



Bring your brilliance.

# EMPLOYEE HANDBOOK

## 2023



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## WELCOME FROM THE PRESIDENT

Dear Atlanta Metropolitan State College (AMSC) Employee:

Welcome to the **Trailblazer** team. You are in good company!

Bring Your Brilliance,

President

## AMSC HISTORY

In June 1965, the Board of Regents of the University System of Georgia authorized a junior college for the west metropolitan area of Atlanta at an undesignated location. After much discussion, the Atlanta School Board and the Board of Regents decided to build the college on land adjacent to Atlanta Area Technical School, which was under the jurisdiction of the Atlanta Board of Education.

The Atlanta School Board authorized their Superintendent in February 1971 to develop a financial plan to build the new college. On October 9, 1972, the Board of Regents reconfirmed the college's construction. In February 1973, the Board of Regents authorized the plans and specifications for Phase I of the construction at a projected cost of \$2,000,000. Construction began on the first building in 1973 and was completed in August 1974.

The college became the thirty-first institution of the University System of Georgia and began classes in September 1974 with an initial enrollment of 504 students. The college, Atlanta Junior College, was accredited in 1976 by the Southern Association of Colleges and Schools (SACS). During the 1976-77 academic year, construction of the Central Energy Plant was completed. In 1978-79, two multi-level academic buildings were added to the college's resources: an academic classroom building and the college library. The 1987-1988 academic year brought the decision to change the institution's name from Atlanta Junior College to Atlanta Metropolitan College (AMC), with the permanent transition becoming effective July 1, 1988. A new Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. Additionally, the Student Center was completed during the fall 2000 semester. Fall 2009, Atlanta Metropolitan College opened its first instructional site at 34 Peachtree. On May 10, 2011, the Board of Regents approved a substantive and mission change for Atlanta Metropolitan College to move from two-year college status to that of a state college. In its December 2011 annual meeting, SACS followed this action by approving an AMSC status change from a Level I to Level II institution, which authorized Atlanta Metropolitan State College to offer four-year programs and the bachelor's degree. In spring 2012, the Board of Regents of the University System of Georgia approved the name change of Atlanta Metropolitan College to that of Atlanta Metropolitan State College (AMSC).

## MISSION STATEMENT

Atlanta Metropolitan State College, an access institution of the University System of Georgia, educates students from diverse backgrounds by providing affordable, career-focused bachelor's and associate degree programs. The College offers student-centered instruction, civic/community engagement, and quality services that lead to the success of its inter-generational 21st century graduates.

## ACCREDITATIONS

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the body for the accreditation of Atlanta Metropolitan State College under the University System of Georgia.

## ADMINISTRATION AND GOVERNANCE OF THE COLLEGE

Atlanta Metropolitan State College is a part of the University System of Georgia (USG), which is governed by a 16-member constitutional Board of Regents. The Board of Regents is responsible for "the government, control, and management" of all state- supported colleges and universities.

The president is the chief executive officer of the college and all its departments. The president is appointed by the chancellor and charged with the responsibilities for providing overall leadership and administrative direction to ensure that the college meets its goals and objectives.

Atlanta Metropolitan State College (AMSC) has two academic schools: (1) School of Business & Technology, (2) School of Arts & Sciences. Each school is headed by a dean, who, with the assistance of department chairs, is responsible for the administration and management of the academic divisions. Deans report to the Provost, who in turn reports to the President.



## WELCOME FROM THE OFFICE OF HUMAN RESOURCES

Welcome to Atlanta Metropolitan State College (AMSC). Atlanta Metropolitan State College is a four-year, degree-granting institution of the University System of Georgia (USG). The college has a long tradition of teaching and providing service to the people in our community. Your unique skills and talents are vital to our efforts to meet institutional goals and objectives.

This Employee Handbook is a compilation of personnel policies, practices, and procedures currently in effect at Atlanta Metropolitan State College (AMSC) prepared to help you understand more fully employee benefits, responsibilities, and opportunities. This handbook also provides an introduction and summation of administrative policies and procedures of the college related to your employment. Although this handbook may answer many of your questions, you may find it necessary to review a policy in complete detail. In this case, you should refer to BOR Policy Manual of the Board of Regents, HR Practice Manual, AMSC Dispute Resolution Policies all are available online with the hyperlinks provided. All policies and procedures are subject to review and changes at the discretion of the Board of Regents and/or Atlanta Metropolitan State College. The information contained in this handbook does not constitute, create, or express the terms of a faculty contract of employment or imply contractual employment for employees. The State of Georgia is an at-will-employment state and, therefore, either the college or the employee may, at any time, terminate the employment relationship with or without cause.

The Office of Human Resources functions to serve the best interests of both the employee and the college and is responsible for implementing college personnel policies. The Office of Human Resources also is responsible for employee records, employee relations, Title IX, new hire orientation, benefit information, recruiting, position classification, training, and wage and salary administration. If you need further details or guidance on any of the information to follow, you may contact our office:

Office of Human Resources

Building 600, Room 215

Telephone (404) 756-4047; Email: [hr@atlm.edu](mailto:hr@atlm.edu)

Wishing you all the best on this new journey, we hope it inspires you to “Bring Your Brilliance!”

Respectfully,

*Timika Boykin*

Timika Boykin, MBA, PHR, SHRM-CP  
Chief Human Resources Officer

## 1.0 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Atlanta Metropolitan State College is passionately committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State, and local laws that prohibit employment discrimination based on age, race, color, gender, national origin, religion, disability, protected veteran status and other protected classifications. This policy applies to all employment decisions and practices including recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions, and terminations.

This information follows applicable policies to ensure fair treatment of all employees and applicants and compliance with related laws.

## 2.0 EMPLOYMENT

Applicants interest in employment with AMSC must submitted an application for a posted vacancy through AMSC's Careers portal. An employment application must be completed by the person applying for the vacant position. AMSC is obligated to comply with the Internal Revenue Service and its regulations regarding personnel service that create an employer/employee relationship. An employee is defined as an individual performing services to the Institution where AMSC controls and directs the services to be performed and assess the result of the accomplishments with expectations provided within the position description.

### 2.1 AFFIRMATIVE ACTION POLICY

As a government contractor, Atlanta Metropolitan State College is committed to taking affirmative action to hire and advance minorities and women as well as qualified individuals with disabilities and covered veterans.

The College invites employees who are disabled or protected veterans and who wish to be included under our Affirmative Action Program to self-identify as such with the EEO Coordinator. This self-identification is voluntary and confidential and will not result in retaliation.

Employees of and applicants to Atlanta Metropolitan State College will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

In furtherance of Atlanta Metropolitan State College's policy regarding Affirmative Action and Equal Employment Opportunity, Atlanta Metropolitan State College has developed a written Affirmative Action Program which sets forth the policies, practices, and procedures which the college is committed to applying to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program for qualified individuals with disabilities and qualified protected

veterans is available for inspection by any employee or applicant for employment upon request. Contact the Office of Human Resources for additional information or questions.

## 2.2 AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications. Employees may self-identify any qualified disability as defined under ADA for which assistance is needed in carrying out their assigned duties. Individuals with disabilities are defined under ADA as persons who either have or are regarded as having a record of a physical or mental impairment that substantially limits one or more major life activities. AMSC will make every effort possible to accommodate employees needing assistance within the law's definitions.

## 2.3 PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED MISCONDUCT INCLUDING TITLE IX

Atlanta Metropolitan State College (AMSC) is committed to a work environment in which all individuals perform with the highest ethical standard. No member of its community including faculty, academic professionals, staff, or students should engage in any form of prohibited discrimination or protected status of harassment (including sexual harassment). Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Atlanta Metropolitan State College complies with applicable laws which provides that it shall be an unlawful discriminatory practice for any employer, because of the sex (including gender and pregnancy discrimination), age, disability, national origin, race, religion, genetic information, or veteran status of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

Atlanta Metropolitan State College adheres to the Board of Regents Policy 6.7 Sexual Misconduct in accordance with federal and state law including Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment.

In addition, Board of Regents Policy 8.2.18.5 – Sexual Harassment states that Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of USG and AMSC employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes 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.

Retaliation against any employee who has filed a sexual harassment complaint or has cooperated in the investigation of a sexual harassment complaint is prohibited. Any employee engaging in retaliatory conduct is subject to disciplinary action, up to and including termination of employment. Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Office of Human Resources at 404-756-4047.

