Classified

Employee Handbook
(Revised September 2008)

Human Resources Policies and Procedures

Georgia State University
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This handbook is not a contract or guarantee of employment. Georgia State University reserves the right to unilaterally modify, amend or terminate policies, procedures, and/or benefits described in this handbook at any time, or require and/or increase contributions towards these benefits at its discretion.

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.
A Message to Employees

Welcome to Georgia State University. As an employee of one of the nation’s leading research universities, you join other staff members who have made a steadfast commitment to strengthen the learning experiences of our students.

This "Classified Employee Handbook" is intended as a general guide to help you understand the rules that direct us as we carry out the University mission of teaching, research and service. I encourage you to familiarize yourself with its contents and to contact the appropriate office within the Department of Human Resources if you have any questions about a particular section.

I hope your association with Georgia State will be as enjoyable as it is productive.

Sincerely,

[Signature]

Carl Patton
President
About Our Handbook

This handbook is designed to tell you about your association with Georgia State University. It includes basic University information, governance, structure, compensation and benefits programs, and employee relations policies. There are many things about the University that you will want to know. To answer some of these questions, we have written this handbook. Please read through it and retain it for future reference. The policies, procedures and processes stated in this handbook are to work in conjunction with the policies, procedure and processes set by your division or department and are subject to change at the discretion of the University and its governing body. From time to time, you will receive information from your department that addresses the administration of these policies. If you have any questions regarding any of the statements in the handbook, please see your supervisor or contact a member of the Employee Relations Office.

You were carefully selected for your position, and you are one of the University's most valuable resources. Georgia State University is committed to maintaining an environment in which each employee is able to realize his/her maximum potential while contributing to the working efficiency and success of the University. To achieve these objectives, it is important that lines of communication remain open at all times. These lines of communication are essential to ensure that all employees know what is expected of them in terms of work performance and can interact effectively with peers, supervisors and subordinates.
Quick Facts about Georgia State
Georgia State University is the Southeast’s leading urban research institution. It is on the list of the top 100 public universities for doctoral degrees awarded. More than 250 fields of study are offered through some 52 accredited degree programs at the bachelors, masters, specialist and doctoral levels. Students may enroll in day or evening classes and in part-time or full-time study.

- **Location:** Atlanta, Georgia
- **Founded:** 1913
- **Status:** Public
- **Libraries:** University and Law combined holdings (volumes and micro text): 3,321,320
- **Degrees:** 52 degree programs with 250 fields of study offered through six colleges
- **Economic impact:** More than $7 million daily to Georgia’s economy

**Athletics**
- 16 NCAA Division I intercollegiate athletic teams
- **Nickname:** Panthers, Lady Panthers
- **Mascot name:** Pounce
- **Colors:** Blue and White
- **Conference:** Colonial Athletic Association

**Governance**
Georgia State University is part of The University System of Georgia, which began operation in 1932, and is among the oldest unified statewide systems of public higher education in the United States and includes all state-operated universities, four-year colleges and two-year colleges in Georgia.

**Board of Regents**
The Board of Regents is the single governing and management authority for public higher education in Georgia. Today the Board of Regents is composed of 18 members, five of whom are appointed from the state-at-large, and one from each of the 13 congressional districts.

**Staff Council**
The Staff Council is an elected body of staff members who represent the academic colleges and each vice presidential unit. The Council seeks to make Georgia State University the best possible place to work by fostering effective communication and providing a productive forum for addressing policies and issues affecting the staff of the University.

**Student Government Association (SGA)**
The SGA serves as the official voice of students in academic, institutional and campus affairs; provides a responsive forum for student concerns and interests; and identifies and acts upon University-wide issues specific to academic affairs, student services, student life, budget and finance, and public relations.

**University Senate**
The University Senate exercises legislative functions dealing with the general educational policy of the University, the discipline of students and all other student activities and affairs, including all matters where the President determines there is a need for uniform policy throughout the University. A legislative action of the University Senate is subject to veto by the University faculty and/or by the President. View the University Strategic Plan as approved by the University Senate.

**University Statutes**
The University Statutes provide for the internal governance of Georgia State University.

**Colleges and Schools:**

**Andrew Young School of Policy Studies**
Consistently achieving high rankings with *U.S. News & World Report*, the Andrew Young School of Policy Studies houses the departments of economics, public administration and urban studies and six research units. The College is committed to creating and disseminating knowledge and analytical methods that are highly valued by policy makers and leaders in the public, nonprofit, and business worlds; and to educating students who are highly qualified and sought after as policy analysts, program evaluators, and designers of administrative systems.
College of Arts and Sciences
From the classroom to the laboratory to the performance hall, the College of Arts and Sciences is the home for excellence and innovation in instruction, research, creative activity, and community service. The college offers over 40 undergraduate and graduate majors in the fine arts, humanities, natural and computational sciences, and social and behavioral sciences.

College of Education
The College of Education is known for its outstanding programs in education and related fields. The College has comprehensive programs in all areas of teacher education as well as in counseling and sports-related fields. Graduate students may choose from over 30 degrees.

College of Health and Human Sciences
The college's interdisciplinary learning approach offers students a richly diverse, practical education founded on an academic regimen of excellence. Undergraduate and graduate students gain valuable field experience while serving the public. Students graduate as well-prepared professionals who go on to become leaders in their fields.

College of Law
The College of Law is committed to providing an excellent, affordable, and distinctive legal education to a diverse student body; to promoting legal scholarship and service that enrich the legal profession and the communities we serve; and to capitalizing on the unique environment in which we are located.

J. Mack Robinson College of Business
The J. Mack Robinson College of Business is committed to academic excellence through advancing the creation and dissemination of knowledge in business and management. The College’s FLEX M.B.A. program has been rated among the nation’s ten best for the last ten years.
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101 Policy Philosophy
Georgia State University recognizes that the performance capacity of its employees is its greatest asset and thus endeavors to support employees’ efforts to realize their full potential by:
- employing and promoting on the basis of merit;
- providing opportunities for training and development to all employees; and
- providing opportunities for advancement to all employees.

The pages of this handbook expand on these employment principles, setting forth guidelines that affect employment.

101.1 Equal Opportunity Statement
It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, creed, national origin, sex, age, veteran status or disability.

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

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

Persons wishing to file complaints under the provisions of this policy should contact the Opportunity Development/Diversity Education Planning Office.

Every member of the Georgia State University 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 faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Georgia State University.

Specifically, the University will:
- comply with both the letter and spirit of the laws and regulations governing equal opportunity in the workplace providing equal opportunity to all employees and to all applicants for employment;
- review all of its personnel policies, including benefits, compensation, employment, promotion, training, tuition assistance, and separation, to ensure there is no unlawful discrimination or harassment because of a person’s age, color, marital status, national origin, disability, race, religion, gender sexual identity or status as a disabled veteran or veteran of the Vietnam Era, and for people in any other legally protected groups;
- make reasonable accommodations for the physical and/or mental disabilities of qualified employees and applicants;
- inform employees of the right to refer complaints to their supervisor, the Opportunity Development/Diversity Education Planning Office, the Human Resources Department, or the Office of Legal Affairs without being subject to intimidation or retaliation in any form.

101.2 Americans with Disabilities, Disabled Veterans and Veterans of the Vietnam Era
It is the policy of Georgia State University not to discriminate against any employee or applicant for employment because he or she is an individual with a disability, a disabled veteran or a veteran of the Vietnam Era. It is also the policy of Georgia State University to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and individuals with disabilities. This policy applies to all employment actions including, but not limited to, advertising, recruitment, hiring, compensation, retention, training, demotion, promotion or transfer, layoff, Reduction in Force (RIF) or termination and tenure.
Persons wishing to self-identify as an individual with a disability, disabled veteran or veteran of the Vietnam era should contact the Human Resources Department.

An individual wishing to file a complaint should contact the Opportunity Development/Diversity Education Planning Office.

All personnel actions involving individuals with disabilities, disabled veterans and veterans of the Vietnam Era will be governed by the affirmative action programs developed in compliance with 41 CFR Parts 60-741 and 60-250.

In order to ensure compliance, operational responsibility for implementing and monitoring this policy and maintaining and updating the affirmative action plan for individuals with disabilities, disabled veterans and veterans of the Vietnam Era lies with the Opportunity Development/Diversity Education Planning Office.

This affirmative action plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Georgia State University Opportunity Development/Diversity Education Planning Office or the University Library. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. This policy has the unequivocal support of the Office of the President. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Georgia State University.

Americans with Disabilities Act (ADA)

Georgia State University prohibits discrimination against qualified individuals with disabilities who can perform the essential functions of the job, with or without reasonable accommodation(s). An individual is disabled under the Act if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Georgia State University has and will continue to provide reasonable accommodations to enable Georgia State University to hire and retain qualified employees who are able to perform the essential functions of their positions. Employees may contact the Human Resources Department for questions.

Any person wishing to self-identify as disabled or request a reasonable accommodation due to a disability should contact Human Resources during normal business hours.

101.3 Sexual Harassment Policy

Sexual harassment is prohibited by Georgia State University, the University System of Georgia and by state and federal law. Georgia State University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for all employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the offender to disciplinary action which may include termination.

101.3a Definition of Sexual Harassment

The Equal Employment Opportunity Commission definition, adopted by Georgia State University, states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made explicitly or implicitly 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 employment or academic decisions affecting an 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.

Georgia State University will not tolerate any form of harassing behavior to employees by consultants, contractors, or other non-employees.

101.3b Reporting Procedures

Any employee who feels that he or she has been the victim of harassment is encouraged to use the University’s internal procedures to resolve complaints. The complainant may elect to use any of
three University procedures. The complainant may consult informally with a counselor (employees contact Faculty and Staff Assistance), with the University Ombudsperson, or the complainant may submit a formal complaint with the Opportunity Development/Diversity Education Planning Office. Complainants should note that informal resolution through the Ombudspersons Office or Faculty and Staff Assistance does not constitute “putting the University on notice” of sexual harassment.

A counselor from Faculty and Staff Assistance or the Counseling and Testing Center is used when the complainant desires personal assistance in dealing with what appears to be a sexual harassment problem, and is outside the University’s mechanism for resolving complaints.

Actions of the Ombudsperson focus on communication, education, and possible resolution.

Formal complaint procedures through the Opportunity Development/Diversity Education Planning Office focus on investigation and discipline. A complainant may use any of the procedures initially, and may move among them as the situation dictates. Employees may also file harassment complaints with the appropriate state or federal agencies under Title VII and Title IX.

101.3c Sexual Identity Policy
It is the policy of Georgia State University that an individual’s sexual identity will not be considered when making any personnel decisions. One’s sexual identity is strictly personal, and such information will not be used in any way by the University or its employees in employment decisions.

101.3d Title IX of the Education Amendments of 1972
Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX states, in part:

No person…shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...

The policy of Georgia State University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, veteran status or disability.

Title IX prohibits sex discrimination. Sexual harassment is a form of prohibited sex discrimination. Students (male and female) and employees (faculty and staff) are protected from sexual harassment and may recover monetary damages.

The Title IX Coordinator is responsible for enforcing the law. Faculty, staff, and students can file complaints of sex discrimination with the Title IX Coordinator. Retaliation against complainants is prohibited.

The Title IX Coordinator is the Assistant Vice President of Opportunity Development/Diversity Education Planning. The Title IX Coordinator can be contacted at:

Opportunity Development/Diversity Education Planning

Mailing Address
P.O. Box 3983
Atlanta, GA 30302-3983
Office: (404) 413-2567
Email: oddep@langate.gsu.edu

In Person Address
10 Park Place, Suite 460
Atlanta, Georgia 30303
Fax: (404) 413-2560
Website: http://www.gsu.edu/~wwwafa

101.4 Discriminatory Harassment Policy and Non-Discrimination Policy Statement
Georgia State University allows the free inquiry into all ideas and the free expression of opinions by those within it as a part of the basic process of education. In the presence of harassing behavior, a person’s learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection for free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity and worth of the individual be nurtured and protected.
The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every student and employee in the University community has the responsibility not to engage in any unlawful discrimination.

The right of free speech, although fundamental to our democratic system of government and essential to the exchange of ideas in a University, is not absolute. The Supreme Court of the United States has held that certain categories of speech are not entitled to First Amendment protection. These categories include obscenity, fighting words, and to a limited extent, defamation. There is no place on a University campus for speech or other expression that personally vilifies another individual. Such personal vilification is even more distasteful when it involves insults that are based on race, color, gender, sexual identity, age, disability, national origin, or religion.

Complainants who believe that they are victims of discriminatory harassment are encouraged to use the University’s internal procedures to resolve complaints which are listed under Section 700 of the Classified Employee Handbook. They may also file discriminatory harassment complaints with appropriate state or federal agencies under Title VII of the Civil Rights Act of 1964.

The complainant may elect any of several internal procedures. The complainant may seek an informal resolution by:

- conferring with the University Ombudsperson;
- consulting with administrators who oversee the respondent;
- initiating formal procedures through the Opportunity Development/Diversity Education Planning Office;
- obtaining personal counseling through Faculty and Staff Assistance; such counseling lies outside the University’s mechanisms for resolving complaints of discriminatory harassment, and is intended solely for the personal benefit of the individual.

101.5 Drug and Alcohol Policy
The use, consumption, possession, distribution or sale of any narcotic, dangerous drug, or controlled substance by any employee of the University for which such employee does not have a legal license or valid prescription is strictly prohibited.

The University supports all federal, state and local laws relating to the use of alcoholic beverages. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is strictly prohibited. Exceptions may be made only by the President or a designee. In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be adhered to. No University funds may be used for the purchase of alcoholic beverages.

If a unit or subunit of the University holds a function where alcohol is to be served, the rules and regulations outlined in the “University Alcohol Policy” apply.

The adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University and referral to the appropriate federal, state and/or local authorities for prosecution, as appropriate.

101.5a Drug-Related Disciplinary Actions
Any employee who is convicted of unlawful manufacture, distribution, sale, use or possession of a controlled substance, an illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be subject to disciplinary action up to and including termination. It is the employee’s responsibility to inform the University of such convictions and/or admittance of guilt. Employment following a drug related offense may be conditioned on the employee’s completion of a drug abuse treatment and education program approved by the President.

If, prior to arrest for an offense involving a controlled substance, or a dangerous and/or illegal 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 and the quality of his/her work remains satisfactory. 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 University 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 and/or illegal drug.

101.6 Intellectual Property Policy
The purpose of the Georgia State University Intellectual Property Policy is to encourage and recognize research and innovation by members of the University community, clarify ownership of intellectual property rights, create opportunities for public use of University innovations, and provide for the sharing of revenue with the creators of intellectual property when such revenue is derived from licensing of intellectual property.

For complete policy please reference: http://www2.gsu.edu/~wwwosp/IntellectualProperty/IPFINALAPPROVEDPOLICY12-9-02-ForWeb.PDF

101.7 Staff Grievance Procedure
The Staff Grievance Procedure is available to any classified employee working at least .5 FTE (full-time equivalency) who has completed the provisional employment period. The Staff Grievance Procedure is not available to temporary employees, faculty, students or non-University employees (consultants, contractors, etc.).

The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:
- an action or decision that is inconsistent with a specific University rule, regulation or policy;
- a suspension, demotion, or other disciplinary action(s); or
- an involuntary termination (involuntary terminations do not include resignation or retirement).

