

**Clayton State University  
Employee Handbook**

2018

DREAMS . MADE REAL .

Human Resources ▪ 2000 Clayton State Boulevard ▪ Morrow, GA 30260

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Phone: (678) 466-4230 ▪ Fax: (678) 466-4239 ▪ <http://www.clayton.edu/>

Last Update: December 4, 2017

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## EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have received a copy or am able to access a copy of the Clayton State University (“CSU”) *Employee Handbook (Revised December 2017)* either electronically at <http://www.clayton.edu/human-resources/employeehandbook> or in print through the CSU Human Resources Department. I understand that the *Employee Handbook* sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment. I understand and agree that it is my responsibility to read the *Employee Handbook*, and to abide by the rules, policies, and standards it sets forth. I further understand that this employee handbook does not constitute a contractual obligation on the part of Clayton State University, as policies set forth are determined 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, which are subject to change. I acknowledge that print and electronic versions of the *Employee Handbook* include the most up-to-date information. It is my responsibility to obtain the latest version of the *Employee Handbook*.

**AS PART OF CLAYTON STATE UNIVERSITY’S MANDATORY TRAINING PROGRAM, THE EMPLOYEE HANDBOOK HAS BEEN ADDED TO THIS WEBSITE, AND YOU ARE REQUIRED TO SIGN THE ELECTRONICALLY ATTESTATION ACKNOWLEDGING HAVING READ THE HANDBOOK AS PART OF CSU’S NEW EMPLOYEE ON-BOARDING PROGRAM OR FOR CURRENT EMPLOYEES AS PART OF ANNUAL MANDATORY REFRESHER TRAINING. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE DEPARTMENT OF HUMAN RESOURCES**

## **PRESIDENT'S WELCOME**

Welcome to Clayton State University. You are now a member of one of Georgia's finest universities and an institution named by the Atlanta Journal Constitution as one of the "Top 100 Work Places" in Atlanta in 2012, 2013, 2014, 2015, 2016 and 2017.

We are pleased to provide you with this "Employee Handbook," which outlines the personnel policies and procedures for the University. Clayton State University's policies and procedures are intended to create and maintain an environment of fair and equal treatment. The handbook further details the responsibility of employees to maintain standards, which focus on accountability and compliance with policies.

Please feel free to discuss the information contained in the Employee Handbook with your supervisor or contact the Department of Human Resources. You may also visit the Department of Human Resources website for additional information.

We hope you will find your employment satisfying and will enjoy becoming a part of the University community.

Sincerely,

Dr. Tim Hynes  
Clayton State University President

## **DEPARTMENT OF HUMAN RESOURCES WELCOME**

On behalf of the Clayton State University community, Department of Human Resources (“Human Resources” or “HR”) is pleased to welcome you to our University. This handbook will enable you to have a more thorough understanding of the benefits, expectations, and standards of employment with Clayton State University. While this handbook provides much detail, the Human Resources will answer any questions you may have regarding the University’s policies, procedures, and practices.

Again, we welcome you to our institution, and expect that you will have a rewarding career at Clayton State University.

## **ABOUT CLAYTON STATE UNIVERSITY**

Founded in 1969, Clayton State University (“CSU”) is an outstanding metropolitan university located 15 miles southeast of downtown Atlanta. CSU holds a distinctive position among Georgia’s colleges and universities as a member of the University System of Georgia, the Georgia Department of Technical and Adult Education, and the Atlanta Regional Consortium for Higher Education.

CSU provides an academic and professionally diverse atmosphere offering bachelor and master degree programs. Clayton State enrolls approximately 7,100 students, and serves more than 65,000 persons annually through continuing education and professional development programs. As well, Clayton State University students, faculty, and staff are able to draw upon a wide array of resources, working directly with 1,600 businesses and organizations including Delta Airlines and Hartsfield- Jackson International Airport.

## **DISCLAIMER**

The policies and procedures in this handbook are designed to serve as required guidelines for Clayton State University employees and do not constitute a contract of employment. All policies and procedures outlined in this handbook are subject to change. All updates, changes, and/or revisions are noted in the electronic and print versions of the employee handbook. References noted within should be reviewed against the most up-to-date version, which will be located on the Department of Human Resources website, and within the offices for the Department of Human Resources. This handbook is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence 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.

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## **1.0 EMPLOYMENT**

As an employee of Clayton State University, you are a part of a group of people committed to serving the educational and cultural needs of the community. The institution is committed to maintaining an environment of professionalism, civility, and respect. Each employee plays an important role in meeting this overall goal for the University. This handbook provides information on many of the University's policies and procedures, explains your responsibilities as an employee, and summarizes the benefits you may expect. Should you have further questions please contact the Department of Human Resources.

### **1.1 EQUAL OPPORTUNITY STATEMENT**

Clayton State University is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy of the University to recruit, hire, train, promote, and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADAA, E.O. 11246, and Rev. Proc. 75-50). Clayton State University is an Affirmative Action/Equal Opportunity Institution. For questions or more detailed information regarding this policy, please contact the Clayton State University Department of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at (678) 466-5445.

**Last Revised: June 2012**

### **1.2 AFFIRMATIVE ACTION**

It is, has been, and will continue to be the policy of Clayton State University to provide equal employment opportunity without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status. Further, it is the policy of Clayton State University to undertake affirmative action in compliance with all federal, state, and local requirements. The University assumes a positive stance in its commitment to develop a workforce that reflects the relevant labor market. The University's Affirmative Action Program is an important tool in achieving that goal. Our continued success depends heavily on the full and effective utilization of qualified persons.

All matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, recalls, as well as all CSU sponsored social and recreational programs, and all treatment on the job shall be free of unlawful discriminatory practices.

### **1.3 AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA)**

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 is a civil rights law that was previously passed by Congress in 1990 (as the Americans with Disabilities Act-ADA) and protects individuals with individuals with disabilities from discrimination in employment, public services, public accommodations, and telecommunications.

Employees may self-identify any qualified disability as defined under the ADAAA for which assistance is needed in carrying out their assigned duties.

Individuals with disabilities are defined under the ADAAA 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, has a record of such an impairment, and is regarded as having such an impairment (28 CFR Sec. 36.104). The University will make every reasonable effort to accommodate any employee needing assistance within the definitions and requirements of the law.

If there is a need for a reasonable accommodation, the supervisor and/or employee should contact the Department of Human Resources. The Section 504/ADA Coordinator for Clayton State University is the Chief Human Resources Officer.

Note: Section 504 of the Rehabilitation Act of 1973 guarantees certain rights to people with disabilities, and is widely regarded as the first civil-rights statute for persons with disabilities.

### **1.4 DRUG/ALCOHOL FREE WORKPLACE POLICY AND DRUG/ALCOHOL SCREENING (TESTING)**

Clayton State University (CSU) has a vital interest in providing a safe environment for its students, employees, faculty and visitors. Drug and alcohol abuse is a serious health problem, which can endanger University operations and the safety of those who work and learn at the University or seek its services. It is the intent and goal of this policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment.

It is the policy of the Clayton State University that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any University activities.

In order to maintain an environment that complies with Board of Regents policy, applicable state and federal laws (applicable federal and state laws include, but are not limited to, the Drug Free Workplace Act of 1988 and Georgia Drug Free Postsecondary Education Act of 1990) the following provisions have been adopted into our policy:

Penalties for Violation of University Policy: University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at University-sponsored events held off campus and is intended to protect and support the employees and students of Clayton State University. Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at University-sponsored events held off campus will be subject to disciplinary action (up to and including suspension, suspension without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program as agreed upon between the employee and the Department of Human Resources.

Drug and Alcohol Testing: The policy authorizes pre-placement drug screening of applicants selected to fill positions designated as safety-sensitive, and drug or alcohol screening of University personnel performing in such positions when there is reason to be concerned for drug or alcohol i.e., random screening, reasonable suspicion screening, and post-accident screening. Human Resources is primarily responsible for appropriate posting or circulation of this policy.

This policy applies only to high risk or safety-sensitive positions. The University administratively reviews position functions and responsibilities and identifies covered positions involving a substantial risk of injury in the performance of job duties, such as in connection with police and security duties, maintenance of hazardous facilities such as boilers, HVAC, or elevators, and operation of CSU vehicles or equipment that must be used with caution (lawnmowers, etc). Covered positions shall be determined by Human Resources. The policy is found at <http://www.clayton.edu/human-resources/Drug-Screening-Policy>.

## **1.5 TOBACCO AND SMOKE FREE CAMPUS**

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the University System of Georgia (USG) and Clayton State University's commitment to provide a safe and amicable workplace for all employees.

The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

Violation of this policy may result in corrective action under institutional policies. Visitors and guests refusing to comply may be asked to leave campus or fined.

Tobacco Users Cessation Assistance: Clayton State University seeks to assist smokers in complying with institutional policy related to smoking. To encourage cessation, the University provides employees with information about cessation assistance programs available through the employee benefits program. Contacts for local agencies offering stop smoking programs are available on the Department of Human Resources website.

## **1.6 PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED MISCONDUCT INCLUDING TITLE IX**

Clayton State University (CSU) is committed to a work environment in which all individuals are

treated with respect and dignity. No member of its community including faculty, academic professionals, staff, or students should be subjected to sexual harassment. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment. Clayton State University will not condone the sexual exploitation of individuals in the workplace, and expects that all relationships within the community be professional and free of sexual harassment. Sexual harassment is a violation of law, and is a basis for disciplinary action up to and including termination of employment. In addition, Board of Regents Policy 8.2.16 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. Harassment of an employee on the basis of sex violates this federal law. Sexual harassment of USG and CSU 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.

Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment.

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Department of Human Resources' Office of Institutional Equity at 678- 466-4237. The staff are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the Title IX Coordinator, Deputy Title IX Coordinator, and Title IX Investigators is listed below:

**[INSERT NEW CHRO NAME]** Chief Human Resources Investigator and Title IX & 504/ADA  
Coordinator  
Clayton State University  
Arbor Hall – East Campus, Suite 200  
Morrow, Georgia 30620  
678-466-4230  
[tomgausvik@clayton.edu](mailto:tomgausvik@clayton.edu)

**Nikia Yallah**

Assistant Director for the Office of Institutional Equity, EEO, and Employee Relations, and Deputy Title IX Coordinator

Clayton State University  
Arbor Hall – East Campus, Suite 200  
Morrow, Georgia 30620  
678-466-4237  
[nikiayallah@clayton.edu](mailto:nikiayallah@clayton.edu)

For additional information about this policy, please refer to the Department of Human Resources website.

## **1.7 CONFLICTS OF INTEREST**

Any employee of Clayton State University should avoid actual or apparent conflicts of interest between University obligations and outside activities.

CSU encourages employees to participate in activities of professional and/or personal growth, and other public and/or private groups that serve to benefit the participants and the University. A conflict of interest occurs when an employee has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results from it, which may create an appearance of impropriety that can undermine confidence in the person, profession, or the University. Prior to engaging in any activity except those of a one-time nature, an employee should obtain the written approval of their Vice President and/or the University President or designee in order to avoid actual or the appearance of conflicts of interest. Questions about what may constitute conflicts of interest may be directed to the Chief Human Resources Officer.

Also, it is important to be aware of BOR Policy 8.2.13.2 (Appearance of Conflicts of Interest) which states USG employee shall make every reasonable effort to avoid even the appearance of a conflicts of interest. An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. Employees are referred to State Conflict of Interest Statutes O.C.G.A. §45-10-20 through §45-10-70, Section 8.2.15.1 through 8.2.15.3 of this Policy Manual, and institutional policies governing professional and outside activities.

In addition, employees shall make a due and diligent effort to determine whether he/she has a conflict of interest or appearance of conflict before taking any action, and employees shall continually monitor, evaluate, and manage his/her personal financial and professional affairs to ensure the absence of conflicts of interest and appearance of conflicts. (BOR Policy 8.2.13.3 Other Rules of Conduct)

## **1.8 BACKGROUND INVESTIGATIONS**

It shall be a condition of employment of the University System of Georgia and Clayton State University to submit to a background investigation. Clayton State University normally performs reference checks and/or background investigations on part-time employees, student employees, and temporary employees. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search;
- A social security number check; and

- For all professional, faculty and academic positions, an academic credentials check.

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

A background investigation shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless a background investigation conforming to this procedure has been performed on such employee within the past year. Any existing employee that is transferred, reassigned, reclassified or promoted into a position requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must submit to a credit check. Existing cardholders are subject to a background check before next renewal of card.

Clayton State University may elect to perform reference checks and/or background investigations on volunteers for programs, events or activities associated with Clayton State. A sexual offender registry check may be conducted through the on-line GBI system. Questions should be referred to the Human Resources Department as to when checks are needed.

Programs Serving Minors: Clayton State University offers a variety of athletic, science, clinics, after-school programs, enrichment classes and activities, which bring non-student minors onto campus. These activities are more abundant during the summer when school is not in session. The safety and well-being of these visitors to our campus is of the highest concern. As many of these visitors are young, a special duty of care and supervision is required. CSU will conduct background investigations and appropriate screening per BOR Policy 12.9- Programs Serving Minors, which will be mandatory for all employees and non-employees involved in CSU sponsored programs, events, activities, etc. serving minors starting on or after May 1, 2017, as such roles/positions are considered safety-sensitive in nature

## **1.9 ARRESTS AND CONVICTIONS**

Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Department of Human Resources within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Department of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment.

Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status.

Human Resources shall review the crime/conviction utilizing the same standards as it applies in reviewing crimes/convictions committed by a candidate for employment but may consider other factors, including the length of employment of the employee and performance reviews.

### **1.10 IDENTIFICATION CARD (LAKER CARD)**

The Laker Card is the official identification card for all employees and students of Clayton State University. Laker Cards can be obtained at the Laker Card Center located on the first floor of the Baker University Center, adjacent to the Lakeside Dining Hall. CSU departments are responsible for the cost of new CSU employee ID cards.

The card is the bearer's official University identification and should be carried at all times. The card is not transferable and is the property of Clayton State University.

The Laker Card should be returned to the University upon termination of employment. Loss or theft of an ID card should be reported immediately to the employees' supervisor and to the Laker Card Center, and may be replaced for a fee.

The Laker Card ID also serves as the University Library Card, and a (optional) financial pre-paid transaction card. For more information, please contact the Laker Card Center at (678) 466-4215 or visit the Laker Card website.

### **1.11 DISPUTE RESOLUTION**

The University encourages its employees to exhibit courtesy, appreciation, understanding, consideration, loyalty, and to use good judgment when interacting with fellow members of the University community, and while representing Clayton State University. Misunderstandings and differences of opinion may arise affecting working relationships. When such matters arise, the situation should be discussed, when possible, with one's supervisor.