## 2.4 ORIENTATION

The Office of Human Resources conducts orientation for all newly hired employees. This process provides up-to-date information on policies, procedures, benefits, and training in Ethics, Harassment and the "Right-to-Know" programs. Upon receiving and accepting an employment offer, new employees will be contacted by a representative of the Office of Human Resources about the date and time of his/her scheduled orientation. Supervisors are responsible for acquainting employees with job descriptions, departmental policies, and procedures.

## 2.5 WORK HOURS/ BREAKS

The college work schedule for full-time employees will be forty (40) hours per week. Schedules for all full-time employees must include a minimum thirty (30) minute lunch break.

The pay cycle begins at 12:01 a.m. Sunday and ends at midnight Saturday. Atlanta Metropolitan State College hours of operation are as follows:

During the academic year August 1st – May 31st: 9 hours, Monday – Thursday and 4 hours on Fridays

During the summer months June and July: 10 hours Monday - Thursday; Friday – closed

Staff should be mindful that, during peak times, certain departments' operating hours may be adjusted/alterd. Managers may also consider other work options, such as flex schedules or telework; however, these options should be used decisively to ensure business needs are addressed. Alternative work options require signed agreements that must be approved by the immediate supervisor, manager, divisional leadership, and human resources. The agreements should only be implemented when it results in a mutual benefit to both the employee and to the institution. Managers should work with their staff regarding lunch hours and any needed modifications to previously approved schedules.

## 2.6 EMPLOYEE CATEGORIES

The University System of Georgia (USG) defines an employee as a person whose employed by the USG to include faculty, staff, and student employees.

Staff employees shall consist of two employee's types 1) staff professional and administrative employees and 2) staff non-exempt and defined as follows:

1. Staff - Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and

2. Staff- Non-Exempt Employees are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA).

**Student Employees:** Student Employees are considered temporary and include graduate assistants and student workers.

**Benefits Eligible:** There are three definitions pertaining to benefits eligible as described below:

1. **Full Benefits Eligible:** This is defined as 30 or more hours per week or .75 FTE (Full-Time Equivalent) and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy.
2. **Partial Benefits Eligible:** This is defined as 20 to 29 hours per week or .5 FTE to .74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.
3. **Non-Benefits Eligible:** This is defined as 19 or less hours per week (.49 FTE or less), which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12-month period as defined later in this policy. Students may not be placed into a regular status.

#### 2.6.1 EMPLOYMENT STATUS

**Regular Employment Status:** Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s).

**Salary Basis:** Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period.

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

1. A temporary is non-benefits eligible.
2. A temporary does not have an expectation of long-term employment.
3. A temporary may be full-time or part-time.

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

4. Temporary employees may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. The terms of the separation cannot be subject to appeal.

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

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

Rehired Retiree – When an employee has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System (TRS), Employee Retirement System (ERS) , Optional Retirement Plan (ORP), he/she may be re- employed by the University System under the following conditions:

The reemployment of a USG retiree must be approved by the hiring institution's president. Institution's must submit a copy of their hiring and approval procedures to rehire USG retirees to the University System Office (USO) of Human Resources upon request.

- A rehired retiree must have a minimum break of at least one month between the effective date of their retirement and the effective date of their reemployment; or in accordance with the applicable retirement plan rules.
- The work commitment of a rehired retiree must be less than half-time (i.e., less than 49%).
- The salary that is paid to a rehired retiree must be no more than 49% of the last compensation earned at retirement, or for TRS retirees the final average salary for the two (2) highest consecutive years of TRS membership service as used to determine a retiree's benefit at retirement, whichever is deemed higher. See also, BOR Policy on Employment Beyond Retirement (8.2.8.3) and TRS Administrative Rule 513-5-.16
- The salary that is paid to a rehired retiree must be consistent with their work commitment and based on the job classification into which the retiree is being hired on the institution's existing compensation plan, or a reasonable market competitive rate for the job into which the retiree is being rehired as determined by the institutional Chief Human Resources Officer.

## 2.7 PROVISIONAL EMPLOYMENT PERIOD

Except for certain public safety employees, all staff employees are required to serve the 180-day six (6) months on an employee's first day of employment. 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.

If the work of the employee is satisfactory, employment will be continued. Should the work be unsatisfactory, the employee will be notified in writing before the six (6) months provisional period is finished. 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 Office of Human Resources. An extension should be granted only in exceptional circumstances, and in no instance should the provisional period be extended such that the total provisional period would exceed nine (9) months. An employee discharged during the provisional period has no right to appeal.

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

## 2.8 PERFORMANCE EVALUATIONS

Each regular status employee of AMSC will be evaluated at the end of the first six months of employment and annually thereafter. Evaluations will be completed by an employee's immediate supervisor. The purpose of the evaluation is to assess job performance. Also, for regular full-time employees, evaluations will be used in determining eligibility for career development and goal setting.

The Office of Human Resources will provide the required system training for supervisors and employees in ePerformance, system of recordkeeping for performance evaluations. The annual performance evaluation cycle is consistent with the calendar year January 1<sup>st</sup> through December 31<sup>st</sup>.

A superior performance evaluation may be conducted for employees whose overall performance has been determined as unsatisfactory, or who have had specified deficiencies noted in their performance evaluation. Employees should be advised in writing of the performance expectations, the reason for such, the period involved, and the potential implications for inadequate job performance.

## 2.9 PROMOTION, TRANSFER, AND POSITION RECLASSIFICATION

A promotion is the transfer of an employee from one position to another, which requires a higher degree of skill or responsibility and is assigned a higher pay if departmental funding aligns and is available. Promotions may come in the result of reorganization, reclassification or through a competitive search. To be eligible for promotion, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position and must have performed satisfactorily in their current role. An employee affected by a promotion may be subject to a background check.

The University System of Georgia supports an environment that values the pursuit of career progression and encourages employees who express an interest, and have the abilities, to pursue appropriate vacancies. An employee may apply for a posted position in another department, at another USG institution or the University System office. Institutions shall have the discretion to transfer an employee when deemed appropriate. For the purposes of this policy, there shall be two types of transfers as follows:

1. Internal Transfer - The shift of an employee from one position to another into a similarly classified position or to one with comparable skills and in the same general pay range in the same institution. An employee interested in an internal transfer must first apply to the vacancy position announcement.

A. The employee who is affected by an internal transfer shall continue all benefits uninterrupted.

B. The employee will not be required to restart the provisional period.

2. External Transfer – The movement of an employee from a position at one institution within the University System to a position at another institution or the University System Office. Since institutional compensation practices may differ due to market conditions, the transfer may be to a position at a different pay range, but the provisions of this transfer policy shall apply. a. In the event of an external transfer, accumulated sick leave, retirement benefits and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days. When the external transfer occurs with no break in service, an employee will transfer must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than twenty (20) days, the employee may elect one of the following options:

A. Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.

B. Payment by the institution from which the employee is moving of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five (25) days.

C. Employee's transferring to AMSC from the University System Office or another USG institution will restart the provisional period effective the first day of employment and will serve his/her first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy.

When an employee terminates from one institution and is then hired by another System institution, this shall not constitute an external transfer. If the termination and subsequent hiring occurs with less than thirty (30) days between the actions, the Chief Human Resources Officer of new employer may choose to treat such an action as an external transfer.



## 2.10 RESIGNATION

Employees may resign by submitting their resignation in writing to their immediate supervisor. A copy of the written resignation must be forwarded to the Office of Human Resources for inclusion in the employee's personnel file, and to ensure the exit process is complete. An exit interview from the college will be conducted by the Office of Human Resources. Employees who resign for any reason should give as much notice as possible. The minimum notice is ten (10) working days; written notice is requested.

## 2.11 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 supervisors are advised to make reasonable efforts to contact the employee to determine the employee's intentions regarding the job.

## 2.12 PROGRESSIVE DISCIPLINE PROCESS

It is recommended that supervisor document and provide available resources to support successful employment for each direct report.

If corrective discipline is required or has occurred further action may be necessary if the employee's performance is unacceptable and/or behavior is disruptive. Additionally, in cases of serious misconduct, the employee may be immediately terminated, or suspended. 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 to ensure 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. The Office of Human Resources is available to assist department supervisors with the warning letter. Copies of the warning letter should be maintained in the appropriate departmental file and given to the Office of Human Resources to be placed in the official employee file.

## 2.13 TERMINATION, DISMISSAL, SUSPENSION, AND DEMOTION

Employees may be subject to demotion, suspension, or dismissal at the sole discretion of institutional management. Institutions are expected to adhere to fair employment practices when considering such actions and should follow institutional policy regarding adverse employment actions.

