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## INTRODUCTION TO AUGUSTA STATE UNIVERSITY (ASU)

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### Description

Augusta State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor, master, and specialist degrees. Two campuses comprise Augusta State University: the 77 acre main campus located on Walton Way, and Forest Hills, a 244-acre campus on Wrightsboro Road. Housing the Physical Education and Athletic Complex, the Forest Hills campus is home to 10 sports in NCAA Division II, and Division I in golf, a 3,800 seat arena, playing fields, and an 18-hole golf course.

### A Brief History

The principles of equality and opportunity that animated the American Revolution are at the root of Augusta State University's historic mission. In 1783, the state of Georgia was newly free of British rule and undertook a broad effort to extend educational opportunity throughout the state. One of the first steps was to charter the Academy of Richmond County. The Academy offered secondary diplomas and post-secondary instruction which prepared students for their junior year at major American universities. In 1925, post-secondary instruction was assigned to the newly formed Junior College of Augusta, the first public junior college in the state of Georgia. When the site of the Augusta Arsenal, formerly the estate of Freeman Walker, was given to educational purposes, the Junior College moved to its present location. From the century old oaks and magnolias of the former estate to the thick masonry of the old Augusta Arsenal, the campus remains rich in reminders of the bygone eras and its military origins.

The institution changed its name to Augusta College in 1958 when it became a part of the University System of Georgia. Augusta College continued to grow in size and programs: the first four-year degrees were awarded in 1967 and graduate degrees in 1973. Now, more than 50 associate, bachelor, masters, and specialist degree programs are offered. On June 12, 1996, the college was renamed Augusta State University.

### Mission Statement

Augusta State University is committed to excellence in teaching, advancement of knowledge, and enrichment of the community in a climate that fosters humane values and a life-long love of learning. With origins in the founding of the Academy of Richmond County in 1783 and the creation of a separate Junior College of Augusta in 1925, its mission is predicated on the cultural, social, and economic value of a strong liberal arts education. This enlarges its students' individual versatility, creative powers, cultural appreciation, knowledge of the world, respect for others, and professional expertise.

Augusta State University strives to be a national model of excellence for its quality of service to the second largest metropolitan area in Georgia. With a broad array of undergraduate programs and a select offering of graduate programs below the doctoral level, it functions as a metropolitan, non-residential university for the area.

Open to the voices of all its members, the University serves a population diverse in race, background, age, and preparation. It provides access not only to those who are fully ready

for college but also to the under prepared who show potential and to those seeking the kind of academic challenge normally associated with elite, private institutions.

Emphasizing student-faculty contact, the University fosters intellectual growth through learning assistance, honors courses, and student research. It promotes electronic information technologies and links students with the world community of scholarship.

The University collaborates with the Medical College of Georgia, Paine College, Augusta Technical Institute, Fort Gordon, and P-12 schools. It makes constant, programmatic use of local industries, agencies, and institutions as laboratories for practical learning experiences. In an area with a large health care industry, it provides undergraduate general education courses for the Medical College of Georgia students, prepares students to enter programs at that institution, and educates others to work in the medical field. It is also the principal source of training for the area's teachers and business leaders.

Augusta State University is acutely conscious of its responsibility to a community where its graduates become teachers and artists, professionals and civic leaders. It seeks to serve: enriching its area culturally, improving economic and social conditions, and promoting personal and professional development. To these ends, the University cultivates intellectually vital faculty members who are excellent in teaching, active in research, generous in service, and committed to its mission. The University also strives to have its faculty, staff, curriculum, and programs reflect the increasing diversity of the population and world from which its students come.

Devoted to constant improvement, the University assesses its performance by evaluating its stewardship of resources, responsiveness to area needs, involvement with its community, the response of the public it serves, and, most importantly, the success of the students it educates.

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## **EMPLOYMENT POLICIES**

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### **EQUAL EMPLOYMENT OPPORTUNITY**

Augusta State University is an Equal Employment Opportunity employer. Board of Regents and institutional policies prohibit discrimination based on race, creed, color, national origin, sex, age, veteran status, or handicap. The equal employment opportunity program is exhibited in personnel actions as follows:

- The recruiting, hiring, and promoting of employees in all job classifications shall continue to be accomplished without regard to race, creed, color, national origin, sex, age, veteran status, or handicap;
- Employment decisions shall continue to be based upon an individual's qualifications, experience, and abilities for the position being filled;
- Promotion decisions shall continue to be made on the individual's qualifications, performance, and accomplishments as related to the requirements of the position under consideration;

- All other personnel actions such as compensation, benefits, transfers, and institutional sponsored training shall continue to be administered without regard to race, creed, color, national origin, sex, age, veteran status, or handicap.

### **AMERICANS WITH DISABILITIES, DISABLED VETERANS, AND VETERANS OF THE VIETNAM ERA**

Augusta State University prohibits discrimination against any employee or applicant because he/she is disabled, a disabled veteran, or a veteran of the Vietnam era. Employees and applicants wishing to self-identify as belonging to one of those protected groups may do so through Personnel Services or through Disability Services.

### **CONDITIONS OF EMPLOYMENT**

The following requirements are conditions of employment with ASU:

- Completed employment application with no falsifications;
- Completion of the State of Georgia Security Questionnaire and Loyalty Oath if employment is for 30 days or more;
- Completion of federal and state withholding tax forms;
- Application for membership in the Teachers Retirement System (if employment is 50% or greater) or Optional Retirement System (for faculty) or Georgia Defined Contribution Plan (if employment is less than 50%);
- Completion of the Immigration and Naturalization Form (I-9);
- Social Security card;
- Medical and physical fitness criteria must be met for employees in certain positions.
- Individuals who are not U.S. citizens must present evidence that they are authorized to work in the United States.

### **RANDOM DRUG TESTING FOR HIGH-RISK POSITIONS**

Employees assigned to high-risk positions on a regular basis are subject to pre-employment and random drug testing. This includes campus law enforcement officers and other positions where inattention to duty or errors in judgment could pose a significant risk of harm to the employee, co-workers, students, or the public. Testing will be performed in accordance with regulations and procedures presented by the State Merit System as approved by the Chancellor of the University System of Georgia.

### **DEFINITIONS**

This section provides definitions pertaining to employee classes and working hours.

**Classified Personnel:** All employees of Augusta State University with the exception of those identified as Faculty, Administrative Officer or Student are considered Classified Personnel. This category of employment includes the following personnel:

Exempt: These are professional and administrative personnel who are exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act. These employees are assigned to the monthly payroll.

Non-Exempt Personnel: These are staff who are not exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act. These employees are assigned to the biweekly payroll.

Faculty Status Personnel: All administrative officers reported by the President to the Board of Regents as having responsibilities and privileges of faculty member-ship.

Types of Employment: The type of employment determines an employee's eligibility for staff benefits. All employees are considered either Regular/Full-Time, Regular/Part Time, or Temporary. The definition of each type of employment is listed below.

Regular/Full-time: Personnel employed for a continuous period exceeding six calendar months who are regularly scheduled to work forty hours each workweek.

Regular/Part-Time: Personnel employed for a continuous period exceeding six calendar months who are regularly scheduled to work at least twenty but less than forty hours each workweek. Benefits are based on equivalent ratio to their percentage of work commitment.