The University provides a Conflict Resolution Program, which provides an alternative to using formal grievance processes. The program offers staff and faculty members an opportunity to resolve disputes in the workplace. Information on alternative dispute resolutions may be obtained by visiting or contacting the Office of Conflict Resolution.

When informal methods of resolution are unsuccessful, a systematic and orderly method of presenting a formal grievance will be used per the Grievance Procedure outlined in this handbook.

Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment.

### **1.12 GRIEVANCE PROCEDURE (EXCLUDES TITLE IX CASES)**

Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment. Letters of counseling are not grievable unless they result in an adverse employment action such as loss of pay due to suspension, involuntary demotion, or termination from employment.

The policy and procedures for grievance at Clayton State University have been approved by the University System of Georgia's Board of Regents.

**1.12.1 Grievance Committee:** The Grievance Committee at Clayton State shall be known as the Board of Review.

**1.12.2** Purpose of Board of Review: The Board of Review is established to provide a means to hear the complaints of college employees (faculty members and Staff personnel) who have exhausted normal channels, as defined herein, but who have not received satisfaction in the resolution of a grievance. Prior to filing a complaint with the Board of Review, as provided in Section 1.12.4 below, an aggrieved employee shall have attempted through normal channels, that is, by appeal to administrative officers through and including (at least) one level of authority higher than the grievant's immediate supervisor, to resolve the grievance satisfactorily.

**1.12.3** Board of Review Definitions

- Notification in writing shall mean by hand-delivered letter given to the recipient personally or by certified mail.
- Faculty members shall be construed to mean those persons defined as "faculty" by the Bylaws and Policies of the Board of Regents and the Statutes of Clayton State and those persons with faculty status appointed by the President to administrative positions at the institution.
- Staff personnel shall be construed to mean those persons identified as Staff personnel by the Clayton State Department of Human Resources.

**1.12.4** Jurisdiction of Board of Review: The Board of Review shall have jurisdiction to consider grievances of any faculty member or Staff employee of Clayton State. Grievances heard by the Board of Review shall include, but not be limited to, the following:

- Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed in accordance with the procedures set forth in Section 1.12.4 below.
- Grievances concerning salary or promotion of any employee or involving the award of tenure or nonrenewal of a faculty member, but only when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap, or age.
- Any grievance referred to the Board of Review for hearing by the President of Clayton State or the Office of Legal Affairs at Board of Regents of the University System of Georgia.

Except as stated in paragraph C above, the Board of Review shall not be authorized to hear grievances related to salary or promotion of any employee, or the award of tenure or nonrenewal of faculty members, unless it is reasonably alleged by the grievant that such decisions have been based on discrimination as set forth in Section B above. In addition, the Board of Review shall not be authorized to hear grievances related to Title IX, discrimination or harassment cases of any employee, as these will be handled under CSU's "Interim Procedures for Handling Complaints of Equal Opportunity, Discrimination, Harassment, Sexual Misconduct, Stalking, Bullying and Retaliation."

All decisions made by the Board of Review are advisory in nature and are reviewed by the University President for final determination of the Board of Review's recommendation.

The next level of review following the President's final decision shall be the Board of Regents' Discretionary Review, in accordance with the policies of the Board of Regents. (See below 1.12.4)

A Board of Review shall not re-hear any grievance for which the President has already made a final decision unless directed to do so by the Board of Regents.

**1.12.5** Board of Regents Application for Discretionary Review (formerly Appeals):

In accordance with Board of Regents Policy 8.6: Application for Discretionary Review (formerly Appeals), any student or employee in the University System aggrieved by a final decision of the president of an institution may apply to the Board's Office of Legal Affairs ("Legal Affairs") for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review shall be limited to the record from the institutional appeal process. Nothing in this policy shall be construed to extend to any party substantive or procedural rights not required by federal or state law. This policy shall not be construed to extend to any party any expectation of employment, admission, or additional due process rights. This policy is not part of the due process rights afforded to students or employees of the University System; those rights have been fully afforded upon the decision of the president. The Board reserves the right to change this policy at any time, and to make such changes effective retroactively to any pending application.

Each application for review shall be submitted in writing to Legal Affairs within a period of twenty calendar days following the decision of the president. Legal Affairs shall determine whether the application for review shall be granted. Legal Affairs may at its discretion refer a matter for mediation, arbitration, reconsideration, or evaluation of settlement options.

If an application for discretionary review is granted, a Committee shall review the decision of the president. Said Committee shall consist of the Vice Chancellor for Legal Affairs or his or her designee, the Vice Chancellor for Academic Affairs or his or her designee, the Vice Chancellor for Human Resources or his or her designee, and any other person or persons deemed appropriate by the Committee. Legal Affairs may issue guidelines governing the process for review. The decision of the Committee shall be final and binding for all purposes. There shall be no recourse to the Chancellor or the Board of Regents from such decision; provided, however that the Committee on Organization retains the authority to make an exception to this policy in its discretion.

In accordance with Board of Regents Policy 8.2.21: Employment Appeals, applications from University System employees for Board of Regents' review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay. Any University System employee aggrieved by a final decision of the president of an institution, other than those stated above, may apply to the Board's Office of Legal Affairs for a review of the decision, in accordance with Policy 8.6 Applications for Discretionary Review; provided, however, that an application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed, or (2) whether the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance. (BoR Minutes, April 2010, February 2015)

**1.12.6 Selection of a Board of Review Chairperson:** There shall be a Chairperson for each Board of Review. At the first faculty meeting of each Fall Semester, the faculty shall be provided with a list of tenured faculty members who have completed a minimum of one full academic year of full-time service at the institution. These persons are eligible to serve as Board of Review Chairpersons. This list will be considered a ballot, and each faculty member will vote for two eligible persons to serve as Chairpersons. The person receiving the greatest number of votes and the person receiving the next greatest number of votes and representing an academic division or organizational unit other than that represented by the person receiving the greatest number of votes shall be designated Chairpersons.

By the toss of a coin these two Chairpersons shall determine who shall chair the first Board of Review to be called. Thereafter they shall alternate as Chairperson for any subsequent Boards of Review during their service. Should a Chairperson be a party in any action brought to a Board of Review; the other Chairperson shall chair the Board of Review. If for any reason both Chairpersons

are unable to serve on a Board of Review, the President shall call a special faculty meeting to elect a chairperson. A quorum shall be present at any such meeting.

**1.12.7 Drawing of Board of Review Panel:** A grievant shall file a grievance in writing with the President of the institution within thirty (30) days after the alleged act prompting the grievance. The President shall within three (3) working days notify in writing the Chairperson whose turn it is to chair a Board of Review.

If the Chairperson determines the grievance to be within the jurisdiction of a Board of Review, he or she shall obtain from the Department of Human Resources a random list of nine (9) eligible faculty or Staff employees appropriate to the case.

The panel must be drawn within five (5) working days after the chairperson has been notified of the need for a Board of Review. When grievances involve only faculty member(s), the Chairperson shall draw the nine (9) member panel from faculty members having at least one (1) academic year (nine months) of continuous service at the college. For grievances involving Staff employees only, the Chairperson shall draw the nine (9) member panel from the names of Staff employees having at least nine months of continuous service at the University. A new panel for each grievance shall be drawn by the chairperson in the presence of Chief Human Resources Officer who shall certify to the President that the panel drawing process has been impartially executed.

**1.12.8 Eligibility for Service on Board of Review:** With the exception of the President, all full-time employees (faculty and staff) having at least one (1) academic year (nine months) of continuous service excluding full-time temporary service at the University are potential panel members of the Board of Review. Employees' names shall be removed from the pool if: (a) employment terminates; (b) the employee is a grievant; (c) the employee is named or otherwise directly involved in the grievance; or (d) the employee is on full or partial leave.

**1.12.9 Notification and Excuse of Board of Review Panel Members:** After the panel is drawn, panel members must be notified in writing of their possible service on a Board or Review. A panel member will be required to serve on a Board of Review if chosen unless (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties' grievances; (2) the panel member is ill; or (3) service on the Board of Review should be excused for good cause shown. A panel member wishing to be excused shall inform the Chairperson in person or in writing within two working days after he or she has been notified. The Chairperson shall then cause another panelist to be selected.

### **1.13 OFFICIAL FORMS AND STATUS UPDATES**

It is the **employee's responsibility** to notify the Department of Human Resources of changes in name, address, telephone number, tax exemptions, etc. and to keep information current in the personnel record at all times. Clayton State University employees will be asked to provide information for employment, payroll, and benefit purposes and will be responsible for the continuing accuracy of all information.

As necessary, change of address, telephone number updates, and tax withholding status should be completed by the employee online through the Employee Self Service (ESS) system. It is the employee's responsibility to maintain current and accurate information at all times, as well as to notify Human Resources of status updates relative to such information.

It is vital that an emergency contact be maintained in the personnel file and should be updated via ESS in the event of an accident or injury to the employee during working hours.

#### **1.14 PERSONNEL FILE**

The Department of Human Resources maintains a file on each employee, the official University record, starting with the initial day of employment at Clayton State University.

Employees should notify the Department of Human Resources of any change in name, dependents, address or telephone number (at home or at CSU), so that the personnel file will be correct. The personal information in this file is confidential and will be released to persons outside of the University only upon written authorization or as required by law.

An employee may request an opportunity to review the contents of his/her Individual personnel file. Employees will be charged the cost of duplicating documents if requested.

Note: The open records law in Georgia (O.C.G.A. § 50-18-72) may require the release of some/all records.

#### **1.15 REORGANIZATION, PROGRAM MODIFICATION, FINANCIAL EXIGENCY**

Staff employees who are terminated, demoted or otherwise adversely affected by reorganization, program modification, or financial exigency, as approved or determined by the President of the institution or the President's designee, shall not be governed by the procedures described in the dismissal, demotion or suspension procedure or the appeals procedure.

Such employees shall, however, have the right of discretionary review (formerly Appeals) to the Board of Regents as provided above in Section 1.12.5 Board of Regents Application for Discretionary Review (formerly Appeals).

#### **1.16 TRANSFERS BETWEEN UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS**

Employee transfers between University System of Georgia ("USG") institutions include movement of an employee from a position at one institution within the USG to a position at another USG institution. Since institutional compensation practices may differ, the provisions of this transfer policy shall apply.

Accumulated sick leave, retirement benefits, and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days.

When a transfer occurs with no break-in-service, an employee must transfer accrued vacation leave between one (1) and twenty (20) days. For employees with accrued vacation leave greater than twenty (20) days, the employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
- Payment by the institution from which the employee is moving of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five (25) days.
- The transferring employee will restart the provisional period at the new location effective on the first day of employment and serve his/her first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy.

#### **1.17 HUMAN RESOURCE MANAGEMENT SYSTEMS**

Manager Self Service (MSS): MSS is the HRIS system module, which allows managers and

supervisors access to employee information to initiate certain employment actions, which include, hiring and rehiring employees, changing employee job status, transferring employees, changing employee job and salary information, changing employee status', as well as designating proxies to complete tasks when the manager of record is unavailable.

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

USG's electronic timekeeping system: 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 time cards.

Shared Services Center (SSC ) Answers Help Desk: 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. Employees are able to utilize services of the SSC to view and update direct deposit information, view benefit information, update dependent information, and view paychecks.

Shared Services Center Contact information:

Phone Support: 1-855-214-2644

Email Support: [helpdesk@ssc.usg.edu](mailto:helpdesk@ssc.usg.edu)

Web Support: [www.ssc.usg.edu](http://www.ssc.usg.edu)

## **2.0 EMPLOYEE AND EMPLOYMENT CATEGORIES: ([www.usg.edu/hr/manual/employee\\_categories/](http://www.usg.edu/hr/manual/employee_categories/))**

### **2.1 TYPES OF EMPLOYEES**

Faculty: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.

Staff Employees: Staff employees shall consist of the professional and administrative employees and staff defined as follows:

- Professional and Administrative Employees: All Staff employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.
- Staff: All Staff employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.
- Student Employees: Student Employees are considered temporary and include graduate assistants and student workers.

### **2.2 DEFINITION OF TYPES OF EMPLOYMENT**

Clayton State University includes the following types of employment for all employees as follows:

- Faculty: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.
- Staff: Staff employees shall consist of two major employee groups 1) staff professional and administrative employees and 2) staff non-exempt and defined as follows:
  - 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
  - Staff Non-Exempt Employees are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines”.)
  - Student: Student Employees are considered temporary as defined below and include graduate assistants and student workers.

### 2.3 TYPES OF EMPLOYMENT STATUS

- Regular Employment Status: Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the “salary basis” requirement under the federal Fair Labor Standards Act (FLSA).
- Temporary Employment Status: Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:
  1. Is non-benefits eligible.
  2. Does not have an expectation of long-term employment.
  3. May be full-time or part-time.
  4. May not exceed a total of 1300 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 1300 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. Employment applies across all USG institutions.
  5. Temporary employees needed beyond the 1,300 hours must be moved to a regular employee status.
  6. Temporary employees that are dually or jointly employed in more than one position must be monitored and have all hours worked counted towards the 1300 hour limit from the date of hire into the first position.
  7. A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship, and separation of employment is not grievable or subject to appeal.
  8. A temporary employee 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 must receive overtime pay 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 from FLSA overtime provisions.

Note: If a temporary employee exceeds an average 30 or more hours per week during the ACA 12-month measurement period and meet the definition of healthcare and continue employment in a regular position, they become eligible to enroll in health benefits.

## 2.4 DESCRIPTIONS OF TYPES OF EMPLOYMENT

- Faculty: Consists of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia. The types of faculty are described below:
  1. Regular Faculty are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Faculty with a work commitment of half-time or greater are partial or full benefits eligible and who work less than half-time (20 hours per week) are non-benefits eligible. Regular Faculty who are not hired through a competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track or hold a non-tenured position in accordance with Sections 8.3.7 and 8.3.8 of the Policy Manual of Board of Regents of the University System of Georgia.
  2. Temporary Faculty are employed on a short term basis through written appointment. They are not employed on an academic year contract. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.
  
- Staff Employees: The types of staff employees are described below:
  1. Regular Staff are employed on a continuous basis and whose duration of employment may also be defined by term and/or restricted funding source(s). Regular Staff employees may be full-time or part-time. Those with a work commitment of half-time or greater or .5 FTE are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible.
  2. Temporary Staff Employees are employed for a short duration and are non-benefits eligible.
  
- Student Employees:
  1. Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 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. Student employees are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements. See the policy on position classification for additional information on student employees.

## 2.5 PROVISIONAL EMPLOYMENT

All Staff employees (with the exception of certain Public Safety employees pending training) are required to serve the first six (6) months of employment on a provisional basis to provide the employer an opportunity to evaluate the employee’s performance. 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.