An employee affected by demotion, suspension or dismissal shall be informed in writing of the reasons for the action taken. The effective date of a dismissal is immediate. The effective date of a demotion or suspension shall be five days following the notification. An employee affected by a demotion, suspension or dismissal may appeal to the next level of authority within five working days of the notification of the action.

A classified employee may file a grievance by completing a grievance form and submitting it to the Chief Human Resources Officer (or other office designated to handle grievances). Unless there is worthy cause for delay, a grievance must be filed within ten (10) working days of the notice of suspension or discharge. The employee shall also be entitled to the procedural protections of a hearing before a Board of Review. The Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

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

All supervisors are encouraged to follow a progressive discipline process; however, there are certain offenses that warrant immediate termination. These offenses should be communicated to employees by their supervisor after approval from their respective vice president.

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

A suspension may occur as part of a Progressive Disciplinary Process or as part of an investigation.

## 2.14 TERMINATION PROCEDURES

All employees who are terminating or separating from their employment with the college are encouraged to participate in an exit interview conducted by the Office of Human Resources. During the exit interview, employees will receive all pertinent information regarding their separation, complete all necessary paperwork, and receive directions for the return of any identification cards, keys, or other institutional properties to the college. This interview will also afford the employee an opportunity to provide feedback regarding their employment experience at AMSC.

The final payroll check will be available on the next scheduled payroll cycle. In accordance with policies set forth by the University System of Georgia, a terminating employee shall not be entitled to receive pay for accumulated sick leave. However, after 30 days, the employee will be compensated for any unused annual leave, not to exceed 360 hours.

### 2.15 Conflicts of Interest, Conflicts of Commitment and Outside Activities/Employment

Employees of the college shall make every reasonable effort to avoid actual or apparent conflicts of interests. Each employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship, or activity that has the potential to create an actual or apparent conflict of interest with respect to the employee's USG duties.

The following should be adhered to before engaging in any outside employment:

- An employee of the University System shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual delivery of official duties.
- All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
- Professional employees are encouraged to participate in professional activities that do not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.

Each USG employee with a work commitment of 30 or more hours per week (.75 or > FTE), and faculty members on contracts of nine months or more must obtain written approval prior to engaging in Compensated Outside Activities that relate to the employee's expertise or responsibilities as a USG employee.

Employees who work on a part-time basis of less than 30 hours per week (.75 or < FTE), and faculty members on a contract term of less than nine months a year, do not need written approval in advance of engaging in Compensated Outside Activities so long as the outside activity does not create a conflict of interest or otherwise violate Board policy.

Before engaging in any outside occupation, pursuit, or endeavor (that may interfere with the employee's regular and punctual performance of his or her responsibilities at the College), the employee should secure the "Outside Employment" form or "Consultant Services Agreement Between Institutions" form which can be obtained from the Office of Human Resources.

### 2.16 EMPLOYMENT OPPORTUNITIES

Atlanta Metropolitan State College requires an application for employment from any qualified individual who wishes to be considered for an open position. The Office of Human Resources maintains current listings of all job vacancies. The listings can be accessed from the college's website at [www.atlm.edu/administration/human-resources](http://www.atlm.edu/administration/human-resources) and then clicking the field marked

*Careers.* Inquiries concerning job announcements for promotion or transfer opportunities should be made to the Office of Human Resources at (404) 756-4047.

## 2.17 HUMAN RESOURCE MANAGEMENT SYSTEMS

**Employee Self Service (ESS):** ESS is a web-based resource in OneUSG where employees can view their personal payroll information, benefits, and leave information. Employees also can update or change personal information such as direct deposit, W-4 information, emergency contacts, and address information.

**USG's PeopleSoft timekeeping system:** OneUSG HCM is the University's electronic system for managing all time clock punches, vacation and sick accruals, and other forms of attendance monitoring. The USG's electronic timekeeping system offers advanced tools to allow supervisors the ability to approve employee timecards.

**Shared Services Center (SSC):** Shared Services is the consolidation and streamlining of administrative support functions, such as payroll and accounts payable, to ensure the most efficient and effective service delivery possible.

## 2.18 EMPLOYMENT OF RELATIVES

The main criteria for employing and promoting employees at Atlanta Metropolitan State College shall be appropriate qualifications and performance as set forth in the Board of Regents' policies. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage in such considerations. Also, no person shall be employed in a position resulting in a subordinate-superior relationship between the individual and any relative through any line of authority. More specifically, no individual shall be employed in a department or unit which will result in the existence of a direct or indirect subordinate-superior relationship between the individual and any relative of the individual. This standard does not apply to the temporary or part-time employment of children under age twenty-five (25), nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority.

For this policy's purpose, relatives are defined as spouse, parents, children, siblings, and any in-laws of any of the foregoing.

## 2.19 GENERAL CRITERIA FOR EMPLOYMENT

To ensure that appropriate hiring and employment standards, as considered by the University System of Georgia, are met in compliance with the Board of Regents policies, state, and federal laws and regulations. All new employees must meet the qualifications for the job and terms and conditions of employment.

### 2.19.1 BACKGROUND INVESTIGATIONS

It shall be a condition of employment with any institution of the University System of Georgia to submit to a background investigation. Candidate must successfully complete a background

investigation appropriate to the position. Employment offers of employment shall be conditional pending the result of the background investigation which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search;
- A social security number check;
- For all professional, faculty and academic positions, an academic credentials check; and
- A credit check for the applicable positions as previously referenced within this policy.

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

#### 2.19.2 CREDIT CHECKS

Offers of employment to individuals with access to financial resources will be contingent upon the results of a satisfactory credit history check. Additionally, any existing employee that is transferred, reassigned, reclassified, or promoted into a position requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must also submit to a credit check.

#### 2.19.3 LOYALTY OATH

The State of Georgia requires "all persons who are employed by and are on the payroll of and the recipient of wages, per diem, and/or salary of the State of Georgia, or its departments and agencies" to take a loyalty oath. If a person does not sign the oath, the act then instructs that "such persons shall not be permitted to receive any payment from the State."

#### 2.19.4 SECURITY QUESTIONNAIRE

As a condition of employment, every employee of the college must complete and sign a security questionnaire. The security questionnaire requires an employee to voluntarily disclose information, which establishes that there are no reasonable grounds to believe that he or she is a subversive person. A subversive person is defined as one who commits acts towards, advocates, or teaches the overthrow of the government of the United States or government of the State of Georgia by force or violence or who is knowingly a member of a subversive organization.

#### 2.19.5 ENVIRONMENTAL HEALTH/RIGHT-TO-KNOW PROGRAM

The State of Georgia has enacted legislation to protect its employees from the dangers of hazardous chemicals that may be encountered in the workplace. The college has developed a plan to ensure that all employees receive mandatory training and information about hazardous chemicals present in their work areas. Information about the Right-to-Know program can be found here: <https://www.usg.edu/facilities/rtk-ghs>

#### 2.19.6 EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)

The Immigration Reform and Control Act requires all newly employed individuals to complete form I-9 and provide documents, which establish identity and employment eligibility. The college will employ only U.S. citizens and aliens authorized to work in the United States. Failure to comply with the act's provisions will result in immediate termination of employment. Failure to comply with the act's provisions within three (3) days of employment will result in immediate termination.

#### 2.19.7 IDENTIFICATION CARD

Identification cards are available for all regular full-time and part-time employees. I.D. cards allow employee's access to the Library, Center for Academic Success, Student Center, and many campus activities. Contact the Campus Card Office for further information concerning I.D. cards.

#### 2.19.8 AUTOMOBILE REGISTRATION AND PARKING

All AMSC employees who park their vehicles in the college parking lots must register their vehicles and secure a parking decal each academic year from the Campus Card Office. These non-transferable parking decals must be displayed in the window of the vehicle.

#### 2.19.9 CONFLICTS OF INTEREST

Disclose actual or apparent conflicts of interest.

### 3.0 COMPENSATION PRACTICES

Atlanta Metropolitan State College recognizes the importance of employees to the mission of the College. As such, the College will make every effort to ensure fair and equitable pay among employees. This provision applies to all compensation related matters including (though not limited to) as an employee's salary at the time of hire, annual merit increases, promotions, transfers, and other salary adjustments. Additionally, all compensation matters are subject to the budgetary authorization and funding limitations of the College, the University System of Georgia and/or the State of Georgia.

#### 3.1 PAYROLL DEDUCTIONS

Under Federal and State regulations, employers are required to deduct and withhold federal, state, and local income taxes, Social Security taxes and Medicare taxes when employees are paid.