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

All staff of the University are encouraged to view the entire Staff Grievance Procedure on line at: http://www2.gsu.edu/~wwwhre/policies/grievanceprocedures.html

101.8 Performance Policy
Georgia State University supports a consistent, continuous and communicated performance management process. As required by Board of Regents policy, a formal, written performance evaluation is to be completed at least once every fiscal year. The performance evaluation must include an evaluation of the employee's adjustment, capability, productivity, efficiency, and potential for departmental and institutional development. Merit-based compensation should be based upon performance as measured by the performance evaluation instrument.

101.9 Conflict of Interest and Commitment (Including Outside Employment/Activities)
The University encourages employees to participate in activities of professional associations, governmental entities, industry organizations and other public and/or private groups that serve to benefit the participants and the University. While the University recognizes the benefits of such participation, it is also committed to ensuring that these activities are conducted properly and responsibly. The Georgia State University Policy on Conflict of Interest and Commitment is intended to increase awareness to the potential for conflicts of interest and commitment and to establish procedures whereby such conflicts may be avoided or properly managed.

For complete policy please reference: http://www2.gsu.edu/~wwwhre/policies/grievanceprocedures.html

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

- Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which receives compensation from Georgia State University.
- Employees may not hold elective political office at the state or federal level.
- A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at Georgia State University, with or without compensation.
- Employees seeking elective political office at the state or federal level must first request a leave of absence without pay 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 University or the System.

101.11 Gratuities Prohibited Receipt of Gifts
An employee of Georgia State University 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 employee's 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 official functions is a felony under O.C.G.A. § 16-10-2.

An employee of Georgia State University or any other person on the employee's 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. (BOR, 802.14 GRATUITIES)

101.12 Possession of Dangerous Weapons/Workplace Violence
University employees, whether working or not, are not permitted to carry firearms or other weapons on property owned or leased by the University. This policy also applies to those who may have licenses granted
by other authorities to carry weapons. University Police Officers are specifically exempted from this prohibition.

The University is committed to creating and maintaining a working, learning and social environment that is free from violence for all members of the University community. Civility, understanding and mutual respect toward all members of the University community are major factors in providing excellence in teaching and learning. Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation and/or coercion which involve or affect the Georgia State community will not be tolerated. These threats or acts of violence include conduct against persons or property that are severe and offensive, and create a hostile, abusive or intimidating work environment.

If an employee has been confronted with a violent incident, the employee is encouraged to report such incident to their supervisor and to the University Police immediately. If the event has caused feelings of being overwhelmed, stressed or concerned, the employee is encouraged to contact Faculty and Staff Assistance for support services.

101.13 Policy on Smoking
To protect the health of the University community, smoking is prohibited in all buildings of the Georgia State University campus. In addition, the University Senate has passed a number of resolutions concerning smoking. The provisions are listed below:

- Signs will be placed in every building setting forth the fact that smoking is not allowed.
- No-smoking clinics will be provided for members of faculty and staff through the Counseling and Testing Center or other campus agency, provided that funding can be obtained.
- No smoking allowed within a 25-foot radius of all University building entrances.

101.14 Policy on Amorous Relationships
The integrity of academic and work relationships is the foundation of the University's educational mission. These relationships vest considerable trust in persons with authority whether as mentor, educator, evaluator and/or administrator. The unequal institutional power inherent in University academic and work relationships heightens the vulnerability of those in subordinate positions. The University must protect itself from influences or activities that interfere with intellectual, professional and personal growth, or with the University’s financial interests. Consequently, people in positions of authority within the University community must be sensitive to the potential for conflict of interest as well as sexual harassment in amorous relationships with people over whom they have a professional power/status advantage. (Please see Section 101.3 of the Classified Employee Handbook for the Sexual Harassment Policy of the University.)

The individual in authority bears the primary responsibility for any negative consequences resulting from an amorous relationship. It is in the interest of the University to provide clear direction and educational opportunities to the University community about potential professional risks associated with consensual amorous relationships between members of the University community where a power/status advantage exists.

a. Power Advantages

Staff Advantage: A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary, and/or make employment decisions.

Other Power Advantage: Power advantages also can occur between junior and senior faculty, faculty and administrators, and faculty/administrators and staff.

b. Conflict of Interest

Relationships that are mutual and consensual may be viewed by others as exploitative and may adversely affect the work environment in that serious conflicts of interests may be perceived to exist. In particular, the parties to an amorous relationship should be aware that such relationships often create general conflicts of interest and the fear from co-workers or students of unfair treatment in terms of promotions, grades, etc. Therefore, Georgia State University prohibits the parties who are or have been involved in any amorous relationship from evaluating each other.

There are situations sufficiently complex that judgments may differ as to whether there is or may be a conflict of interest, and individuals may inadvertently place themselves in situations where conflict exists. Accordingly, for the common good, should a situation arise in which parties who are or have been involved in any amorous relationship come into a position in which they would normally be
called upon to evaluate one another, the individual in authority must promptly report this fact to his
or her supervisor. The supervisor will then make arrangements to see that those who are or have
been involved in any amorous relationship do not evaluate each other. In particular, if a faculty
member has had or comes to have an amorous relationship with a student over whom the faculty
member has authority as described above, the faculty member must promptly report this to the
department/school chair who will make arrangements for an alternate evaluation mechanism.
Should the individual in authority fail to promptly report an amorous relationship with a person the
individual in authority evaluates, the individual in authority has violated University policy and is
subject to disciplinary action as outlined in the Classified Employee Handbook or appropriate
college regulations (depending on whether the individual in authority is faculty, staff or a student).

c. Malicious Use of This Policy
It is important to avoid conflict of interests resulting from amorous relationships; it is equally
important to recognize that malicious accusations of inappropriate amorous relationships have the
potential to severely damage a person's career and reputation. Therefore, Georgia State University
prohibits making knowingly false accusations that an unreported amorous relationship exists or
existed between two parties now in a position to evaluate each other.

d. Due Process
Due process rights are matters of fundamental fairness. Therefore, any disciplinary action initiated
will be taken in accordance with the procedures set out in the Classified Employee Handbook or
appropriate college regulations.

102 Categories of Employment
Depending on the number of hours worked, employees will be designated as a full-time or part-time employee. At Georgia State University, employees whether full-time or part-time, are classified as either exempt or non-exempt in accordance with the requirements of applicable wage and hour laws. The terms exempt and non-exempt are from federal law (the Fair Labor Standards Act, or FLSA). The FLSA designates the types of jobs that must be tracked and paid on an hourly (non-exempt) basis, and the types of jobs that may be paid on a salaried (exempt) basis.

The University’s employment categories are as follows:

102.1 Regular
Personnel employed for a continuous period expected to exceed one semester, or six calendar months are “regular” employees. Classification and Compensation, Department of Human Resources is responsible for determining if a position is to be designated as either exempt or non-exempt in compliance with Federal law.

102.1a Full-Time
Full-time employment consists of a regular schedule of 40 hours per week and is generally eligible for all University benefits.

102.1b Part-Time
Part-time employment consists of a regular schedule of less than 40 hours per week. Employees regularly scheduled to work 20 or more hours per week may be eligible for participation in most benefit programs, subject to any specific requirements described under each benefit program.

102.1c Limited Term
Limited Term or fixed-duration employment is more than six months' duration but with a date of termination specified at the time of hire (not to exceed three years). Limited Term appointments may be governed by specific terms and conditions of employment established at the time of hire and approved by the Department of Human Resources. Unless eligibility for benefits is modified by the specific terms of the appointment, Limited Term employees scheduled to work more than 20 hours per week are eligible for participation in most employee benefit programs.

102.1d Employment on a Project
If a position at Georgia State University 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 should 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.
102.2 Temporary
Personnel who are not employed as regular classified employees are considered temporary employees. Temporary employees may be employed part time or full time for a period no longer than six calendar months. However, such employees may be terminated at the conclusion of this six month period and may be rehired as a temporary worker after a period of 30 calendar days has elapsed. Temporary employment may be extended up to an additional six months at the request of the supervisor or department head, with approval from the Office of Staff Recruitment and Retention. 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 five types of temporary personnel.

102.2a Temporary Non-Student
All temporary, hourly employees who are not currently enrolled in classes at the University 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 University department or in combination with a job elsewhere in the University, except in cases of pre-approved authorization by the immediate supervisor. For further clarification, contact Payroll and Employee Records in the Department of Human Resources.

102.2b Panther Temps
Panther Temps are temporary non-benefited employees. Assignments are offered on a part-time or full-time basis. Assignments have duration of one day to a maximum of six months. Work as a Panther Temp may be on a temporary to regular basis but does not guarantee the employee full-time regular employment. However, such employees may be terminated at the conclusion of this six month period and may be rehired as a temporary worker after a period of 30 calendar days has elapsed.

The Panther Temp program provides the University with highly efficient, effective, timely and economic support services for all departments. This proactive program is centralized and administered by the Department of Human Resources, Office Staff Recruitment and Retention. Support rendered to the University will be in the following areas:
- Clerical
- Administrative
- Tech Support
- Customer Service
- Accounting
- Management

102.2c Temporary Student
1. Student Assistants
All hourly employees who are currently enrolled in classes at the University and are not identified as temporary non-student employees or as regular classified 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 for 12 semester hours of undergraduate classes AND work no more than 20 hours per week. 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 University department or in combination with a job elsewhere in the University, except in cases of pre-approved authorization by the immediate supervisor. Student assistants are temporary, non-benefited employees.

2. Graduate Assistants
Graduate assistants are temporary exempt positions and include the following titles:
- Graduate Laboratory Assistant (GLA)
- Graduate Research Assistant (GRA)
- Graduate Teaching Assistant (GTA Levels A and B)
102.2d Seasonal Employee
Seasonal employees are temporary non-benefited employees who work an average of ten hours per week over a one year period.

102.2e Occasional Employee
Persons whose work assignment is part-time, on-call, as needed. Employees in this category work no more than 10% FTE (never > 20%) over the course of the year, but may be used on a recurring basis for longer than six (6) months. Employees in this category are not benefits eligible.

102.2f Consultant/Independent Contractor
Persons in this category are not University employees. They are on a contract to provide services to a department or unit and are not subject to the benefits outlined in this Employee Handbook.

102.2g Outside Agencies
Hiring supervisors should seek to fill temporary needs by using Panther Temps prior to approaching an outside employment agency or signing a contract for services from an outside employment agency. If an outside employment agency is identified, the hiring manager should first contact the Office of Legal Affairs for contract review and The Purchasing Department.

102.3 Variable
Variable employees are personnel who are paid hourly, but are eligible for benefits. There are two types of variable employment at Georgia State University: academic variable employees and fiscal variable employees.

102.3a Academic Variable
Employees work only during the time that classes are in session and not during semester breaks. Employees in this status will not be entitled to claim sick leave or vacation time during the semester break nor will vacation or sick leave be accrued during these periods. Vacation and sick leave balances are frozen until the first day of the semester. The employee will not be required to complete time sheets during the semester break.

102.3b Fiscal Variable
Employees work fifty-two weeks per year with an established schedule that is outside of a standard work week. These employees have established hours per day and must claim sick leave and vacation accordingly. If a holiday falls on a normally scheduled workday, fiscal year variable employees may be required to work on the holiday. The employee is to take the holiday at a later date upon the approval of his or her supervisor. The holiday must be noted accordingly on the time sheet. Holiday pay will be at the same rate as a normal payday.

102.4 Special Employment Situations

102.4a Employment of Foreign Nationals
The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BOR 802.05 EMPLOYMENT OF FOREIGN NATIONALS).

102.4b Employment of Relatives
The basic criteria for the appointment and promotion of employees in the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit with the result being the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then held a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the University System.
For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing (BOR 802.03 EMPLOYMENT OF RELATIVES).

102.4c Employment of Retirees
When an employee has retired from the University System of Georgia or State of Georgia and is receiving benefits from the Teachers Retirement System, the Employees’ Retirement System, or the Regent’s Retirement Plan, he/she may be re-employed by the University System under the following conditions:
- The reemployment of a University System of Georgia retiree must be approved by the Board of Regents;
- A rehired retiree must have a minimum break of 30 days between the effective date of his/her retirement and the effective date of his/her reemployment;
- The work commitment of a rehired retiree must be less than half-time; i.e., less than 50%;
- The salary that is paid to a rehired retiree must be less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement; and
- The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BOR 802.09 RETIREMENT).

102.4d Employment of Minors
The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor.

103 Hiring and Termination Guidelines

103.1 Pre-Employment Screening
The pre-employment screening process consists of a background check, credit check (and drug testing for some positions) as well as a probable skills proficiency demonstration based on the assigned position and departmental requirements.

103.1a Background Check
It shall be a condition of all regular employment with Georgia State University to submit to a background investigation. A background check shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a “position of trust” unless a background investigation confirming this procedure has been performed on such employee on or after July 1, 2002. (Positions determined by the hiring unit in conjunction with the Office of Legal Affairs to be of trust are those that routinely as part of the job involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the hiring unit in conjunction with the Office of Legal Affairs to require a more extensive 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 seven (7) years;
- A nationwide sex offender registry search;
- A social security number check;
- For positions of trust with financial responsibility, a financial report; 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.

103.1b Credit Check
A criminal background investigation plus credit check will be conducted on final candidate(s) if the position handles cash, checks or financial information.

If a credit check has been conducted within the last year, a new investigation will not be conducted.

103.1c 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 law enforcement officers as well as individuals employed by private organizations which contract with the University to provide security services. Officers 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, State Personnel Administration.

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

103.1d Skill Proficiency Demonstrations
For certain positions, candidates may be asked to demonstrate proficiency in word processing, spreadsheet software, data entry, ten key or other job-related skills.

103.2 Conditions of Employment
The following Actions are required of all Employees as a condition of employment.

103.2a Completion of I-9
This form identifies an individual’s legal right to employment in the United States and must be completed within three days of employment.

103.2b Direct Deposit of Paycheck
All employees of Georgia State University are encouraged to use the automatic payroll deposit service, which provides for the direct deposit of pay to a participating bank.

103.2c Federal and State Withholding Forms
These documents indicate the amount of federal and state taxes to be withheld by the employer and must be completed upon employment.

103.2d Benefits Forms Completion
For benefits eligible employees only: optional benefit forms (for example, health insurance) must be completed within 31 days of the employee’s original hire date with the University in order to participate in benefit programs.

103.2e Loyalty Oath
All employees of the University System of Georgia who receive public funds for services rendered as employees are required to affirm that they will support the Constitution of the United States and the Constitution of the State of Georgia.

The Loyalty Oath must be completed as required by the laws of the State of Georgia. This form must be retained in the permanent files of Georgia State University.

103.2f State Security Questionnaire
The State Security Questionnaire must be completed for all persons employed for 30 or more days. This form will be prepared and filed appropriately by Georgia State University.

- The Sedition and Subversive Activities Act of 1953 (Georgia Law 16-11-5 et seq.) requires each new employee to sign, prior to employment in State Government, a questionnaire which is designed to establish that there are no reasonable grounds to believe that he/she is a subversive person. A subversive person is defined as one who commits, advocates, or teaches any act intended to overthrow or destroy the government of the United States or government of the State of Georgia by force or violence, or who is a knowing member of a subversive organization.