CSU can terminate employment during the provisional period for any reason (except for reasons prohibited by federal or state discrimination laws). Provisional employees may apply for posted job vacancies at CSU on an exception basis where with the approval of Human Resources.

## **2.6 DUAL EMPLOYMENT (FORMERLY JOINT EMPLOYMENT)**

The employment of staff, faculty, and students at two or more institutions within the University System of Georgia (USG) during the same period of time is a recognized method of keeping costs to a minimum and maximizing resource utilization across the USG. This policy defines three types of such dual appointments: (see BOR Policy in the Human Resources Administrative Practice Manual at <http://www.usg.edu/hr/manual/employee>).

1. Full-Time Equivalent Dual Appointment
2. More than Full-Time Equivalent Dual Appointment
3. Time/Temporary Dual Appointments

Clayton State University's Dual Employment Coordinator is the Chief Human Resources Officer. -

- Staff Dual Employment Deputy Coordinator (Human Resources): Kelly Pike: 678-466-4236; [KellyPike@clayton.edu](mailto:KellyPike@clayton.edu)
- Faculty Dual Employment Deputy Coordinator (Provost Office): Tammy Wilson: 678-466-4102; [tammywilson@clayton.edu](mailto:tammywilson@clayton.edu)

## **3.0 PERSONNEL & WORKPLACE PRACTICES**

### **3.1 FAIR LABOR STANDARDS ACT (FLSA)**

All non-exempt staff employees are covered by the provisions of the Fair Labor Standards Act ("FLSA"), which, in part, establishes a minimum hourly wage, and requires the payment of overtime for time worked in excess of 40-hours per week, at a rate not less than one and one-half times the employee's regular hourly rate of pay. Overtime will not be paid until the employee has worked 40-hours in one week, not including holiday, vacation, or sick leave.

For the purposes of calculating a 40-hour workweek, the week begins at 12:01 a.m. Saturday and ends at midnight the following Friday.

### **3.2 WORK SCHEDULE**

All full-time staff employees typically observe a minimum workweek of 40-hours. The requirements of the various operations of the University are highly diverse and different/flexible work schedules may be adopted to meet these needs. Note: Eligibility for regular full-time employees for health insurance is 30 or more hours per week.

The department head, subject to the approval of the administrative officer, establishes the schedules for a given department. Most offices shall be open from 8:00 a.m. to 5:00 p.m. (EST), Monday through Friday and, as required by some departments, in the evening and on weekends. The employee's work schedule may differ in some departments.

Any flexible scheduling or teleworking shall be done in accordance with University policy.

Failure to report to work for three (3) consecutive business days is considered job abandonment and will result in termination of employment.

For additional information, contact Human Resources or visit the Human Resources website.

### **3.3 PAY PERIODS, RECORD KEEPING AND TIME REPORTING**

The USG using time/leave tracking and recording keeping software to report and track employees' time and attendance for the purpose of processing pay and maintaining leave accruals and balances. Staff must report hours worked each day in the USG's electronic timekeeping system, as well as sick, vacation and holiday hours taken in order to be paid appropriately. Professional and administrative employees must use the USG's electronic timekeeping system to report exception time (sick, vacation, etc.). Requests to take vacation and sick leave (when possible) must be submitted into the time-keeping system and approved by the supervisor in advance.

Per BOR policy and the federal requirements of the Affordable Care Act (ACA), all employees (faculty, staff, and students) who are not health benefits eligible must track actual hours worked to determine health benefits eligibility status.

Part-time faculty who teach-only may use the BOR's Conversion Chart in establishing weekly standard hours worked. (See the BOR Employees Categories Policy in the USG Human Resources Administrative Practices Manual at [http://www.usg.edu/hr/manual/employee\\_categories/](http://www.usg.edu/hr/manual/employee_categories/)).

Exempt employees under the FLSA who are not health benefits eligible must use the USG's electronic timekeeping system in tracking hours worked for ACA purposes only, but not for compensability purposes. The U.S. Department of Labor's Wage and Hour Division has stated that the tracking of hours worked by exempt employees will not destroy the "salary basis" and exemption status of the exempt employee.

Bi-weekly timecards must be completed and electronically approved by the employee and the supervisor no later than 6:00 p.m. on the last Friday of the pay period. Monthly timecards must be completed and electronically approved by the employee and the supervisor by the deadline established and posted on the University's payroll calendar that can be accessed through the Payroll Department's website.

Pay may be delayed until the following pay period if time is not reported and approved by the Payroll deadline.

Payroll records are subject to audit and will reflect actual time worked and leave taken. Falsification of or failure to record time may result in failure to receive pay and/or disciplinary action including termination.

### **3.4 TIME REPORTING HONESTY**

Employees use the USG's electronic timekeeping system as the official basis for recording time and attendance for designated employees of Clayton State University. In order to ensure consistency of treatment for such employees, the data recorded in the official USG electronic timekeeping system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the USG's official timekeeping records.

Time clock employees are required to clock in at the start of the work shift, at break, at meal breaks, and clock out at the end of the work shift using the USG's official timekeeping system. Employees are expected to arrive and depart work on schedule.

Other Time Recording employee requirements include:

- Employees leaving work for any **authorized** reason during their work shift must clock out when leaving and clock in when they return.
- Employees are expected to clock in at a designated location assigned by the department supervisor.
- Clayton State University does not allow use of the smart device applications (app) for purposes of recording time.
- In the event, an employee fails to clock in or out at any time during their work shift, he or she must immediately notify their supervisor of the missed punch.
- Employees must personally clock in and out at the supervisor-designated area and **not** through sharing of time cards, through mobile or smart devices, nor sharing of user-authorized passwords/credentials.
- Employees must not clock in more than 5 minutes before or at the end of their shift time.

Failure to comply with these requirements shall be grounds for disciplinary action up to and including termination.

### **3.5 BREAKS**

If the work situation permits, the supervisor may authorize a.m. and p.m. breaks of up to fifteen (15) minutes in duration.

Employees on break may leave the work area. In departments where it is necessary to have someone on duty at all times, it is the employee's responsibility to ensure that work assignments are covered to the approval of the supervisor. Therefore, in some areas, breaks are not possible. Employees may not forego breaks to accumulate extra future time off or to make up for tardiness or previous absences.

### **3.6 MEAL BREAK**

Employee meal periods are determined by the needs of the individual department or office. Supervisors will inform employees of meal break schedules. Unused mealtime may not be routinely accumulated to shorten the work shift. Meal periods will be at least 30 minutes depending on the individual department, while ensuring the 40-hour workweek commitment is met.

### **3.7 OVERTIME**

During peak workloads, or emergencies, it may be necessary for supervisors/managers to require employees to work overtime. The standard workweek is 40-hours for employees who are non-exempt under the Fair Labor Standards Act.

In these situations, your supervisor will give employees as much notice as reasonably possible before requiring an employee to work overtime.

Non- Exempt employees may not work more than 40-hours a week unless a supervisor/manager has given the employee prior approval.

When supervisors/managers authorize non-exempt employees to work hours that exceed the standard 40-hour workweek in any one week, overtime is compensated. Non-exempt employees who come under the Fair Labor Standards Act will be compensated at one and one-

half times their standard pay rate for all hours worked beyond the standard 40-hour workweek.

There shall be no accrual or payment for overtime worked by Staff personnel who are determined to meet all the tests for exemption under the Fair Labor Standards Act.

Exempt employees are expected to plan their time and work as is necessary to perform assignments in a satisfactory manner and to ensure departmental effectiveness. In addition, exempt and non-exempt employees who are not health benefits eligible shall not normally work greater than 25 hours per week unless coordinated with the manager/supervisor and through the Department of Human Resources due to the impact of the ACA.

### **3.7.1 COMPENSATORY TIME**

Clayton State University (hereinafter "CSU") has a standard workweek of forty (40) hours and abides by the provisions of the federal Fair Labor Standards Act (hereafter "FLSA"), as well as Board of Regents (hereinafter "BOR") policies and procedures. This policy applies to all nonexempt who are generally paid on the biweekly payroll cycle.

Overtime work shall be authorized for employees who are *not exempt* from the provisions of the FLSA only when the work is deemed necessary by the supervisor authorized to make such decisions. Supervisors must approve overtime in advance of overtime being worked. Overtime worked will be generally awarded as compensatory time, as one and one-half hours of leave time for one-hour of overtime worked over forty (40) hours in a workweek. Overtime hours may not be carried over the next week in the biweekly pay period for purpose of shift modification.

Payment for overtime work will be made in accordance with the FLSA. At CSU, in lieu of payment for approved overtime work, compensatory time shall be granted at the rate of one and one-half hours of compensatory time for each hour of overtime worked. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours at any one time, which must be recorded in the BOR's leave accounting system, and must be expended by the end of the succeeding calendar quarter.

The determination of FLSA exemption status is made by the CSU Human Resources Department.

The order in which an employee will use earned compensatory time will be as follows:

1. Compensatory time must be used prior to the employee using any annual leave and/or sick leave.
2. Annual leave or sick leave may not be used prior to compensatory time being exhausted either within the calendar quarter which it is earned or the succeeding calendar quarter. It is a requirement to apply the use of compensatory time to an employee leave situation if compensatory time has been recorded in the leave accounting and timekeeping system.

Payment of Compensatory Time and Scheduled Use:

1. Overtime, which is awarded as compensatory time to a nonexempt employee may not be lost.
2. Unused Compensatory Time must be paid out if not used by the end of the succeeding quarter at the employee's current rate of pay.
3. Unused Compensatory Time balances must be paid out if an employee separates from CSU at the employee's current rate of pay.

4. Managers should ensure that Compensatory Time balances are used by the end of the succeeding quarter and when possible prior to an employee's separation.

### **3.8 ABSENCE REPORTING**

All Staff employees must record and report all absences through the USG's official timekeeping reporting system or on a paper timekeeping form when it is not possible to do so using the timekeeping system.

Failure to report to work for three (3) consecutive business days is considered job abandonment and will result in termination of employment.

### **3.9 ATTENDANCE**

All Staff employees are expected to adhere to his or her scheduled work hours. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify his/her supervisor.

It is not sufficient to leave a message with a co-worker, nor should a friend or family member except under emergencies make the notification. Such notification should be made as far in advance as possible. Failure to give the appropriate notification may result in disciplinary action up to and including termination.

Supervisors/managers will establish employee daily work schedules, and if applicable, breaks and meal periods. Employees will be expected to report for work on time and remain on the job until the end of their shift, unless a supervisor/manager excuses the employee. Violations of this rule can result in termination of employment.

Failure to report to work for three (3) consecutive business days is considered job abandonment and will result in termination of employment.

## **4.0 COMPENSATION**

### **4.1 DIRECT DEPOSIT/EMPLOYEE PAY**

Payroll distributions are made by direct deposit. Direct deposit is an electronic transfer of funds to an employee's bank account. Direct deposit service must be established by completing the Direct Deposit authorization electronically through Employee Self Service.

Direct deposit initiation may take up to two pay cycles for initial activation and 1-2 pay cycles for changes and updates. In order to verify receipt of payment via direct deposit, the employee should check their designated financial institutions account. Until direct deposit is established and activated, a paper check will be mailed to the employee directly from the third-party payroll processor's corporate office. If the paper check has not been received through the mail 10 days following the pay date, the employee should notify the Payroll office in writing.

It is the employee's responsibility to maintain accurate direct deposit records. Employees may do this by updating their direct deposit authorization electronically through Employee Self Service.

Employees are paid monthly or biweekly, depending on the employee's job classification.

Biweekly: Employees, who are paid biweekly, will receive 26 payments during the year. Each payment represents a two-week period. If a payday falls on a holiday, payroll will (normally) be direct deposited the preceding business day.

Monthly: Employees, who are paid monthly, will receive 12 paychecks during the year. Each payment is direct deposited on the last business day of the month. If a payday falls on a holiday, compensation will (normally) be made the preceding business day.

Payment Reissue: In the unlikely event an employee does not receive their payment, a written request from the employee should be directed to the payroll office. Once the written request is received, the payroll department will investigate the missing payment, and if verified, the missing payment will be reissued.

#### **4.2 SALARY AND WAGE ADJUSTMENTS**

Pay rates depend upon many factors, such as knowledge, training, special skills, and the responsibilities of the job. Constant effort is made to maintain a fair wage or salary range for each job and a fair relationship between the job levels. Salary and wage adjustments will generally be implemented, when an equity or administrative adjustment is deemed necessary and provided performance warrants the adjustment. Adjustments may be in the form of merit increases or administrative adjustments, and developed in conjunction with the budget development process. All salary and wage adjustments are contingent upon available funding. Wages can also be adjusted downward under certain circumstances such as demotion, transfer, etc.

#### **4.3 GARNISHMENTS**

Clayton State University considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Failure to meet personal financial obligations may cause discredit to the University. The University is required by law to accept and process garnishments served by court officials. Continuing instances of default in payment of debts resulting in repeated garnishment of wages shall be sufficient grounds for termination.

#### **4.4 WITHHOLDING OF PAY**

Clayton State University may withhold paychecks or deduct from paychecks amounts owed by employees of the University for any fines, fees, penalties, or other financial obligation(s) to the institution of employment.

### **5.0 PERFORMANCE, STANDARDS, AND CONDUCT**

To insure a professional and efficient operation of the University, it is necessary to establish certain rules. Some of the most important rules are listed below.

#### **5.1 RULES OF CONDUCT**

Clayton State University expects all employees to observe basic rules of appropriate conduct. While not exhaustive, the following violations of the rules of good conduct may result in disciplinary action or discharge:

- Failure to perform assigned duties
- Negligence
- Falsifying records/reports or information
- Theft
- Intoxication or drinking on the job

- Failure to report one's absence or reason for absence
- Rude, discourteous behavior
- Habitual absence or tardiness
- Unauthorized absence from assigned work area
- Entering an unauthorized area at any time
- Interfering with the work performance of another employee
- Wasting materials
- Willful damaging of equipment or property
- Willful violation of safety regulations
- Gambling while on duty
- Sleeping while on duty
- The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drug not prescribed by a physician, is prohibited on University premise
- Disruptive or violent behavior or threats
- Failure to follow University policies or procedures; or
- Any other conduct interfering with performance of duties.

Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment.

## **5.2 ETHICS IN THE WORKPLACE**

Clayton State University strives to maintain the highest standards of personal and business ethics and professional conduct. As an employee, you are required to do the same. The University recognizes that an ethical, efficient, and effective work environment is essential to successfully accomplishing University missions and strategic goals.

As a result, the University has always placed a high priority on assuring that each member of our university 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 Public Safety and Human Resources have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, we have Hotline reporting available through a service provided by Global Compliance, an independent company. This service is available 24 hours a day 7 days a week, and allows University constituency to voice their concerns. This service allows the caller to send additional information if available, and receive feedback or questions on the call report via a report number and PIN.