##### 3.1.1 FEDERAL (W-4) AND STATE (G-4) INCOME TAX

The college is required to make withholdings of federal and state taxes from salary payments based on the number of allowances claimed on the Forms W-4 and G-4 by the employee. Any change in allowances can be processed through OneUSG's ESS to ensure proper withholdings.

### 3.1.2 SOCIAL SECURITY

Title II of the Social Security Act, as amended shall apply to all AMSC employees except those specifically excluded under agreement between the Employees' Retirement System of Georgia and the Board of Regents of the University System of Georgia, which include the following classes of employees:

- All employees eligible for the Teachers Retirement System of Georgia; and,
- All temporary, seasonal, or intermittent employees whose work hours constitute a normal full-time working period

This policy ensures consistency among institutions of the University System of Georgia (USG) regarding ensuring appropriate deductions from employees' pay for Social Security contributions. Reference Board Policy 8.2.11.

### 3.1.3 UNEMPLOYMENT COMPENSATION

All college employees are covered under the Georgia Employment Security Law, known as Unemployment Compensation. This law was enacted to provide a source of economic security when a person becomes unemployed through no fault of their own. Eligibility for benefits is determined by the Georgia Department of Labor.

### 3.1.4 GARNISHMENT OF WAGES

**It is the legal responsibility of the college to make required deductions from an employee's earnings that are within the control of the college upon receipt of a Summons of Garnishment. Atlanta Metropolitan State College may withhold paychecks or deduct from paychecks amounts owed by USG employees for any fine, fee, penalty, or other financial obligation to the USG or any of its institutions and shall withhold any amounts required by a validly issued court order.**

The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Repeated instances of default in payment by employees, after appropriate counseling, shall be considered sufficient grounds for termination for cause.

### 3.1.5 USG RETIREMENT PROGRAMS

Enroll in a USG retirement program or the Georgia Defined Contribution Plan as required based on employment status.

## 3.2 OVERTIME/COMPENSATORY TIME

The standard workweek is forty (40) hours, for employees who are classified as full-time non-exempt under the Fair Labor Standards Act (FLSA). The Fair Labor Standards Act establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. At Atlanta Metropolitan State college, employees who work over the allotted standard workweek may accrue compensatory hours in lieu of overtime payments. An employee should submit the required *Comp Time Form* with approval from his/her supervisor. During peak workloads or emergencies, it may be necessary for an employee's supervisor to require that the employee work overtime. If an employee is required to work hours, in addition to the employee's regularly

scheduled workday or on a day in which the employee was normally not scheduled to work, the employee may be granted time off within that same pay period, in an equal ratio to the extra hours worked. This system is used to reduce the total hours worked within a given work week to 40 hours, even though the regular work schedule has changed. If time off is not given within the pay period in which the hours were earned, then compensatory hours are accrued at one and one-half hours for each hour earned during that same pay period. Employees covered by the FLSA will earn one-and-one half-hours' compensatory time for each hour of authorized overtime work.

If a full-time non-exempt employee is required to work on an officially designated college holiday that falls during the employee's scheduled work week, and, if the employee is not given another day off, the employee will be paid for the normal work time plus holiday time.

Exempt employees are paid a fixed monthly rate and are not limited to a 40-hour workweek. Therefore, exempt employees do not receive earn compensatory time or overtime.

### 3.3 TIME RECORDS

Employees subject to the provisions of the Fair Labor Standards Act are required to keep a time record of the hours worked. Employees will prepare computer generated bi-weekly time sheet reports by entering their time worked into OneUSG's Employee Self-Service HRIS (Human Resource Information System) system or by using a centrally located timeclock.

The time sheet should be checked for accuracy and approved by the supervisor in OneUSG's Manager's self-service system. Time sheets are due by 3:00pm on the Friday consistent with the bi-weekly pay period.

If the time sheets are not approved in the system by the stated deadline, it is not possible to verify hours worked for that period. In this case, the payroll check may be delayed until the following pay period. Payroll records are subject to audit and will reflect actual time worked and leave taken. Any intentional falsification of time records may be grounds for termination of employment.

### 3.4 PAY SCHEDULES

3.4.1 Monthly paid employees are classified as exempt administrative, professional, or supervisory personnel and are compensated at a fixed monthly salary. Monthly paid employees receive payroll checks on the last business day of the month.

3.4.2 Bi-weekly paid employees are classified as non-exempt, non-administrative personnel. They are paid for hours worked and can be authorized to work and be compensated for overtime in accordance with established college policies or overtime. Bi-week employees receive payroll checks on Friday at the end of every other workweek.

### 3.5 DIRECT DEPOSIT

Direct deposit is defined as the electronic transfer of funds from the employer to a depository institution designated by the employee, which makes the funds available to the employee by the



authorized pay date. In accordance with the Required Electronic Transfer of Funds policy set forth by the Board of Regents, all employees must accept all payroll-related payments by direct deposit. Updates to direct deposit information can be completed via OneUSG's employee self-service portal.

### 3.6 RECOVERY OF WAGE SALARY OVERPAYMENT

If an employee, former employee, student worker, or retiree receives reimbursement, wage or salary funds resulting in overpayment, the institution will immediately contact the employee, former employee, or retiree and ask for a return of the overpayment in full or set up a repayment plan and have them sign a promissory note agreeing to the terms of the repayment.

As set forth in the promissory terms, complete repayment should occur as soon as possible. If the employee has transferred to another institution, that institution will be contacted (by agreement) to collect the funds via the payroll deduction process. The Shared Services Center will be advised via SSC's ticket/case management system of the repayment of funds to make necessary corrections to W2 data for the employee and institution. If the person is not cooperative in returning the funds, the situation will be reported to the institution legal affairs office and/or the BOR system office for guidance.

## 4.0 EMPLOYEE BENEFITS

Health Benefits will become effective on the first day of the month following hire date, unless an employee is hired on the first of the month; then benefits are effective on the date of hire (i.e. first day of the month), regardless of the enrollment date. Reach out to the Office of Human Resources for specific dates related to your employment status.

### 4.1 PROFESSIONAL DEVELOPMENT

Atlanta Metropolitan State College is committed to fostering the professional growth and development of its employees. Professional development refers to activities which help employees meet professional or personal needs consistent with the college's objectives and anticipated needs. Employees are encouraged to enroll in courses and participate in professional development opportunities that will enhance their skills and improve their job performance.

### 4.2 TUITION ASSISTANCE PROGRAM (TAP)

The Tuition Assistance Program (TAP) is an employee supplemental educational assistance program which results in the waiver of tuition and fees when an employee attends any University System of Georgia (USG) institution. Tuition assistance requires TAP application approval for each semester and is based upon space availability within the course(s) and/or degree program of the institution attended. A maximum of nine (9) credit hours may be requested for approval under the Tuition Assistance Program each semester.

Participation in the Tuition Assistance Program shall be available to full-time benefits- eligible employees who have successfully completed at least six (6) months of employment in a benefits-

eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester. Full-time employees (who meet the applicable admissions standards and who have received appropriate prior authorization from their institution) may enroll in up to nine (9) academic semester credit hours for each of the three (3) designated semester periods: fall semester, spring semester, and summer semester.

Student status will be secondary to employee status in all considerations, including student fee waivers. Tuition assistance is the waiver of tuition and the waiver of certain fees. Tuition Assistance Program participation will be granted on a space-available basis. For limited-slot enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course. Employees may not enroll in the following professional schools: dental, medical, pharmacy, veterinary, law, or executive/premiere or comparable graduate programs.

Due to the current shortage of nursing faculty in the state of Georgia, the Tuition Assistance Program is available to Part-Time Nursing Faculty members seeking a graduate degree in Nursing.

Any part-time nursing faculty member taking advantage of this program shall be required to work full time within the University System at least two (2) years following receipt of the graduate degree in Nursing (or Education if such would allow one to teach Nursing at the University level). Participation in the Tuition Assistance Program for Nursing Faculty shall be available to part-time nursing faculty who have successfully completed at least six (6) months of employment, as of the date of the Tuition Assistance Program application deadline for the desired academic semester.

TAP enrollment is granted on a space-available basis. There are specific dates for the employee registration period for each teaching institution.

### 4.3 SEMINARS AND WORKSHOPS

Atlanta Metropolitan State College uses existing resources to organize, conduct, and sponsor various workshops and seminars, which afford employees the opportunity to enhance their professional skills, as well as remain knowledgeable of technological and procedural advancements.

### 4.4 LEAVE

Leave administration as defined by BOR Policy Manual was determined by the employee type, to include, Regular, Temporary, Faculty and Administrative Officers.