103.2g Transcripts
The University may require copies of transcripts to verify education and degrees awarded.
104 Orientation
Orientation is required of all employees. A general orientation program is regularly scheduled for all new regular classified employees.

The orientation program provides critical information concerning policies, procedures and employee benefits. All new classified employees are required to attend the orientation program. On the first day of work, new employees will be scheduled for orientation by the Payroll, Benefits & HRIS Office. 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.

104.1 Identification Card
A new employee will receive a PantherCard (identification card) as soon as his/her payroll information is added to the automated system. PantherCards can be obtained in the Auxiliary and Support Services Office. The card is the bearer’s official University identification and should be carried at all times. It is to be shown upon request to any University employee whose assigned responsibilities authorize him/her to verify employee identification. The card is not transferable and is the property of Georgia State University. It should be returned to the University upon termination of employment. Loss of a PantherCard should be reported immediately to the Auxiliary and Support Services Office.

104.2 Duty to Report Criminal Charges/Determinations
Employees have the responsibility to report criminal charges/determinations.

Criminal charges:
An employee of Georgia State University who is charged with a crime (other than a minor traffic offense and/or local ordinance violation) shall report having been charged to his/her supervisor within 3 days of becoming aware of such charge. The employee shall report the crime(s) he/she has been charged with and provide documentation of the charges upon request. Within 3 days of receiving notice from the employee, the supervisor will contact the Office of Legal Affairs and Employee Relations so a determination can be made as to what action, if any, is immediately warranted.

Criminal Determinations:
Within 3 days of the employee receiving a determination of the criminal charges (e.g. charges dismissed, allowed to plead no contest, found guilty, acquitted), the employee will notify his/her supervisor and provide documentation of the disposition. Within 3 days of receiving notice from the employee, the supervisor will contact the Office of Legal Affairs and Employee Relations so a determination can be made as to what action, if any, is warranted.

Failure to report under this policy may result in disciplinary action, including termination of employment.

104.3 Official Forms and Updates
New employees will be asked to fill out information forms for payroll and benefit purposes and will be responsible for the continuing accuracy of all information, including all criminal actions. If necessary, new forms may be obtained from Payroll, Benefits & HRIS. Be certain to notify Payroll, Benefits & HRIS of change of address. To change federal or state withholding, pick up the forms at Payroll, Benefits & HRIS.

104.4 Participation in Teachers Retirement System (TRS), Optional Retirement Plans (ORP) or Georgia Defined Contribution Plan
- 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 State University. 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 State University, the temporary employee will be entitled to a refund of all the contributions made to the plan. Georgia Defined Contribution “Application for Refund of Contribution Form” is available from Payroll, Benefits & HRIS. Employees terminating with Georgia State University must complete a refund form in order to get their contribution refunded from this plan.
105 Provisional Period

105.1 Provisional Period for New Hires, Transfers and Rehires

Each new classified employee is required to serve the first six (6) months of employment at Georgia State University in a provisional status. During this time, the new employee has the first opportunity to evaluate the University as a place to work. Likewise, the supervisor will evaluate the employee’s job performance. If the employee’s work performance is not satisfactory, the employee will be notified in writing during the six-month provisional period and the employee may be terminated at that time without the right of appeal.

In the event of an approved leave of greater than thirty (30) days, an equivalent extension of the provisional period may be granted with the approval of the President or the Assistant Vice President for Human Resources. 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.

University System employees transferring to another University System institution or the University System Office are subject to a new six (6) month provisional period upon beginning at the new location.

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

Employees in the six-month provisional period are eligible for transfer or promotion within the University during that period only when granted permission by the Dean/Vice President of their current college/division.

Employees who have successfully completed a provisional period and who are transferring to or being promoted into a new position will not be subject to another provisional period.

Former employees who are rehired will be considered new employees and will have another provisional period.

105.2 Benefit Status during Provisional Period

A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month. Employees on provisional status, who are otherwise eligible, may enroll in benefit programs.

106 Reduced Hours and Shift Modifications

Occasionally, due to the needs of the University, employees may be required, with sufficient notification, to reduce their hours worked per week. In these instances, the employee will be given two weeks notice when possible.

107 Termination Guidelines

107.1 Clearance/Exit interview

Employees who are terminating employment must complete the Georgia State University clearance process. It is the responsibility of the employee to assure the University that he or she does not have any outstanding obligations to various departments on campus. This process is normally completed on the last working day. A terminating employee must obtain a Termination Clearance form from their department or from Payroll, Benefits & HRIS.

When notified of termination, the employee must return all University property and must leave the University premises by the date specified. See Termination Clearance under Resignation.

A representative from each department listed on the form must sign to indicate that the employee has no outstanding obligations. If the employee owes money to the University, Georgia State is authorized to hold accrued vacation pay to cover the obligation. Important: if the employee does not complete the clearance process, any regular pay and vacation pay that is due the employee may be delayed.

By 4:00 pm on the last day of work, the employee should report in person with the completed Termination Clearance form, and final timesheets or Report of Absence form to Payroll, Benefits & HRIS for clearance
from the University. Completion of the automated exit interview should occur at this time. A final paycheck will be mailed or deposited directly into the terminated employee’s account.

107.2 Involuntary Termination
Staff employees may be terminated for cause. Georgia State University encourages all supervisors to follow the progressive discipline process; however, there are certain offenses that warrant immediate termination. Those offenses should be discussed with employees by their supervisor. When notified of termination, the employee must return all University property and must leave the University premises by the date specified. See Clearance/Exit Interview.

107.3 Reductions in Force
Should it become necessary to reduce the work force at the University, job eliminations or job consolidation may be required. When personnel reductions become necessary, affected employees will be given 90 days notice when possible so that they may seek employment elsewhere within or outside of Georgia State University.

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, redirection, program modification or financial exigency, as approved or determined by the University president or designee, are not governed by the procedures described in the Grievance Process.

107.4 Rehire after Termination
Former employees who are terminated for cause are generally not eligible for rehire. However, former employees who were terminated for cause may request the Assistant Vice President of Human Resources to review the case and determine eligibility for rehire six months from the effective date of the termination. The Assistant Vice President’s decision will be rendered after a review of the employee’s work records at the University and other information as deemed appropriate.

107.5 Resignation
Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of termination a minimum of two weeks prior to his or her last day worked. Before leaving, the employee must return all University property including keys, I.D. cards, etc. Employees who resign for any reason are requested to give as much notice as possible. See Clearance/Exit Interview.

107.6 Retirement
No staff member may be required to retire because of age.

The requirements for retirement under TRS can be found in the BOR Policy Manual, Section 800. Employees planning retirement are encouraged to discuss their plans with representatives in the Benefits Office well in advance of their planned retirement dates.
(SECTION 200)
CLASSIFICATION AND COMPENSATION

201 Compensation
Georgia State University’s uniform classification and compensation program for classified staff employees is administered by the Classification and Compensation Office in the Department of Human Resources. The program consists of a General Pay Plan and Broadband Structure that are designed to group positions that have similar duties, levels of responsibility, skills and educational requirements into the same general levels of pay. It also consists of a few unclassified job titles that are not assigned to a specific compensation level or pay rate.

The pay rates for each job title 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 are in keeping with other universities in the University System of Georgia and similar positions in the local, regional and national markets.

202 BCat Classification System
The BCat system is based on general job categories that are linked to the Federal Integrated Postsecondary Education and Data System (IPEDS) job classifications. Every employee’s job title is assigned a specific BCat Identification code. The BCat system uses a logic that assembles similar types of positions by function allowing institutions to “customize” their campus working titles and to build compensation programs appropriate to their own competitive job markets.

203 Pay Plan/Salary Structure

203.1 Broadband Structure
The Broadband Structure places Director level job titles into a series of broad pay "bands," and "zones" within those bands. The Broadband Structure allows for certain flexibility as required to meet market competitive salary demands, particularly for positions that might be recruited regionally or nationally.

203.2 General Pay Plan
The General Pay Plan consists of pay grades which provide a means for the University to group comparable positions together into common ranges of pay, based on job scope, complexity and other factors. The salaries for similar positions should fall within a designated range, or Pay Grade. The ranges overlap, but each range specifies three guide points:

- A Minimum (all individuals would expect to make at least this pay level)
- A Midpoint (a benchmark to the external market for similar positions)
- A Maximum (the most that someone would expect to make for a position at a particular pay level)

203.3 Employment Classification
All employee job titles at Georgia State University are assigned a Fair Labor Standards Act (FLSA) status either exempt or non-exempt.

203.3a Exempt
Exempt status is assigned to positions that are not eligible for overtime pay as defined by the Fair Labor Standards Act (FLSA). Employees in executive, administrative, and professional positions are typically exempt under the FLSA and are paid a designated salary, regardless of the number of hours they might work in a week. Such positions are hence "exempt" from the FLSA. 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. Any schedule adjustments for an exempt employee must be approved by his/her immediate supervisor.

203.3b Non-Exempt
Non-exempt employees are subject to the provisions of the Fair Labor Standards Act (FLSA) and are eligible to be compensated for hours worked in excess of 40 per week. Employees that are assigned non-exempt status must complete timesheets and be paid on an hourly basis for all hours worked over 40 in a workweek. If a non-exempt employee works more than 40 hours in the workweek, they must be paid overtime at a rate of time-and-a-half. OVERTIME MUST BE APPROVED IN ADVANCE BY THE SUPERVISOR OR DEPARTMENT HEAD. Failure to get overtime approved may result in disciplinary action.
204 Employment Opportunities Posting
The Office of Employment, Department of Human Resources, posts the Job Opportunity Bulletin Board, a current listing of classified and temporary position vacancies. Employees are encouraged to use the bulletin board as a resource for potential promotion or transfer opportunities. Interested employees should consult the printed Job Opportunity Bulletin Board located in the Employment Office. The bulletin can be accessed online at [www.gsu.edu/jobs](http://www.gsu.edu/jobs).

A posted position may specify that it is restricted to applicants within the Georgia State University community. Such a vacancy will be indicated as for “internal applicants only”. Internal applicants include regular classified staff only and do not include temporary staff. If a position holds a title that has been identified in the Georgia State University Affirmative Action Plan as underutilized by minorities or women, the vacancy must be posted externally. If a position is not deemed to be underutilized, the hiring manager may select either internal (only regular staff members may apply) or external recruitment (anyone can apply).

205 Minimum Hiring Standards
Minimum Hiring Standards (or MHS) are intended to help ensure comparable basic hiring standards for comparable positions across campus. A MHS is the minimum threshold of education and experience required to perform a given job. An individual with an education level and/or experience below the stated MHS for a job title is not considered minimally "qualified" for the position, and is not referred by the Employment Office to a hiring department.

205.1 New Hire
The salaries of new employees are set based on the classification of the position, the salaries paid in the market, and the applicant's education, skills, and previous related experience. When an individual meets the minimum qualifications of the position, the salary is normally set at the minimum of the salary range. However, if an individual has directly related prior job experience, or if the market warrants, the salary may be established above the minimum. Starting salaries are not normally set above the midpoint of the salary range. Exceptions to this practice must be approved by the Office of Classification and Compensation.

205.2 Promotion
Salary advancement and promotions will be based on merit. A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the minimum job qualifications or MHS required by the new job title or position.

Employees can only be promoted in place during the fiscal year as a result of significant changes in assigned duties, 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 to a vacant position within the same budgetary unit cannot be made without advertising the position via the Job Opportunity Bulletin.

The salary increase for unadvertised promotions should be at least the minimum of the pay grade assigned to the position. The salary should not exceed the midpoint of the pay grade assigned to the new position.

Employees in the six-month provisional period are eligible for promotion only when granted written permission by the Dean/Vice President of the employee’s area.

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

Employees in the six-month provisional period are eligible for transfer within the University under the following circumstances:
- When granted written permission by the Dean/Vice President.
- When an employee of the University System transfers from one institution to another within the system.

All accumulated sick leave, retirement benefits and service date will be transferred if there is no break in service and the effective date may not be a holiday.
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 a State of Georgia or other institution in the University System of Georgia should consult with Payroll, Benefits & HRIS regarding the transfer of their benefits.

205.4 Employment in Multiple Positions
Employees of Georgia State University may be employed in only one full-time position or classification within the University System of Georgia at any given time. If an employee wishes to accept another position in addition to a current position at the University or within the University System of Georgia, the following rules will apply:

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

Questions concerning specific circumstances should be directed to the Payroll, Benefits & HRIS Office in the Department of Human Resources for more detailed information.

206 Pay Adjustments

206.1 Merit Increases
The University recognizes and rewards individual performance by awarding merit increases. The funds available for merit increases vary from year to year depending upon budgetary constraints set by state legislators, the University System of Georgia, and identified marketplace and economic conditions. The University System of Georgia develops merit increase guidelines which establish ranges for individual merit increases based on performance criteria. Individual departments and supervisors designate how merit increases will be awarded to employees.

206.2 Promotion
A promotion is an authorized reassignment from one position to another position in a higher salary grade. Upon promotion, an employee is eligible for a salary increase. Promotion increases are determined on an individual-case basis within guidelines.

The salary increase for unadvertised promotions should be at least the minimum of the pay grade assigned to the position. The salary should not exceed the midpoint of the pay grade assigned to the new position.

206.3 Stipend
Additional compensation is appropriate when an individual is assigned, in writing, a major component of a job at a higher pay grade and is held accountable for the full scope of the job on a temporary basis in the absence of another member of the organization. All employees are expected to fill in for their co-workers during vacations and other short-term absences. The supervisor should determine if a stipend or additional temporary compensation is warranted. The amount of temporary compensation or a stipend should typically be up to 10% of the employee's current base salary. Requests for additional compensation must be made in advance and in writing to the Office of Compensation and Classification in the Department of Human Resources. Stipends generally should not continue for more than 12 months.

If a position has changed over time or if substantive duties have been assumed that are beyond the scope of what is generally considered for the position, the supervisor in collaboration with the incumbent should complete a Position Review Form (PRF). The PRF should be submitted for review to the Office of Compensation and Classification in the Department of Human Resources for review. The position should also be submitted to Payroll, Benefits, & HRIS for review.

Stipend Request Form: http://www2.gsu.edu/~wwwhre/forms/StipendRequestForm.doc

206.4 Lateral Transfer
A lateral transfer is defined as a movement from one position to another at the same pay grade. A lateral transfer should not result in a change in salary since the assignments are in the same pay grade with the same salary range. There are, however, certain rare situations that may justify salary adjustments, which must be requested in writing and approved in advance by the Classification and Compensation Office.
206.5 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 staff member is unable to perform the work satisfactorily. The salary or pay grade for an individual who is involuntarily reassigned will be established by the Office of Classification and Compensation in the Department of Human Resources. In no case will the salary exceed the maximum of the new grade.

207 Job Evaluation Process
The University’s job evaluation process is designed to maintain consistency in the utilization of various job titles. This process ensures that employees performing similar duties have the same or similar job titles with corresponding pay levels. The job evaluation process requires a comparative analysis of a position to determine if the current classification and/or compensation levels are appropriate. The job evaluation process also includes the review of required knowledge, skills and abilities needed to perform duties assigned to a position. A review of current market data may be required during the job evaluation process as a means of obtaining the University’s goals in:

- Attracting and retaining qualified individuals by matching job skills with the assigned position
- Ensuring that internal and external equity issues are addressed
- Encouraging professional growth for employees
- Recognizing necessary knowledge and skills required for a position and ensuring that the employee is appropriately compensated for performing them

207.1 Position Review Form (PRF)
The Position Review Form (PRF) is the job evaluation instrument used for position reviews. The PRF must be submitted to the Classification and Compensation Office whenever a formal review of a position is requested by a department. This form is used to:

- Classify a new position
- Review a vacant position
- Review incumbent position for update of duties
- Any other reviews (i.e. FLSA review, market analysis, etc.)