In order to contact the Ethics and Compliance Reporting Hotline please: Call toll-free 24 hours a day, 7 days a week 1-877-516-3454

Gain electronic access by navigating to the following URL address: <https://clayton.alertline.com>

Additional information regarding the Ethics and Compliance Reporting Hotline can be obtained by visiting the Department of Human Resources website.

## **5.3 WORK ENVIRONMENT**

Employees are required to keep their work environment clean and orderly and all equipment in good working condition at all times.

Employee must report loss or damage of any university equipment to their supervisor within three (3) business days. Theft of equipment must be reported to the employee's supervisory and CSU's Public Safety Office. Thefts off campus should be reported to local law enforcement, where applicable. (Also see Section 9.4 Use of University Property)

#### **5.4 PERFORMANCE EXPECTATIONS & EVALUATIONS**

Supervisors/managers should provide employees with a job description and related performance expectations during employee onboarding and consistently through employ. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations.

Clayton State University has established a system of performance evaluation for all Staff employees that is consistent and continuous, and emphasizes communication between supervisors and employees. This performance evaluation system shall be for the purpose of career development, making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training and development, and for consideration in salary (based on availability of funds).

The supervisor/manager shall evaluate all Staff employees in a systematic manner at specified time intervals, but no less than once each year, to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to assist in performance improvement planning for employees performing below standards or below capability.

An employee within their provisional period should be evaluated at least once prior to the completion of the provisional period.

Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment.

Performance Evaluation Forms are available through the Department of Human Resources.

Completed evaluations, signed by two levels of supervision (immediate and secondary) and the employee, are to be submitted to Human Resources upon completion, and will become part of the employee's personnel record. Employees have 30 days from the date of signature on the evaluation to include any comments with the evaluation.

#### **5.5 PROFESSIONAL DEVELOPMENT AND TRAINING**

Clayton State University recognizes that training and development programs improve individual and organizational performance and assists the University in achieving its overall institutional goals. The employees' supervisor will provide basic orientation and explain the operations and processes required by the position.

Certain positions at the University offer opportunities to acquire advanced skills, information, and experience that may qualify an employee for career progression.

Professional development is part of all employees' performance expectations, supervisors should assess and plan for training programs determined to be mutually beneficial for employees and the University.

## **5.6 PROMOTIONS AND TRANSFERS**

There are a number of factors, which influence promotions and advancement. Qualification to perform the advanced work is the most important factor, as well as an individual's performance in his/her current position.

A lateral transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range.

Every Staff vacancy that occurs on campus is posted on the Department of Human Resources employment webpage.

Any employee interested in a vacancy should complete an electronic application by following the instructions on the Department of Human Resources employment webpage.

## **5.7 TERMINATION OF EMPLOYMENT**

Resignation: Employees who resign for any reason should give as much notice as possible. The minimum notice is ten (10) working days. Longer notification periods may be agreed upon for certain positions. Written notice is expected. Supervisors are strongly encouraged to provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in writing. The institution is not obligated to allow an employee to rescind the resignation.

Supervisors who obtain a resignation must contact Human Resources to ensure that all appropriate laws, regulations, and policies are observed.

Termination for Cause: Employees may be terminated for misconduct, including violation of University policy, or any other conduct detrimental to the University or its reputation, operations, or activities.

Termination for cause may also include termination due to the employee's unwillingness or inability to adequately perform his/her job responsibilities, or for insubordination.

Supervisors who are considering a termination must contact human resources to ensure that all appropriate laws, regulations, and policies are observed.

Dismissal, Demotion, and Suspension: With approval from the Department of Human Resources, an employee's supervisor will normally effect dismissal, demotion, or suspension of Staff employees when management determines that the employee's job performance or personal conduct is unsatisfactory.

Whenever possible, the employee shall be informed in writing of the reasons for the demotion or suspension, and granted a reasonable opportunity to respond to the next highest authority prior to the effective date of the action; provided however, that under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted, or suspended with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to the appeals procedure upon request made within 10 working days following the adverse personnel decision of the employee's supervisor, provided that 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 dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or the President's designee determines otherwise.

Supervisors who are considering a suspension, demotion, or dismissal of an employee must contact Human Resources to discuss the situation prior to affecting any adverse employment action to ensure that all appropriate laws, regulations, and policies are observed.

## **5.8 CLEARANCE OF CAMPUS/EXIT INTERVIEW**

Employees who terminate employment must complete the CSU exit process. It is the responsibility of the employee to assure the University that he/she does not have any outstanding obligations to the University. This process is normally completed on the last working day and includes, but is not limited to, returning ID, keys, parking permit, equipment, books, P-Card, electronic devices, and any other University property. The exit process also includes updating employee contact information as well as completion of the employee satisfaction survey. Note are employees are responsible for the cost of replacement University keys that they have lost during or prior to end of employment.

The employee must return any university records stored on personal devices (iPhones, iPads, Android devices, home computers, pen drives, et al) prior to separation.

A final paycheck will be deposited directly into the separated employee's direct deposit account on record with payroll on the next regularly scheduled pay date.

## **6.0 BENEFITS**

Clayton State University offers benefits eligible employees the opportunity to participate in various benefit plans provided by the Board of Regents, which may include health insurance, dental insurance, vision insurance, life insurance, disability income insurance, dependent life insurance, pre-tax saving flexible spending accounts, and retirement plans.

For specific information on the available benefit plans, please refer to the University System of Georgia system wide benefits website [www.usg.edu/hr/benefits](http://www.usg.edu/hr/benefits) or on Clayton State University's Human Resources website.

### **6.1 BENEFITS ELIGIBILITY**

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

- Full Benefits Eligible: This is defined as 30 or more hours per week or .75 FTE 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 8.2.9 Insurance.
- 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.

- Non-Benefits Eligible: This is defined as 19 or less hours per week (.49 FTE or less), which applies to regular faculty and regular staff employees. Non-benefits eligible also includes temporary faculty, temporary staff, and temporary student employees who may not work more than 1,300 hours in a 12 month period as defined later in this policy. Note: Students may not hold regular employment status as defined under the BOR's Employee Category Policy.

Note the date a benefits-eligible faculty member actually starts employment occurs when s(he) is providing a service benefit to the employer, and this will be their official contract date/date of employment for service, salary/pay and benefits.

### **6.1.1 ELIGIBLE DEPENDENTS**

Eligible dependents, as defined by the plan, include the spouse and dependent children up to age 26 for medical, dental and vision plans. If a dependent becomes medically disabled prior to the age of ineligibility, he/she may continue as a dependent with medical certification. A marriage license, birth certificate, or other document establishing a dependent relationship is required as a condition of dependent coverage. It is the employee's responsibility to notify the Third Party Benefits Administrator of any changes, which may affect a dependent's eligibility.

<https://leplb0910.portal.hewitt.com/web/oneusg/> or call 855.214.2644.

### **6.1.2 DOCUMENTATION**

Documentation verifying proof of eligible dependents status must be provided to the Third Party Benefits Administrator within 30 days of enrollment in order for the dependent(s) to be covered under the plan(s). To review a list of acceptable documents please consult the USG Employee Benefits website [www.usg.edu/hr/benefits](http://www.usg.edu/hr/benefits) or contact the Third Party Benefits Administrator <https://leplb0910.portal.hewitt.com/web/oneusg/> or call 855.214.2644.

## **6.2 SECTION 125 PLAN**

The University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee medical, dental, vision, health savings and flexible spending account premiums are deducted on a pre-tax basis and are not subject to federal, state, or FICA taxes. Under this plan, elections must remain in effect for the entire plan year, unless a mid-year qualifying "change in status" event occurs. Contact the Third Party Benefits Administrator to make changes <https://leplb0910.portal.hewitt.com/web/oneusg/> or call 855.214.2644.

## **6.3 GROUP MEDICAL INSURANCE**

Employees who are benefits eligible have 30 days from their benefits eligibility date to select a medical plan from the various plans offered. Every Fall the University offers an open enrollment period during which employees may change their healthcare plan elections and/or levels of coverage. Changes are made on the Third Party Benefits Administrator website <https://leplb0910.portal.hewitt.com/web/oneusg/> or by calling 855.214.2644.

The University shares the cost of healthcare coverage as determined by the Board of Regents. The employee must pay the remaining portion of the premium through payroll deduction. Premiums

for medical insurance are withheld from the payroll check on a pre-tax basis.

#### **6.4 GROUP DENTAL INSURANCE**

The University provides voluntary dental programs for all benefits eligible employees. Enrollment in the University System of Georgia (USG) dental plan is only allowed during the initial benefits eligibility period or within 30 days of a qualifying event. Each participating employee pays 100% of the monthly insurance premium on a before-tax basis.

#### **6.5 GROUP VISION INSURANCE**

The University offers a voluntary vision plan to all eligible employees. Enrollment in the University System of Georgia (USG) dental plan is only allowed during the initial benefits eligibility period or within 30 days of a qualifying event. Each participating employee pays 100% of the monthly insurance premium on a before-tax basis.

#### **6.6 FLEXIBLE SPENDING ACCOUNTS (FSA)**

Clayton State University offers IRS qualified flexible spending accounts, which allow employees to set aside funds on a pre-tax basis for certain health care and dependent care expenses. Employees may reduce their salary depending on the program elected and annual IRS limits. Contributions to either the Health Care or Dependent Care account are not subject to federal or state income taxes, or to FICA (Social Security) deductions.

By electing to participate in a flexible spending account, employees can save on predictable medical costs. However, it is important to note, any unspent funds remaining in the account at the end of the plan year will be forfeited. Employees will have until March 31st of the following year in which to file for reimbursement of eligible expenses.

Employees whose annual salary is less than the Social Security maximum taxable amount will have a slight decrease in the monthly benefit amount paid upon retirement under Social Security. However, participation in either account will not affect other benefit plan deductions such as retirement or the amount of disability income protection you may be eligible to receive under an offered disability plan.

Health Care Flexible Spending Account: The Health Care Flexible Spending Account (FSA) may be used to cover the cost of eligible medical, dental, and related expenses that are not paid by other insurance (i.e. coinsurance, deductibles, co-payments, and excess medical, dental, and/or vision costs). Participating employees may contribute a portion of each paycheck to the FSA through regular payroll deductions on a before-tax basis.

Dependent Care Flexible Spending Account: Clayton State University recognizes that many employees in today's workforce are faced with child or eldercare expenses due to the employment of one or both parents. To assist with these expenses, the University provides an opportunity for employees to participate in the Dependent Care Flexible Spending Account. This account allows employees to pay for dependent care expenses (i.e. daycare and eldercare) with before-tax dollars. NOTE: Limited-Purpose Flexible Spending Account (LPFSA): Under the BOR Health Plan's Consumer Choice Option, employees in conjunction with their Health Savings Account (HSA) elect to enroll in a Limited-Purpose FSA. A limited-purpose health flexible spending account (referred to as a limited-purpose FSA) is much like a typical, general-purpose health FSA. However, under a limited-purpose FSA, eligible expenses are limited to qualifying dental and vision expenses for you, your spouse, and your eligible dependents.

### **Health Savings Account**

If you enroll in the HSA medical plan, you have the opportunity to open a Health Savings Account (HSA), a tax-free account that you can use to pay for eligible healthcare expenses now and in the future. To help you get started saving, USG will match your contributions to your HSA up to a pre-determined amount (see [www.usg.edu/hr/benefits](http://www.usg.edu/hr/benefits) for current amounts). You can use this account to pay for eligible out-of-pocket healthcare expenses including hospitalization, physician care, prescription drugs, dental, and vision.

You can also contribute additional tax-free funds, up to IRS limits, to save for future healthcare needs or to protect yourself from the unexpected.

## **6.7 GROUP LIFE INSURANCE**

The BOR through the University offers life insurance plans to benefits eligible employees. An employee leaving the services of the University before retirement may convert the group life insurance to an individual policy without medical examination.

Basic Life and AD&D: A total of \$25,000 of basic life insurance is provided at no cost to the employee, in addition to \$25,000 of accidental death and dismemberment coverage.

Supplemental Life and AD&D: On a “full contributory” basis, employees may elect supplemental life insurance from one to eight times your salary, up to a maximum of \$2.5 million. The lesser of 3x your annual salary or \$500,000 is guaranteed without you providing any Evidence of Insurability (EOI) if elected when initially eligible on January 1st of the plan year, premiums will increase based upon the age the employee will attain during the plan year.

Employees who fail to enroll during the initial eligibility period, and who elect to apply coverage at a later date, must furnish medical evidence of insurability to the satisfaction of the carrier based on individual underwriting standards. Any expenses incurred therewith will be the responsibility of the employee.

Dependent Life: Employees may elect to insure their eligible dependent(s) in the University’s offered dependent life insurance plan. The cost of dependent child coverage is a flat rate regardless of the number of dependents covered. Employees may choose coverage for each child age 6 months to 26 years of age. Child(ren) coverage options are available in the amounts of \$5,000, \$10,000, or \$15,000. No EOI is required. Spouse coverage is available from \$10,000 to \$500,000 and will need to show proof of good health for amounts over \$50,000.00. Dependent children, age 2 weeks to 5 months, are insured to \$2,000. If coverage is not elected within the initial benefits eligibility period, or within 30 days of a mid-year qualifying event, approval may require the spouse to furnish medical evidence of insurability to the satisfaction of the carrier based on individual underwriting standards.

## **6.8 DISABILITY INCOME**

Clayton State University offers both short-term and long-term disability income protection plans. The plans provide income protection to employees who become disabled from a covered injury or illness. Participation in either plan is voluntary with the full cost paid by the employee with after-tax dollars. Detailed information regarding disability income plans can be obtained by visiting the USG Benefits site at [www.usg.edu/hr/benefits](http://www.usg.edu/hr/benefits).

## **6.9 COBRA**

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, eligible employees and dependents may elect to continue medical, dental, vision, and/or health care flexible spending benefits for a pre-determined period of time when certain criteria are met (i.e. termination of employment). Participants must pay the full premium cost (employee and employer portion), plus a small administrative fee.

COBRA election must be made **in writing** within 60 days from the date you lose coverage or 60 days from the date of notification. Additional information regarding continuation of coverage may be obtained by contacting the USG Shared Services Center at 855.214.2644.

#### **6.10 WORKERS' COMPENSATION BENEFITS**

All employees of Clayton State University are covered under the provisions of the Workers' Compensation Act. This act provides protection for the employee in the event of injury or death while performing services for the University. In the event an employee sustains any injury at work, the incident must be reported to his/her supervisor, the Department of Public Safety, and the Department of Human Resources. Please refer to the Human Resources Reporting Procedures for Worker's Compensation Incidents/Clams.