Temporary: Personnel who are not employed as "regular" employees are temporary employees. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended an additional six months if approved through the department head and V. P. for Business Services. Continuation of employment after a twelve-month period must be approved through Personnel Services. Student Assistants and Graduate Assistants are classified as temporary. Temporary personnel are not eligible for benefits.

Work Commitment: Work commitment represents the number of hours an employee is regularly scheduled to work in a normal forty hour workweek. Work commitment is expressed in employee records and in the budget as a percentage of full-time (full-time = 1.00, one day (8 hours) each week = .20, etc.). Classified employees who change their work commitment to less than half-time will not be permitted to change back to half-time or more for a minimum period of six (6) months IF they withdraw their Teachers Retirement System (TRS) contributions.

## **EMPLOYEE ORIENTATION**

Orientation of new employees through Personnel Services allows each new employee an opportunity to ask questions and insure they fully understand various benefit programs, personnel policies, standards of conduct expected, and other aspects of the Augusta State University community.

New employees are responsible for becoming familiar with their job duties (based on the job description) and salary rate. The supervisor is responsible for insuring that the new employee understands their duties and responsibilities and expectations concerning behavior and conduct.

Employees are also responsible for reading and familiarizing themselves with this employee handbook, in particular the following sections:

- Personnel policies and procedures
- Leave time benefits
- Insurance benefits
- Retirement plan options

## **PROVISIONAL PERIOD OF EMPLOYMENT**

All classified personnel serve the first six months of employment in the University System of Georgia on a provisional basis. This period allows the supervisor an opportunity to evaluate an employee's ability, suitability for the position, and overall performance. It also provides the employee an opportunity to assess their new job and environment. If the employee's work is satisfactory, employment with Augusta State University will be continued. If it is determined that the employee is not suited for the job, he/she may be terminated at any time during the provisional period; however, voluntary resignation may be accepted in lieu of dismissal. An employee who does not choose to resign voluntarily will be advised in writing of the dismissal action and given two weeks notice (except in circumstances where the employee is deemed to be a threat to personnel or property). Employees terminated within the six-month provisional period do not have the right to appeal under the Grievance Policy.

Note: Faculty status personnel hold office at the pleasure of the President and therefore do not serve a provisional period.

## **WORKING HOURS**

The normal working hours for regular/full-time employees are from 8:00 a.m. to 4:30 p.m. This may vary somewhat within departments depending on the nature of their services.

Full-time employees are expected to work 40 hours per workweek (normally Monday through Friday). The workweek consists of a seven-day period starting at 12:01 a.m. Saturday and ending at midnight on Friday.

The normal full-time workday consists of an 8 ½ hour period which includes 30 minutes for a meal (unpaid) and two 15-minute breaks granted at the discretion of the supervisor. It is not

possible to forego breaks to accumulate extra time off nor is it possible to take a full hour for lunch and still take the 15-minute breaks.

Employees with a normal workday of less than 8 ½ hours but at least 4 hours may be granted one 15-minute break at the discretion of the supervisor.

A staff employee may not work more than 40 hours per week unless specifically requested to do so by the supervisor.

## **PROMOTIONS AND TRANSFERS**

There is no minimal time in a position before an employee may be considered for either a promotion or lateral transfer, unless the job description contains a stipulation regarding minimal time in a position. However, employees in provisional status are discouraged from seeking job changes until the provisional period has ended.

Employees must meet the minimum job qualifications of a position in order to be considered for promotion or lateral transfer as vacancies occur. Employees are not required to seek approval from their supervisor before applying for promotion or lateral transfer. When selected for a position, the employee is expected to give the current supervisor at least two weeks notice. The current supervisor may approve less notice if acceptable to the employee and the hiring supervisor. Salary levels for employees who are transferred or promoted must comply with institutional personnel policies. An employee promoted to a position in a higher classification will receive a promotional increase, provided there are sufficient funds budgeted for that position.

The Personnel Office posts a campus job opening list each Tuesday afternoon. The job listing is mailed to all departments on campus and is posted by those departments each week. Current vacancies are continually posted in the Personnel Services Office (Fanning Hall), on the Personnel Services website ([www.aug.edu/personnel](http://www.aug.edu/personnel)), and on the job line (737-1763).

## **TERMINATION OF EMPLOYMENT**

### **RESIGNATION**

Employees who plan to resign their position must give written notification to the immediate supervisor. The supervisor must forward a copy of the resignation letter to the Personnel Office to be placed in the employee's personnel file. An employee who resigns for any reason should give a minimum of two weeks notice. A shorter period of time may be agreed upon in writing between the supervisor and employee.

### **QUITTING WITHOUT NOTICE**

If an employee leaves without providing the required minimum notice, it is considered a "Quit Without Notice" and will be made a part of the employee's permanent employment record.

## DISMISSAL

Dismissal may be initiated by the immediate supervisor for inability or failure to perform the required job duties satisfactorily or for unsatisfactory personal conduct. In such cases, the employee will be given a minimum of two weeks notice prior to termination unless it is determined by management that continued employment will result in a threat or harm to personnel or University property.

## REMOVAL OF FACULTY MEMBERS

An administrative officer with faculty status serves at the pleasure of the President. The President may at any time remove a faculty member for cause. Cause shall include willful or intentional violation of Board of Regents or Augusta State University policies.

## TERMINATION CLEARANCE INTERVIEW

An employee's date of termination will be the last date worked. All regular employees who are terminating must complete the clearance process conducted by the Personnel Office. This includes an exit interview and information concerning benefits and the termination process. If the employee wishes to have another person pick up their final paycheck, the employee must provide a written signed note giving permission for the person to pick up the check. The person picking up the check must show identification and sign for the check.

## PERSONAL STATUS CHANGES

Employees who have changes in address, telephone number, marital status, dependents, or beneficiaries must notify the Personnel Office as soon as possible so that those changes can be reflected in the employee's permanent personnel record.

## NEPOTISM

No individual shall be employed in an office or department which will result in a subordinate-supervisor relationship between the individual and any relative through any line of authority. "Line of authority" means authority extending vertically through one or more levels of supervision or management. Relatives are defined as husbands, wives, parents, children, brothers, sisters, or any in-law of such relative.

## EMPLOYMENT BEYOND RETIREMENT

When an employee has retired from any college or university in the University System of Georgia and is receiving benefits from the Teachers Retirement System or the Employees Retirement System, employment in the University System in any capacity without prior approval of the Board of Regents is prohibited. In no event shall part-time employment be considered if compensation for the part-time service, together with benefits being paid from TRS or ERS exceeds the compensation the individual was earning at the time of retirement.

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## COMPENSATION / PERFORMANCE POLICIES

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### CLASSIFICATION SYSTEM

Augusta State University administers a uniform classification and compensation program. This classification system is designed to group positions that have similar duties, have approximately the same levels of complexity and responsibility, and require similar training and experience at the time of recruitment.

All classified positions are classified in accordance with the University System of Georgia Job Classification System. Campus-specific "working titles" may be authorized by the Personnel Director.