The Position Review Form (PRF) is located on the Human Resources web site: http://www2.gsu.edu/~wwwhre/forms/PositionReviewForm.doc

207.2 Job Analysis and Job Audit
Generally, a position only needs to be reviewed if its duties have changed significantly over time or if substantive new duties have been assumed that are beyond the scope of what generally might be expected for a position with that title.

If an employee believes their position should be reviewed for reclassification, the employee should discuss the possibility with their immediate supervisor and/or the Human Resources Advisory Council (HRAC) representative. If the manager or HRAC representative concurs, a PRF should be submitted to the Classification and Compensation Department. Employees may be asked or may offer to help describe the duties they perform so that their manager can fully reflect the current scope of their responsibilities in the PRF.

The Classification and Compensation Office in Human Resources will review the information provided, and make any recommendations to the manager or to the designated HRAC representative of the college or division.

208 Administrative Salary Adjustments
Certain rare and exceptional circumstances may occur from time to time that warrant special salary adjustments. Such adjustments are not part of the normal compensation plan for staff. Requests for special salary adjustments must be sent in writing to the Classification and Compensation Office in the Human Resources Department.

209 Fair Labor Standards Act (FLSA)
The Fair Labor Standards Act (FLSA) is a group of federal rules and regulations that determine eligibility for overtime pay. In August 2004, major changes to these rules and regulations were implemented by the Department of Labor (DOL). Generally under FLSA, if you perform duties that do not meet one of the exemption
tests developed by the DOL, your position is classified as non-exempt or "NE," and you are eligible for overtime pay. However, if you perform duties that meet one of the exemption tests developed by the DOL, your position is classified as exempt or "E" and you are not protected by the FLSA.

209.1 Overtime Pay
Overtime pay is calculated at one and a half times your regular rate of pay. Overtime pay is applicable for hours worked in excess of 40 in a work week.

210 Stipend or Additional Pay for Interim/Acting Appointment
The duties of all jobs evolve over time. Assuming a new task, responsibility, or special-project generally does not warrant a pay adjustment. However, there are certain situations in which a temporary stipend may be appropriate. For example, if a supervisory-level position becomes vacant, and a subordinate employee is asked to assume the duties of the higher-level position on an interim basis until the position is filled, a stipend may be justified. Such a stipend generally should not continue for more than 12 months.

211 Deductions

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

211.2 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).
- Georgia Defined Contribution (7.5% of gross pay – for Temporary Employees Only)

211.3 Optional Deductions (This list is not all inclusive):
- Credit Union savings or loan payments
- Parking
- State Charitable Contributions Program
- U.S. Savings Bonds
- Tax-Sheltered Annuity contributions under 403(b) of Internal Revenue Code
- 457 Deferred Compensation Plan
- Insurance premiums
- Annual Fund campaign gifts
- Dependent Care Spending Account contributions
- Flexible Medical Spending Account contributions
- Recreation Center membership fee

All temporary employees are exempt from Teacher Retirement System contributions and Optional Retirement Plan contributions and are not eligible for insurance benefits, but do participate in Georgia Defined Plan contributions. Regular employees working less than half time are not eligible for insurance or retirement benefits.

212 Garnishments and Withholding
The University considers the acceptance and settlement of just and honest debt to be a mark of personal responsibility.

The University is required by law to accept and process garnishments served by officials of the court. Failure to meet financial obligations causes discredit to the University. Repeated instances of default in the payment of debt, after appropriate counseling, are sufficient grounds to terminate employment for cause.

The University is authorized to hold paychecks and/or deduct from regular paychecks or vacation pay amounts owed by its employees for any fine, fee, penalty or other financial obligation to the institution.
213 Pay Periods

213.1 Timesheets
Provisions of the Fair Labor and Standards Act require that non-exempt employees record and submit a timesheet as a record of the hours worked per workweek per pay period. The official workweek for all non-exempt employees begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. Friday evening. Timesheets must reflect hours worked for each work week of the pay period and should include all absences taken in the pay period.

Blank timesheets are located at the Department of Human Resources website under HR Forms. Timesheets must be filled out completely by the employee and signed by the employee and the supervisor. The supervisor is responsible for submitting the timesheets to Payroll and ensuring that the employee’s and supervisor’s signatures are on the document.

Falsification of or failure to complete timesheets may result in failure to get paid and/or disciplinary action including termination.

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

213.2 Paychecks
Effective July 1, 2008, non-exempt staff bi-weekly and variable staff) are compensated for all hours worked every other Friday through midnight the Friday before payday.

Exempt staff (monthly staff) are compensated on the last day of each month.

213.3 Direct Deposit
All employees of Georgia State University are encouraged to use the automatic payroll deposit service, which provides for the direct deposit of pay to a participating bank. Employees using direct deposit are required to complete an Authorization Agreement for Automatic Deposit of Net Pay form available in the Payroll, Benefits & HRIS Office.

If you do not have or are unable to obtain a bank account for direct deposit, please contact the Payroll, Benefits & HRIS Office.

213.4 Report of Absence
Exempt employees must complete a Report of Absence form (http://www2.gsu.edu/~wwwhre/forms/roaB.xls) for all absences from duty. This form must be signed by the employee and supervisor and filed with the Office of Payroll and Employee Records, Department of Human Resources by the tenth day of the following calendar month. Report of Absence for non-exempt employees should be reported on their timesheet.
301 General Benefits Information
Georgia State University offers benefits eligible employees the opportunity to participate in various benefit plans provided by the Board of Regents and/or Georgia State University, which include but is not limited to health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, disability income insurance, term life insurance, dependent life insurance, flexible spending accounts, and retirement plans. The University contributes toward the premiums for health and life insurance and matches retirement contributions based upon terms set by the Georgia Legislature.

The Benefits Office provides each eligible employee with complete descriptions and comparisons of the available benefit plans, along with the respective monthly premiums. For specific information on the available benefit plans, please refer to the Human Resources, Benefits Office webpage at http://www.gsu.edu/HR/benefits.

302 Benefits Eligibility
To be considered "benefits-eligible", an individual must be appointed to a regular faculty or staff position that has an anticipated duration of six months or more, and is at least half-time (.5 EFT for staff and .38 EFT for academic year faculty). Benefits-eligible faculty and staff may cover their spouses and eligible dependent children.

302.1 New Employees
New benefits-eligible employees may enroll in available benefit plans within the first 31 days of employment. Employees who do not enroll in benefit plans within the first 31 days of employment must wait until the annual open enrollment period to enroll. Employees should be aware that their first 31 days of employment may be their only opportunity to enroll in certain benefits. The Benefits Office will notify you of any benefits which fall into that category. Additionally, enrollment in certain benefit plans during the Open Enrollment period may be based upon the approval of a medical underwriting review.

302.2 Eligible Dependents
Eligible dependents include the spouse and dependent children up to age 19 (up to age 26 with proof that the dependent is either disabled or is enrolled at an accredited institution as a full-time student). If the spouse or dependents’ last name is different from the employee’s, it is required that the employee present a marriage license, birth certificate, or other document establishing a dependent relationship as a condition of their coverage.

302.3 Domestic Partners
Domestic partners of employees are eligible to enroll in certain benefit plans offered by Georgia State University. An affidavit of domestic partnership is required and is available from the Department of Human Resources, Benefits Office. Please refer to the Georgia State University Human Resources website: http://www.gsu.edu/HR/benefits for the affidavit.

303 Health Insurance
New employees who are benefits-eligible have 31 days from their date of hire to select a medical plan for themselves and any eligible dependents. On an annual basis, the University offers an Open Enrollment period. During the Open Enrollment period, employees may change their healthcare plan elections and/or levels of coverage.

The University pays approximately 75% of the cost of healthcare coverage. The employee must pay the remaining portion of the premium through payroll deduction. Premiums for medical insurance are withheld from the payroll check on a pretax basis.

304 Dental Insurance
The University provides a voluntary dental program for all eligible employees. The employee pays 100% of the monthly insurance premium and the premium is withheld from the payroll check on a pre-tax basis.

305 Accident Insurance
All regular classified employees under age 70 who are benefits-eligible are eligible for accidental death and dismemberment insurance. The employee pays 100% of the monthly insurance premium and the premium is withheld from the payroll check on an after-tax basis.
306 Life Insurance

306.1 Group Life Insurance
The University provides $25,000 of basic life insurance for all eligible employees at no cost to the employee.

306.2 Supplemental Life Insurance
Eligible employees may purchase supplemental life insurance through the same program in increments of 1, 2, or 3 times their annual salary. The premiums are based on the age of the insured and the amount of coverage selected. This is optional coverage and is paid by the employee.

306.3 Dependent Life Insurance
Eligible employees may also insure their dependents (spouse & children). Dependent life insurance is equal to $10,000 for your spouse and each of your children between the ages of six months and 19 (26 if they are unmarried, full-time students at an accredited institution).

306.4 Optional Term Life Insurance
Eligible employees may choose up to $50,000 of coverage on a guaranteed-issue basis or up to $500,000 with evidence of insurability. The amount of coverage may be increased in subsequent years during open enrollment. The premium rate, paid by the employee, is based upon the employee’s age at the time of enrollment and remains in effect for 5 subsequent years.

307 Disability Income Insurance
Eligible employees may participate in long-term and/or short-term disability income insurance. The voluntary plans allow employees to receive a benefit if employees are ill or injured and unable to perform their jobs. Short-Term Disability is for at least 15 days, with a maximum time period of 13 weeks. Benefits for Long-Term Disability begin after employees have been ill or injured for 90 days. Employees pay the full premium for disability insurance.

308 Section 125 Plan
Georgia State University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee health, dental, vision, and flexible spending account premiums are deducted on a pre-tax basis and are not subject to federal tax, state tax or FICA. The choices made by a new employee or during the annual open enrollment period must remain in effect for the entire plan year (January 1 – December 31), unless the employee has a mid-year qualifying event.

The annual open enrollment period normally occurs during the month of October or November with coverage dates effective January 1 of the following calendar year. A Benefits Fair is held during the open enrollment period to give employees the opportunity to gather benefits information and talk with the various providers before the open enrollment period ends.

308.1 Qualifying Events for Mid-Year Changes
The IRS regulation, under Section 125, has strict rules regarding the operation of these plans. Exceptions are permitted under IRS rules when a member has a mid-year qualifying event. Employees are required to notify the Human Resources Department, Benefits Office within 31 days of the qualifying event and complete the appropriate forms to make mid-year changes. Some examples of mid-year qualifying events include:

- Change in marital status
- Birth or adoption of a child
- Death of a covered dependent
- Loss of eligibility status by a covered dependent
- Change in employment status that affects eligibility for coverage
- Losing or gaining healthcare coverage eligibility under Medicare or Medicaid
- Change in residence to a location outside of a healthcare plan’s service

308.2 Transfer of Benefits to another Unit within the University System of Georgia
To transfer benefits to another unit of the University System of Georgia, there must not be a break in service over 30 days and the effective date may not be a holiday. All benefit plans offered by the Board of Regents carry over to an employee’s new employment. Plans which are unique to Georgia State University may not be transferred to an employee’s new employment.
For employees with accrued vacation of 20 (160 hours) or fewer days, the employee must transfer to the new unit all accrued vacation up to 20 days (160 hours). For employees with accrued vacation of greater than 20 days (160 hours), an employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed 45 days (360 hours); or
- Receive payment from the former institution of accrued vacation leave in excess of 20 days (160 hours). The total accrued vacation leave for which the employee may be paid shall not exceed 25 days (200 hours).

An employee must transfer accumulated sick leave if there is not a break in service of over 30 days.

### 309 Continuing Benefit Plans at Termination
Terminating employees will retain insurance benefits through the end of the month that they terminate, provided the full premiums have been paid. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may elect to continue medical, dental, vision, and/or flexible medical spending account for up to 18 months. In special instances, the 18 month period may be extended. The flexible spending medical account terminates at the end of the calendar year after employment ends. COBRA election must be made within 60 days from the date COBRA notification is received.

#### 309.1 Disabled Status
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 following the termination of employment.

#### 309.2 Dependents
A spouse of an employee whose coverage ends due to divorce or a child who reaches the maximum age for coverage as a dependent may continue coverage for thirty-six (36) months. Election must be made within sixty (60) days from the date COBRA notification is received.

The cost for COBRA for employees and/or dependents is 100 percent of the total premium, plus a 2% administrative fee. It is the participant’s responsibility to ensure that premiums are paid in a timely manner. This premium must be paid on time each month, or COBRA coverage will be discontinued.

Employees interested in electing COBRA benefits should refer to the Benefits Office webpage at [http://www.gsu.edu/HR/benefits](http://www.gsu.edu/HR/benefits).

### 310 Tuition Assistance Program (TAP)
The tuition assistance program is available to full-time, benefits-eligible employees of the University System of Georgia 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.

- Employees are required to go through the regular student admissions process, prior to applying for TAP.
- Employees must complete a TAP application for each semester in attendance.
- Employees may seek approval to enroll in up to eight (8) academic semester credit hours for each of the three designated semester periods: Fall Semester, Spring Semester, and Summer Semester.


### 311 Professional Liability Insurance
The University, 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 University. 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.

### 312 Retirement Plans
All state employees, excluding student employees, must be part of a state sponsored retirement system and/or Social Security during their employment with Georgia State University. Georgia law requires membership in the Teachers Retirement System of Georgia (TRS) or an Optional Retirement Plan (ORP) for all benefits-eligible employees. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. The employees must either opt to participate in the Optional Retirement Plan or the Teachers...
Retirement Plan. This election is irrevocable. Employees who do not make an election within 60 days default into the Teachers Retirement Plan of Georgia.

The State of Georgia created a retirement plan for temporary employees called the Georgia Defined Contribution Plan. When employment ends with Georgia State University, the temporary employee will be entitled to a refund of all the contributions made to the “GA Defined Contribution Plan.”

312.1 Social Security
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.

312.1a Employees Covered by Social Security
All employees eligible for the Teachers Retirement System of Georgia and Optional Retirement Plan are covered by Social Security.

312.1b Employees Subject to the Medicare Portion of Social Security Only
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
- Graduate assistants, under certain circumstances
- Employees working less than half-time

312.1c Employees Not Covered by Social Security
Non-resident aliens may be exempt, in accordance with their visas. All non-resident aliens are required to undergo a tax analysis prior to claiming exemption from social security.

312.2 Georgia Defined Plan
Temporary employees contribute 7.5% of their wages to the Georgia Defined Plan, which is the State equivalent of Social Security. For complete policy reference: [http://www.ersga.org/gdcp.htm](http://www.ersga.org/gdcp.htm)

- Employees terminating with Georgia State University must complete a refund form in order to receive a refund of the Georgia Defined contributions. The form to request a refund is available online at: [http://www.ersga.org/forms/GDCP_Refund_Application.pdf](http://www.ersga.org/forms/GDCP_Refund_Application.pdf) or in the Payroll, Benefits, & HRIS department. All refund applications must be returned to the department for processing.