#### **6.11 UNEMPLOYMENT COMPENSATION**

Employees are covered under the Georgia Employment Security Law, commonly referred to as "Unemployment Compensation." The unemployment payments provided by this act help workers get through the difficult time of unemployment.

When an employee separates employment, the Department of Human Resources provides a Georgia Department of Labor Separation Notice. Employees no longer employed should consult the nearest Georgia Department of Labor Office to determine their eligibility and/or file an unemployment insurance claim if applicable.

#### **6.12 MAXIMUM RETIREMENT COMPENSATION LIMIT**

Maximum compensation and salary increase limitations for computing retirement benefits are determined each year. The maximum compensation limit under Internal Revenue Code 401(a) (17) only applies to TRS employees hired on or after July 1, 1996, and to ORP employees hired on or after January 1, 1996. Employees hired prior to the preceding dates are "grandfathered" with no maximum salary limitation. An additional IRC Section 415 employee and employer combined contribution limit applies to all ORP participants regardless of hire date.

#### **6.13 RETIREMENT BENEFITS**

Employees eligible for retirement from the University System, in accordance with set criteria, may elect to continue participating in Clayton State University's group benefit program.

Retirees may maintain coverage in medical, dental, vision, basic life, and supplemental life insurance.

Clayton State will continue to provide basic life insurance coverage at no cost to the retiree, as well as pay the employer portion of the medical insurance premium for retirees under age 65 (not yet eligible for Medicare). The retiree, however, must bear the entire cost for dependent life, supplemental life, medical (employee portion), dental, and vision coverage.

Medicare-eligible retirees aged 65 and over are eligible to enroll in a Medicare supplement through a retiree healthcare exchange and may be eligible for a healthcare subsidy to assist with the cost of the premiums. For more information, visit the USG Retiree Benefits Website at [http://www.usg.edu/hr/benefits/retiree\\_benefits](http://www.usg.edu/hr/benefits/retiree_benefits).

Life insurance coverage can only be continued into retirement if the employee meets the criteria of a USG retiree as defined by the Board of Regents.

Life insurance amounts are subject to reductions at retirement and at certain ages brackets based on plan specifications. The medical coverage and premiums are subject to increases and plan design changes as determined by the Board of Regents.

Employees planning to retire should contact Human Resources at least 90 days prior to retirement to begin the application process and review the Retiree Handbook located on the HR webpage.

## **6.14 RETIREMENT PLAN OPTIONS**

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators **hired on or after** July 1, 1990, and exempt employees hired **on or after** July 1, 2008 have the option of participating in the Teachers Retirement System of Georgia (TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may **only** participate in the TRS plan.

Both eligible employees and Clayton State University contribute a percentage of the Employee contributions to the TRS or ORP are sheltered from federal and state income taxes.

### **6.14.1 MANDATORY RETIREMENT PLAN OPTIONS**

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008 have the option of participating in the Teachers Retirement System of Georgia (TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may only participate in the TRS plan.

Both eligible employees and Clayton State University contribute a percentage of the Employee contributions to the TRS or ORP are sheltered from federal and state income taxes.

#### **A. TEACHERS RETIREMENT SYSTEM OF GEORGIA**

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008 have the option of participating in the Teachers Retirement System of Georgia (TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may only participate in the TRS plan.

The Teacher's Retirement System of Georgia is a defined benefit plan. Participation in the plan is **mandatory** for all regular non-exempt employees, as well as exempt employees hired **prior** to July 1, 2008, with a work commitment

of half-time or more. Faculty and principal administrative officers hired **on or after** July 1, 1990, and exempt employees hired **on or after** July 1, 2008, are also eligible to elect membership in the Teachers Retirement System of Georgia in lieu of the Optional Retirement Plan. Such election is irrevocable.

Vesting: A TRS member with at least 10 years of creditable service has a vested right to receive a retirement benefit if certain criteria is met.

Disability: A TRS active member who is mentally or physically disabled, and who has at least 9 1/2 years of creditable service is eligible to apply for disability retirement. More specific information regarding the TRS plan may be secured online at <http://www.trsga.com> .

#### **B. OPTIONAL RETIREMENT PLAN (ORP)**

The Optional Retirement Plan is a defined contribution plan established in accordance with the Official Code of Georgia Annotated, Section 47-21-7. Faculty and principal administrators hired **on or after** July 1, 1990, and exempt employees hired **on or after** July 1, 2008, have a **one-time** irrevocable decision to participate in the Optional Retirement Plan in lieu of the Teachers Retirement System of Georgia. This decision must be made within the 60 days following employment.

If an election is not made within the 60 days of eligibility, all eligible employees will automatically be enrolled in the TRS plan for the remainder of their employment with the University System of Georgia. Employees whose status changes from a TRS to an ORP covered position are not eligible to participate in the ORP plan. Detailed information on the available ORP investment companies may be obtained by contacting the Department of Human Resources.

Vesting: Vesting in the Optional Retirement Plan is immediate. Each participant is 100% vested in all plan contributions.

#### **C. GEORGIA DEFINED CONTRIBUTION PLAN (GDCP)**

Effective July 1, 1992, the Georgia Defined Contribution Plan was created by the 1992 Georgia Law, Act 996. The plan provides a retirement system for temporary, seasonal, and part-time (less than 50%) employees of the Board of Regents of the University System of Georgia, who are not eligible for membership in the Employees Retirement System of Georgia, the Teachers Retirement System of Georgia, or the Optional Retirement Plan. Eligible participating employees contribute a set percentage of gross salary to the plan through payroll deductions. This amount is deposited into each member's account.

#### **D. EMPLOYEES RETIREMENT SYSTEM OF GEORGIA (ERS)**

Employees who are vested members of the Employees Retirement System of Georgia may elect to remain in ERS. The irrevocable election must be made within 60 days of CSU employment. An application and an election form must be submitted to the Department of Human Resources.

### **6.14.2 VOLUNTARY & SUPPLEMENTAL RETIREMENT PLAN OPTIONS**

Eligible employees may elect to participate in several tax deferred annuity and deferred compensation plans offered through Clayton State University under Internal Revenue Code provisions 403(b) and 457(b), respectively.

Up to the IRS mandated maximum amount, these plans permit participants to tax shelter income into a number of investment vehicles (i.e. mutual funds). Taxes are deferred until the funds are withdrawn (usually upon retirement).

Employees may participate in both the 403(b) and 457(b) plans. Clayton State does not contribute to either plan.

Tax Sheltered Annuity Plan 403(b): In a 403(b) plan, interest and earnings accrue on a tax-deferred basis. Participants' accounts grow tax-free until the funds are withdrawn. Penalties may incur if withdrawals are made prior to retirement. A list of approved vendors may be requested from the Department of Human Resources.

Deferred Compensation Plan 457(b): Income may be invested in different investment options on a tax-deferred basis. Unlike the 403(b) plan, non-retirement withdrawals do not carry an early withdrawal penalty.

#### **6.15 EMPLOYMENT BEYOND RETIREMENT**

An individual retired from the Teachers Retirement System of Georgia, the Employees Retirement System, or the Optional Retirement Plan, may be reemployed by the University System of Georgia under the following conditions:

- Clayton State University must approve the reemployment of a University System of Georgia retiree.
- A rehired retiree must have a minimum break of 30 days between the effective date of his/her retirement and the effective date of his/her reemployment.
- The work commitment of a rehired retiree must be less than one-half time (i.e. less than 50% effort).
- The salary that is paid to a rehired retiree must be less than 50% of the annual benefit-base, compensation amount that he/she was earning at the time of his/her retirement.
- The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BOR 802.0903, Employment Beyond Retirement).

#### **6.16 GA HIGHER EDUCATION SAVINGS PLAN (529)**

Employees may participate in the Georgia Higher Education Savings Plan via payroll deduction. Commonly referred to as the "529 Plan," the savings plan allows participants to set aside money for higher education expenses on a tax-deferred basis. The plan offers significant tax advantages, a choice of investment options, and the flexibility for employees to use their savings at any eligible educational institution in the United States or abroad.

#### **6.17 SOCIAL SECURITY**

The Federal Social Security Act covers most employees of Clayton State University. This act provides aid to dependent children, disability payments, retirement, and death benefits. The employee and the University share Social Security contributions equally.

## **6.18 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The University System of Georgia partners with ESPYR to provide employees and their family members with a comprehensive Employee Assistance Program (EAP). Services are free and confidential. Offerings include work-life balance help with legal and financial issues; special needs, childcare, eldercare, and adoption; counseling services (up to 4 session per issue) and family well-being; as well as programs that support leaders and the organization with supervisor consultations and crisis and critical incident management programs.

**Dedicated Line for the USG EAP:** 1-888-960-3305; Available 24/7; 365 days

## **7.0 EDUCATION & PROFESSIONAL DEVELOPMENT**

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

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

To the extent possible, no employee should take a course(s) that would require him/her to be absent from work during regularly scheduled work hours. If attendance in an approved education, training, or professional development course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible depending upon the needs of the unit/department and of the employee.

The supervisor must certify that the employee's participation in the educational, training, and/or professional development course will not adversely affect departmental services or result in undue hardship on other employees.

Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

### **7.1 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT**

Many work related training programs are provided on campus by the department for Continuing Education ("CE") and other campus departments. Continuing Education and other University departments can also assist departments in coordinating in house departmental training opportunities to meet their specific needs.

Clayton State University Center for Continuing Education provides staff development training to employees of Clayton State University and the Board of Regents who have been continuously employed for at least 6 months, and have successfully completed their provisional period. Full-time faculty and staff who meet the aforementioned conditions may attend job related Continuing Education courses at a reduced registration fee on a space available basis.

For additional information on opportunities available through Continuing Education, please contact 678-466-5050 or visit the Continuing Education website.

## **7.2 TUITION ASSISTANCE PROGRAM (TAP)**

The University System of Georgia (USG) has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees.

The Tuition Assistance Program (TAP) allows full-time, benefits eligible employees of University System of Georgia, who have successfully completed six (6) months of service in a benefits eligible position, as of the date of the TAP application deadline, for the desired academic semester, the opportunity to continue their formal education by enrolling in a University System of Georgia institution.

An employee may seek approval up to nine (9) academic semester credit hours (subject to change) for each of the three (3) designated academic semesters: Fall, Spring, and Summer.

Requests from supervisors/managers for authorization to enroll must be made at least 30 days prior to the date of the proposed enrollment, and must be approved by the employee's supervisor and Human Resources. Employees who wish to utilize the TAP program must qualify as a student prior to registration.

TAP enrollment is granted on a space-available basis. Employees are required to register during TAP registration periods. Employees who pre-register will not be eligible for the TAP program. Please see the Human Resources web page for TAP policies, procedures, registration, and application requirements.

## **7.3 EMPLOYEE TRAINING**

Employee training provides faculty and staff with professional development, skill building strategies, and organizational resources to be successful in their current positions or to assume roles with increasing leadership responsibilities. Employees have many options for development through web-based training, development training, and workshops, which cover a variety of topics. Faculty and staff are strongly encouraged to explore these opportunities.

## **7.4 COURSE ATTENDANCE DURING NORMAL WORKING HOURS**

The University has an interest in encouraging employees to further their education. Class attendance may be arranged during the employee's regular workday provided suitable arrangements can be made with the employee's supervisor to cover the work assignment and satisfy the total work hours required.

Approval for class enrollment will only be possible if a satisfactory work schedule can be maintained during the period of the course.

Permission to attend class during working hours will adhere to the following guidelines:

- If schedule adjustments are required in a department to accommodate workflow, the work schedule will take precedence and therefore, the employee may be unable to attend class each day.
- Enrolling in a course will not reduce the efficiency of the employee's department.
- The course will be taken during an agreed upon time period.
  - Non-Administrative Staff personnel are paid for actual hours worked, and time off to attend class is granted without pay unless the class is for specific job training

sponsored by the University.

- Administrative Staff personnel are paid a salary based on their regular work schedule. Administrative Staff personnel may be allowed to attend class, with the approval of their supervisors, so long as they can arrange their work hours to fulfill their regular work hour commitment.
- Enrolling in a course will cause no delays in the completion of work requirements for the employee's department.
- The employee has the immediate and administrative supervisors' approval.

## **7.5 EMPLOYEES ATTENDING CREDIT CLASSES AS "AUDITORS"**

Regular employees of the University System may attend credit classes at their home institution as an "auditor." The Office of Admissions requires that the interested employees complete a Clayton State University application and have it approved by their immediate supervisor and dean/administrative officer. This written request must be filed in the Registrar's Office before the first day of class. Enrollment in the class is on a space available basis as determined by the Registrar.

No credit will be issued, nor will there be a permanent record maintained for the class participation.

## **7.6 RETIREE EDUCATION**

As a CSU Retiree, you are entitled to receive several perquisites that are specific to our campus. Your service to Clayton State University has been greatly appreciated and we look forward to a continued relationship with you.

Following are CSU "Perks" that may be of interest:

Participation in Continuing Education courses – As a retiree you are eligible to participate in Continuing Education courses on a space-available basis, without the payment of course fees. You are responsible for the purchase of any required texts, materials, and supplies. To participate in a course, go to the Continuing Education web site and fill out a Staff Development Form. Indicate "Retiree" as your Department and send the form to the Department of Human Resources for verification of your eligibility. The Department of Human Resources will forward your Form to the Continuing Education Program.

## **7.7 AGE 62 AND OVER**

Participation in regular academic courses (a system-wide perquisite) - If you are 62 years of age or older, the State of Georgia Constitution permits you to participate in regular academic courses on a space available basis, without payment of course fees. You are responsible for the purchase of any required texts, materials, and supplies. Anyone who would like to participate must be admitted to the university through the normal student admissions process.

## **8.0 VACATION & LEAVE**

### **8.1 VACATION/ANNUAL LEAVE**

Employees working one-half time or more are entitled to accrue vacation based on the following schedule.

<u>Years of Service</u>	<u>Monthly Accrual</u>	<u>Annual Equivalent</u>
0 to 5 years	10 hrs. (1 1/4 days)	15 working days
5 to 10 years	12 hrs. (1 1/2 days)	18 working days
Over 10 years	14 hrs. (1 3/4 days)	21 working days

Employees, other than temporary employees, working one-half time or more but less than full-time, shall earn and accrue vacation time in an equivalent ratio to the percentage of time employed. Vacation time earned, for a partial month service, may be prorated by the number of working days worked.

Earned vacation may be accrued up to a maximum of 45 working days.

Employees shall be compensated for accrued vacation time, not to exceed 45 days, upon termination of service from the Clayton State University. Such compensation shall be based on institutional vacation leave records.

A terminating employee shall not accrue vacation leave after the last working day of employment.