#### 4.4.1 ANNUAL LEAVE

The college provides paid annual leave for all regular, full-time employees (except faculty). If your effective date of employment is on or before the 15th day of the month, you will earn leave for that month. Employees, who work full-time, other than temporary employees, shall be entitled to accrue annual leave, after completion of each period of years at the following rates:

<b>Years of Service</b>	<b>Monthly Amount Earned</b>	<b>Annual Amount Earned</b>
1-5 years	1.25 days/month (10 hours)	15 days/year
6-10 years	1.50 days/month (12 hours)	18 days/year
10 or more years	1.75 days/month (14 hours)	21 days/year

Employees who are classified as part-time employees (working ½ time or more but less than full-time) shall earn and accrue annual leave time in an equivalent ratio to their percentage of time employed.

Earned annual leave may be accrued and carried over, up to a maximum of forty- five (45) workdays. On December 31st of each year, each employee's leave record shall be adjusted to reflect no more than 45 annual leave days accrued. Employees will be paid for unused accrued annual leave to a maximum of 45 days, upon separation from the college for any reason. If the employee's last day of work is prior to the 15th day of the month, the employee will not accrue annual leave for that month.

Temporary employees, including work study students, tutors, and all other temporary employees working less than ½ time, do not earn or accrue annual leave. Annual leave must be approved, in advance, by the employee's immediate supervisor.

#### Faculty and Administrative Officers

A full-time faculty member (Division Chairs) employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three- fourths working days (14 hours) per month. All working days during the fiscal year shall be counted. Absences during academic calendar breaks shall be recorded as vacation. All vacation days shall be recorded on institutional leave records.

A full-time administrative officer (President, Vice President) employed on a 12- month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

A faculty member who changes from a fiscal year contract to an academic year contract shall be paid his/her unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon the fiscal year contract's termination.

#### 4.4.2 SICK LEAVE

All regular full-time employees will accumulate paid sick leave at a rate of 8 hours per month of service.

There is not a maximum on the amount of sick leave, which can be accumulated. When sick leave is taken for more than five (5) working days, a sick leave certificate or physician's statement will be required for the employee to continue to claim sick leave benefits. When an employee is out

sick, he/she must exhaust all sick leave balances before using any other leave. Sick leave may be granted for any of the following reasons:

1. Illness or injury of the employee
2. Medical and dental treatment or consultation
3. Quarantine due to contagious illness in the employee's household
4. Illness, injury, or death in the employee's immediate\* family requiring the employee's presence.

For sick leave purposes, immediate family is defined as the employee's: spouse, child (foster or guardian), parents (foster or guardian), siblings (brothers, sisters), grandparents, grandchildren, in-laws, and any relative who lives in the employee's household.)

Employees must request sick leave for planned medical procedures prior to taking off from work. Except for emergencies or sudden illnesses, employees must request sick leave in advance through their supervisor using the appropriate request procedures.

The Georgia General Assembly passed Act 859 which allows the Teachers Retirement System to grant service credit for accrued sick leave for which a member has not used or been paid. To qualify, each member should have a minimum of sixty (60) days of sick leave. For each forty days of sick leave accumulated and unused, a retiring employee will receive credit for one month of service under TRS. Sick leave credit may be used to qualify for retirement but cannot be used to become vested under TRS. Contact the Office of Human Resources for more information.

The Donated Shared Sick Leave Program is to provide a means for Atlanta Metropolitan State College employees to donate paid leave to be used by fellow College employees. This leave may be used to alleviate hardships caused to an employee or the employee's family if a catastrophic illness or injury forces the employee to exhaust all earned leave time and to lose compensation.

Participation eligibility shall cease upon employment separation (including retirement). Separating employees may not donate any additional unused sick leave hours to the pool at the time of separation. [https://www.usg.edu/hr/manual/shared\\_sick\\_leave\\_program](https://www.usg.edu/hr/manual/shared_sick_leave_program)

#### 4.4.3 PERSONAL LEAVE

At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one (1) year may be approved when such leave is deemed in the best interest of the institution. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

#### 4.4.4 BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, an employee may be allowed five (5) days leave with pay. Bereavement leave is charged to sick leave. For bereavement leave

purposes, immediate family is defined as the employee's: spouse, child (foster or guardian), parents (foster or guardian), siblings, grandparents, grandchildren, and in-laws.

#### 4.4.5 FAMILY MEDICAL LEAVE ACT (FMLA)

Any regular employee, who has been employed on one half-time basis or greater for at least twelve consecutive months and worked at least 1,250 hours over the previous 12 months, is eligible for up to twelve weeks of unpaid family leave under conditions authorized by the FMLA (Family Medical Leave Act).

While family leave is unpaid leave, an eligible employee may use accumulated sick leave under conditions authorized by current sick leave policies, along with annual leave with appropriate approval, as provided by current college policies before or after requesting or utilizing unpaid family leave. Spouses who are both employed by the college are jointly entitled to a combined total of 12 workweeks of family leave for sick leave under FMLA and may be requested for the following reasons:

1. The birth of the employee's child and in order to care for the child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for a spouse, child or parent who has a serious health condition; or,
4. A serious health condition that renders the employee incapable of performing the functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

Employees seeking to use FMLA are required to provide a 30-day advance request of the effective date FMLA leave will begin when the need is foreseeable and such notice is practical. In addition, the employee must provide medical certification to support the request for leave. For the duration of FMLA leave, the employer must maintain the employee's group health insurance coverage. Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

#### 4.4.6 PARENTAL LEAVE

In accordance with the Georgia's Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 120 hours of paid parental leave any rolling 12-month period, to eligible employees for qualifying life events as defined in this policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or a newly adopted or newly placed foster child of the eligible employee., any rolling 12-month period, to eligible employees for qualifying life events as defined in this policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or a newly adopted or newly placed foster child of the eligible employee.

Provided that the use of paid parental leave does not unduly disrupt the institution's operations, no institution shall interfere with, restrain, or deny the exercise of or the attempt to exercise the provisions of this policy by any eligible employee. No institution shall discharge or discriminate or retaliate against any eligible employee for lawfully exercising this policy.

Institutions may exercise disciplinary action, to include termination, as deemed appropriate against an employee who submits a false or fraudulent document or otherwise provides false or fraudulent information to obtain paid parental leave.

#### 4.4.7 VOTING

Atlanta Metropolitan State College 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 must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed.

#### 4.4.8 COURT DUTY

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

#### 4.4.9 MILITARY DUTY

Upon receiving military activation orders, an employee must advise their employer. Unless precluded by military necessity, advance notice must be provided. Employees are encouraged to provide documentation of military duty prior to activation.

An employee who receives orders for active military duty shall be entitled to absent themselves from their duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one (1) federal fiscal year (October 1 - September 30). Military pay may be extended as provided for in the case of a Governor's Declared Emergency or award of Military Pay Differentials (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]).

##### 4.4.9.A MILITARY PHYSICAL EXAMINATION

Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

#### 4.4.10 EDUCATION SUPPORT LEAVE

To supplement work-life balance options for University System of Georgia (USG) employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic

support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or rollover and is not paid-out upon change of employment status.

#### 4.4.11 ORGAN AND BONE MARROW DONATION LEAVE

As authorized by O.C.G.A. § 45-20-31, each University System of Georgia (USG) employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) calendar days; and Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of seven (7) calendar days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation. (BoR Minutes, August 2002). Organ and Bone Marrow Donation Leave may qualify as a serious health condition under the Family and Medical Leave Act (FMLA). If FMLA applies to the absence, the leave must run concurrently with FMLA.

#### 4.4.12 BLOOD OR BLOOD PLATELET DONATION LEAVE

As authorized by O.C.G.A. § 45-20-30, USG employees are eligible to request the following:

- Up to two (2) hours of paid leave for the purpose of donating blood up to four (4) times each calendar year, or
- Up to four (4) hours of leave for the purpose of donating blood platelets or granulocytes through the plasmapheresis process up to four (4) times each calendar year.

An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

#### 4.5 HOLIDAYS

Holidays shall be awarded in addition to earned vacation time and shall be observed in accordance with the rules and regulations set forth by the USG and the employees' respective institutions. To receive pay for the holidays, an employee must be in active pay status the day before and the day after the holiday.

Atlanta Metropolitan State College observes 13 official paid holidays each year, including the following:

New Year's Holiday	Labor Day Holiday
Martin L. King, Jr. Holiday	Memorial Day Holiday
Juneteenth Holiday	Thanksgiving Holidays
Independence Day Holiday	Christmas Holidays

A terminating employee shall not be paid for any official holidays occurring after the last working day of his/her employment. In the case of retirement or interinstitutional transfer, employees

will receive pay for holidays occurring at the end of their final month of employment if in a paid status (work time, annual leave, sick leave, or other paid leave) on the last scheduled workday of the month.