312.3 Teachers Retirement System of Georgia
The Teachers Retirement System of Georgia is a defined benefit plan. All regular employees who are under age 60 and who work 1/2 time or more are eligible. The employee’s contribution to TRS 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) are paid on contributions. Employees pay FICA (OASDI and Medicare) 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.

Employees who leave the University before retirement are advised to investigate their options regarding the TRS funds. All withdrawals of funds (not including rollovers) are subject to additional tax and penalties. The form to request a refund of contributions is available online at: [http://www.trsga.com/](http://www.trsga.com/)

312.3a Vesting
Vesting in the Teachers Retirement System occurs at ten (10) years of service. Service may also be purchased for teaching in the public schools of Georgia, State of Georgia employment, maternity leave and study leave. 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.

312.3b Eligibility for Retirement
Eligibility for retirement is governed by the Teachers’ Retirement System of Georgia and the Board of Regents. The Board of Regents policy reference can be found in the Board of Regents of the

312.3c Early Disability
Permanent disability retirement is available at any age if the member has at least 9 1/2 years of service.

312.4 Optional Retirement Plan (Regents Retirement Plan)
The Optional Retirement Plan is available to exempt employees hire after June 30, 2008, faculty and certain key administrators who are under age 60 and who work 1/2 time or more. The employee’s contribution to 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) are paid on the contributions. Employees pay FICA (OASDI and Medicare) 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.

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.

Employees eligible for the optional retirement plan have 60 days from their hire date to make an election. This election is irrevocable.

312.4a Vesting
Vesting in the Optional Retirement Plan is immediate. Since vesting is immediate, the total funds, including the state’s contributions, remain in the member’s name for his or her ultimate retirement. Every dollar set aside by the University for the member will remain 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.

312.4b Eligibility for Retirement
Eligibility for retirement is governed by the Board of Regents. The Board of Regents policy reference can be found in the Board of Regents of the University System of Georgia Policy Manual, section 802.0902-- Definition of a University System of Georgia Retiree and Eligibility for Retirement.

312.5 Voluntary Supplemental Retirement Accounts
Georgia State University provides 2 voluntary retirement programs to eligible employees. These programs allow employees to set aside additional funds for retirement on pre-tax bases.

312.5a Tax-Sheltered Annuity Plans (403(b))
Most employees* are eligible to participate in a voluntary tax-deferred annuity plan offered through Georgia State University under provision 403(b) of the Internal Revenue Code (IRC). This plan allows participants to direct a portion of their income, on a tax-deferred basis, into any of a number of investment vehicles such as annuity contracts and mutual funds. Taxes are deferred until the money is withdrawn - usually upon retirement (withdrawal prior to retirement age carries a penalty). Employees make the full contribution, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 403(b) plan at any time, including during the annual Benefits Open Enrollment period.

In general terms, employees may set-aside up to the current IRS mandated limit in a 403(b) plan. Employees age 50 or older may set aside up to an additional $5,000. Employees who have worked for Georgia State University for at least 15 years also may be able to set aside up to an additional $3,000 per year under some circumstances. The annual contribution is allocated equally across the number of paychecks an employee receives during the year for his/her base salary.

A wide variety of vendors offer investment options. To get a complete, up to date list of the available vendors please contact the Benefits Office.
312.5b Deferred Compensation Plans (457(b))
Georgia State University offers a voluntary deferred compensation plan under provision 457 of the Internal Revenue Code (IRC). This plan allows employees to defer a portion of their income, on a tax-sheltered basis, into any of a number of investment vehicles. Taxes are deferred until the money is withdrawn. Unlike a 403(b) plan, withdrawals at times other than retirement do not carry an additional penalty. Employees make the full contributions, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 457 plan at any time, including during the annual Benefits Open Enrollment period.

In general terms, employees may set-aside up to the current IRS mandated limit in a 457 Plan. Employees who are age 50 or older may set aside up to an additional $5,000. Employees who are within 3 years of normal retirement may contribute up to $30,000 instead of $15,000 (up to 100% of their salary). The deferral is allocated equally across the number of paychecks an employee receives during the year for his/her base salary.

There are two authorized vendors, offering a variety of investment options: TIAA-CREF and VALIC. Employees may participate in both the 403(b) and the 457 plans.

*Tax treaties generally disallow non-immigrant foreign nationals who work in the U.S. from excluding such contributions from their taxable income, so there is no advantage to participation.

313 Flexible Spending Accounts
Georgia State University offers programs which allow individuals to set aside funds on a pre-tax basis for certain healthcare, dependent care, and transportation related expenses. Depending upon the program, employees may reduce their salaries by an amount ranging from $300 to $5000 per year.

313.1 Healthcare Spending Account
The healthcare flexible spending account may be used to cover the cost of medical, dental, and related expenses that are not otherwise paid by other insurance (i.e., healthcare and dental plan deductibles and qualifying out-of-pocket medical & dental expenses that fall outside your plans' coverage). Employees may enroll within 31 days of being hired or during the annual Benefits Open Enrollment period.

Note that setting up a Healthcare FSA can save employees substantial tax dollars on predictable medical costs. However, employees are forewarned - Any unspent funds left in the account after the end of the plan year must be forfeited.

313.2 Dependent Care Spending Account
The dependent care flexible spending account may be used to cover the cost of qualifying childcare, eldercare, or care of other legal dependents. Employees may enroll within 31 days of being hired or during the annual Benefits Open Enrollment period.

Note that setting up a Dependent Care FSA can save employees substantial tax dollars on predictable childcare costs. However, employees are forewarned - Any unspent funds left in the account after the end of the plan year must be forfeited.

Under the law, the combined dependent care contributions of both parents can not exceed the maximum allowable election set by the IRS (currently $5,000.00).

313.3 Transportation & Parking Spending Account
This is a monthly program that allows employees to pay for work-related transportation costs (i.e., parking, transit passes, vanpooling, etc.) on a pre-tax basis. Employees have the option of increasing or decreasing their deduction for transportation expenses at any time. The effective date of the change will be the 1st of the following month that the form is received in Payroll, Benefits, and HRIS. If an employee has a balance at the end of the year, the balance may be rolled to the next Plan year.
314 Georgia Higher Education Savings Plan
Employees may participate in the Georgia Higher Education Savings Plan by payroll deduction. The program, known as a 529 Plan, is administered by TIAA-CREF. It allows employees to set aside money for higher education expenses - for their children, grandchildren, or other beneficiaries of their choice (including themselves). Under current law, any earnings grow tax-free in the account and are tax-free when withdrawn and used for education purposes. Employees who participate in the program may also be eligible for a State tax credit for such contributions.

Participation in the Georgia plan does not mean that the beneficiary must attend college in Georgia. The fund may be used for qualified higher education expenses at accredited postsecondary institutions across the country. Accounts can be opened with as little as $15 and have high allowable total limits (more than $200,000). A variety of investment options are available. To learn more about the program, visit http://www.gacollegesavings.com.

315 Appealing Denied Benefit Claims
Denied benefit claims must be contested directly through the benefits provider. Contact Payroll, Benefits, & HRIS for additional information.

316 Employment After Retirement
When an employee has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System or the Optional Retirement Plan, he/she may be re-employed by the University System under the following conditions:

- The reemployment of a University System of Georgia retiree must be approved by the Board of Regents;
- A rehired retiree must have a minimum break of 30 days between the effective date of his/her retirement and the effective date of his/her reemployment;
- The work commitment of a rehired retiree must be less than half-time; i.e., less than 50%;
- The salary that is paid to a rehired retiree must be less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement; and
- The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BOR 802.0903 EMPLOYMENT BEYOND RETIREMENT).
401 Time-off Benefits

Time-off benefits are provided to eligible employees of the University for a variety of reasons, including rest and enjoyment, jury/witness duty, illness, etc. The University has designed a comprehensive time-off benefits program.

401.1 Holidays

Georgia State University observes the following 12 official paid holidays each year. An exact schedule of these holidays is published each year by the University administration. This schedule can be found at: http://www2.gsu.edu/~wwwhre/benefits/holidayschedule.htm. Student assistants, graduate assistants, part-time instructors and temporary non-students are not eligible to receive holiday pay.

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

These holidays are observed in accordance with the rules and regulations set forth by the University. To receive pay for the holidays, an employee must be in 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.

401.2 Vacation

Vacation time must be approved in advance by the supervisor before it may be taken.

401.2a Eligibility

Regular, full-time and part-time benefits-eligible employees are eligible to accrue vacation hours. Full-time employees accrue 10 hours vacation per month for the first five years of employment. After the completion of the 5th year of service, vacation will accrue at 12 hours per month. Employees with 10 or more years of service will accrue at 14 hours per month.

Regular Employees working at least one-half time but less than full time earn and accrue vacation hours in an equivalent ratio to their percentage of time employed. Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn or accrue vacation time.

An employee must be hired on or before the 15th of the month to accrue leave for that month.

Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the vacation. Otherwise, the employee will be in a Leave Without Pay Status.

401.2b Carryover of Unused Vacation Days

On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave.

401.2c Terminal Vacation Pay

All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted.

An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.
401.2d Record of Earned Vacation

Accrued vacation and sick time is listed on each employee's electronic paycheck stub at the end of each calendar month. Employees are responsible for checking pay periodically.

A Timesheet or Report of Absence Form must be completed to document the vacation leave taken. Timesheets for non-exempt employees are due in Payroll, Benefits, & HRIS by the day following the last day on the timesheet. The Report of Absence Form that exempt employees complete is due by the 10th of the month for the previous month's absences.

402 Sick Leave

402.1 Eligibility

Regular, full-time and part-time benefits-eligible employees are eligible to accrue sick leave hours. Full-time employees accrue 8 hours of sick leave per month. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- Illness or injury of the employee;
- Medical and dental treatment or consultation;
- Quarantine due to a contagious illness in the employee's household; or
- Illness, injury, or death in the employee's immediate family requiring the employee's presence.

An employee must be hired on or before the 15th of the month to accrue leave for that month.

Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the absence. Otherwise, the employee will be in a Leave Without Pay Status. Employees are not to perform university related tasks while on sick leave.

402.2 Annual Allowance and Accumulation

For all regular full-time employees, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn or accrue sick leave time.

402.3 Reporting Absences Due to Illness

Employees are expected to report all absences due to illness or injury directly to their supervisors or department heads as soon as possible and should indicate probable length of absence so that schedule adjustments may be made.

Employees absent for prolonged periods should communicate with their supervisors weekly, unless on approved leave of absence.

A Timesheet or Report of Absence Form must be completed to document the sick leave. Timesheets for non-exempt employees are due in Payroll, Benefits, & HRIS by the day following the last day on the timesheet. The Report of Absence Form that exempt employees complete is due by the 10th of the month for the previous month's absences.

402.4 Physician’s Statement

If an employee is out of work due to illness or care of an ill relative for five consecutive days, a physician's statement is required covering the dates of absence upon return to work. Under some circumstances, supervisors may require an employee to provide a physician’s statement for sick leave absences for less than five days.

402.5 Physician’s Return to Work Certification

Supervisors reserve the right to request a release from a physician to allow an employee to return to work. Such certification may also be requested of employees returning from FMLA leave.
402.6 Donated Sick Leave Pool
The purpose of the Donated Leave Program is to provide a means for University employees to donate paid sick leave to a leave pool. The pool of donated leave is available to be used by fellow University employees who are eligible for and require leave while experiencing a life-threatening or emergency medical condition. Use of leave from the pool keeps eligible employees from taking leave without pay during their time of crisis.

For Complete policy reference: [http://www2.gsu.edu/~wwhhre/benefits/donatedleave.htm](http://www2.gsu.edu/~wwhhre/benefits/donatedleave.htm)

402.7 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 may be granted at the discretion of the department and will be without pay.

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 to pay 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 State University 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.

402.8 Terminating Sick Leave
A terminating employee shall not be paid for any sick leave earned but not taken. However, employees retiring may use accumulated sick leave to earn additional service time with Teachers Retirement System.

403 Workers’ Compensation
All University employees are covered by state Workers’ Compensation laws, which may provide medical and income benefits if you are injured on the job. Workers’ Compensation also provides benefits to your dependents if you die as the result of a job-related illness or injury.

403.1 Work Related Injuries
In the event of an injury while performing job duties, the employee should immediately report the injury to the supervisor or supervisor’s designee. It is the supervisor (or designated alternative) who is responsible for reporting employee injuries/accidents, following the established reporting system. Failure to report and file the accident promptly could result in failure to receive benefits.

In the event of a life-threatening emergency, call 9-911 for immediate assistance. For all other work related injuries, employees may report to the University Police during evenings and weekends. The University Police will refer injured employees to seek medical attention according to the Workers’ Compensation instructions.

If treatment is required, Georgia State University has made arrangements with medical facilities to provide care for employees. A Workers’ Compensation panel listing the facilities should be posted in each department. All care and follow-up care must be from a posted panel member, even after an emergency room visit. Treatment will not be authorized from any other physician or facility not on the current posted panel of physicians without prior approval from the University insurance carrier, Department of Administrative Services (DOAS).

Information on accident and reporting instructions for Workers’ Compensation can be found at: [http://www2.gsu.edu/~wwsaf/WorkersCompensation/](http://www2.gsu.edu/~wwsaf/WorkersCompensation/)

403.2 Return to Work from Workers’ Compensation Leave
When an employee returns to work, it is the responsibility of the supervisor to inform Occupational Health and Safety in the Safety and Risk Management Department and the Benefits Office immediately. Late notification of return to work status may result in incorrect payroll reporting for the employee.
**404 Personal Leave**  
At the discretion of the President, supervisor or chair, personal leave without pay for a period of 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.

Employees must exhaust all earned vacation before personal leave is used.

**404.1 Duration of Personal Leave**  
All leave must be approved and filed with Payroll, Benefits, & HRIS on either a Report of Absence (ROA) 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 on a Personnel Action form (PAF). A minimum of 10 days advance notice is requested when possible.

**404.2 Benefits during Personal Leave**  
Approved unpaid leave allows employees to retain insurance benefits. However, employees on unpaid leave will not continue to accrue vacation or sick leave.

**404.3 Unapproved Personal Leave**  
An employee not at work must be in an approved leave status. When an employee is absent from work and has not made arrangements to be on official leave, accrued vacation will be charged until exhausted. Once exhausted, the employee will be in an “hours without pay” status. This means that paychecks will no longer be issued, unless Payroll, Benefits, & HRIS determines otherwise.

**405 Administrative Leave**  
Administrative leave is a leave of absence initiated by the University to deal with special circumstances in which it is desirable to continue an employee's association with the University for the period of the leave. Administrative leave may be with or without pay and carries no promise of future re-employment.

**406 Family and Medical Leave**  
The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job protected leave each rolling 12-month period. A rolling 12-month period is defined as 12 months from the date of first absence. To be eligible, the employee must be employed for at least one year and have worked at least 1,250 hours over the previous 12 months.

**406.1 Family Leave Entitlement**  
Employees may request Family Leave for the following events:

- Birth of a child
- Adoption of a child
- Serious health condition of employee’s child, spouse, or parent
- Serious health condition of employee

“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;

Spouses who are both employed by the University are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent (but not parent “in law”) who has a serious health condition. Leave for birth, adoption or foster care placement must conclude within 12 months of birth or placement.