On December 31st of each year, each employee's leave record shall be adjusted to reflect no more than 45 days of accrued leave. As leave days are earned in the following calendar year, they shall be added to the days available on January 1st. The leave record of an individual may show more than 45 days of accumulated leave during a calendar year, but no more than 45 days of leave time may be carried into a new calendar year.

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

Temporary employees, including student assistants and regular employees working less than one-half time do not earn or accrue vacation time.

It is the employees' responsibility to submit and the responsibility of the supervisor to approve the employees requested vacation time in the USG's electronic timekeeping system for payroll processing.

Employees that transfer to another University System of Georgia institution may transfer limited amounts of leave. For more information, see "Employee Transfer Among USG Institutions" in this handbook.

## **8.2 SICK LEAVE WITH PAY**

For all regular full-time employees of Clayton State University, sick leave shall be accumulated at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed.

Sick leave for employees shall be cumulative. Also, paid sick leave shall not be used until it is accrued.

If an employee is ill or unable to work, it is the employee's responsibility to notify his/her supervisor or a designated representative of the department as soon as possible so that the day's work assignments can be managed. At that time, the employee should give an approximate time

of his/her return to the work place. If the employee's absence is more than 5 continuous workdays, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

The institution may require a physician's statement for absences of a shorter duration if deemed necessary by the supervisor and approved by the Department of Human Resources.

The completion of a Leave of Absence Request (LOA) is required if the employee is absent for more than 10 consecutive workdays. Leave may be requested through the Department of Human Resources.

It is the responsibility of the supervisor to notify the Department of Human Resources and forward any work releases or related documentation to HR upon the employees returns to work.

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

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

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

In addition, Clayton State University shall accept up to a maximum of 96-hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. In order for the institution to accept sick leave, the employee must have no more than a 30 calendar-days break in service.

Written verification of the employee's sick leave balance must be provided to Human Resources by the terminating State of Georgia agency.

### **8.3 SICK LEAVE WITHOUT PAY**

Any employee unable to return to work after exhausting all accumulated sick and annual leave, may be granted sick leave without pay for a period not to exceed one year. Such approved leave shall allow the employee the right to elect continuation of group insurance benefits with institutional participation.

All other benefits, which would otherwise accrue to the employee, will not be provided (i.e. sick leave, annual leave, and retirement service credit).

An employee who wishes to request sick leave without pay must make this request to the supervisor as soon as it becomes apparent that such leave will be needed. In addition, medical documentation and a Leave of Absence Request Form must be submitted to the supervisor, who in turn will forward the material to Human Resources for processing.

Employees who are experiencing a serious health condition must contact the Department of Human Resources to determine if they are eligible to initiate FLMA paperwork.

#### **8.4 BENEFITS DURING PERSONAL LEAVE**

Approved paid leave results in benefits continuation including continued accrual of sick and vacation. Approved unpaid leave allows employees to retain insurance benefits. However, employees on unpaid leave will not continue to accrue vacation or sick leave.

During the period of FMLA leave, an employee may retain health, dental, vision and life benefits under the same conditions that applied before the leave began.

If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his/her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage; any remaining premium balance due upon employees return to work will be deducted from the employees pay.

#### **8.5 UNAPPROVED PERSONAL LEAVE**

An employee not at work must be in an approved leave status. When an employee is absent from work, has not arranged to be on official leave, disciplinary action up to, and including termination may occur. Unapproved leave will be unpaid or charged to accrued vacation at the supervisor's discretion and approval from Human Resources.

#### **8.6 SHARED SICK LEAVE PROGRAM**

On a voluntary basis, regular, benefits eligible employees who have completed their provisional period may donate a specified number of sick leave (in 8-hour increments) from their sick leave accounts to the Shared Leave Pool during the annual open enrollment period. An active employee who donates leave must retain a combined total of 40-hours of leave in his/her own annual and sick leave accounts (pro-rated for part-time employees).

Eligible employees may participate as either a contributor or recipient.

#### **8.7 FAIR LABOR STANDARDS ACT**

As a general rule, if an exempt (salaried) employee performs any work during the workweek, he or she must be paid the full salary amount. An employer may not make deductions from an exempt employee's pay for absences caused by the employer or by the operating requirements of the business.

If the exempt employee is ready, willing, and able to work, an employer cannot make deductions from the exempt employee's pay when no work is available.

To qualify for exemption, employees generally must meet certain tests regarding their job duties and meet certain compensation requirements. Job titles do not determine exempt status.

What kinds of deductions from pay are allowed?

- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with the University's bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week, or
- For unpaid leave taken by the employee under the federal Family and Medical Leave Act.
- In addition, deductions may be made from the pay of an exempt employee of a public agency for absences due to a budget-required furlough, and special rules apply when such employees take partial-day (or hourly) absences not covered by accrued leave.

What kinds of deductions are not allowed?

- Deductions for partial day absences generally violate the salary basis rule, except those occurring in the first or final week of an exempt employee's employment or for unpaid leave under the Family and Medical Leave Act. If an exempt employee is absent for one and one-half days for personal reasons, the employer may only deduct for the one full-day absence. The exempt employee must receive a full day's pay for the partial day worked. Other examples of **improper** deductions include:
- A deduction of a day's pay because the employer was closed due to inclement weather;
- A deduction for a partial day absence to attend a parent-teacher conference.

## 8.8 FAMILY MEDICAL LEAVE

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 workweeks of leave during a rolling 12-month period. An eligible employee is defined as any employee (including part-time and temporary) of Clayton State University who has:

- Been employed by Clayton State University for at least 12 months total in the past 7 years, and;
- Worked at least 1,250-hours during the 12-month period immediately preceding the leave.

Leave under FMLA may be taken for one or more of the following reasons:

- The employee's own serious health condition, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his/her job;
- The care of an immediate family member with a serious health condition;
- The birth and care of a newborn child;
- The legal placement of a child with the employee for adoption or foster care; or
- A spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any

“qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

With certain exceptions as indicated in the Family Leave Act provisions, 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 employee benefits during the period of leave with institutional participation.

In addition, concurrent with approved family leave, an employee may elect to apply any accrued sick and/or vacation days to his/her time off.

Care for a Recovering Service Member: Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to 26 workweeks of “caregiver” leave during any 12-month period, for the following reason:

- A spouse, son, daughter, parent, or next of kin caring for a recovering service member.
- A recovering service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

FMLA Requests: Employees requesting FMLA must inform their supervisor and submit a Family and Medical Request Form, as well as a Healthcare Provider Certification Form if applicable. All required documents must be forwarded to the Department of Human Resources. Forms may be accessed on the Department of Human Resources website.

## **8.9 MATERNITY LEAVE**

Absences due to pregnancy and childbirth will be considered as any other disability, and FMLA and Sick Leave provisions apply. See Sick and/or Family and Medical Leave (FMLA) for further information.

### **8.9.1 LACTATION SUPPORT**

The University supports parents employed by the CSU by providing lactation and nursing support. A lactation and nursing parent support program allows a lactating parent to express breast milk periodically during the workday or nurse an infant child. This policy is in accordance with the Official Code of Georgia, Federal Labor Standards Act, as well as USG, Clayton State University, local, State and Federal regulations.

The breast-feeding of an infant child is an important and basic act of nurture, which should be encouraged in the interests of parent and child health. A parent may nurse their infant child in any location where the parent and infant child are otherwise authorized to be (**O.C.G.A. § 311-9**).

**Breaks**: Any employee who is breastfeeding a child will be provided reasonable break times to express milk for a newborn up to one year after the child’s birth. The number of breaks needed to express milk may depend on numerous factors such as the number of feedings and age of the child. A nursing parent will typically need two to three breaks during an eight-hour period; however, more break times may be necessary.

Non-exempt employees who are subject to the Fair Labor Standards act may take lactation breaks

during existing break periods as designated by the employee's department. Lunch breaks may be shortened to account for a morning and an afternoon lactation break. If the employee uses time other than a regularly scheduled break time or if the employee's department does not have designated break times, then the employee will be required to either: (1) make up that time during the same workday; (2) use vacation leave; or (3) take leave without pay for that period of time. FLSA subject (non-exempt) employees may also arrive at work earlier than the regular starting time or leave later than the regular departure time to account for lactation breaks.

**Storage of Expressed Milk:** The University is not responsible for the integrity or security of expressed milk stored in any refrigerator on campus. Lactating/Nursing parents may use campus refrigerators or may bring personal coolers to store expressed milk. Employees must provide their own containers for storage of expressed milk while on campus.

Employees should check with supervisors to determine if there is a refrigerator available near their work area where breast milk may be stored. If there is no refrigerator available, employees must provide their own means to store and keep the milk cool, such as a cooler bag.

**Notice/Posting:** There are no employer posting, policy, or notice requirements written into the law. It is not unlawful for a supervisor to ask a pregnant/parenting employee whether they need or intend to take lactation or nursing breaks.

**Supported Lactating/Nursing Parent Employee Obligations:** Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks. Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee's needs. Employees must give notice of breaks to supervisors and are required to provide notice to their supervisor when time for expressing breast milk is no longer required.

**Locations:** Lactation locations must be private, shielded from view, and not located in a restroom or common area. If an employee has a private office, it may be used for this purpose. If a dedicated lactation room is not accessible, supervisors should consider other options such as reserving a conference room as needed, adapting a clean and infrequently used small storage area, or converting an unused office or other room. The lactation location should contain a chair, electrical outlet, a small table or other flat surface, and a door, which can be locked or secured.

## **8.10 COURT/JURY SERVICE**

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

Employees may retain juror or witness fees paid by the court. An employee appearing in court related to a personal matter will not be granted leave with pay but may take vacation, if available.

## **8.11 BEREAVMENT LEAVE**

Employees who have a death in the immediate family may be allowed to use accrued annual and/or sick leave for absences related to the death. Time off for Bereavement in excess of five days requires the employee to contact Human Resources to request a personal leave of absence.

Immediate family includes the employee's spouse, parents, children, siblings, stepchildren, grandparents, grandchildren, foster parents and legal guardian, in-laws, and domestic partners.

#### **8.12 VOTING**

Employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least 2-hours before or 2- hours after an employee's normally scheduled work shift, up to 2-hours of leave may be granted to permit the employee to vote.

#### **8.13 ORGAN AND BONE MARROW DONATION**

Employees who serve as organ donors for the purpose of transplantation shall receive a leave of absence, with pay, of 30 days. Employees who serve as bone marrow donors for the purpose of transplantation shall receive a leave of absence, with pay, of 7 days. Leave taken under these provisions 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 documented statement (Human Resources) from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

#### **8.14 MILITARY LEAVE**

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

Reemployment: A returning service member will be reemployed in the position that was held, or in a position that would have been attained, had he/she not been ordered to active military duty.

Upon reemployment, an employee will be required to present the institution with a copy of his/her completion of military assignment orders that specify the dates/duration of ordered military service. The cumulative length of time that a returning service member may be absent from work for military service, and retain her/her reemployment rights is 5 years.

##### **8.14.1 MILITARY LEAVE WITH PAY**

Ordered Military Duty: An employee who receives orders for active military duty shall be entitled to absent himself/herself from his/her University 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 18 work days in any one federal fiscal year (October 1 - September 30).

In the event the Governor declares an emergency and orders an employee to state active duty as a member of the National Guard, such employee while performing such duty shall be paid his/her salary or other compensation as an employee for a period not exceeding 30 days in any one federal fiscal year.

Annual Leave: After an employee has exhausted his/her paid military leave, the institution may pay the employee for his/her accumulated annual leave.

Employees who elect not to use accrued leave, or who exhaust accrued leave shall be deemed to have a leave of absence without pay.

#### **8.14.2 MILITARY LEAVE WITHOUT PAY**

At the expiration of the maximum paid military leave time and exhaustion of accumulated annual leave, continued absence by the employee shall be considered as military leave without pay.

#### **8.14.3 SELECTIVE SERVICE AND MILITARY EXAMINATIONS**

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

#### **8.15 EDUCATIONAL LEAVE**

Institutions may grant educational leave with or without pay for a period of one year or less. Such leave shall be granted only for purposes of promoting scholarly work and encouraging professional development. Approved leave shall allow employees the right to elect continuation of group insurance benefits with institutional participation.

Extensions of such leaves, or the initial granting of leaves of more than one year, require approval by the University System of Georgia Chancellor or his/her designee.

#### **8.16 PERSONAL LEAVE**

At the discretion of the institution's President, requests for personal leave of absence without pay, for a period not to exceed one year and when deemed in the best interest of the institution, may be approved.

Such approved personal leave without pay shall allow the employee the right to elect continuation of group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

Requests for personal leave without pay will be considered on an individual basis, upon recommendation of the supervisor and Director of Human Resources, as well as the approval of the President.

#### **8.17 RETURN FROM LEAVE**

Employees must notify Human Resources of their return to work with as much advance notice as is practical. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned in to Human Resources prior to or on the employee's first day back to work. The employee is responsible for ensuring that the documentation is delivered to Human Resources either in person, via e-mail or facsimile. In some cases, the employee may be required to provide a fitness-for-duty certificate prior to being restored to active status.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to Human Resources within a reasonable period of time prior to the employee's planned return.

Human Resources is responsible for notifying the employee's supervisor of the employee's status.

The employee must provide medical certification that he/she is able to return to work earlier than expected.

#### **8.18 LEAVE NOTICE AND CERTIFICATION**

Employees requesting FMLA must complete the Clayton State University leave request forms(s) and submit to Human Resources along with the Certification of health care provider. The certification form includes a section for the health care provider to verify the existence of a serious health condition. In the case of a foreseeable leave, an employee is required to give at least 30 days' notice to HR and supervisor prior to beginning FMLA. In the event that the leave is not foreseeable, the employee is required to advise Human Resources and their supervisor as soon as practical. Whenever possible, the employee requesting FMLA should set up an appointment with Human Resources to provide required paperwork and make preparations regarding compensation and benefits. The employee may be required to obtain a second or third medical certification, at the University's expense.

#### **8.19 HOLIDAYS**

Clayton State University observes 12 official paid holidays each year for benefits-eligible employees. A holiday schedule is available on the Department of Human Resources webpage. Holidays observed are as follows: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving Day, and Winter Break (5 days in December). Temporary employees are not paid for holidays.

A terminating employee shall not be paid for any official holidays occurring after the last working day of employment. In the case of retirement or inter-institutional 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 work day of the month.

#### **8.20 EDUCATIONAL SUPPORT LEAVE**

**Effective July 1, 2015 the Board approved the Educational Support Leave policy for University System of Georgia employees.** The full text of BOR Policy 8.2.7, Leave can be accessed at the following link: [http://www.usg.edu/policymanual/section8/C224/#p8.2.7\\_leave](http://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave)

The Policy provides that each full-time, non-temporary employee of the State of Georgia or of any board, branch, department, bureau or commission thereof shall be entitled to apply for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state. Under this new law, paid leave will only be authorized for activities that are directly related to student achievement and academic support. Use of such leave for political purposes or agendas is prohibited. The revised policy reflects this change in state law. Also see BOR Policy 8.2.7.7, Miscellaneous Leave: Education Support Leave O.C.G.A § 45-20-32.)

