsive information and instructional technology support services to the campus community. For technology services send an e-mail to helpdesk@ggc.usg.edu.

Services within these units include:
• Operating extensive open access computer labs.
• Providing campus-wide data communications, access to all host administrative and academic systems, and support for campus state-wide initiatives.
• Assisting with campus telephone needs, obtaining telephone credit cards, purchasing pagers and cell phones.
• Providing support for reporting of hardware problems, solving supported software and communication problems, and in obtaining assistance in other areas of campus computing.
• Assisting new faculty and staff in obtaining user IDs for networking and telecommunication needs.

Contact Information Technology Services for more information on services.

Library
Primary library resources at Georgia Gwinnett College are housed in Building B. A valid campus Identification Card allows employees to check out library materials.

For more information and hours of operation, call the Georgia Gwinnett Library.

Lost and Found A lost-and-found service is maintained by the Campus Protective Services. If an employee finds or loses an article on campus, he or she should notify the Campus Protective Services located in Building B.

Mailroom Due to the heavy volume of official mail received by the college, employees should arrange to receive all personal mail at their home address. The use of campus supplies or postage meters for personal or non-college business is strictly prohibited.

Parking Employees may obtain a parking permit from the Campus Protective Services Office located in Building B by presenting a valid Identification Card and completing a registration
form. Parking procedure violations will result in fines, towing, or “booting”, and may result in employee disciplinary action.

Disability permits authorizing special parking privileges may be issued to employees who have permanent or temporary mobility impairments. Contact the campus Security Office for more information.

**Vending** There are vending machines located throughout the Georgia Gwinnett campus.