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

### PERFORMANCE EVALUATIONS

Performance evaluations take into account such elements as productivity, efficiency, attendance, punctuality, cooperation, and initiative. New regular employees whose employment is to be continued are evaluated just prior to the completion of the six-month provisional period. In the Spring of each year, the Personnel Office sends a letter reminding supervisors that performance evaluations are due. The distribution date and the due date may vary somewhat from year to year.

The employee's signature on the evaluation form is required to verify they have reviewed the evaluation. If the employee does not agree with the evaluation, he/she may enter appropriate comments on the form in the area provided or attach a separate sheet of paper. The performance evaluation is used in determining eligibility for annual salary increases and is considered part of the employee's permanent personnel file. The performance evaluation should be completed in conjunction with an up-to-date job description of each classified position.

Note: Performance evaluations for teaching faculty and employees who report directly to the President's Office may vary in format from classified employee evaluations.

### PAY INCREASES

Salary increases are authorized on an annual basis and vary from year to year. Increases are based on merit and are normally effective on October 1 of each year. These increases are dependent on budget allocations and directives from the Board of Regents.

## **PAY SCHEDULES**

All classified personnel are paid either biweekly or monthly depending on job classification. The biweekly payroll includes 26 pay periods during the year. The biweekly pay period closes on Friday and paychecks are available on the following Friday. Professional and administrative employees are paid monthly and receive paychecks on the last working day of each month.

If a payday falls on a scheduled holiday, paychecks will normally be available on the preceding day. Exceptions to the pay schedule will be announced by the payroll office.

## **TAX WITHHOLDING**

Augusta State University is required by law to deduct federal and state income taxes and the employee portion of the Social Security tax. Taxes are withheld each payday and are recorded on the paycheck. Employees are provided with a W-2 form in January of each year. The W-2 shows federal and state taxes withheld during the previous year.

## **TIME RECORDS**

Staff employees are required to keep a time record of hours worked. Most staff employees in the Physical Plant Department use time clocks to enter beginning and ending times. Other staff employees prepare handwritten biweekly time records. The biweekly time record reflects a period of two workweeks. Time entries must be typed or made in ink and must be recorded accurately in the appropriate week. The time record should be checked for completeness and signed by the staff employee and supervisor. The time record must be received by the payroll department by 10:00 a.m. on the Monday following the close of the biweekly pay period. If time records are not received in the payroll office by the deadline, the payroll check may be delayed until the following payday.

## **OVERTIME COMPENSATION**

Staff who are required to work overtime will receive extra pay at the rate of 1 ½ times the regular hourly rate for hours worked in excess of 40 hours in any workweek. This is allowed only when overtime funds have been budgeted and only when the overtime has been approved in advance.

Professional and administrative personnel assigned to the monthly payroll are exempt from the provisions of the Fair Labor Standards Act; therefore they are not eligible for overtime. These employees are expected to perform duties for whatever periods of work may be required and are not eligible to receive overtime pay or compensatory time off.

## **COMPENSATORY TIME OFF**

Compensatory time off is granted at the rate of 1½ hours of comp time for each hour worked over 40 hours in a work week (excluding hours on paid leave or holidays). Comp time must be taken within four weeks of the close of the pay period in which it is earned. Comp time

not expended within four weeks of the date credited may be substituted for any paid leave taken during the intervening period as directed by the supervisor.

### **EMPLOYMENT IN MORE THAN ONE CLASSIFICATION**

Employees of the University may be employed in only one classification at a time. If an employee wishes to accept another position in addition to a current position, the following rules apply:

- The combined work time for both positions cannot exceed 100% work commitment (40 hours per week)
- Both positions must be the same type, either both exempt or both nonexempt
- Acceptance of the second position must be approved by the employee's department head and the Director of Personnel.

### **WITHHOLDING OF FUNDS OWED TO THE UNIVERSITY**

Augusta State University is authorized to withhold paychecks or deduct from paychecks amounts owed by employees for any fine, fee, penalty or other financial obligation to the University.

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## **EMPLOYEE BENEFITS**

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### **INSURANCE PLANS**

#### **HEALTH INSURANCE PLANS**

All regular employees who work half-time or more are eligible to enroll in one of the Health Insurance plan options. Dependents may also be included for coverage. ASU pays a considerable portion of the monthly premium for each employee who is a member of the plan. Cost to the employee varies depending on the coverage selected. Premiums are payroll-deducted. More detailed information on the health insurance plan options may be obtained from the Personnel Office, extension 1763.

#### **DENTAL INSURANCE PLANS**

All regular employees who work half-time or more are eligible to enroll in one of the dental plans. Premiums are employee-paid and are payroll-deducted. More detailed information on the dental insurance plans may be obtained from the Personnel Office, extension 1763.

#### **LIFE INSURANCE PLANS**

All regular employees who work half-time or more are eligible for free basic Life Insurance. Supplemental Life Insurance, which is an additional amount beyond the basic life coverage, and Dependent Life, which provides coverage for an employee's dependents, are available

at group rates and are employee-paid. All life insurance policies include accidental death and dismemberment coverage. Premiums are payroll-deducted. More information on the life insurance plans may be obtained from the Personnel Office, extension 1763.

#### LONG TERM DISABILITY INSURANCE PLAN

Long Term Disability insurance provides a covered employee with an income benefit in the event of total disability as a result of accident or illness. Long Term Disability insurance is available at group rates. Premiums are payroll-deducted. More information on the Long Term Disability insurance plan may be obtained from the Personnel Office, extension 1763.

#### AFLAC SUPPLEMENTAL INSURANCE

Supplemental insurance coverage is available for out-of-pocket expenses related to injuries or illness not covered under the major medical plans. The two options provided under AFLAC are (1) short-term disability and (2) cancer protection insurance.

#### INSURANCE FOR RETIRED EMPLOYEES, DISABLED EMPLOYEES, AND DEPENDENTS OF DECEASED, RETIRED, OR DISABLED EMPLOYEES

Career employees of the University System who immediately retire from the University System under the criteria established by the Teachers Retirement System (even though they may not be members of the Teachers Retirement System) shall remain eligible to continue as members of the basic and dependent group life insurance and health benefit plans. In order to qualify for this benefit, the retiring employee must have ten (10) years of continuous service to the state of Georgia with the final two (2) years of such continuous service having been in the University System of Georgia.

Employees who become permanently and totally disabled under the criteria established by the Teachers Retirement System and also have at least ten years of service with the University System, even though they may not be members of TRS, shall remain eligible for employee and dependent group health and life insurance benefits. The University System shall continue to pay its portion of the cost of group insurance for disabled career employees. Other employees who are disabled based on the same criteria may remain in the group health and life insurance for a period of twenty-four months with full University System participation in the cost. The inclusion in the group may continue after the twenty-four month period, but University System participation in the cost shall cease.

The dependents of an employee who dies while in active service or the dependents of a retired employee may remain in the group for life and health insurance purposes with the University System participating in the cost. The dependents of other employees or retired employees who are in the group for life and health insurance purposes may remain in the group for a period of no more than twenty-four consecutive months after the death of the employee, with full University System participation in the cost. The inclusion in the group may continue after the twenty-four month period but University System participation in the cost shall cease. In no event shall the dependents of the deceased continue in the group after the death or remarriage of the surviving spouse. Dependent children may remain in the group until they become eligible for another group benefits plan.