Activities that promote education in Georgia may include, but are not limited to, some of the following:

- Attend Parent/Teacher conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation

- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or chaperone field trips
- Attend open house functions

Each USG institution or office maintains the authority to determine, in accordance with the provisions outlined in this policy, whether an activity would qualify for education support leave.

The Human Resources Administrative Practices Manual has been updated to provide additional guidance on the administration and implementation of the policy and can be accessed on the following link: [http://www.usg.edu/hr/manual/education\\_support\\_leave](http://www.usg.edu/hr/manual/education_support_leave).

## 9.0 ANCILLARY POLICIES AND PROCEDURES

### 9.1 STAFF COUNCIL

The University Staff Council, formed in May of 2004, acts as an advisory board to the President in representing the concerns of all staff members. Additionally, Staff Council presides over three standing committees:

**Smith Award Committee**, annual awards presented to outstanding faculty members and outstanding staff members nominated by their peers;

**Professional Development Committee**, organizing professional development opportunities and funding for the same;

**Elections Committee**, which coordinates the Staff Council election process.

Staff Council is comprised of delegates from each department or group of departments and elected by their peers each year. Term durations are two years and delegates can serve up to two consecutive terms. All delegates serve on one of the three standing committees. Go to the University Staff Council website to learn more.

### 9.2 MOTOR VEHICLE USE

University vehicles may only be used for approved University business and activities. The vehicles may only be operated by current University employees or volunteers designated by the University while on official business. All approved operators who hold a valid state drivers' license and who maintain good driving records may be authorized to operate University vehicles under this policy.

All University employees and approved volunteers who drive (regardless of frequency) on University business, and are covered by an institutional travel authorization, shall be required to complete annual training and sign the Driver Acknowledgement Form prior to operating a vehicle. Human Resources will maintain the training records and Driver Acknowledgement Form approved for each year.

### 9.3 VEHICLE PARKING REGULATIONS

Employees, that park a vehicle on campus, must obtain a parking permit from the Department of Public Safety. Employees are responsible for purchasing a parking permit each semester (Fall Semester and Spring/Summer Semesters). All parking permits must be displayed where it is clearly

visible from the exterior of the vehicle. It is the responsibility of each individual that operates a motor vehicle on the campus of the University to know, understand, and comply with all parking regulations. For complete details, please visit the Parking section of the Department of Public Safety's website. Upon termination of employment the decal must be returned.

#### **9.4 USE OF UNIVERSITY PROPERTY**

Employees of the University are not allowed to purchase goods or services for personal use through University channels. Nor shall any employee permit any University property to be removed from the campus for private use.

Employee must report loss or damage of any university equipment to their supervisor within three (3) business days. Theft of equipment must be reported to the employee's supervisory and CSU's Public Safety Office. Thefts off campus should be reported to local law enforcement, where applicable. (Also see Section 5.3 Work Environment)

#### **9.5 PURCHASE OF GOODS AND SERVICES**

All purchasing and receiving of merchandise for the University must be coordinated, authorized, or handled by the Purchasing Agent in the Procurement Services Office. Requisitions for supplies and equipment should be submitted well in advance of need to the Purchasing Agent, who is the only authorized procurement agent for the University. All purchases of goods and services follow the rules and regulations of the State of Georgia.

Employees of the University are not allowed to purchase goods or services for personal use through University channels.

Unauthorized purchases or receipt of items for the University may result in personal liability for the cost thereof. Unauthorized use of the purchasing card (P-Card) can result in termination and criminal prosecution. For detailed information regarding purchase of goods and services, refer to the Procurement Services website.

#### **9.6 SOLICITATION**

The purpose of the University Solicitation Policy is to ensure compliance with Board of Regents policy regarding campus business activities (solicitation, sales, and advertising) and to exercise the required business controls and supervision over such activities on the campuses of the University. The University has made a commitment to control and prohibit where appropriate advertising, sales, and solicitation which is not specifically authorized by the University and/or the Board of Regents.

This policy shall apply to all campus personnel, faculty, staff, recognized student organizations (RSOs), all affiliated organizations, including but not limited to Alumni and the Clayton State Foundation, vendors, and non-profit or charitable organizations. The policy applies to all campus facilities, including all buildings, land and open spaces and air above that space, streets, walkways, and parking facilities.

Sales or solicitation in direct competition with auxiliary services are prohibited. For detailed information regarding commercial and non-commercial solicitation and procedures to submit requests, please refer to the CSU solicitation policy at <http://www.clayton.edu/vpbusinessoperations>.

##### **9.6.1 SOLICITATION BY CLAYTON STATE EMPLOYEES**

Solicitation by CSU employees is prohibited during work hours. Prohibited activities include actual sales, order taking, as well as the distribution of catalogs and literature. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. Mail or telephone. Posters, circulars, windshield “flyers,” etc. are prohibited unless specifically approved by Campus Life.

#### **9.6.2 SALE OF COURSE MATERIALS AND OTHER MERCHANDISE - RIGHT OF FIRST REFUSAL POLICY**

Books, including course materials, study aids, trade books, books for special events, and general interest books; course equipment; school and art supplies; Clayton State logo items; and other competing items may not be brought into a University facility for sale by any individual, campus office, or group without the first right of refusal given to the Loch Shop, the University’s official retailer. Adherence to this policy will also assist in monitoring compliance with sales tax and unrelated business income tax requirements. More detailed information can be found at <http://www.clayton.edu/auxiliaries/thelochshop>.

#### **9.6.3 CROWDFUNDING**

Crowdfunding describes the practice of funding a project or venture by raising many small donations of money from a large number of people, typically via the Internet. It can be used to raise funds for a wide variety of projects initiated by faculty, staff and students at Clayton State University. Detailed information regarding CSU crowdfunding guidelines can be found at [Crowdfunding Guidelines](#).

#### **9.7 GIFTS AND GRATUITIES**

No official or employee of Clayton State University may accept gratuities, courtesies, or gifts in any form whatsoever from person or persons, corporations or associations that directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking. For further information, please refer to Board of Regents Policy 802.14.

#### **9.8 TELEPHONE USAGE**

The use of all State of Georgia telephone services, including University issued cellular communication devices should be limited to official University business only. No personal long distance calls should be made. Personal calls (incoming and outgoing) on employee owned cellular telephones and the use of all personal communication electronic devices should be kept to a minimum during working hours. University employees are expected to represent the University in a professional and courteous manner when communicating. This includes prompt response to incoming calls and messages. Additional information is in the Bring Your Own Device (BYOD) below Section 9.10.1.

#### **9.9 INTELLECTUAL PROPERTY**

The University encourages the development and marketing of Intellectual Property by faculty and staff. Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

When the development of these properties is aided wholly or in part through the use of University facilities, the following procedure will be followed:

- The faculty or staff member (or his or her immediate supervisor) should notify the
- The Board of Regents (BOR) has detailed its policies, procedures, and guidelines for copyright and fair use at:  
[http://www.usg.edu/policymanual/section6/policy/6.3\\_intellectual\\_properties/](http://www.usg.edu/policymanual/section6/policy/6.3_intellectual_properties/). (For information on the creation of copyrightable material, see the Copyright section of the BOR Policy Manual: <http://www.usg.edu/copyright>)
- The Provost will convene a committee that conforms to the guidelines established in Section 6.3 Intellectual Properties of the Board of Regents Policy Manual. This committee will be activated to consider the determination of rights and equities in patentable materials on an individual basis.

## **9.10 COMPUTER USE AND SECURITY STATEMENT**

University equipment including computer hardware and software are valuable assets, and should be used for official University business only. Every effort is made to secure the privacy of each authorized user although messages or files stored or transmitted on the computer or system network should not be considered private or secure. Under the Georgia Open Records Act, it is possible that information, which is stored on a computer system, including electronic mail, would be available for inspection. Further, the University reserves the right to have access to any information stored or transmitted on a University owned computer or network.

Under no circumstance may software be copied or installed on any Clayton State University computer if such copying or installation would violate any copyright or licensing agreement. All system users are expected to follow the guidelines expressed. Any employee in violation may be subject to disciplinary action, up to and including termination, as well as possible legal action.

### **9.10.1 Bring Your Own Device (BYOD)**

Always consult the Clayton State University's Computer & Network Acceptable Usage Policy (<http://www.clayton.edu/oits/Usage-Policy>) for up-to-date standards and guidance.

In addition, BOR Policy Section 8.0: Standard of the University System of Georgia Information Technology Handbook ([http://www.usg.edu/information\\_technology\\_handbook/section8](http://www.usg.edu/information_technology_handbook/section8)) provides for empowering USG including CSU staff to innovate and work on USG and CSU business more effectively inside and outside the office. Based on research at other enterprises, greater productivity and employee satisfaction should result from establishing a prudent BYOD standard that empowers employees to work on personally-owned devices while protecting the confidentiality, integrity, and availability of USG and CSU data.

This standard intends to balance the use of personally-owned devices while preventing USG data from being deliberately or inadvertently stored insecurely on a device or carried over an insecure network where it could potentially be accessed by unauthorized resources. Such a breach could result in loss of information, damage to critical applications, financial loss, and damage to the USG's public image. Therefore, all users employing a personally-owned device connected to a USG and CSU network, and/or capable of backing up, storing, or otherwise accessing USG data of any type, must adhere to USG and CSU- defined policies, standards, and processes.

### **9.10.2 BYOD Guidelines for Acquisition and Use**

- Employees using prior - approved personally - owned devices will not be reimbursed by the University.
- Loss, theft, or damage to personally - owned devices will not be reimbursed by the University. This includes, but is not limited to, when the device is being used for University business, on University time, or during business travel.
- Employees using personally-owned devices, software, and/or related components to access Clayton State University data will ensure such devices employ some sort of device access protection such as, but not limited to, passcode, facial recognition, card swipe, fingerprint, etc.
- Employees using prior - approved personally - owned devices and related software shall make every attempt to keep these devices and related software protected.
- Employees using prior - approved personally - owned devices and related software accessing sensitive data will, in addition to device access protection, not store any sensitive data such as FERPA, HIPPA, etc. on these devices.
- Sensitive Clayton State University - owned data may not be stored on external cloud-based personal accounts, such as Dropbox or Box.net.
- Clayton State University - provided mobile device management or the equivalent will be implemented. Determination of equivalent measures is reserved to the Clayton State University Vice President of Information Technology, and/or other delegated designees. Passwords and/or other sensitive data will not be stored unencrypted on mobile devices.
- Personally – Owned devices may be subject to the search and review as a result of litigation that involves the University and in accordance with the State of Georgia Open Records Act.
- At the time that use of the personally-owned device for Clayton State business is no longer required the employee will provide documentation to their manager acknowledging and confirming that the device does not contain any Clayton State University sensitive data
- Employees will immediately report to their managers any incident or suspected incidents of unauthorized data access, data or device loss, and/or disclosure of system or participant organization resources as it relates to personally-owned devices.
- Managers will immediately report such incidents to the Clayton State University's Vice President of Information Technology.
- Failure to comply with the Clayton State University's Personally - Owned Device Usage policy may result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and/or possible termination of employment. Persons violating this policy may also be held personally liable for resulting damages and civil or criminal charges and Clayton State University may also refer suspected violations of applicable laws to appropriate law enforcement agencies.
- Clayton State University reserves the right to implement technology to enable the removal of university owned data and to monitor access to Clayton State University networks in order to identify unusual usage patterns or other suspicious activity. This monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties.
- All employees electing to use their personally - owned device must complete the Information Security Training Employee Declaration.
- All employees using mobile devices (personally – owned or Clayton State University provided must follow the following security guidelines. Like desktop computers, mobile devices (such as iPads, Android tablets, mobile phones, PDAs, and laptop computers) must be appropriately secured to prevent sensitive data from being lost or compromised, to reduce the risk of spreading viruses, and to mitigate other forms of abuse to Clayton State University's computing infrastructure. Set an idle timeout that will automatically lock your device if misplaced. Choose a strong password to protect your mobile device. Keep the device's software (operating, anti-virus, security, encryption, etc.) up-to-date.

**9.11 MAIL SERVICES**

The University mailroom handles incoming and outgoing correspondence of the institution and should not be used for personal mail delivery, in lieu of a home address. Any personal mail sent through the University facilities must have appropriate postage attached. Personal packages are not to be routinely routed through Central Receiving for either delivery or mailing. For information regarding mail (bulk/certified/courier/insured), delivery, and other mailroom, procedures visit the Mail Services section of the Facilities website.

**9.12 INCLEMENT WEATHER**

In the event of inclement weather or any emergency, the President of the University may declare leave with or without pay.

Unless the University is closed or notified by your supervisor, each employee is expected to report to work regardless of class cancellations. In the event the University is closed, announcements will be made via radio (which includes AM Station WSB750), through the Clayton State University website, or through television. Information on campus closing can also be obtained by telephoning the University's information number at (678) 466-4000. Employees should contact their supervisor about any inclement weather concerns that might affect their ability to get to work safely.

**9.13 STATE EMPLOYMENT OTHER THAN CSU (STATE BUSINESS TRANSACTION DISCLOSURE REPORT)**

If a University employee or his/her immediate family member is or will be doing business with other state agencies (over and above his/her regular CSU job) the employee may need to seek approval, and the employee/family member must file a disclosure report before January 31 of each year. Generally, state employees are limited in working for other state agencies even on a part-time basis. Detailed information and the State Business Transaction Disclosure Reports can be located on website [http://www.usg.edu/legal/documents/bus\\_transact.pdf](http://www.usg.edu/legal/documents/bus_transact.pdf) and in State laws O.C.G.A. §45-10-22, 23 and 45.

**9.14 COOPERATION IN INTERNAL INVESTIGATIONS**

An employee of the University shall cooperate to the fullest extent in any internal investigation when directed to do so by the immediate superior or such other persons who have been given investigative authority by the President of the University.

Such cooperation may involve the use of polygraph tests. Failure to cooperate fully shall be grounds for disciplinary action up to and including termination of employment.

**9.15 TRAVEL REIMBURSEMENT**

Travels by employees on official University business are covered by regulations relating to reimbursement for reasonable and necessary expenses. Employees required to make official University trips must complete a Clayton State University Request to Travel Form and have the form approved by the appropriate personnel before reimbursement of travel will be allowed. For instructions on creating a Travel Expense Report, visit the Accounting Services website.

