This page intentionally left blank.
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 November 2015) 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 ATTENTION 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
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.
Table of Contents

Introduction
Employee Acknowledgement and Agreement
President’s Welcome
Human Resources Welcome
About Clayton State University
Disclaimer

1.0 Employment
1.1 Equal Opportunity Statement
1.2 Affirmative Action
1.3 Americans With Disabilities Act (ADA)
1.4 Drug & Alcohol Policy
1.5 Tobacco & Smoke Free Campus
1.6 Prohibited Harassment, Discrimination and Related Misconduct
1.7 Conflict of Interest
1.8 Background Screening
1.9 Arrests and Convictions
1.10 Identification Card (Laker Card)
1.11 Dispute/Resolution
1.12 Grievance Procedure (Excludes Title IX Cases)
1.13 Official Forms and Status Updates
1.14 Personnel File
1.15 Reorganization, Program Modification, Financial Exigency
1.16 Transfer between USG Institutions
1.17 Human Resources Management Systems

2.0 Employee and Employment Categories
2.1 Types of Employees
2.2 Definitions of Types of Employment
2.3 Types of Employment Status
2.4 Descriptions of Types of Employment
2.5 Provisional Employment

3.0 Personnel & Workplace Practices
3.1 Fair Labor Standards Act (FSLA)
3.2 Work Schedule
3.3 Pay Periods & Time Reporting
3.4 Time Reporting Honesty
3.5 Breaks
3.6 Meal Break
3.7 Overtime
3.8 Absence Reporting
3.9 Attendance

4.0 Compensation
4.1 Direct Deposit/Employee Pay
4.2 Salary and Wage Adjustments
4.3 Garnishments
4.4 Withholding of Pay
5.0 Performance, Standards, and Conduct
5.1 Rules of Conduct
5.2 Ethics in the Workplace
5.3 Work Environment
5.4 Performance Expectations & Evaluations
5.5 Professional Development & Training
5.6 Promotions and Transfers
5.7 University Employment Separation
5.8 Clearance of Campus/Exit Interview

6.0 Benefits
6.1 Benefits Eligibility
6.1.1 Eligible Dependents
6.1.2 Documentation
6.2 Section 125 Plan
6.3 Group Medical Insurance
6.4 Group Dental Insurance
6.5 Group Vision Insurance
6.6 Flexible Spending Accounts
6.7 Group Life Insurance
6.8 Disability Income
6.9 COBRA
6.10 Workers’ Compensation Benefits
6.11 Unemployment Compensation
6.12 Maximum Retirement Compensation Limit
6.13 Retirement Benefits
6.14 Retirement Plan Options
6.14.1 Mandatory Retirement Plan Options
6.14.2 Voluntary & Supplementary Retirement Plan Options
6.15 Employment Beyond Retirement
6.16 Georgia Higher Education Savings Plan (529)
6.17 Social Security
6.18 Employee Assistance Program

7.0 Education & Professional Development
7.1 Continuing Education & Professional Development
7.2 Tuition Assistance Program (TAP)
7.3 Employee Training
7.4 Course Attendance During Work Hours
7.5 Employee Attending Credit Classes as Auditors
7.6 Retiree Education
7.7 Age 62 and Over

8.0 Vacation & Leave
8.1 Vacation/Annual Leave
8.2 Sick Leave w/Pay
8.3 Sick Leave w/o Pay
8.4 Benefits during Personal Leave
8.5 Unapproved Personal Leave
8.6 Shared Sick Leave Program
8.7 Fair Labor Standards Act
8.8 Family Medical Leave Act
8.9 Maternity Leave
9.0 Ancillary Policies and Procedures
9.1 Staff Council
9.2 Motor Vehicle Use
9.3 Vehicle Parking Regulations
9.4 Use of University Property
9.5 Purchase of Goods and Services
9.6 Solicitation
9.6.1 Solicitation by CSU Employees
9.6.2 Sale of Course Materials and Other Merchandise-Right of First Refusal Policy
9.7 Gifts and Gratuities
9.8 Telephone Usage
9.9 Intellectual Property
9.10 Computer Use and Security Statement
9.10.1 Bring Your Own Device (BYOD)
9.10.2 BYOD Guidelines for Acquisition and Use
9.11 Mail Services
9.12 Inclement Weather
9.13 State Employment Other than CSU
9.14 Cooperation in Internal Investigations
9.15 Travel Reimbursement
9.16 Outside Activities
9.17 Single Stream Recycling Program

10.0 Health and Safety
10.1 University Health Services
10.2 Hazardous Chemical Protection and Right to Know
10.3 Disruptive Behavior and Workplace Violence
10.4 Pets/Animals
10.5 Minors/Visitors
10.5.1 Children On Campus
10.5.2 Childcare Emergencies
10.5.3 Guidance and Support
10.6 Emergency Medical Treatment
10.7 Campus Safety
10.8 Emergency Evacuation
10.9 CSU Public Safety
11.0  System Policies and Regulations
11.1  CSU Policies
11.2  Board of Regents of the University System of Georgia
11.3  CSU Locations

12.0  Miscellaneous
12.1  Malfeasance, Non-Retaliation, Whistleblower Protection & Hotline Management
1.12 GRIEVANCE PROCEDURE (EXCLUDES TITLE IX CASES)

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)

1.15 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).

3.0 PERSONNEL & WORKPLACE PRACTICES

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: Regular full-time for benefits eligibility 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.

3.7 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.
3.9 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.

5.0 PERFORMANCE, STANDARDS, AND CONDUCT

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 3.4 Use of University Property)

8.0 VACATION & LEAVE

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

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 on the policy and can be accessed on the following link: http://www.usg.edu/hr/manual/education_support_leave.

9.0  ANCILLARY POLICIES AND PROCEDURES

9.3  VEHICLE PARKING REGULATIONS

Employees, that park a vehicle on campus, must obtain a parking permit from the Department of Public Safety. One parking permit will be issued, with additional permits available for purchase. All permits issued, unless otherwise indicated, are valid for four years. All parking permits must be displayed by placing the parking permit in the rear window of the vehicle on the lower left driver’s side or the lower left driver’s side windshield 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)