## 4.6 INSURANCE

The following information is a summary of employee insurance benefits. The University System of Georgia offers regular employees working 30 hours or more per week the opportunity to enroll in healthcare or voluntary benefit plans. Employees working 20 hours or more per week must enroll in a mandatory retirement plan. The Office of Human Resources provides each eligible employee with complete descriptions of the available plans and comparisons of the benefits in each plan along with rates via the Benefits Comparison Guide Booklet or digital copy. New employees must enroll in benefits during the first 30 days of employment. Eligible employees who do not elect benefits during the first 30 days of employment must wait until the annual open enrollment period to enroll, set by the Board of Regents each year. An active Open enrollment periods typically occur in October and November. All coverage changes made during open enrollment will become effective January 1st of the following year.

Employees may also request coverage changes when they experience a qualifying event. Qualifying events include such life changes as a birth, death, marriage, divorce, adoption, or some other change in family status. Employees experiencing qualifying events will have 31 days from the date of the event to request appropriate changes. Qualifying events must be substantiated by appropriate supporting documentation. To make benefit changes visit [oneusgconnect.usg.edu](http://oneusgconnect.usg.edu) and select the “change your coverage” tile or call 1-844-587-4236.

### 4.6.1 MEDICAL AND DENTAL INSURANCE PROGRAMS

The University System of Georgia offers several comprehensive healthcare options. All full-time, regular employees are eligible to participate in the college’s major medical and dental plans. Descriptions of the plans and enrollment and claim forms are available in the Office of Human Resources. The employee and the University System of Georgia contribute toward the cost of the medical insurance plan. .

### 4.6.2 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Any regular employee who separates employment or is terminated for any reason is eligible to continue with his or her health care coverage for a limited time under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986. The employee would assume 100 percent of the cost of coverage plus a two percent administrative fee. For more information on this act, contact the Office of Human Resources.

### 4.6.3 BASIC, SUPPLEMENTAL, AND DEPENDENT LIFE INSURANCE

The University System of Georgia automatically enrolls and provides basic life with accidental death and dismemberment (AD&D) at \$25,000 with matching (AD&D) at no cost to you.

In addition to Basic Life Insurance coverage, an employee may choose to enroll in Supplemental Life Insurance in amounts equal up to eight times (8X) the employee’s annual pay, rounded to the next \$1,000.00 with maximum benefit of \$2,500,000.

An employee may choose to enroll in Dependent Life Insurance for the employee’s eligible spouse and children are eligible from birth to 26 years of age. The employee pays for this

coverage. Dependents are only eligible to enroll in this plan if the employee is eligible and enrolled.

#### 4.6.4 SHORT TERM DISABILITY INSURANCE

The voluntary short-term disability insurance program in which all benefits eligible employees may elect to participate. The insurance provides a benefit of 60% of weekly earnings with a maximum of \$2,500 per week. The employee pays the full premium for this coverage.

#### 4.6.5 LONG-TERM DISABILITY INSURANCE

The long-term disability insurance program in which all benefits eligible employees may elect to participate. This is a voluntary plan. with the monthly benefit of 60% of monthly salary up to a maximum of \$15,000 per month. The employee pays the full premium for this coverage.

#### 4.6.6 FLEXIBLE SPENDING ACCOUNTS (FSA)

Your contributions into a Flexible Spending Account are tax-free via payroll deductions. There are four options to participate and enroll in a Flexible Spending Account. 1) HealthCare FSA (Flexible Spending Accounts), Dependent Care FSA, Limited Purpose FSA, and LP-FSA. Contributions to the spending accounts are made before taxes are withheld from the employee's pay, which results in reduced federal, state and Social Security taxes.

#### 4.6.7 SUPPLEMENTAL/ VOLUNTARY INSURANCE

Supplemental insurance or voluntary insurance coverage is available for out-of-pocket expenses related to injuries or illness not covered under the major medical plans. Insurance such as pet insurance, identity protection, critical illness, legal plan, accident plan, hospital indemnity plan, etc.

#### 4.6.8 EMPLOYEE ASSISTANCE PROGRAM

The University System of Georgia partnered with Kepro to provide employees and dependents with a comprehensive Employee Assistance Program. Services are free, confidential, and available 24/7/365. Available to employees working at least 20 hours per week, their dependents and household members. The EAP (Employee Assistance Program) is available for use on the first day of employment and does not require an employee to be enrolled in USG Healthcare Plan.

#### 4.6.9 WORKERS' COMPENSATION INSURANCE

The Federal Workers Compensation Act provides protection for all employees in the event of injuries or death while performing services for the college. A listing of our approved Panel of Physicians is posted on at least one bulletin board in each building on the campus.

As required by the law, O.C.G.A. 34-9-81.1. The State Board of Workers' Compensation Bill of Rights for the insured worker, any on-the-job injury must be reported to the Office of Human Resources.

All college employees are covered under the Workers' Compensation Act. The act provides protection for the employee in the event of injuries or death while performing services for the college. Whether medical treatment is required or not, notification of all injuries must be submitted within 30 days to ensure that the college complies with the reporting and claim filing requirements established by the Department of Administrative Services (DOAS). Failure to do so may result in the loss of the benefits.

## 4.7 RETIREMENT

The Board of Regents of the University System of Georgia is committed to provide retirement plans for its eligible employees working 20 hours or more. Eligible employees must participate in one of the following retirement plans as a condition of employment. Retirement elections (other than the Georgia Defined Contribution Plan) must be made 60 calendar days of employment or eligibility. Once the decision is made, it is irrevocable and cannot be changed. If no decision is made within 60 days, the election will default to Teacher Retirement System (TRS) unless Employees and employers will be required to make the appropriate contributions to the respective retirement system as indicated below:

### 4.7.1 TEACHERS RETIREMENT SYSTEM (TRS)

Teachers Retirement System of Georgia: The Teachers Retirement System of Georgia (TRSGA) was established in 1943 by an act of the State Legislature to provide retirement security to individuals employed by the state's public educational entities.

### 4.7.2 OPTIONAL RETIREMENT PLAN

Optional Retirement Plan: The Optional Retirement Plan (ORP) is a defined contribution plan established in 1990 as an alternative retirement plan for designated employees of the University System of Georgia. Effective July 1, 2008, any exempt level employee may elect to participate in the Optional retirement plan.

### 4.7.3 EMPLOYEES RETIREMENT SYSTEM

Employees Retirement System (ERS): Any vested member of ERS who becomes an employee of the University System of Georgia may elect to remain a member of ERS, provided that such election must be made to the Board of Trustees of TRSGA within sixty (60) days of such employment and is irrevocable once the election is made. This retirement option is not open to other employees of the University System of Georgia.

### 4.7.4 GEORGIA DEFINED CONTRIBUTION PROGRAM

Georgia Defined Contribution Program: 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).

#### 4.7.5 403(B) RETIREMENT PLAN

Supplemental retirement plans can enroll in a plan to help maximize your retirement contributions. Under these investment programs, authorized by Section 403B of the Internal Revenue Code, all contributions and earnings under the 403-tax deferred annuity are exempt from federal and state taxes until they are withdrawn from the program. Employees may participate in both plans, but Annual combined contribution amounts must not exceed allowable contribution limits set by the IRS.

#### 4.7.6 457 RETIREMENT PLAN

Offers employees the opportunity to invest a portion of the employee's salary into a 457 elective deferred compensation program. Under this investment program, the Internal Revenue Code, all contributions provide employees, under certain conditions, with the opportunity to contribute additional monies to this plan.

### 5.0 INSTITUTIONAL PREMISES, PROPERTY, AND EQUIPMENT

**AMSC's employees shall receive the use and benefit of the property, equipment, and resources devoted to its use and assigned position. In no event shall AMSC's property be subject to the liabilities or obligations other than the devoted use and the advancement of the institution. Employees shall act as good stewards of the property held in their trust.**

#### 5.1 SAFETY

Employees are expected to perform their duties as safely as possible to ensure the protection of themselves, their fellow workers, and the public, and to reduce the amount of time lost from work through injuries or accidents. The prevention of accidents is primarily an individual responsibility. If any unsafe working conditions are detected, report them to the supervisor and the Office of Human Resources immediately.

All college employees are covered under the Worker's Compensation Act. The Worker's Compensation Act provides protection for all employees in the event of injury or death while performing services for the college.