Under some circumstances, employees may take FMLA leave intermittently—which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to approval by Georgia State University. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.
406.2 Notice and Certification
Employees seeking to use FMLA leave are required to:

- Provide 30-days advance notice to the Benefits Office of the need to take FMLA leave, when practicable. The Benefits Office will notify the supervisor of necessary action;
- Complete a Medical Leave Form with one of the following attached. Required forms may be obtained from Benefits, Department of Human Resources;
  - Employee’s Medical Certification Statement;
  - Medical Certification Statement for the Illness of a Family Member; or
  - Application for Family Leave (non-medical);
- Meet with the designated Human Resources Representative in the Benefits Office; and
- Provide periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

The employee may be required to obtain a second or third medical certification, at Georgia State University’s expense.

406.3 Paid vs. Unpaid Leave
When taking FMLA leave, employees may choose to use either accumulated sick and/or annual leave based on the following criteria:

Sick leave MUST be used when FMLA leave is due to the employee’s own serious illness or to care for designated family member. Once all sick leave has been exhausted, the employee may elect to use all of his or her accrued annual leave or freeze the annual leave at any given point. The request to freeze annual leave must be documented with a signed memo from the employee. Once the annual leave has been exhausted or if accrued annual leave has been frozen, the remainder of the FMLA leave will be in an unpaid leave status.

406.4 Benefits Coverage during Leave
During the period of FMLA leave, an employee may retain health, dental, and life benefits under the same conditions that applied before the leave began. If an employee’s share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his or her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage.

406.5 Job Restoration
Upon return from FMLA 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 State University cannot guarantee that an employee will be returned to his or her original job.

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.

406.6 Return from Leave
Employees must notify the Benefits Office of their return to work date at least five (5) business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned into the Benefits Office on the employee’s first day back to work. The employee is responsible for ensuring that the documentation is delivered to the Benefits Office - 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. In some cases, the employee may be required to provide a fitness-for-duty certificate prior to being restored to active status.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to the Benefits Office at least five (5) business days prior to the employee’s planned return. The Benefits Office is then responsible for notifying the employee’s supervisor of the employee’s status. The employee must provide medical certification that he or she is able to return to work earlier than expected.

406.7 Extension of Leave
An employee requesting an extension of FMLA leave due to the continuation, recurrence or onset of his or 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 to the Benefits Office. The maximum amount of FMLA
leave that an employee may take during a rolling 12-month period is 12 weeks. The employee is required to notify the Benefits Office as soon as it is determined that he or she will not be able to return from leave as originally planned. The Benefits Office is then responsible for notifying the employee’s supervisor of the employee’s status.

407 Military Leave

407.1 Definition of 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.

407.2 Duration of Military Leave
Regular benefit-eligible 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 federal fiscal year or continuous period. The maximum leave time without pay allowable can not 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 Personnel Action Form (PAF).

407.3 Benefits during Military Leave
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 leave hours prior to going on an unpaid leave status.

During the period of Military Leave Without Pay, an employee may retain health, dental, and life benefits under the same conditions that applied before the leave began. If an employee’s share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his or her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage.

Any regular employee required to take a Selective Service or military physical examination is eligible for paid military leave according to Section 407 of this handbook if the exam is scheduled during normal working hours. The employee must submit the documentation of the exam request to his or her supervisor.

407.4 Return from Military Leave
The employee must provide advance notification to the department and the Benefits Office of the return-to-work date. Upon receipt of the statement, the individual will be reactivated on payroll if the individual was on leave without pay. Employees may be required to provide fitness-for-duty certification prior to being restored to active status.

Failure to return from leave for reasons other than a continued serious health condition may require the individual to repay the employer’s contributions to healthcare premiums during the period the individual should have returned.

408 Maternity Leave
Disability due to pregnancy is considered as any other disability and appropriate sick leave provisions of these policies apply. See Sick and/or Family and Medical Leave for further information.

409 Educational Leave
The President or a designee may grant educational leave without pay to full-time employees who have at least one year of service at the time of requesting leave. Educational leave may not exceed one year at a time and is to be used for obtaining a degree or professional certification. Such approved leave allows the employee the right to elect to continue his or her group insurance benefits at the same employee rate the individual paid through payroll deduction. The employee will be required to pay his or her share of insurance premiums while on leave each month. Failure to pay the employee share of the insurance premiums may result in loss of coverage.

410 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 a death in the employee’s immediate family requires a memorandum from the supervisor explaining the circumstances. This memorandum should be attached to the employee’s time sheet or Report of Absence form.
filed for the absence. The immediate family in this instance includes the employee’s spouse, partner, 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.

411 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 as 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 appearing in court related to a personal matter will not be granted leave with pay but may take vacation time, if available. An employee serving as an expert witness must take vacation time and it must comply with the “Outside Activity Policy” (See Section 101.9).

412 Voting
Employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee’s normally scheduled work shift, sufficient leave time, consisting of a two-hour block, will be granted to permit the employee to vote. Time off for voting should be coordinated with employee’s immediate supervisor.

413 University Closing
In the event of inclement weather or any emergency that jeopardizes the safety of employees, the President or designee of the University may declare leave with or without pay. In the case of inclement weather, the following details the procedures for advising faculty, staff, students and the metro community when weather conditions requires closure or delays the opening of the University. These procedures will apply to both weekday and weekend activities. The communications protocols for closures or delayed openings of the University during periods of inclement weather are described below:

- If snow or ice falls during the night, the decision to close or delay opening will be communicated through four media: television, radio, the voice mail of the Office of University Relations, and the Georgia State University web page.
- If snow or ice conditions develop during regular daytime working hours and a decision is made to cancel classes and close offices, the University community will be notified via GroupWise broadcast announcements, and also through television, radio, the voice mail of the Office of University Relations, and the Georgia State University web page.

Listed below is more specific information about the media that will be used to communicate University closures and delayed openings.

Television Stations
WXIA-TV (NBC), WSB-TV (ABC), WGCL-TV (CBS), WAGA-TV (FOX)

Radio Stations
Cox Radio Group (WSB.FM, B98.5, KISS 104.1, 95.5 The Beat, 97.1 The River)

University Telephone Message Recording
Official word of the University’s operating status will be updated on the voice mail of the Office of University Relations (404-413-3025).

Web Site Notification
University closings will also be posted on our web site at www.gsu.edu. We will do our best to inform employees as early as possible about the University’s operating status during periods of inclement weather.
(SECTION 500)
WORKPLACE PRACTICES

501 Work Schedules
The normal work week for a full time regular classified employee consists of 40 hours per week. Employees may on occasion, have to work more or less than forty hours per week. In these instances, advance notice will be provided when permissible and the employee will be compensated for the hours worked in excess of 40 hours per week in accordance with the Fair Labor Standards Act. Work hours and days are determined by the needs of the University and will be communicated to the employee by the supervisor. There may be instances when the needs of the University dictate a change in schedule. This change will be communicated to the employee by the supervisor with at least two weeks notice where possible.

Breaks, including lunch or coffee breaks, will be communicated by the immediate supervisor. When awarded, breaks may not be skipped in order to leave early or come in late.

The University reserves the right to change work schedules as necessary to meet changing departmental needs.

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

501.2 Personnel Action Form
It is the responsibility of the supervisor to ensure that documentation reflecting salary payment is received in the Payroll, Benefits, & HRIS in a timely manner. The supervisor must complete the Personnel Action Form (PAF) relating to salary payment. The form must be received in Payroll, Benefits, and HRIS no later than 4:30 pm on the tenth workday preceding the payday. PAFs received after the deadline may require an adjustment to the following paycheck. Since the process is electronic, departments are able to access the PAFs and monitor their status during the approval and data entry processes.

Supervisors should ensure that all new-hire paperwork is completed within three (3) business days of the employee’s start date.

501.3 Timesheets
Provisions of the Fair Labor and Standards Act require that non-exempt employees record and submit a timesheet recording the hours worked per pay period. The current official workweek for all non-exempt employees begins at 12:00 a.m. Wednesday morning and ends at 11:59 p.m. Tuesday evening. Effective June 28, 2008, the official workweek changes. On that date, Georgia State’s workweek will be comprised of a time period that begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. Friday evening.

Timesheets must reflect hours worked for each work week of the pay period and should include all absences taken in the pay period.

Blank timesheets are located on the Department of Human Resources’ website under HR Forms. Timesheets must be filled out completely by the employee and signed by the employee and the supervisor. The supervisor is responsible for submitting the timesheets to Payroll and ensuring that the employee’s and supervisor’s signatures are on the document. The supervisor may then either submit the timesheets to Payroll or process the time in the University’s electronic timekeeping system. If the supervisor processes the time via the electronic timekeeping system, the timesheets must be maintained in the department for a minimum of 7 years.

Falsification of or failure to complete timesheets may result in failure to get paid and/or disciplinary action including termination.

ALL TIME RECORDS MUST BE SIGNED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.
501.4 Report of Absence Form
It is the responsibility of the exempt employee to complete a monthly Report of Absence (ROA) form for all absences taken during the month. This ROA must be signed by the employee and the supervisor and filed with Payroll, Benefits and HRIS within ten days of the beginning of the next calendar month. The supervisor is responsible for submitting the ROA to Payroll, Benefits and HRIS and ensuring that the employee’s and supervisor’s signatures are on the document. ROA forms do not need to be submitted to Payroll, Benefits and HRIS if leave has not been taken.

501.5 Breaks
Breaks are a privilege granted by each individual supervisor and are not a right. The needs of the job must be satisfied before breaks can be granted. If the work situation permits, the supervisor may authorize 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. Therefore, in some units, breaks are not possible.

Employees may not forego breaks to accumulate extra time off in the future or to make up for tardiness or previous absence. Breaks may not be skipped in order to leave early or come in late.

501.6 Flexible Scheduling
Flextime allows for flexible scheduling arrangements that permit variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. Flextime can be used to improve coverage and extend service hours. Flextime is a privilege and may be discontinued, temporarily suspended or altered, with or without notice, at the sole discretion of the appropriate supervisor, Vice President or Dean when the work needs change or if service is impaired. Each request for a flextime schedule will be decided on an individual basis by the supervisor of the employee. All decisions should be consistent with Department practices.

502 Employee Records
The Payroll and Employee Records Office, Department of Human Resources, maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee’s responsibility to promptly notify Human Resources in writing of any changes in name, home address, marital status, number of dependents, beneficiary changes, telephone number, and person to notify in case of emergency. It is also important to notify Human Resources of scholastic achievements that may enhance your opportunities for advancement.

502.1 Access to Employee Records
Access to employee records is subject to state statutes on personnel records. Georgia State University is a public university and is therefore subject to the Georgia Open Records Act, which means that employee information can be made available upon request.

502.2 Disclosure of Information
As a service to employees, the Records Section of the Department of Human Resources will furnish upon written request of third parties outside the University an employee’s dates of employment at the University and his or her title or position. In instances where payroll information is requested (e.g., salary information for the purpose of obtaining a mortgage), the requesting party will be advised that this information will only be made available with the written consent of the employee.

502.3 Updating Information
In order to respond to possible emergencies and to provide employees with important notices relating to salaries, benefits, and other matters, it is important that the University have current and accurate records. A profile to correct the employee’s central personnel record must then be prepared and forwarded to the Records Section of the Department of Human Resources. Alternatively, an “on-line” update may be entered by the Department's Business Office.

Accordingly, it is the employee’s responsibility to report any change in status—name, address, telephone number, marital status, number of dependents, etc—to the Records Section of the Department of Human Resources and to the business manager or other school or department administrator responsible for the records.
502.4 Duty to Report Criminal Charges/Determinations

Criminal charges: An employee of Georgia State University who is charged with a crime (other than a minor traffic offense and/or local ordinance violation) shall report having been charged to his or her supervisor within 3 days of becoming aware of such charge. The employee shall report the crime(s) he/she has been charged with and provide documentation of the charges upon request. Within 3 days of receiving notice from the employee, the supervisor will contact the Office of Legal Affairs and Employee Relations so a determination can be made as to what action, if any, is immediately warranted.

Criminal Determinations: Within 3 days of the employee receiving a determination of the criminal charges, he/she will notify his/her supervisor and provide documentation of the disposition. Within 3 days of receiving notice from the employee, the supervisor will contact the Office of Legal Affairs and Human Resources so a determination can be made as to what action, if any, is warranted.

Failure to report under this policy may result in disciplinary action, including termination of employment.

503 Employee Health and Safety

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

Everyone is encouraged to be alert to and 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 Office of Occupational Safety and Risk Management.

The Office of Research Integrity provides support to the University in all areas of environmental and chemical safety including chemical and other hazardous waste removal and radiation safety. If there are any concerns with fire safety, worker’s compensation, accident prevention and property and liability insurance, employees are encouraged to contact the Office of Occupational Safety and Risk Management for these services.

503.1 Emergency Treatment

In the event of a serious or life threatening emergency, call 9-911 for immediate assistance (if dialing from a University phone). If the situation is not an emergency, the Georgia State University Police may be contacted. If additional treatment is required, Georgia State University has made arrangements with local medical facilities to provide care for employees. A list of all available providers is located in each department on campus.

A Workers’ Compensation panel listing the facilities should be posted in each department. All care and follow-up care must be from a posted panel member, even after an emergency room visit, if medical bills are to be paid by the Workers’ Compensation provider. Treatment will not be authorized from any other physician or facility not on the current posted panel of physicians without prior approval from the University insurance carrier, Department of Administrative Services (DOAS).

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 Georgia State University insurance carrier. Failure to report the accident promptly could result in failure to receive benefits.

503.2 Campus Safety and Security Fire and Emergency Services

Each Georgia State University 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, vacate the premises and muster to a safe area 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.

Employees are strongly encouraged to become familiar with the emergency action procedures associated with their work area and how Georgia State University prepares for, responds to and recovers from a major
emergency. A copy of the University Emergency Management Policy and Emergency Action Plan can be obtained through the University Police Department website or request via email at eoc@gsu.edu.

For questions about fire safety or emergency preparedness, contact the Office of Emergency Management at 3-0776 or eoc@gsu.edu. IN THE EVENT OF A MEDICAL EMERGENCY, CALL 9-911 FOR AN AMBULANCE. THEN CALL 3-3333 TO REPORT TO THE GEORGIA STATE UNIVERSITY POLICE.

For all other emergencies, call the University Police at 3-3333.

503.3 Georgia State University Police
The Georgia State University Police provide a variety of services to the University community including assistance to stranded motorists, safety escorts, and crime prevention programs. Call boxes linked directly to the University Police Department are located throughout the campus in the event of an emergency situation. The Police phone number to contact in the event of an emergency is 404-413-3333. To enhance campus security, the Police suggest that employees program this number in cell phones for easy access.

503.4 Employee Right to Know
The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 were passed to help protect public employees from dangerous exposure to hazardous chemicals. In compliance with this law, Georgia State University has established labeling, reporting and training procedures relating to the use of hazardous materials. All University employees have access to Material Safety Data Sheets (MSDS), which outline specific information about hazardous chemical materials.

As part of its responsibility as your employer, Georgia State University has developed a written plan for implementing the Hazard Communication Program. All new hires are provided with an overview of the major elements of the Hazard Communication Standard and an understanding of the potential hazards of the chemicals they handle and the procedures to be used to ensure personal safety.