## LEAVE PLANS

### VACATION LEAVE

Augusta State University provides paid vacation for all regular classified and faculty status personnel. Vacation leave is granted in recognition of the need for rest periods and as a reward for service. Employees are encouraged to select the dates they wish to take vacation as far in advance as possible and submit their requests for appropriate supervisory review. Approval for vacation time is at the discretion of the employee's supervisor. Supervisors are responsible for scheduling their employees' vacations so that the department is adequately staffed at all times. Leave requests must be submitted to the Payroll Office by the approving supervisor.

The following chart shows vacation leave accrual rates:

EMPLOYEE TYPE	YEARS OF EMPLOYMENT	LEAVE ACCRUAL
Regular Full-Time	0 to 5 years employment	10 hours per month
	5 to 10 years employment	12 hours per month
	10+ years	14 hours per month
Administrative Faculty	Any number	14 hours per month
Regular Part-Time		Based on an equivalent ratio to their percentage of work commitment

An employee's vacation leave balance each December 31 may not exceed a maximum of forty-five working days. For Regular Part-Time employees, the maximum is based on the percentage of work commitment. For example, on December 31, a full-time (100%) employee's vacation leave balance will not exceed 45 working days (360 hours), and a half-time (50%) employee's balance will not exceed 22 ½ working days (180 hours).

Employees will be paid for all accrued vacation leave (not to exceed a maximum of 45 days) upon termination from Augusta State University or upon reverting to a permanent work commitment of less than half-time. A terminating employee shall not accrue vacation leave beyond the employee's last working day. Temporary employees do not accrue vacation leave.

### SICK LEAVE

All Regular Full-Time employees accumulate sick leave at the rate of one working day (8 hours) per calendar month of service. All Regular Part-Time employees accumulate sick leave in an equivalent ratio to the percentage of work commitment. Sick leave accrues and is cumulative with no maximum limit. Under the regulations of the Teachers Retirement System, at the time of retirement sick leave may be included in the calculation of service to determine an employee's retirement benefits.

Sick leave may be granted at the discretion of Augusta State University and upon approval by the supervisor for any of the following reasons:

- Illness and disability due to pregnancy or injury to the employee.
- Medical or dental appointments that cannot be scheduled before or after duty hours or on an off-day.
- Quarantine due to a contagious illness in the employee's household; a physician's statement or board of health statement is required upon return to active status.
- Illness, disability or injury of the employee's spouse or child, when the employee's presence is required. The definition of "child" includes natural child, adopted child, step child, foster child, or legal ward regardless of age.
- Illness, disability or injury of the employee's immediate family member other than spouse or child, when the employee's presence is required. Paid sick leave may be granted for up to ten (10) consecutive full or partial days per occurrence. Additional time off during the same occurrence may be granted; however, time off must be charged to either accrued vacation leave and/or personal holiday, or if these balances are exhausted, to leave without pay. Paid sick leave may be granted, subject to these regulations, for additional occurrences, provided the employee has worked at least one regular day immediately before the reoccurrence begins. If appropriate, unpaid family leave shall be granted at the request of the employee. Family members, other than spouse or child, are defined as parent, parent-in-law, brother, sister, grandparent, grandchild, foster parent, or legal guardian.

If sick leave is claimed for a period in excess of five continuous workdays, a physician's statement is required to permit further sick leave entitlements. A physician's statement approving an employee's return to active work status is required in cases of surgery, illness, disability (including post delivery) or injury.

A physician's statement may be required for a sick leave claim for two or more consecutive absences when the supervisor is of the opinion the employee may be abusing the sick leave privilege or if the circumstances are suspect. For employees on probation, a supervisor may request a physician's statement for a sick leave claim even for one day, provided the employee has been advised in writing that such a request will be made.

Failure to provide a requested physician's statement for absences related to sick leave claims will result in the time off being charged to "vacation leave without advance notification" or to "leave without pay without advance notification" when the employee's vacation leave is depleted. A second failure to submit a requested physician's statement could result in termination of employment.

Leave time taken in accordance with sick leave provisions will be charged to the employee's accrued sick leave time. Any time taken in excess of the employee's accrued sick leave under these provisions will be charged to vacation leave and, if necessary, to leave without pay when paid leave is exhausted.

If circumstances prevent an employee from submitting a request for sick leave in advance, the employee must submit a sick leave request upon return to work and the request must be submitted to the Payroll Office. A copy of any required physician's statements should be attached to the leave request.

Employees do not accrue sick leave after the last day worked and are not paid for accrued sick leave upon termination of employment.

Note: Temporary disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply.

#### SICK LEAVE DUE TO BEREAVEMENT (Death in the Family)

Sick leave may be taken in the event of a death in the employee's immediate family requiring the employee's presence; for the purpose of granting sick leave to attend the funeral of a family member, immediate family members are defined as spouse, parents, parents-in-law, brothers, sisters, children, stepchildren, sons-in-laws, daughters-in-law, grandparents, grandchildren, foster parents or legal guardians.

If a death occurs in the immediate family, the employee may be granted sufficient time to attend the funeral and take care of urgent family matters that cannot be handled during off duty hours. The time should be limited to one day of sick leave when the funeral is local. If the funeral is not in the local area, the supervisor will determine if more than one day's absence should be authorized, depending on the travel distance. Sick leave is authorized only for the time off that would fall on scheduled workdays up to a maximum of three days. Vacation leave must be used for any additional authorized time off.

#### HOLIDAYS

All regular employees are eligible for twelve (12) paid holidays per year, one (1) unscheduled and eleven (11) scheduled. Payment for holiday hours will be in an amount equivalent to the employee's work commitment.

The eleven (11) scheduled holidays are as follows:

New Year's Day	1 day	January 1
Martin Luther King, Jr. Day	1 day	Third Monday in January
Independence Day	1 day	July 4 <sup>th</sup>
Labor Day	1 day	First Monday in September
Thanksgiving	2 days	Thursday and Friday
Christmas	5 days	The Personnel Office distributes a notice each year indicating the exact days to be observed for the Christmas holidays.

Holidays falling on Saturday are usually observed on the preceding Friday, and those falling on Sunday are usually observed on the following Monday.

If a scheduled holiday occurs while an employee is on vacation, that day will be considered holiday rather than vacation time. If the employee is on sick leave the day before or the day after a holiday, the holiday will be logged on the time record as holiday time rather than sick leave. An employee will not be paid for any scheduled holidays which occur while the

employee is in inactive payroll status or on an approved leave of absence (see Sick Leave Without Pay).

If an employee is required to work on a holiday, the supervisor will arrange a substitute holiday within 60 days before or after the actual holiday.

One (1) unscheduled holiday per calendar year is authorized. An employee must request and obtain the supervisor's approval two weeks in advance of taking the unscheduled holiday. A new employee must be employed at least 30 calendar days in a regular position before taking an unscheduled holiday. The unscheduled holiday must be taken before the end of each calendar year or it will be lost.

A terminating employee shall not be paid for any holidays occurring after the employee's last working day.