#### 5.2 ISSUANCES OF KEYS

If it is determined that keys are needed in the performance of a job, they will be issued by the Office of Campus Safety. Lost keys should be reported immediately to the Office of Campus Safety. Separating employees must turn in all keys to Campus Safety prior to the employee's exit interview, and failure to do so may result in a delay of final payment of wages.

#### 5.3 INVENTORY AND SECURITY OF COLLEGE EQUIPMENT

The 1971 Session of the Legislature of the State of Georgia passed into law House Bill Number 9, requiring that a central inventory system be established to maintain a complete and accurate inventory of all state-owned property.

Equipment purchased with grant funds is subject to the same rules and regulations as stated above. Atlanta Metropolitan State College must list equipment with the State of Georgia and must maintain an accurate and current inventory to comply with the law.

To administer these regulations, the college must keep a local inventory that will show where all equipment is always located. Whenever there is a need to move furniture or equipment, the individual initiating the move must complete and submit an Equipment Transfer Report Form according to the routing shown on the form.

#### 5.4 MOTOR VEHICLE USE

It is expected that all employees of the USG who wish to use State of Georgia Vehicles, Institution owned or controlled vehicles, or rental vehicles for USG/Institution business usage should be appropriately licensed, available in their possession while operating a vehicle on institution or USG business. Additionally, subject to annual training, completion of the Driver Acknowledgment Form and MVR check to meet acceptable driving standards.

### 6.0 STANDARDS OF CONDUCT

All departments, members of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

#### 6.1 PERSONAL CONDUCT

The following examples include, but are not limited to, actions which are unacceptable to the college, and which may result in disciplinary action or discharge:

- Failure or being unfit to perform assigned duties
- Conviction of a felony or crime involving moral turpitude
- Bringing discredit to the college
- Insubordination
- Negligence
- Falsifying records, reports, or information
- Theft
- Misuse of telephone or computer services
- Intoxication or drinking on the job
- Failure to report an absence or reason for an absence
- Taking unauthorized leave
- Habitual absence or tardiness
- Discourteous or disruptive behavior
- Unauthorized absence from assigned work area
- Interfering with the work performance of another employee
- Wasting material

- Willfully damaging equipment or property
- Willfully violating safety regulations
- Gambling while at work
- Sleeping while at work
- Using or selling illegal drugs on college premises
- Job abandonment
- Willfully violating laws or policies prohibiting discrimination based on race, gender, color, religion, national origin, age, disability, or veteran status
- Any other misconduct interfering with performance of duties
- Any form of harassment

## 6.2 ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is expected of all employees. More specifically, employees are expected to arrive at work and return from lunch on time. When an employee cannot report to work at the scheduled time, the supervisor must be informed as soon as possible. Failure to notify the supervisor of absence and reason for absence could result in disciplinary action up to and including termination. A record of tardiness, unscheduled absences and abuse of sick leave may result in loss of pay and/or disciplinary action.

## 6.3 AMOROUS RELATIONSHIPS

The USG promotes an atmosphere of professionalism based upon mutual trust and our Core Values of Integrity, Excellence, Accountability, and Respect.

The professionalism and mutual trust of the workplace is compromised when employees who hold positions of unequal power engage in amorous relationships. The same is true for faculty members, to include graduate teaching assistants, who have amorous relationships with students they teach or evaluate or whose terms of education or employment they could directly affect. Such relationships create inherent conflicts of interest and lead to complaints of favoritism, decreased employee morale, mistrust by colleagues, complaints of undue access and, claims of sexual harassment, and other negative implications for the work environment. Accordingly, Board of Regents' (BOR) Policy 8.2.18.6 Amorous Relationships prohibits amorous relationships as follows:

*An Atlanta Metropolitan State College employee, including a graduate teaching assistant, is prohibited from having romantic or sexual relationship with any student or AMSC employee who the individual supervises, teaches, or evaluates in any way. Additionally, an AMSC employee is prohibited from having romantic or sexual relationship with any student or AMSC employee whose terms or conditions of education or employment the individual could directly affect.*

This policy reinforces the Board's and the USG's commitment to providing a professional environment for all USG employees and students.

#### 6.4 APPEARANCE/ DRESS CODE

AMSC employees are representatives of the College and are therefore expected to maintain an appropriate appearance for the workplace. Employees should dress appropriately, in accordance with departmental guidelines, and should ensure that they are neat, clean, and well-groomed. The following articles of clothing are deemed to be inappropriate and should not be worn to work at any time:

- T-Shirts, tank tops, tube tops, halter tops, mesh, net or otherwise revealing fabrics.
- Clothing with revealing necklines, backs, or midriffs.
- “Low rider” pants or trousers which reveal undergarments.
- Shorts (except as part of an official uniform)
- Spandex or Lycra
- Athletic wear including sweat suits, jogging suits, etc.
- Novelty shirts with obscene or inappropriate wording or slogans
- Flip flops or bedroom slippers

#### 6.5 WORK ENVIRONMENT APPEARANCE

Employees are required to keep their work environments clean and orderly. It is expected 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.

#### 6.6 FREEDOM OF EXPRESSION AND 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.

Expression of Political Opinions - AMSC respects the free expression rights of employees to share their personal views on political issues. Sharing these personal political views must be done only in an employee’s personal capacity and does not interfere with work or involve improper use of state resources. Employees must not hold themselves out as speaking or acting on behalf of the USG or its institutions when participating in political activities. Employees must also take reasonable measures to avoid any appearance that the individual employee’s participation is in an official capacity as an employee of the USG or its institutions.

Employees are not prohibited from noting in a biographical description their employment status, title, affiliation with the USG or their institution, or their background and credentials, but if an employee does so, the employee must make it clear when expressing personal political views that the employee is not speaking in the employee’s capacity as an employee of the USG or the employee’s institution. Employees may not use state resources (including work email) or work time to communicate these personal political views. In addition, employees are prohibited from using any USG registered trademarks when expressing individual opinions on political issues, unless they are expressly authorized to do so.

Involvement in Political Campaigns - Individuals may not hold elective political office at the state or federal level while employed by the USG. Any employee seeking federal, or state elective office must notify their direct supervisor and request a leave of absence without pay before qualifying as a candidate.

Employees are also prohibited from managing or taking an active part in political campaigns during work hours or where such involvement would otherwise interfere with work responsibilities. Under no circumstances may employees use any state property, resources, or materials in conjunction with any political campaigning.

Use of Institutional Facilities in Political Campaigns - The Institutional President at AMSC may authorize the use of institution facilities for political speeches; however, these speech events must be sponsored by recognized organizations of the institution and can be held only at places designated by the President. At no time can USG materials, supplies, equipment, machinery, or vehicles be used in political campaigns. This includes the use of student activity fee funding allocated to a registered organization to pay event space fees for a political campaign event or other campaign expenses.

It is deemed inappropriate for employees to manage or enter political campaigns while on duty, to perform services at the College or to hold elective political office at the state or federal level while employed by the College. Therefore, the following USG policies governing political activities will be adhered to 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 AMSC.
- 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 AMSC, 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 AMSC or USG.

## 6.7 DRUG AND ALCOHOL POLICY

The use of alcohol and illegal drugs by employees of the college is prohibited on college premises. AMSC abides by the terms and provisions of the Drug Free Workplace Act of 1988. A copy of the complete policy is available in the Office of Human Resources and is provided during the employees' orientation session.



## 6.8 TOBACCO/SMOKING POLICY

Smoking of any material is prohibited in all enclosed areas of AMSC campus, including hallways, elevators, offices, restrooms, seminar/meeting rooms, and all other spaces owned or leased by AMSC and the University System of Georgia (USG). Smoking is also prohibited in any outside areas adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to adversely affect the environment of those entering or exiting the facility.

In accordance with the Georgia Smokefree Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the agency's commitment to provide a safe and amicable workplace for all employees by protecting them from involuntary exposure to secondhand smoke. In establishing such guidelines, the University System of Georgia is aiming to preserve and improve the health, comfort, and environment of employees and any persons occupying our facilities.

## 6.9 PROHIBIT DISCRIMINATION AND HARASSMENT POLICY

AMSC is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. Employees accused of behavior in violation of this policy shall be afforded procedural due process as established within this and other USG and institutional policies and procedures. Those found to have engaged in such behavior shall be subject to disciplinary action, including dismissal, as appropriate. Allegations of discrimination and harassment prohibited by USG's policy on the prohibition of discrimination and harassment, except as prohibited under the Sexual Misconduct Policy, should be addressed using applicable institutional policies and procedures.