Georgia State University requires the training of employees about hazardous chemicals, labeling of chemical containers, and the management of chemical information sheets (Material Safety Data Sheets). The intent of the training is to provide employees with the chemical health and safety information they need to help protect themselves and to work safely with hazardous chemicals. Deans, Vice Presidents, department chairs, business managers and supervisors are responsible for assuring that their employees are trained if they are covered by this regulation, that containers are labeled, and an updated list of non-laboratory chemicals used in their work areas is maintained.

The manner in which Georgia State University is complying with each of these requirements is detailed in the Hazard Communication Plan.

As an employee of the University, you must follow established procedures, attend a Hazard Communication training session (in some cases just reading this manual suffices), read chemical labels and Material Safety Data Sheets, and follow their instructions and warnings.

For information, contact the University Right to Know Coordinator located in the Office of Safety and Risk Management.

503.5 Faculty and Staff Assistance
Faculty and Staff Assistance (FASA) is an Employee Assistance Program (EAP) available at no cost to Georgia State University faculty, staff, eligible dependents, and household members. FASA is a special benefit funded through the Department of Human Resources offering confidential consultations, assessments, and short-term counseling for a variety of issues ranging from work-related concerns to personal difficulties that affect everyday life. FASA will provide assistance with exploring appropriate community resources if an outside referral is needed for ongoing or specialized services.

Training and educational workshops are also provided to the University community addressing a broad range of topics including employee health and wellness issues, coordinated through the Office of Employee Development and Wellness Services.

For additional information and assistance, call Faculty and Staff Assistance.
504 Use of University Services and Property
The University strives to maintain the highest standards of personal and business ethics and professional conduct. As an employee, you are required to do the same. Your daily activities on behalf of the University should always be carried out in an ethical and legal manner and conflicts of interest should be avoided.

504.1 Use of Georgia State Stationery
Georgia State University stationery is intended for University business and must not be used by staff members for personal or non-University correspondence.

504.2 Use of Telephones
The use of all State of Georgia telephone services should be limited to official University business only. Telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls.

Using office phones for personal long distance calls is a violation of University policy, which is subject to disciplinary action up to and including termination. Employees may not make personal long distance calls with the intention of repaying the University at a later date.

Personal cell phones should be kept in the off or vibrate mode during normal business hours. Failure to do so may result in disciplinary action up to and including termination.

504.3 Personal Services

504.3a Mail and Packages
The University is not responsible for loss or damage to personal packages or mail addressed to any of its employees at a Georgia State facility. In order to avoid a possible financial loss, it is strongly recommended that such items be mailed or shipped to the employee's home address.

504.3b Visitors
It is expected that employees will not receive personal visitors during working hours or in staff working areas.

504.3c Children in the Workplace
It is expected that employees will not bring their children to work during the employee’s scheduled work hours. In addition, children may not be cared for in the workplace. Other arrangements must be made. Employees bringing children to work may be asked to leave and be required to use accrued leave.

504.3d Business Activities
Employees who supplement their earnings by the promotion or sale of products and services do so entirely on their own initiative and without implied approval or endorsement by the University. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of University property.

504.4 Use of Campus Mail
Employees may not use the Campus Mail services for personal mail. This service is staffed to handle only official University correspondence; its use for other purposes slows down delivery of official mail. While the Campus Mail Staff does not ordinarily inspect individual letters and packages for conformance to this policy, they are required to call to the attention of proper authorities any apparent violations.

504.5 Pets
Health, safety, and courtesy reasons preclude the presence of pets in the workplace, except approved service animals.

504.6 PantherCards
Employees are required to obtain a PantherCard within thirty (30) days of employment from the Auxiliary and Support Services PantherCard Office.

The PantherCard is the official Georgia State University card that is used for identification purposes and for access to many facilities on the main campus. It is a card used for photo identification and library materials check out. The PantherCard is the property of Georgia State University and upon leaving the University employee are expected to return the card to Auxiliary Support Services.
If the card is lost or stolen, employees must immediately contact the Auxiliary and Support Services PantherCard Office during office hours Monday through Friday. After hours, lost or stolen cards should be reported to the Georgia State University Police. The recipient of the card is responsible for all usage of the card prior to proper notification to the Auxiliary and Support Services PantherCard Office or to the Georgia State University Police. After the card has been reported to either of these locations, a new card can be issued on the following business day. There is a replacement fee for lost, stolen or damaged cards; the fee will increase for each subsequent replacement.

504.7 University Equipment
Electronic mail, voice mail, fax machines and copiers should be used for official Georgia State University business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

504.8 Computer Usage
Georgia State University equipment including computer hardware and software are valuable assets. They should be used for official Georgia State University 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, Georgia State University reserves the right to have access to any information stored on a University owned computer or network. Under no circumstances may software be copied or installed on a Georgia State University computer if such copying or installation would violate any copyright or licensing agreement. All system users are expected to follow the guidelines outlined in the “Computer Ethics Policy” published by Information Systems and Technology. Any employee in violation of this policy may be subject to disciplinary action, up to and including termination, as well as possible legal action. Sending blanket emails to the University is prohibited. See http://www2.gsu.edu/~wwwist/policies.html for additional Information Systems and Technology policies.

504.9 Georgia State University VISA Purchase Card (P’Card)
The Purchase Card (P’Card) is a VISA card issued for the purpose of quickly and efficiently purchasing and paying for goods and services valued at $4,999 or less. However, no single items of equipment or furniture costing $3,000 or more (those items which must be inventoried and decaled) shall be purchased with the P’Card. This tool can be advantageous to the individual purchaser, the purchaser's department, the University, and the supplier. Benefits of the P’Card include the ability to reduce petty cash purchases, check requests (express vouchers), and purchase requests (requisitions) while maintaining an audit trail and accountability of expenditures for P’Card transactions. See Section 900 for additional details concerning P’Card use.

504.10 Recycling Programs on Campus
Georgia State University recycles all paper products, including cardboard, plain, color, magazines, newspapers, phone books, books; drink containers including cans and plastic and glass bottles; and wooden pallets. Offices are asked to separate their recycling into two bins, with paper in one and bottles and cans in the other. In addition, there are several multi-compartment bins around campus that will accept trash, paper and drink containers. To request one or more recycling bins, to find out about the recycling pickup schedule in your building, to request that a bin be emptied or a wooden pallet taken away, contact Building Services at 404-413-0600. For additional information about campus recycling and sustainability, please visit http://www.gsu.edu/staffcouncil/green.html.
601 Performance Evaluations
Georgia State University has established a system of performance evaluations for all classified, exempt and non-exempt employees. These evaluations are used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training and development and for consideration in salary determination. All classified employees are evaluated by the immediate supervisor or department head on an annual basis, no less frequently than in twelve month intervals. At a minimum, the following elements are considered: job knowledge, accuracy and quality, customer service, attendance and punctuality, productivity, supervision required, adaptability, organizational skills, communication skills and interpersonal relations/teamwork. The supervisor or department head is not restricted to the foregoing as criteria for performance evaluation.

Employees in the six-month provisional period will have an informal written evaluation after one month, three months and five months of employment. Should the supervisor fail to conduct these evaluations, it will be assumed that the work of the employee is satisfactory, unless there is other written documentation to the contrary.

602 Training and Development Programs
The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Employees should develop, with their supervisors, plans to enhance skills and prepare for continually evolving responsibilities in their positions.

Since professional development is part of all employees’ performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

Many work-related training programs are provided on campus by Employee Development and Wellness Services (EDWS) and other campus departments. Training programs offered by EDWS are announced in training schedule booklets mailed to all regular employees and posted on the Employee Development and Wellness Services web site. Employees may register for courses online or by calling the office directly. EDWS can also assist departments with coordinating in-house customized training opportunities to meet their specific needs.

The University Staff Council provides web links to Training and Growth opportunities on campus at http://www.gsu.edu/staffcouncil/training_growth.html.

All training that will be attended during work hours must be approved by the supervisor before attending. The supervisor must verify that the employee’s attendance will not adversely affect department services.

603 Auditing Courses at Georgia State (Non-Credit Courses)

603.1 Eligibility for Auditing Courses at Georgia State (Non-Credit Courses)
A full-time employee may audit classes without paying the usual tuition and fees. This benefit is contingent upon approval by the course instructor. Employees who are also matriculated students are NOT eligible to audit classes at no charge.

603.2 Approvals for Auditing Courses
In most circumstances, courses should be taken outside of normally scheduled working hours. However, if the course is not offered at that time and the employee wishes to take the course during working hours, the employee must have the approval of his or her supervisor. The supervisor must verify that the employee’s attendance in class will not adversely affect department services. The employee will be expected to take vacation or make up any time spent in class and away from the designated work area.

For more information, contact the One Stop Shop at 404-413-2600.
701 Staff Grievance Procedure
The purpose of the Georgia State University Staff Grievance Procedure is to provide a fair and efficient process to resolve employee grievances.

701.1 Availability of a Grievance Procedure
The Staff Grievance Procedure is available to any classified employee working at least .5 FTE (full-time equivalency) who has completed the provisional employment period. The Staff Grievance Procedure is not available to temporary employees, faculty, students or non-University employees (consultants, contractors, etc.).

The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:
- an action or decision that is inconsistent with a specific University rule, regulation or policy;
- a suspension, demotion, or other disciplinary action(s); or
- an involuntary termination (involuntary terminations do not include resignation or retirement).

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

Complaints regarding allegations of discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability should be filed with the Georgia State University Opportunity Development/Diversity Education Planning Office and, in most cases, are not appropriate for the Georgia State University Staff Grievance Procedure.

If an employee wishes to file a grievance, they are to fill out a Grievance Request Form (GRF). They may do so by contacting Employee Relations or attain the GRF on line at http://www2.gsu.edu/~wwwhre/forms/GrievanceRequestForm.pdf

All staff of the University is encouraged to view the entire Staff Grievance Procedure on line at http://www2.gsu.edu/~wwwhre/policies/grievanceprocedures.html

Employees should contact Employee Relations for questions or clarification concerning the filing of a grievance or the grievance process.

702 Discrimination or Harassment Complaint Process
Georgia State University is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of discrimination and discriminatory harassment. The University encourages Complainants to avail themselves of counseling services prior to and during the pursuit of informal and formal procedures.

The Opportunity Development/Diversity Education Planning Office (ODDEP) serves as a resource for potential complainants and provides an investigatory function for discrimination complaints. One of the responsibilities of ODDEP is to uphold the laws that prohibit discrimination in education and employment. It is illegal to discriminate against a person because of that person’s national origin, race, color, sex, religion, age or disability.

702.1 Informal Resolution Process
Employees are encouraged to participate in an informal resolution process. The informal resolution process may be utilized by consulting with Faculty and Staff Assistance, Employee Relations or the University’s Ombudsperson as the situation dictates.

In the event that any of these processes are not successful, the employee may initiate a formal complaint through the Office of Opportunity Development and Diversity Education Planning (ODDEP).
702.2 Formal Complaint Process
To begin the formal complaint process, the employee must contact the Opportunity Development/Diversity Education Planning Office. The initial interview serves the purpose of establishing that the complainant is a Georgia State University employee and that the complaint involves an illegal basis of discrimination or retaliation bases on filing or complaint of harassment. If the alleged facts do not constitute a prohibited form of discrimination, informal resolution options or grievance procedures are still available to the employee.

Because of the statute of limitations on such claims and witness availability, a discrimination complaint must be filed within 180 days of the occurrence of the alleged violation, unless discrimination is continuing, in which case the employee should contact the Office of Opportunity Development and Diversity Education Planning as soon as possible.

If an employee wishes to file a formal complaint, the employee must complete an Employee Complaint Intake Questionnaire. The employee may do so by contacting the Office of Opportunity Development and Diversity Education Planning or attain the questionnaire on line at http://www2.gsu.edu/~wwwafa/action/index.html.

After the Employee Complaint Intake Questionnaire has been returned to the Opportunity Development/Diversity Education Planning Office, the investigation will begin.

Based on the employee, the other parties involved, the witness interviews, and all relevant and supporting documentation, a determination will be made as to whether there is cause to believe that statues and/or policies as they relate to discrimination have been violated.

Once a determination has been made, the employees who are directly involved and appropriate officials will be contacted to discuss the findings of the complaint.
801 Performance Policy
Georgia State University supports a consistent, continuous and communicated performance management process. As required by Board of Regents policy, a formal, written performance evaluation is to be completed at least once every fiscal year. The performance evaluation must include an evaluation of the employee's job knowledge, accuracy and quality, customer service, attendance and punctuality, productivity, supervision required, adaptability, organizational skills, communication skills and interpersonal relations/teamwork. Merit-based compensation should be based upon performance as measured by the performance evaluation instrument.

802 Performance Expectations
Supervisors are required to provide employees with a job description, related performance expectations, and a copy of the evaluation instrument. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations. The Georgia State University Performance Evaluation Form must be used by the evaluator in evaluating his/her direct subordinates.

803 Performance Evaluations
The job performance of each Georgia State University staff member must be appraised:
- During the provisional period (first six months of employment) for new University employees:
  - After one, three, and five months of employment
- Once a year for Regular Classified Employees outside of their probationary period

Performance Evaluation Forms are available on the Human Resources website at: www2.gsu.edu/~wwwhre. Completed evaluations, signed by two levels of supervision (immediate and secondary) and the employee, are to be submitted to the Assistant Vice President, Department of Human Resources, between February 1 and March 15.

803.1 Interim Evaluation
Supervisors are encouraged to give continuous and ongoing feedback to employees as it relates to their performance. Supervisors are also encouraged to conduct at least one interim performance evaluation during the evaluation period. This evaluation does not have to be formal, but should provide feedback to recognize and reinforce positive performance, to identify areas needing improvement, and to develop an improvement plan, when necessary. This evaluation should be documented for the record.

The annual performance evaluation should not be the first time the employees hear that they are meeting or not meeting expectations.

804 Conduct Guidelines
Each employee must be responsible for their own behavior. Common sense, good judgment, cooperation, and appropriate personal behavior are part of the essential responsibility of every employee at Georgia State University.

804.1 Examples of Inappropriate Conduct
Across Georgia State University, there are common themes for performance. Though jobs may vary across the University, there are some common conduct that are unacceptable. The following are examples of some inappropriate behavior:
- Falsification of employment or other records, including timesheets
- Working under the influence of alcohol or an illegal substance
- Inappropriate handling or disclosure of confidential information or records
- Submission of falsified claims under the University's medical or other insurance plans
- Excessive absenteeism or lateness
- Sleeping on the job
- Failure to maintain professional standards or conduct with clients and co-workers
- Neglect of duty or failure or refusal to perform job-related duties and assignments
- Illegal manufacture, possession, use, sale or distribution of drugs, or use of alcoholic beverages on University premises
- Refusal to cooperate with a Georgia State investigation
• Larceny, misappropriation, or unauthorized possession or use of property belonging to Georgia State University or any employee or visitor
• Creating unsafe conditions or contributing to such conditions by act of omission
• Misappropriation of departmental or organizational funds
• Unauthorized possession, copying or use of the University records to unauthorized persons
• Threatening, intimidating, harassing or coercing of another employee
• Gambling on University premises or while engaged in University business
• Violation of the University nondiscrimination or sexual harassment policy

The conduct listed above is not an exhaustive list of inappropriate conduct. In addition, employees participating in such conduct will be subject to disciplinary action including termination.