#### MILITARY LEAVE

Military duty includes any ordered military duty in the service of the State or the United States. It shall include schools conducted by the armed forces of the United States. Military leave is available only to members of the armed forces and may not exceed 30 days in any one calendar year.

Regular employees shall be entitled to leave with pay while engaged in the performance of military duty and while going to and from such duty.

The maximum length of military leave with pay shall be 18 workdays per calendar year and shall not exceed 18 workdays in any one continuous period, except when the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard; in that event the leave shall not exceed 30 days in any one continuous period of such State active duty service.

Selective service and military physical examinations required by federal law for regular employees shall be paid leave. Military leave with pay does not apply to weekend drills.

#### COURT LEAVE

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury duty or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. Court leave may not be given to an employee summoned to a court as a defendant or plaintiff. Employees are expected to return to work if excused by the court during the scheduled workday.

#### FAMILY MEDICAL LEAVE

Any employee who has been employed at least half-time for at least twelve (12) consecutive months is eligible for up to twelve (12) workweeks of unpaid family leave during a twelve-month period, commencing on the date the family leave begins. If an employee is eligible to use accumulated sick leave, the employee, after obtaining permission from the supervisor, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the supervisor.

Family leave may be granted to an eligible employee in the event of:

- the birth of a child of the employee
- the placement of a child with the employee for adoption
- a serious health condition of the employee's child, spouse, parent, or spouse's parent
- a serious health condition of the employee which renders him/her unable to perform the responsibilities of the position

With certain exceptions as indicated in the Family Medical Leave Act, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her insurance benefits at the regular premium level during the period of leave.

When leave can be planned in advance, thirty (30) days notice to the supervisor is required in advance of the leave. An employee requesting leave related to a serious health condition (of the employee or a family member) is required to produce a healthcare provider's certification. The certification should include information about the employee's inability to work or the necessity of having the employee care for an ill family member and the probable duration of the absence. The certification must be attached to the supervisor-approved leave request and submitted to the Personnel Office for prior approval.

#### FLSA LEAVE (Fair Labor Standards Act)

The Fair Labor Standards Act requires that when an exempt monthly employee is absent from work for less than one full workday, it is to be paid leave. If the accumulated paid leave is insufficient to cover the partial date of absence, the employee shall be placed on FLSA leave with pay for the period of absence.

#### SICK LEAVE WITHOUT PAY

Any employee unable to return to work due to health problems after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Such approved sick leave shall allow the employee the right to continue group insurance benefits with Augusta State University continuing its share of the cost. An employee will not accrue any paid leave or paid holidays while on sick leave without pay.

#### PERSONAL LEAVE WITHOUT PAY

At the discretion of the President of Augusta State University, approval may be given for a personal leave of absence without pay for periods not to exceed one year. Such approved personal leave allows the employee the right to elect to continue group insurance benefits.

#### EDUCATIONAL LEAVE WITHOUT PAY

Augusta State University may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to continue group insurance benefits with University participation. The granting of educational leave is at the discretion of the supervisor, and the department's needs are considered first and foremost.

## VOTING TIME

Employees of the University are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. Since most polls are open from 7:00 a.m. to 7:00 p.m., time off is normally not necessary. If working circumstances preclude voting before or after work, employees may be excused as stipulated by the immediate supervisor for the purpose of voting.

## INCLEMENT WEATHER LEAVE

In the event of inclement weather or other emergency which requires that employees leave the campus or which prevents employees from reporting for work, the President of Augusta State University may declare leave with or without pay. Official notice of a closing of the campus will be communicated through radio and television announcements and other sources as necessary.

## RETIREMENT PLANS

### TEACHERS RETIREMENT SYSTEM

Participation in the Teachers Retirement System of Georgia is mandatory if you are a regular employee with a work commitment of one-half time or more. Your contribution is 5% of salary exclusive of overtime. The University contributes an additional 11.81% of your salary to the Retirement Program. The amount of this contribution is adjusted periodically to keep the retirement fund actuarially sound. The criteria for normal retirement is age 60 with 10 or more years of service, or 30 years regardless of age. An early retirement option is available for those who have 25 years of service, but this option results in a reduction in benefits. The minimum service requirement for retirement due to disability is 9 ½ years, regardless of age. Participation in the Teachers Retirement System is on a before-tax basis. If your employment ends before you are vested, you may withdraw your retirement contributions with interest but not the amount contributed by the University. Applications for withdrawal of contributions cannot be processed until after your last pay period. If your contributions are left in TRS and you have TRS credit for 10 or more years of service, you have a vested interest and will be eligible to receive a monthly retirement benefit beginning at age 60. The staff of the Personnel Office is available for counseling regarding TRS benefits, or you may contact TRS directly at 800-352-0650.

### OPTIONAL RETIREMENT PLAN (ORP) FOR FACULTY

Faculty, and administrative officers with faculty status, who are employed at least one-half time or more are eligible for membership in the Optional Retirement Plan. Under this plan, faculty contribute 5% of salary, ASU contributions vary. Vesting is immediate. At the time of termination, the faculty member is eligible to withdraw contributions or to continue to make contributions to the selected company. Faculty have 60 days from the date of employment to make an irrevocable election to participate in either the Teachers Retirement System or the Optional Retirement Plan. An employee who elects to participate in ORP must select one of the participating companies approved to offer annuity contracts. The ORP provides retirement and death benefits. The amount of benefit distribution is regulated by the specific contract.

## GEORGIA DEFINED CONTRIBUTION PLAN

The Georgia Defined Contribution Plan is a retirement plan for temporary and part-time employees who work less than 50%. Members contribute 7 1/2% of gross salary to the plan. Participation in the plan is mandatory for part-time and temporary employees, but these employees are not required to pay FICA (social security taxes.) The following classifications are not covered by social security: student assistants, graduate assistants, college work study students, part-time instructors, and employees working less than half-time; non-immigrant aliens may be exempt in accordance with the provisions of their visas. Contributions are fully refundable upon termination.

## SOCIAL SECURITY

Augusta State University participates in the Old Age Survivors and Disability Insurance Program, commonly known as the Social Security Program. Contributions toward your retirement benefit under this program are shared equally by you and the University. The amount of contribution and the benefits you receive upon retirement are established by the U.S. Congress.

## TAX SAVINGS PLANS

### FLEXIBLE BENEFITS PROGRAM

Augusta State University administers a Flexible Benefits Plan which allows you to pay insurance premiums on certain plans with pretax dollars. Since your premiums are paid on a pretax basis, you pay less federal, state and Social Security taxes, which results in an increase in take-home pay. All benefits-eligible faculty and staff of ASU automatically participate in the Flexible Benefits Plan. Changes to coverage under these plans can only be made during the annual open enrollment period, except in the event of changes in family circumstances.

### FLEXIBLE SPENDING ACCOUNTS (Dependent Care / Medical)

ASU administers flexible spending accounts for both dependent care and medical expenses. Under the Dependent Care Flexible Spending Account, employees who have regular dependent care expenses, such as baby sitting and day care, contribute pretax dollars to a special account from which they are reimbursed for such expenses. Depending upon the particular situation, employees may contribute up to \$5,000 per year. Under the Medical Flexible Spending Account, employees who have certain types of medical expenses contribute pretax dollars to a special account from which they are reimbursed for such expenses. Under this plan, employees may contribute up to \$3,600 per year. 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. These spending account plans are available to benefits-eligible employees.