## **9.16 OUTSIDE ACTIVITIES**

An employee of the University System shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual discharge of official duties.

Professional employees are encouraged to participate in professional activity that does 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 personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.

For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or designate, prior to engaging in the activities. Such activities include consulting, teaching, speaking and participating in business or service enterprises (See BOR Policy Outside Activities 8.2.15 and 8.2.15.2)

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society.

Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level, while employed by the University System. Therefore, the following policies governing political activities have been 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 he/she receives compensation from the System.
- 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 an institution of the System, with or without compensation.
- Employees seeking elective political office at the state or federal level must first request a leave of absence without pay, beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the University System.

## **9.17 SINGLE STREAM RECYCLING PROGRAM**

Clayton State University has partnered with its waste management provider to establish a campus in the Single Stream-Recycling Program ("SSR"). This program is designed to promote responsible resource management and to reduce waste costs. Single stream recycling allows participants in designated buildings to co-mingle all recyclables into single containers for collection, processing, and remarketing. For information on this program and to determine designated buildings/areas of participation in SSR, please contact the Department of Human Resources.

## **9.18 University Assigned E-Mail Address**

All employees must be assigned a Clayton State University email address (.clayton.edu). It is a mandatory requirement that the officially assigned University email be used to conduct official University business. All employees shall receive official correspondence from the University through their CSU email address or a University System of Georgia email address. A personal email address may not be used as a sole substitute email address for receipt of official University notification, announcements or correspondence except for emergency contact information such as the RAVE System, etc.

## **10.0 HEALTH & SAFETY**

Each employee is expected to perform their duties as safely as possible to insure the protection of themselves, their fellow workers, the public, and to reduce the amount of time lost through injuries or accidents. Unsafe conditions or practices observed by an employee should be reported to the supervisor.

### **10.1 UNIVERSITY HEALTH SERVICES**

University Health Services (UHS) provides non-urgent primary care for the entire university community. Some services UHS provides include immunizations, lab tests, physical exams, and blood pressure checks. A few of the many illness and injuries UHS treats include: cold/flu, minor cuts and burns, sprains/strains, and stomach ailments.

University Health Services is located at Clayton Station. You may reach University Health Services via phone by dialing (678) 466-4940.

### **10.2 HAZARDOUS CHEMICAL PROTECTION AND RIGHT TO KNOW**

In 1988 the Georgia legislature passed the Public Employee Hazardous Chemical Protection and Right to Know Act (O.C.G.A. 45-22-2) to ensure that employees were provided with information and proper training for handling, storing, and disposing of hazardous chemicals in their work areas.

Because of this law, the Board of Regents recognized the need to address employee safety and created an online training program, which is designed to educate USG employees on the importance and benefits of properly recognizing and safely working with hazardous materials.

In an aim to continue heightening employee safety awareness, new employees of Clayton State University are required to take the online Right to Know Training (RTK) which can be located on Department of Human Resources website. The questionnaire completed during the web-based training is forwarded automatically via email to the RTK Coordinator. Employees whose job functions require routine exposure to any hazardous chemicals must be re-trained at least annually on the hazards associated with the chemicals to which they may be exposed. For additional information, which includes environmental health and safety, contact the Right to Know Coordinator

### **10.3 DISRUPTIVE BEHAVIOR AND WORKPLACE VIOLENCE**

Disruptive Behavior: Individuals exhibiting disruptive behavior may be immediately terminated from the University, removed from an office, a specific lecture, or an entire course, and summarily physically removed from campus property. Failure to follow such directions communicated by a University official, and/or public safety officer may subject the individual to additional disciplinary action up to and including termination of employment or criminal prosecution. In cases of

**IMMEDIATE THREAT** to yourself or others, immediately **call** the CSU Department of Public Safety at **(678) 466-4050**.

Workplace Violence: The University is committed to creating and maintaining a working, learning, and social environment that is free from violence for all members of the University community. Civility, understanding, and mutual respect toward all members of the University community are major factors in providing excellence in teaching and learning.

Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation and/or coercion that involve or affect the CSU community will not be tolerated.

Threats or acts of violence include conduct against persons or property that are severe and offensive, and create a hostile, abusive, or intimidating work environment. Note counseling an employee and holding them accountable for performance of assigned duties and responsibilities and/or behavior/conduct do not constitute harassment or an act of creating a hostile or intimidating environment.

Students, faculty, and employees who believe threats or acts of violence have been made against them or others should report the details of the incident(s) to the CSU Department of Public Safety at (678) 466-4050, their supervisor and/or the Department of Human Resources or other authorized University officer as soon as possible.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing University policy or procedure should be interpreted in a manner that prevents such emergency decision-making from occurring.

#### **10.4 PETS/ANIMALS**

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

#### **10.5 MINORS/VISITORS IN THE WORKPLACE**

The University cannot accommodate children of employees and students on campus during normal operating hours. Children are welcome to make brief visits and to attend scheduled events.

It is expected that employees will not receive personal visitors during working hours on a regular basis.

##### **10.5.1 Minors on Campus**

Work areas of the campus and housing facilities generally are not appropriate environments for extended visits by minors (children) unless a University-sponsored program or event designed for minors is being held in such areas.

The following sections address the presence of minors in specific different areas of campus:

- University Grounds: Supervised minors of responsible-adult visitors and guests are encouraged to enjoy the campus grounds and are subject to the Use of Outdoor Facilities Policy.
- Buildings, Offices and Work Spaces: minors are welcome to visit buildings,

campus offices and non-instructional and non-hazardous work spaces for:

- Short, occasional visits when accompanied by a responsible adult; and
- Classrooms: Attendance at class meetings should be limited to instructors, enrolled students, prospective students, and visitors invited by the instructor to contribute to student learning in the course.

If, despite this policy statement, a student brings a minor to class, the faculty member may treat the presence of the minor as Disruption of the Learning Environment as outlined in the Code of Student Conduct, and the student may be subject to disciplinary procedures as provided in the Student Resource Handbook.

The foregoing policy regarding classrooms should be included in course syllabi.

- University Housing: Per the University Housing Visitation Policy, non- resident guests under the age of 16 are not permitted in university housing unless accompanied by a parent or guardian, and may not stay overnight at any time without prior permission from the University Housing Office. All non-resident guests are subject to guest sign-in requirements and other rules and regulations for each facility, the responsibility for which lies with the University housing resident.

### **10.5.2 Childcare Emergencies**

Students, faculty, or staff who have childcare emergencies should remain at home rather than bring the child to class, work, or other events on campus.

Children may be allowed in buildings, offices, and non-instructional and non- hazardous work spaces to accommodate occasional, temporary, unforeseen childcare emergencies. This may be done only after discussion with the supervisor of the office or work space, when the responsible adult is able to be present and to attend to the care and welfare of the child, and if a child is not ill. Adults responsible for visiting children are not to ask other employees or students to attend to their children. Should a faculty or staff member require time to resolve an emergency childcare situation other than permitted above, he/she should discuss the matter with her/his supervisor or, if the supervisor is not available, with a dean of the college or school, if faculty, or Human Resources.

### **10.5.3 Guidance and Support**

Students and employees who need assistance related to a childcare matter may contact one of the following departments:

- For an emergency involving a child on campus: Call Public Safety at (678) 466-4050 immediately.

To discuss a childcare concern:

- Division of Student Affairs/Dean of Students (678) 466-5444 – for students
- Counseling and Psychological Services (678) 466-5406 – for students
- Human Resources (678) 466-4230 – for employees and volunteers
  - Volunteers requiring background investigations/screening
- Additional online resources may be found at: [www.clayton.edu/childcare](http://www.clayton.edu/childcare)

## **10.6 EMERGENCY MEDICAL/HEALTH TREATMENT**

Emergency Medical Care Needed: If immediate medical attention is needed, call Public Safety at their emergency number (678) 466-5040 OR dial 911.

#### **10.7 CAMPUS SAFETY**

Personal safety begins with each individual who is part of the University community. Be vigilant by always being aware of your surroundings and use good judgment, whether day or night.

Most important, never hesitate to call the Department of Public Safety's emergency telephone number (678) 466-5040 when you need help or more information about our services.

#### **10.8 EMERGENCY EVACUATION**

Employees are to familiarize themselves with the University Emergency Response plan flip chart. <http://www.clayton.edu/public-safety/emergency> Employees should understand that students and/or visitors may require direction and/or assistance during an emergency.

- Emergency Evacuation – in the event of an emergency evacuation, department members will gather at [insert location away from building, approximately 1,500 feet away]. <http://www.clayton.edu/public-safety/emergency>
- Shelter in place – Under certain conditions such as hazardous weather, persons already inside should shelter in place since it will be safer to remain in place than to venture outside to move to another area. Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows.

#### **10.9 CLAYTON STATE UNIVERSITY PUBLIC SAFETY**

The Department of Public Safety is comprised of four components: public safety officers; communication operators; security guards; and parking patrol. The Department of Public Safety operates 24/7.

Department of Public Safety  
2000 Clayton State Boulevard  
Edgewater Hall  
Public Safety Main Number (678) 466-4050

#### **10.9 CAMPUS CARRY: HOUSE BILL 280 (OCGA 16-11-127.1)**

House Bill 280, commonly known as the “campus carry” legislation, took effect on July 1, 2017. Below are guidelines developed by the Board of Regents Office of Legal Affairs for the implementation of House Bill 280 that must be followed on all University System campuses, including Clayton State University.

Information about :campus carry: and frequently asked questions are also available on the CSU Public Safety Department's website. If you have questions, you are encouraged to contact the CSU Public Safety Department.

While current law already allows license-holders to keep weapons secured in motor vehicles, beginning on July 1, 2017, House Bill 280 allows 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, including Clayton State University.)

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 generally keeps it out of the view of others.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following Clayton State University (“CSU”) locations on college/university-owned or leased property:

- CSU buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged (but does not extend to so-called “tailgating” areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games.
- CSU student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution, including CSU is not covered by House Bill 280.)
- CSU spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.
- CSU 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. License-holders who want to carry handguns to class will need to visit CSU’s Registrar Office, who after verifying their enrollment status will tell them which of their classes, if any, have high school students enrolled. CSU will not keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.
- CSU faculty, staff and administrative offices. This exception includes offices and

office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas.

- CSU 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 CSU proceedings involving 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 CSU’s student code of conduct and employee personnel rules. It will be the responsibility of those licenseholders who choose to carry handguns on campus to know the law, as well as BOR and CSU policies/procedures, and to understand where they can go while carrying. Per BOR policy, institutions will not provide gun storage facilities or erect signs outside restricted areas.

Per state law and BOR policy, Clayton State may not place additional restrictions or prohibitions on the carrying of handguns beyond those contained in the law. Neither should anyone else attempt to interfere with the ability of license-holders to carry concealed handguns on campus.

It is incumbent upon each of us to follow the law, as well as BOR and CSU policy and procedures. Students, faculty and staff should not attempt themselves to monitor or to enforce compliance with the statute by those who do carry handguns. Only law enforcement personnel, including the University System’s more than 800 POST-certified officers, which includes Clayton State’s Public Safety Law Enforcement Officers, will be responsible for enforcing the law. If others have concerns or questions, they should contact the BOR Legal Affairs Office and/or the Clayton State Public Safety Department.**11.0**

## **SYSTEM POLICIES AND REGULATIONS**

### **11.1 CLAYTON STATE UNIVERSITY POLICIES**

Policies that have been approved by Clayton State University are listed on the University’s website and/or in the University’s Policy & Procedures Manual. The University policy manual may be accessed by visiting the University’s main web page.

### **11.2 BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA**

The Georgia Constitution grants to the Board of Regents the exclusive right to govern, control, and manage the University System of Georgia, an educational system comprised of thirty-five institutions of higher learning, a marine research institute, and a central University System Office.

The Board exercises and fulfills its constitutional obligations, in part, by promulgating rules and policies for the governance of the University System and its constituent units. The purpose of this Policy Manual is to collect, organize, publish, and otherwise make publicly available the directives and policies of the Board.

### **11.3 CLAYTON STATE UNIVERSITY LOCATIONS:**

**MAIN CAMPUS:**  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

**CLAYTON STATE EAST:**  
Arbor Hall & Woodlands Hall  
5823 Trammell Road  
Morrow, GA 30260

**FAYETTE/PEACHTREE CITY:**  
Clayton State University  
100 World Drive, Suite 100  
Peachtree City, GA 30269

**HENRY/MCDONOUGH:**  
Clayton State University  
401 Tomlinson Street  
McDonough, GA 30253

## **12.0 Miscellaneous**

### **12.1 Malfeasance, Non-Retaliation, Whistleblower Protection & Hotline Management**

Clayton State University (“CSU” or “the University”) is committed to providing a workplace conducive to open discussion of the University’s business practices and operations. This mission demands integrity, good judgment and dedication to public service from all members of the University community. University employees have an affirmative duty to report wrongdoing in a timely manner and to refrain from retaliating against those who report violations or assist with authorized investigations. CSU policy at: <http://www.clayton.edu/human-resources/Policies-and-Procedures>.

The purpose of this policy is to reassure University employees that they can raise workplace concerns regarding alleged violations of Board of Regents (“BOR”) and University policy or local, State or Federal law without retaliation.

This policy is consistent with O.C.G.A. 45-1-4 (2010) entitled “Complaints or information from public employees as to fraud, waste, and abuse in state programs and operations.” In addition, this policy is in conformance with BOR policy 16.4 Reporting Wrongdoing and 16.5, Ethics & Compliance Hotlines. The University incorporates the aforementioned policies into this policy and has adopted these processes and procedures.

Also, the University is committed to preventing and detecting fraud, waste, abuse, and other forms of wrongdoing and taking action when wrongdoing occurs. It is the policy of the University to refer all criminal acts to law enforcement for investigation.

This policy prohibits University officials, officers, employees, or contractors from retaliating against applicants, officials, employees, or contractors because of any of the protected activities as defined below.

University employees are expected and encouraged to promptly raise questions and concerns regarding possible violations of BOR and University policy or local, state or federal law with his/her immediate supervisor or another management employee within the employee’s department.

Employees should report wrongdoing or concerns through the administrative processes and procedures established by the BOR and the University. Unless otherwise indicated or circumstances make it inappropriate, employees should report wrongdoing through their supervisory chain of command. Other reporting avenues, are available including the University’s Internal Audit Department, the University’s Department of Human Resources’ Office of Equity, etc.

Events presenting an immediate threat to life or property or that are obvious criminal acts should

be reported to law enforcement. Wrongdoing and concerns also can be reported anonymously on the Ethics and Compliance Reporting Hotline, which is also available 24 hours a day, 7 days a week at: [http://www.usg.edu/audit/compliance/reporting\\_contacts](http://www.usg.edu/audit/compliance/reporting_contacts)