804.2 Progressive Discipline
The Progressive Discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance and/or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior of employees and to assist employees in taking ownership of their performance, attendance, or behavior.

It is the responsibility of the employee to adhere to the expectations outlined by the supervisor and to adhere to the standards of conduct.

It is recommended that all employees be provided an opportunity to go through the progressive discipline process; however, there are circumstances that warrant immediate termination. In addition, there is no required number of instances that a supervisor must warn or reprimand an employee before termination is warranted.

804.2a Progressive Discipline Steps
It is recommended that department management document all steps of the corrective discipline process as they occur, as well as warnings of further corrective action if the unacceptable performance and/or behavior is not corrected.

In each step, department management is advised to state the next step to be taken if the performance does not improve. However, in cases of serious misconduct, the employee may be immediately terminated, or suspended from the work force.

When an employee's performance or behavior is unsatisfactory, a progressive process is strongly advised. The steps involved in the process may include verbal discussion, written warning, suspension without pay, and termination. Any disciplinary step may be omitted depending upon the severity of the incident.

Verbal Disciplinary Action
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 Disciplinary Action
Written disciplinary warnings 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.

Employee Relations, Department of Human Resources, is available to assist department management with the warning letter. Copies of the warning letter should be maintained in the appropriate departmental file and also transmitted to Payroll, Benefits & HRIS to be placed in the official employee file.
Suspension Without Pay Action
Suspension without pay follows a verbal or written disciplinary warning if the desired results have not been accomplished. The length of the suspension should depend upon the facts of each case, (e.g., type and severity of the behavior, previous work record of the employee, and previous disciplinary actions).

The suspension should be clearly explained in a written disciplinary warning to the employee and should indicate any possible consequences of further performance, attendance, or behavior issues.

Dismissal Action
Dismissal is advised when, among other reasons, an employee has engaged in serious misconduct or an employee has not corrected performance and/or behavior.

Prior to dismissing an employee, department management is strongly advised to review the situation and related information with the Office of Employee Relations and supply appropriate documentation.

It is advised, when possible, that the dismissal be communicated verbally and in writing. The written letter of termination should include the reason for termination, effective date, rights to the grievance process and applicable information regarding clearing the University. Department leadership is strongly advised to request assistance from the Office of Employee Relations in composing the letter of dismissal.

Former employees who are terminated for cause are generally not eligible for rehire. However, former employees who were terminated for cause may request the Assistant Vice President of Human Resources to review the case and determine eligibility for rehire six months from the effective date of the termination. The Assistant Vice President’s decision will be rendered after a review of the employee’s work records at the University and other information as deemed appropriate.

804.3 Job Abandonment
When an employee does not report to work for three consecutive, scheduled workdays and does not communicate with the department as to his/her whereabouts or intentions regarding the job, the department should terminate the employee for job abandonment. Prior to taking such action, department leadership is advised to make reasonable efforts to contact the employee to determine the employee’s intentions regarding the job. It is strongly recommended that the department send a registered letter (return receipt requested) to the employee indicating that Georgia State University considers the employee to have voluntarily resigned from employment due to job abandonment as of the last day he/she worked.

804.3a Termination Procedure for Job Abandonment
After it has been determined by the hiring manager that an employee has abandoned his/her position (has not shown up or called into work for three consecutive scheduled workdays) the hiring manager should move to terminate employment. The hiring manager should work with their Human Resources Administrative Council (HRAC) representative to conduct the following procedures (these procedures should be followed within 24 hours of determining an employee has abandoned their job):

- Contact Employee Relations to draft a termination letter to the employee and to discuss other steps that need to be taken in the termination process (i.e. Clearance Form, return of equipment, etc.)
- E-mail the Manager of Card Programs and Support Services (dhousworth@gsu.edu) to request the P-Card, Corporate Travel Card (American Express) and PIN for use of Fuel Card, if applicable, be deactivated and no further charges be allowed
- Contact IS&T to restrict access to Georgia State University Systems
- Contact Key Control to determine if locks need to be changed or if additional keys are needed for the department

804.4 Personal Appearance
Georgia State University is a varying environment where one person may be required to care for animals and another may be required to meet with elected officials. Because of the varying degrees of performed duties on campus it is difficult for the University to have one uniform dress code. However, Georgia State University is a professional organization with a high level of visibility in the community. Our premises are visited by state/elected officials, students, clients and guests on a daily basis. Discretion in style of dress and
behavior is essential to the efficient operation of the University. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, business-like manner. Please use good judgment in choice of work attire and remember to conduct yourself at all times in a way that best represents you and the University.

Employees failing to adhere to the proper Georgia State University standards of appearance and demeanor are subject to disciplinary action.

804.5 Work Environment Appearance
Employees are required to keep their work environments clean and orderly. It is suggested that before departing work, employees lock all files and cabinets and clear work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Employees failing to adhere to the proper Georgia State University work environment standards are subject to disciplinary action.
(Section 900)
VISA Purchase Card Program

901 VISA Purchase Card (P’ Card)
The Purchase Card (P’Card) is a VISA card issued for the purpose of quickly and efficiently purchasing and paying for goods and services valued at $4,999 or less. However, no single items of equipment or furniture costing $3,000 or more (those items which must be inventoried and decaled) shall be purchased with the P’Card. This tool can be advantageous to the individual purchaser, the purchaser's department, the University, and the supplier. Benefits of the P’Card include the ability to reduce petty cash purchases, check requests (express vouchers), and purchase requests (requisitions) while maintaining an audit trail and accountability of expenditures for P’Card transactions.

901.1 Obtaining a P’Card
Potential cardholders will be placed on the Purchasing Department’s implementation list and will be contacted when scheduled to enter the program. In order to enter the program, several actions must take place:

- The department must request Human Resources to complete a criminal background and credit check via completion of the consent form. Consent form may be obtained from Human Resources.
- Upon notification from Human Resources that the required checks have been successfully completed a P’Card Application Form must be completed. The form is available at http://www2.gsu.edu/~wwwpch/fordepartments.htm#pcard
- All new cardholders and new Approving Officials must sign the P’Card Ethical Behavior Agreement and submit this agreement along with the P’Card Application Form to the P’Card Administrators in Purchasing.
- The Department Head, Approving Official, Facilitators, and Cardholders must complete required training on the proper use of the card prior to the actual cards being disseminated for use.

901.2 Policies and Procedures for Use of VISA P’Card
Detailed policies, procedures and downloadable forms are available at the link below:
http://www2.gsu.edu/~wwwpch/fordepartments.htm#pcard

901.3 P’Card Legislation Passed During the 2007-8 General Assembly
State of Georgia House Bill (HB) 1113 was signed by Governor Perdue on May 14, 2008. The Bill specifies rules, regulations, and requirements of the State Purchasing Card Program. HB 1113 also specifies travel advance rules and prohibits fraudulent reimbursement requests. New civil and criminal penalties are also introduced for violations. Please go to:

Georgia State University Purchasing Department contacts for Purchase Card issues are:
P’Card Administrators, 404-413-3150
GLOSSARY OF TERMS

Absenteeism – work time lost when employee does not come to work as scheduled.

Allocated Position – an established classified position funded through the budget process.

Americans with Disabilities Act – Federal law prohibiting discrimination against a qualified individual with a disability; also know as ADA.

Applicant – someone who a) expresses an interest in a position, b) completes the required application process, and c) meets the minimum hiring standards for the job, d) The individual at no point in the selection process prior to receiving an offer of employment from the contractor, removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position.

Base Hourly Rate – the hourly rate corresponding to the annual salary range assigned to an employee.

Break in Service – A break in service occurs when an employee has more than a 30-calendar-day break in employment within the University System of Georgia, State of Georgia Agency, and/or any affiliate of either.

Broadband Structure – salary band used for higher level positions.

Budgetary Unit – describes a department, center or an office that has a budget.

Classification – positions that have similar duties and responsibilities are assigned the same descriptive title and the same requirements as to education, experience, knowledge and ability.

COBRA – Consolidated Omnibus Budget Reconciliation Act – Federal law that provides for continuation of group health care benefits for former employees and their families.

Continuous Service – shall mean service commencing with the employee’s anniversary date and continuing until broken by resignation or termination.

Copyright Act – Federal Law that defines the right or privilege of the author or proprietor to exclude others from printing or otherwise duplicating, distributing or vending copies of his or her literary, artistic and other creative expressions.

Cost-of-Living Adjustment (COLA) – pay adjustment given to employees regardless of their performance; usually linked to inflation.

Defined Contribution Plan – plan in which Georgia State University and sometimes the employee make a payment to the employee’s retirement account.

Demotion – as result of disciplinary action, a decrease in the duties and responsibilities assigned to an employee and a downward change in the employee’s classification and salary range.

Disability Benefits – monthly benefits paid under the Social Security Act to workers and eligible dependents younger than the Social Security retirement age if they have a disability.

DOAS – Department of Administrative Services

Domestic Partner – the partner of an eligible employee who shares a long term committed relationship of an indefinite duration with the following characteristics: having an exclusive, mutual commitment similar to that of marriage; financially responsible for each others well-being and debts to third parties. This means that you have entered into a contractual commitment for that financial responsibility or have joint ownership of significant assets (such as home, car, bank accounts) and joint liability for debts (such as mortgages and major credit cards); neither partner is married to anyone else nor has another domestic partner; partners are not related by blood closer than would bar marriage in the state of their residence.
FASA – Faculty and Staff Assistance - a Georgia State University sponsored program that delivers a variety of health-related services, which are provided by a licensed professional or organization and provides the employee a high degree of confidentiality.

Employee Right-to-Know Law – Occupational Safety and Health Act (OSHA) standard that requires the use of labeling, Material Safety Data Sheets, training, written hazard communication programs to inform employees of hazardous chemicals in the workplace.

Employment Date – the date an employee was employed by Georgia State University.

Exempt Employee – Fair Labor Standards Act (FLSA) requirement that such an employee not be paid overtime.

FLSA – Fair Labor Standards Act - regulates employee overtime status, overtime pay, minimum wage, record keeping, and other administrative concerns and designates which jobs/positions are tracked and paid on an hourly basis and those which are paid on a salary basis.

FMLA – Family Medical Leave Act - entitles employees to take up to 12 weeks of unpaid leave each rolling 12-month period to care for a family member or because of a serious health condition of the employee.

403 (b) Plans – financial plan to contribute pretax dollars toward retirement savings allowed to employees of certain tax-exempt organizations.

Full-Time Employee – employee shall perform job duties forty (40) hours per calendar week.

Garnishment of Wages – a creditor obtains a court order requiring an employer to attach an employee’s earnings in order to pay back a debt.

Georgia Defined Contribution Plan – created by the 1992 Georgia Law, Act 996 and became effective on July 1, 1992; also known as GDCP. The administration and responsibility for the GDCP is under the Board of Trustees of the Employees’ Retirement System (ERS). The purpose of this law was to provide a retirement system for temporary, seasonal, and part-time employees of the State of Georgia who were not eligible for membership in the Employees’ Retirement System (ERS) or the Teachers Retirement System (TRS).

Grievance Procedure – provides a fair and efficient process to resolve employee grievances.

Group Term Life Insurance – insurance carried by employers for their employees that provides a lump-sum payment to the employee’s beneficiaries.

GSU PPRTs – electronic applicant recruiting and tracking system. All applications for staff/classified positions are submitted through this system.

HIPPA – Health Insurance Portability and Accountability Act – This act made changes to improve health-care coverage portability and accessibility.

Holiday – a specific day identified by Georgia State University within the calendar year as a day off work with pay.

Job Analysis – a systematic study of jobs to determine what activities and responsibilities they include, relative importance and relationship with other jobs, qualifications necessary for performance of jobs, and conditions under which work is performed.

Job Description – a summary of the most important features of a job, including minimum hiring standards, required tasks, knowledge, skills, abilities, and responsibilities.

Job Posting – a public display showing current available positions so interested and qualified employees may apply.

Lateral Transfer – a movement from one position to another at the same pay grade.

Minimum Hiring Standards – minimum level of knowledge (through education or training), skills and abilities that are required to perform the essential job functions assigned to a position.
Optional Retirement Plan (ORP) – The Optional Retirement Plan (ORP) of the University System of Georgia is a legislatively established retirement plan that was enacted in 1990. The ORP is a defined contribution plan qualified under the applicable provisions of Code Section 401(a).

Overtime – time worked by a non-exempt employee above the normal forty (40) hour work week.

Non-Exempt Employee – a job status established by the FLSA as an hourly waged employee assigned to work 40 hours per workweek; any hours worked over 40 hours must be paid overtime at a rate of time and a half.

Part-Time Employee – an employee who works less than 40 hours a week. Employees regularly scheduled to work more than 20 hours a week are eligible for participation in most benefit programs.

Pay Status – an employee is at work, absent on a paid holiday, absent on leave with pay or absent on authorized compensatory time off.

Performance Evaluation – the process that measures the degree to which an employee accomplishes work requirements.

Performance Management – the process that provides an opportunity for employees and supervisors to discuss development goals and jointly create plans to achieve them.

Performance Standards – expectations of management translated into behaviors and results that employees can deliver.

Preferred Qualifications – qualifications that are “ideal” for an applicant to have, but are not necessary to perform the essential job functions (or duties assigned to a position).

Progressive Discipline – the process designed to be constructive and corrective and to promote employee success.

Promotion – an increase in the duties and responsibilities assigned to an employee and an upward change in his/her current job classification and salary range.

Provisional Period – a period in which each new employee is required to serve the first six months of employment at Georgia State University in a provisional status.

Reclassification – a change in the duties and responsibilities assigned to an employee and a change in his/her current job classification.

Regular Employee – an employee of the University who is hired for continuous service.

Relative – relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Resignation – voluntary relinquishment of employment by an employee.

Rolling 12-Month Period – An employee’s entitlement to FMLA leave is determined by looking at the 12 months prior to the time leave is requested. The employee is entitled to any balance of leave not taken during that 12-month period.

Satisfactory Service – meets work, performance and conduct standards established by Georgia State University.

Service Date – The initial date of hire at Georgia State University or any institution/affiliate of the University System of Georgia. The employee must have no more than a 30-calendar-day break in service between employments for the service date to carry-forward.

Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Temporary Employee – an employee who is hired for a pre-established period, full-time or part-time, and is not eligible for benefits.
**Termination** – end of employment, whether voluntary or for cause.

**Transfer** – the movement of an employee from one position to another within the University or University System of Georgia.

**Vesting** – process by which retirements benefit becomes non-forfeitable. The time period to which an employee has a right to the employer contributions in a retirement plan. Vesting determines the percentage of a retirement account that may be paid out upon termination of employment, or upon retirement, and is usually determined by years of eligible employment.

For the TRS defined-benefit plan, a member with at least ten years of creditable service has a vested right to a benefit at age 60. If you have 10 or more years of creditable service and leave a TRS covered position you will be entitled to a service retirement benefit upon attaining age 60 if you have not withdrawn your TRS contributions. If you are vested and no longer contributing to TRS, it is your responsibility to apply for benefits at the time you become eligible.

**Workers’ Compensation** – state insurance program paid for by employers; designed to protect workers in cases of work-related injuries or diseases related to workers’ employment. This is a “No Fault” insurance.
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