## TAX SHELTERED ANNUITIES

All employees of the University are eligible to participate in the Tax Sheltered Annuity program. This program allows an employee to exclude a portion of salary from taxable income for the purchase of an annuity contract. Payment of taxes on these funds and on the

interest it earns is deferred until the funds are withdrawn, presumably at retirement when most people are in a lower tax bracket. The maximum amount which an employee may defer in a Tax Sheltered Annuity is determined by the employee's annual salary.

A TSA contract begins the following month after a TSA is selected. Only one change of company is permitted each calendar year. Further information may be obtained from the Payroll Office.

## **EMPLOYEE DEVELOPMENT**

### **EMPLOYEE TRAINING OPPORTUNITIES**

Numerous training opportunities are made available to employees for the purpose of developing their skills and increasing their potential for promotion. Generalized training programs are administered by the Personnel Office, and job-specific training programs are administered by individual departments.

### **EMPLOYEE STUDENT BENEFITS**

Regular/full-time employees of Augusta State University and their spouse or dependent children are eligible to pay resident fees without meeting the twelve-month residency requirement of the State of Georgia, provided normal admission requirements are met.

### **EMPLOYEE INCENTIVE PROGRAM (EIP)**

The Employee Incentive Program was established to encourage employees to further their education and is funded by private donations through the Augusta State University Foundation.

Employees who qualify will receive a semester's tuition contingent upon availability of funds and the conditions listed below:

- employee may enroll in up to four (4) credit hours per semester (two classes)
- employee must be employed 50% or more
- employee must have at least one year (12 months) of service
- classes must lead toward their first baccalaureate degree or their first master's degree or be directly related to the employee's job
- employee must meet all admission requirements
- this program is applicable for either credit or non-credit courses
- an employee who receives a scholarship or a need-based financial aid award is eligible for an EIP tuition grant to defray that part of the tuition that is not covered by the financial aid package.

### **TUITION REMISSION / TUITION REIMBURSEMENT PROGRAM**

The tuition remission/reimbursement program is available to Augusta State University employees as well as employees of other University System institutions. Participation is dependent upon the supervisor's approval and availability of classroom space.

To be considered eligible for tuition remission/reimbursement, an employee must:

- be a full-time regular employee
- have six months service
- complete forms through Personnel Services
- comply with pre-registration time frame

Only courses which carry credit hours are approved; continuing education courses are not approved under this program. The program is available to ASU employees through University System of Georgia colleges and universities and adult education (DTAE) institutions provided courses are not available at ASU. The amount of remission or reimbursement will be affected by scholarship or other need-based financial aid being received.

### **WORKERS COMPENSATION**

Employees are covered by the provisions of the Georgia Workers Compensation Act which provides for medical expenses and, when applicable, compensation for time off due to injury on the job. Benefits are determined by the State Board of Workers Compensation. An employee who suffers an injury on the job no matter how minor must immediately report the injury to the supervisor and to the Personnel Office.

Workers Compensation notices are posted in departments and in Personnel Services. These notices list the physicians from whom an injured employee must seek treatment. In case of an emergency, an injured employee may seek care from the nearest emergency room but follow-up care must come from a physician listed on the panel. Failure to have a job-related injury treated by a listed physician may jeopardize payment of any medical expenses due under Georgia Workers Compensation law.

### **CREDIT UNION**

The Health Center Credit Union operates under a charter granted by the State of Georgia Department of Banking & Finance. The Credit Union is a non-profit institution owned and operated by the members to provide a method of saving money and securing credit. Any employee of the University or family member of an employee is eligible for membership in the Credit Union. There is no fee for joining the Credit Union; however, a minimum balance of \$25 must be maintained for a member to be in good standing. The many benefits of Membership in your Credit Union include payroll deductions, travelers checks, money orders, notary service, cashiers checks, Visa and Master Card availability, competitive dividend rates, and low interest rate loans. Credit Union representatives are on campus in the ASU Bookstore on Tuesdays and Wednesdays, 9:00 a.m. to 1:00 p.m.

## BENEFITS AT RETIREMENT

Augusta State University provides an excellent benefits program for employees at the time of retirement. Below is a synopsis of those post-retirement benefits.

### Monthly Retirement

**Benefit:** At age 60 and completion of 10 years of service, or after thirty years regardless of age, employees are eligible to receive a monthly retirement benefit. Benefits from the Teachers Retirement System at retirement are calculated by a percentage of salary formula. This formula multiplies total years of creditable service by two percent times average monthly salary for the two highest consecutive years of service. For example, with twenty years service, an employee would receive a maximum retirement benefit of forty percent of the average of their two highest consecutive years of salary. Employees who become disabled and have at least 9 ½ years of service may also be eligible to receive a monthly retirement. An early retirement option is provided for employees with 25 years of service regardless of age; however this option results in a significant reduction in the monthly amount.

**Health Care:** Employees may continue participation in the ASU Health Insurance Plan at retirement with the University continuing to pay the employer's share of the monthly premiums. In the event of death during retirement, the employee's surviving spouse and dependents may continue to participate in the University's health care program.

**Life Insurance:** The University will continue to pay the full cost of Basic Life Insurance during an employee's retirement. Employees who have Supplemental Life Insurance may continue certain amounts of this coverage into retirement, provided they continue to pay the monthly premiums.

**Dental Insurance:** Employees may continue participation in the dental insurance plan after retirement by converting to a private plan.

**ALFAC Insurance:** Employees may continue participation in the AFLAC plan after retirement by converting to a private plan.

There is no continuation of the Long Term Disability insurance plan after retirement.

Retirees are eligible to begin Social Security benefits as early as age 62. Medicare insurance coverage becomes effective at age 65. When your Medicare Part B coverage becomes effective, Medicare will become your primary insurer and the ASU Health Insurance Plan will become the secondary insurer. In most instances, the combined payments of both for health care services rendered will exceed the amount paid by either one alone.

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## **STANDARDS OF CONDUCT**

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### **ATTENDANCE AND PUNCTUALITY**

Employees are expected to arrive at work and return from lunch on time. Employees in the Physical Plant Department must clock in for work no earlier than 5 minutes before the starting hour and should clock out on time, but no later than 5 minutes after the quitting hour.

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 immediate dismissal.

Tardiness and absenteeism can create work delays, unnecessary costs, and morale problems for other employees. Employees should make a concerted effort to be prompt and to avoid unscheduled absences. A record of tardiness, unscheduled absences and abuse of sick leave may result in loss of pay and/or disciplinary action and may interfere with promotional opportunities.

### **APPEARANCE / DRESS CODE**

Augusta State University employees are representatives of the University and are therefore expected to maintain an appropriate appearance for the workplace. It is important to insure that the University's image is projected favorably. Employees should dress appropriately, in accordance with departmental guidelines, and should insure that they are neat, clean, and well-groomed. Some departments may require and provide uniforms because of identification, security, or safety reasons. Think about your appearance and remember that what may be fashionable or trendy is not always appropriate for the workplace.