Allegations of Sexual Misconduct, which includes Sexual Harassment, should be addressed using the standards set out in the Sexual Misconduct Policy BOR 6.7, <https://www.usg.edu/policymanual/section6/C2655> the Process/Procedures section of this Policy, and any additional AMSC institutional policies and procedures.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sex, national origin, sexual orientation, age, or disability, or that of their relatives, friends, or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities

Sexual harassment is defined as sexual conduct of any nature, which is not freely and mutually agreeable to both parties. Examples include, but are not limited to:

- Making, as a condition of employment, acceptance of unwelcome sexual advances or requests, requests for sexual favors, or other verbal or physical conduct of a sexual nature

- Making submission to or rejection of such conduct the basis for employment decisions · Creating an intimidating, offensive, or hostile work environment by such conduct

Employees who believe they have suffered any form of harassment or retaliation may immediately report the alleged conduct to their supervisor or to the supervisor of the person who is behaving objectionably, so that a confidential investigation of the complaint can be undertaken. Alternatively, the employee may report the alleged conduct to the Office of Human Resources. Further, any employee who observes conduct by another employee which he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. All complaints of harassment will be treated confidentially and will be investigated promptly and thoroughly by the Office of Human Resources.

#### 6.10 VIOLENCE IN THE WORKPLACE

Atlanta Metropolitan State College will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal.

To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

#### 6.11 FIREARMS IN THE WORKPLACE

House Bill 280 will allow anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.)

The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that keeps it out of the view of others.

Even license-holders may not carry a handgun into the following locations on college/university-owned or leased property:

- Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums, and similar facilities in which intercollegiate games are staged, etc.
- Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move On When Ready or through college and career academies or other specialized programs such as Early College. It is the license-holders' responsibility to seek out this information and make themselves aware of which classrooms fall within this exception.
- Faculty, staff, and administrative offices.
- Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty, or staff. These would include any meetings or hearings that are part of the University System's or the institution's sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes. Under the new law, it is a misdemeanor crime for a license-holder to carry a handgun "in a manner or in a building, property, room, or space in violation of" these provisions. Doing so also may be a violation of the institution's student code of conduct and personnel rules. It will be the responsibility of those license holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying. Institutions will not provide gun storage facilities or erect signs outside restricted areas.

## 6.12 CHILDREN IN THE WORKPLACE

Under its Risk Management Policy, AMSC does not assume responsibility and/or liability for unattended minor children of faculty, staff, students and visitors in and around college buildings, grounds, and facilities. It is expected that employees will not bring their children to work during the employees' scheduled work hours.

### Programs Serving Minors – Minors on Campus

AMSC periodically conducts, sponsors, or hosts programs designed to serve minors not enrolled as students, including camps, clinics, after school programs, and activities.

Employees and volunteers associated with these programs expected to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Also, and annually Human Resources will provide program information and policy reminders to all AMSC faculty, staff, and students.

## 6.13 VISITORS

It is expected that employees will not receive personal visitors during working hours or in staff working areas. Additionally, visiting and socializing with colleagues for excessive periods of time

(regarding personal or non-work-related matters) during non-break work hours is also deemed inappropriate.

#### 6.14 MAIL SERVICES

The college mailroom is to be used for incoming and outgoing correspondence of the college and is not to be used for personal mail delivery.

#### 6.15 TELEPHONE UTILIZATION

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

The College recognizes that there may occasionally be times when personal calls must be made or received during business hours. Such calls (whether on the office phone or a personal cell phone) must be held to a minimum and should not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or at lunchtime.

##### 6.15.1 COMPUTER AND NETWORK USAGE POLICY

Atlanta Metropolitan State College recognizes its responsibility to provide the widest possible access to electronic resources for its faculty, students, and community. Information about this policy is in the Computer and Network Usage Handbook and Faculty Handbook.

#### 6.16 PERSONAL 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 College. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of college property.

## 7.0 ADDITIONAL SERVICES, POLICIES AND RESOURCES

### 7.1 PERSONNEL FILES

The college maintains the official personnel files on each staff and faculty member. These files contain documentation, such as an employee's length of service within the system, performance evaluations, benefits information, beneficiary designation forms, letters of commendation, etc. If an employee wants to review his or her file, he/she must submit a written request to Human Resources to schedule an appointment.

To ensure that an employee's personnel file is always up-to-date, employees should update their information in the HRIS system and the Office of Human Resources should be notified, in writing, of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contact person(s),

etc. Employees are encouraged to inspect their personnel files on an annual basis. Personnel files are the exclusive property of the college.

## 7.2 INCLEMENT WEATHER or EMERGENCY LEAVE

In the event of inclement weather or any emergency which may place the health or safety of students, employees or citizens at risk, or conditions or events that prevent performance of regular operations of the Institution, official closure, or reduced operations of Institutions of the University System of Georgia (USG) or various locations thereof may be deemed necessary. In such instances, AMSC's President may declare the closing or reduced operations within the affected area and leave with or without pay. The President will also declare the reopening or return to normal operations once the inclement weather or emergency has subsided. When the Institution is declared closed, all academic classes, administrative offices, or other functional areas are suspended and only essential services are maintained, until the institution is officially reopened as declared by the President. In the event of inclement weather or any emergency that requires leaves of absence of employees, 6 of 6 the president of a USG institution may declare leave with or without pay.

Employees whose job responsibilities require that they work during hazardous or emergency weather conditions to maintain critical campus functions, e.g., public safety or facility employees, information technology or employees with critical health and safety responsibilities are considered 'essential personnel' and will be expected to maintain a normal work schedule unless specifically excused.

When inclement weather creates a condition under which there might be a question as to whether the college will operate on a normal basis, procedures shall be as follows:

- All employees will receive notification via an email, text message or telephone message using the corresponding information as supplied by the employee in PeopleSoft.
- A statement will be released through normal campus distribution channels should the conditions occur during normal operating hours.
- Employees are requested to listen to local radio and television stations, check our AMSC website at [www.atlm.edu](http://www.atlm.edu), in addition to calling (404) 756-4000 for announcements regarding the college's operating hours should the conditions occur outside of normal operating hours.

## 7.3 LOST AND FOUND

A lost and found service is maintained by the Office of Public Safety. If an employee finds or loses an article on campus, he or she should notify the Office of Public Safety.

## 7.4 ALTERNATIVE DISPUTE RESOLUTION (ADR)

It is the policy of the University System of Georgia to resolve these disputes fairly and at the lowest possible level. When these conflicts or disagreements occur, employees should first attempt to resolve them through discussion with their supervisor.

As part of its commitment to the prompt and fair resolution of its students, faculty, and classified employees' concerns, AMSC has established and implemented the Alternative Dispute Resolution. The procedures ensure that any individual within the college community who has a grievance will have access to an internal process which provides elemental fairness to the parties involved and which has as its objective the resolution of the grievance. The procedures may be used as one of many options for grievances. Alternative Dispute Resolution includes those mechanisms usually involving a neutral third party to facilitate agreement between two parties outside the judicial forum.

#### 7.5 ETHICS AND COMPLIANCE, REPORTING HOTLINE

It is the policy of the University System of Georgia (USG) to comply with applicable laws, rules, and regulations and to encourage ethical conduct as detailed in the USG Ethics Policy (see Board Policy 8.2.18.1 USG Ethics Policy). The College strives to comply with BOR policy by maintaining the highest standards of personal and business ethics and professional conduct. Your daily activities on behalf of the College should always be done ethically and legally, and conflicts of interest should be avoided.

Atlanta Metropolitan State College recognizes that an ethical, efficient, and effective work environment is important and has placed a high priority on ensuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as the Campus Police and Human Resources, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, the college also offers an Ethics and Reporting Hotline which is available 24 hours a day, 7 days a week, and allows employees to voice concerns while remaining anonymous if preferred.

Any employee who witnesses or has knowledge of unethical or illegal behavior the employee may report the concerns anonymously by dialing 1-877-516-3418.

## 8.0 ACKNOWLEDGMENT of RECEIPT OF AMSC'S EMPLOYEE HANDBOOK

I acknowledge that I have received or that I am able to retrieve an on-line copy of the Employee Handbook. I understand that I am responsible for reading, awareness, and understand all policies and procedures covered in this Handbook.

I also understand that the purpose of this Handbook is to inform me of the AMSC'S policies and procedures. I understand the Employee Handbook does not constitute a contractual obligation on the part of Atlanta Metropolitan State College, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me, nor is it intended to create contractual obligations of any kind. AMSC's policies are guided by the Board of Regents of the University System of Georgia and by the State of Georgia and/or the United States government through various executive orders and federal employment guidelines and are subject to change at any time.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date