### **SMOKING PROHIBITIONS**

Smoking is prohibited in all buildings on campus and in any state automobiles, trucks, or enclosed golf carts. Smoking is permitted only in officially designated smoking shelters or areas outside of buildings.

### **SOLICITATION AND CANVASSING**

Canvassing, placing of signs and posters for soliciting purposes, chain letters, collections for any purpose, sales of merchandise and sales of tickets for events not sponsored by Augusta State University are prohibited on the campus unless specifically approved by the Director of Personnel or the Vice President for Finance and Student Services.

## **CONFLICTS OF INTEREST / OUTSIDE ACTIVITIES**

Any outside occupation, pursuit, or endeavor that interferes with the regular discharge of University job duties is discouraged. If outside activities interfere with regular work attendance or quality of work, disciplinary action may result. Before accepting a second job or a position of responsibility outside the University, the matter should be discussed with the supervisor. An employee should avoid actual or apparent conflicts of interest between University obligations and any outside activities.

## **POLITICAL ACTIVITIES**

No employee of the University System of Georgia shall hold or be a candidate for public or political elective office at the State or Federal level while in the employ of the University System, or take an active part in a political campaign while on duty. Employees may seek and hold elective office other than the State or Federal level, or appointed office when such candidacy for or holding the office does not interfere with the employee's duties and responsibilities to the institution or system.

## **GRATUITIES**

No employee of the University System of Georgia may accept gratuities, courtesies, or gifts in any form whatsoever from any persons, corporations, or associations that directly or indirectly may seek to use the connection for securing favorable comment or consideration on any commercial undertaking, process, or commodity.

## **PERSONAL USE OF COMPUTERS OR OTHER UNIVERSITY PROPERTY**

Property owned by Augusta State University may be used only for institutional purposes (those related to the employee's job duties). No employee may permit University property to be removed from the campus for use on either a rental or loan basis for personal use.

Property such as portable personal computers and similar items may only be removed from campus when the purpose is for Augusta State University business use only. Such use will be tightly controlled; documentation as to the off-campus location and the specific use is required.

## **IMPROPER USE OF COMPUTERS**

Any employee who uses University computers for private use or non-business activities such as viewing pornographic websites or other inappropriate activities will be disciplined and/or terminated. E-mail and internet use are to be limited to business-related functions. Sending information of a harassing, discriminatory, or risqué nature is prohibited. Copyright laws and protection of software packages must be observed. There is no absolute guarantee of privacy of printed materials on campus computer systems (see Computer Services Policy).

## **TELEPHONE USE**

Telephone etiquette and courtesy are critically important skills. Prompt answering of the telephone is expected.

Augusta State University telephone lines must be kept clear for business use; therefore incoming and outgoing personal calls are discouraged except in cases of emergency. Official long distance calls should be placed on the GIST Network. Please refer to the State of Georgia Telephone Directory for instructions on placing long distance calls. Use of this Network for personal calls constitutes a misuse of State funds and may result in disciplinary action.

## **DRUG AND ALCOHOL PROHIBITIONS**

The serving or consumption of alcoholic beverages is prohibited on the Augusta State University campus. The campus includes the Physical Education / Athletic Complex on Wrightsboro Road.

No employee of Augusta State University may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place. As a recipient of federal funds, the University supports the provisions of the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989.

If an employee is arrested for or convicted of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Personnel Office in writing of each arrest or conviction within five calendar days of the arrest/conviction, or sooner when possible. Failure to comply with any part of this policy may result in disciplinary action, including termination of employment (see Alcohol/Drug Use Policy).

## **DRUG AND ALCOHOL COUNSELING PROGRAM**

Individual counseling for students and employees with drug and alcohol abuse problems is available through the Counseling and Testing Center in Bellevue Hall. Employees desiring assistance should make an appointment (737-1472). The Counseling Center also provides counseling for dependents of persons with drug and alcohol problems. If additional services are necessary, referrals will be made.

## **CAUSES FOR DISCIPLINARY ACTION**

Augusta State University expects and requires every employee to observe basic rules of work performance and good conduct. The following types of behavior may result in verbal warning, written warning, probation, suspension, demotion, or dismissal.

1. Failure to perform assigned duties or performing work of poor quality.
2. Insubordination
3. Falsifying forms, time sheets, leave requests, records, reports, or other information including applications for employment.

4. Theft
5. Entering an unauthorized area.
6. Taking excessively long breaks or lunch periods.
7. Leaving early without permission.
8. Unauthorized absence from assigned work area.
9. Allowing unauthorized persons, including relatives, to unnecessarily remain in the work area. This activity may expose the University to liability.
10. Habitual absences or tardiness or misuse of sick leave.
11. Failure to notify the supervisor of absence and reason for absence. Three (3) consecutive workday absences without notification shall be construed as the employee having quit without notice.
12. Sleeping while on duty.
13. Rude, discourteous or uncivil behavior including sexual harassment and discrimination.
14. Physically attacking or threatening another employee, student or visitor.
15. Personal conduct, including disruptive behavior, on or off duty, that is detrimental to the University.
16. Transporting unauthorized persons, including relatives, in University vehicles.
17. Interfering with the work performance of another employee.
18. Performing personal work on University time.
19. Unauthorized possession of a ~~concealed~~ weapon or possession of explosives on campus.
20. Conviction of a felony or crime involving moral turpitude.
21. Failing to safeguard confidential information.
22. Gambling on Augusta State University premises.
23. Intoxication or drinking of intoxicating beverages on Augusta State University property.
24. Possession or use of illegal drugs.
25. Failure to notify the Personnel Office of an arrest or conviction of any criminal drug statute of any jurisdiction regardless of where the violation occurred.
26. Willful violation of safety regulations.
27. Violations of smoking regulations.
28. Wasting materials and/or intentionally spoiling work.
29. Personal use of University mail services, copy machines, computers, or other University equipment or materials.
30. Misuse of telephone privileges.
31. Willful damaging of tools, equipment or property, or operating equipment improperly.
32. Failure to report an injury or incident occurring on the Augusta State University campus concerning an employee, student, visitor, or any other person.
33. Failure to cooperate to the fullest extent in an internal investigation.

#### **APPEAL RIGHTS INVOLVING DISMISSAL, DEMOTION, OR SUSPENSION**

An employee who has completed the provisional employment period and is dismissed, demoted, or suspended shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action. Any such employee shall also be entitled to the procedural protections of a grievance hearing in accordance with the grievance procedure, provided the employee makes a request within 15 working days following the adverse personnel decision. The grievance hearing may take place either before or after the effective date of the personnel decision, whichever is appropriate.

In emergency circumstances when immediate action is required, the employee may be dismissed, demoted, or suspended immediately pending a review by the next highest authority.

## SEXUAL HARASSMENT POLICY

Sexual harassment is defined as any verbal or physical conduct of a sexual nature which creates an unproductive or offensive working or learning environment and which has a harmful effect on an individual. Sexual harassment of employees or students is prohibited by Board of Regents policy and shall subject the offender to dismissal or other penalties after compliance with procedural due process requirements.

Employees and students are encouraged to immediately report any incidents of sexual harassment. All complaints will be promptly and thoroughly investigated. Employees may bypass immediate supervisors in registering a complaint when the immediate supervisor is considered to be the offending party.

**Staff employees** are encouraged to register complaints with the Director of Personnel Services, Fanning Hall, extension 1763.

**Faculty, administrators, and students** may bring complaints of sexual harassment to any of the following officials:

Vice President for  
Academic Affairs  
Payne Hall  
Ext 1422

Vice President for  
Business and Student Services  
Fanning Hall  
Ext 1770

Dean of Students  
Boykin Wright Hall  
Ext 1411

Complaints may also be registered with any member of the Sexual Harassment Committee:

Ms. Ernestine Thompson  
Sociology  
Hardy Hall  
Ext 1735

Dr. Sabina Widner  
Psychology  
Allgood Hall  
Ext 4618

Dr. Dalton Brannen  
Business Admin  
Markert Hall  
Ext 1560

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## EMPLOYEE GRIEVANCES

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All employees shall receive fair and equitable treatment in matters affecting their employment. Employee grievances are to be adjudicated promptly and fairly.

By developing sound personnel policies and applying those policies consistently through the supervisors, most misunderstandings between employees and supervisors can be resolved. Any classified employee who feels that a problem has not been resolved, has the right to file a formal grievance procedure. An employee in provisional status does not have the right to appeal termination of employment.

The procedure for filing a grievance is as follows:

1. The employee must seek remedy through consultation with his/her supervisor. All discussions between the employee and the supervisor concerning the grievance shall be in private.
2. If the grievance cannot be satisfactorily resolved with the supervisor, the employee may discuss the problem at each level of supervision, up to and including the head of the department. The employee may present the complaint verbally or in writing at any level. The answer will be furnished in the same manner as the complaint was presented.
3. At this point if the employee is not satisfied with the proposed solution, he/she has the option of petitioning the Alternative Dispute Resolution Committee to hear the dispute and determine if the dispute is suitable for mediation in accordance with Augusta State University policy on Alternative Dispute Resolution (policy available through the Personnel Services Office).
4. If the employee does not choose to use the Alternative Dispute Resolution option through mediation, or if it is determined that the dispute is not suitable for mediation and the grievance is still not resolved, the employee may request a hearing before a Grievance Hearing Committee. A general Grievance Procedure Policy for Classified Personnel may be obtained from the Director of Personnel Services.

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

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## **GENERAL INFORMATION / REGULATIONS**

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### **AUTOMOBILE REGISTRATION AND PARKING**

An employee's automobile must be registered with the Department of Public Safety in order to obtain campus parking privileges. A valid parking permit must be displayed on the vehicle's exterior rear window in the lower left corner.

The current annual parking fees are:

Full-time faculty/staff:     \$20.00 for the first and second vehicle  
  \$10.00 for all additional vehicles (includes replacement decals)  
  \$10.00 during summer

Part-time faculty/staff:     One-half the above costs

Employees are responsible for knowing parking and traffic regulations. A parking brochure may be obtained at the Department of Public Safety. A violation of rules will result in a possible citation and fine which will be payroll deducted, if necessary. A campus citation for a violation of a state traffic law will be tried in State Municipal Court.

## **IDENTIFICATON CARDS**

All new regular employees are issued identification cards by the Personnel Office. It is the responsibility of the new employee to telephone the Student Activities Office at extension 1609 to schedule an appointment to have a picture made for the ID card.

The ID card will permit entrance to many University special events. Library privileges are also granted to ID card holders. When a replacement ID card is needed, contact the Personnel Office (ext 1763) for information. Upon termination, the ID card is submitted to the Personnel Office at the time of the exit interview.

## **LOST AND FOUND**

For articles which have been lost, contact the Department of Public Safety at extension 1401. Articles which are found on campus should be turned in to the Department of Public Safety

## **SAFETY HAZARDS / REPORTING**

Augusta State University encourages the development of employee safety programs to insure that employees are provided safe working conditions and proper equipment to perform their assigned tasks. Any unsafe working conditions, unsafe acts, or safety hazards should be reported immediately to the supervisor and to the Department of Public Safety. In case of fire, activate the nearest fire alarm to speed evacuation from the building and report the fire to Public Safety giving the exact building/room location. In the event of any form of physical disturbance, call Public Safety at extension 1401 immediately.

## **EMERGENCIES / INJURIES**

For first aid assistance, employees should call the Department of Public Safety at extension 1401, or have someone assist the injured person to the First Aid Center in the Public Safety building. All injuries incurred on the job, no matter how minor, must be reported to the Department of Public Safety and Personnel Services. An accident report is required and must be submitted to Public Safety within five working days of the injury/accident since those injuries will be filed as Workers Compensation claims.

## **AIDS IN THE WORKPLACE**

Current information provided by the medical community states that the AIDS virus is not transmitted by any form of casual contact. If an employee has concerns about the presence of a person who has been diagnosed HIV-positive, the employee should be directed to a knowledgeable counselor or administrator (Counseling, Nursing, or Vice President for Business and Student Services) to help relieve concerns and to obtain additional information.

## **HAZARDOUS CHEMICAL PROTECTION / RIGHT TO KNOW ACT**

Georgia state regulations require that all employees have initial training on the Right to Know Law. This training covers hazards associated with chemicals used in the workplace. Employees who hold positions which require them to receive annual training will be notified of that requirement by the supervisor. For concerns about hazardous chemicals and/or employee's rights under the law, contact the Environmental Health and Safety Office at 731-7934.

## **GEORGIA OPEN RECORDS ACT**

As an employee of Augusta State University, you should be aware that certain information maintained by the Institution about you and your employment record is considered to be a matter of public record and is subject to the Open Records Act of the State of Georgia. Although some information is excluded by law and cannot be accessed under provisions of the Act, your employment and salary history, and performance evaluations may be made available for review.

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## **THE PERSONNEL SERVICES OFFICE**

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The Augusta State University Personnel Services Office serves the interest of ASU employees as well as the Institution. Personnel Services is responsible for administering all human resources policies of the University and of the Board of Regents of the University System of Georgia including implementation of new policies and procedures and/or revisions of current policies.

Functional areas of responsibility include recruitment/hiring, wage and salary administration, classifications, employee relations, faculty and staff benefits, records management, new employee orientation, employee development, and other related functions.

If more detailed information concerning personnel policies and procedures is desired, or if there are other matters you wish to discuss with the Personnel Services staff, please do not hesitate to contact the Personnel Services Office (737-1763) to make an appointment.

Published by Personnel Services

The information contained in this handbook should in no way be considered an employment contract or a guarantee of continued employment. Employment with Augusta State University is on an at will basis.

This handbook is intended only as a convenient guideline for employees relevant to various campus policies, procedures, or programs. The handbook is not to be considered as an official publication of the Board of Regents University System of Georgia. In case of any variation from or conflict with the bylaws or policies of the Board of Regents, the official bylaws and policies of the Board of Regents shall prevail.

This publication was updated in January 2001 and will be republished on a four-year basis. During the interim, addenda may be attached to notate changes. This handbook is also available on the ASU website under "Campus Support Centers" - Personnel Services.

(All previous editions are obsolete.)