

GEORGIA SOUTHWESTERN STATE UNIVERSITY



Employee Handbook

Provided by Human Resources

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INTRODUCTION	4
NOTICE TO ALL EMPLOYEES	2
EMPLOYMENT POLICIES	3
Equal Employment Opportunity Policy Statement	6
Americans with Disabilities, Disabled Veterans and Veterans of the Vietnam Era	6
Sexual Harassment Policy	6
Introduction	6
Sexual Harassment Policy Statement	6
Definition of Sexual Harassment	7
Sexual Harassment Can Take Many Forms Including:	7
What should you do if you think that you're being subjected to Sexual Harassment?	7
Reporting Procedures	7
Grievance Procedures	7
Preventing Sexual Harassment	7
Responsibilities of Supervisors	8
Penalties for Sexual Harassment	8
Drug and Alcohol Policy	8
General	8
Policy	8
Sanctions for Violation of Standards	8
Counseling and Treatment Resources	8
Drug Testing	9
Pre-Employment Drug Testing	9
HIPAA Policy	9
Right To Know Law	9
Family Members in the Workplace	9
Conditions of Employment	10
Personnel Records	10
Provisional Employment Period	10
Reduction in Force	10
Grievance Procedure	10
COMPENSATION	12
Hours of Work	12
Overtime Compensation	12
Comp Time	12
Garnishment of Pay	12
Withholding of Pay	12
Salary Adjustments	12
EMPLOYEE BENEFITS - See the Human Resources Department for Summary of Benefits	
LEAVE POLICIES	13
Vacation	13
Sick Leave	13
Family Leave	13
Miscellaneous Leave	14
Holidays	14
EMPLOYEE DEVELOPMENT	15
Tuition Remission and Reimbursement	15

Faculty and Staff Development Program.....	15
Seminars	15
Employee Service Recognition.....	15
Job Postings.....	15
Performance Evaluations	15
STANDARDS OF CONDUCT	16
Attendance.....	16
Non-Solicitation Policy.....	16
Computer Security Statement	16
Confidential Records and Information.....	16
Dress and Personal Appearance.....	16
Outside Activities	16
Occupational	16
Political	17
Conflict of Interest.....	17
Gratuities	17
Cooperation in Internal Investigations.....	17
Disruptive Behavior.....	17
Personal Conduct.....	17
University Smoking Policy	18

INTRODUCTION

The Human Resources Department of Georgia Southwestern State University functions to serve the best interests of employees and Georgia Southwestern. The Human Resources Department is responsible for the administration of all human resources policies of Georgia Southwestern and the Board of Regents. The Director of Human Resources and staff are responsible for recruitment, position classification, wage and salary administration, employee relations, training, faculty and employee records, staff benefits, Equal Employment Opportunity/Affirmative Action Programs, and related human resources functions and programs of Georgia Southwestern State University and the University System of Georgia.

NOTICE TO ALL EMPLOYEES

This handbook neither implies nor establishes a contract between Georgia Southwestern State University and the employee. The contents of this handbook summarizes only a portion of the current Georgia Southwestern policies and programs and are intended as guidelines only. The complete Georgia Southwestern State University Personnel Policies and Procedure Manual is available in the Department of Human Resources. Georgia Southwestern retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or practices of Georgia Southwestern, without advance notice, in its sole discretion, without having to give cause or justification to any employee. Recognition of these rights and prerogatives is a term and condition of employment and continued employment. As such, the contents of this employee handbook do not constitute the terms of an employment contract. Nothing contained in this employee handbook should be construed as a guarantee of continued employment, but rather, employment with Georgia Southwestern is on an at-will basis. This means that the employment relationship may be terminated at any time by the employee or Georgia Southwestern for any reason not expressly prohibited by law. No representative or agent of Georgia Southwestern State University, other than the President, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific time.

This handbook is prepared for the convenience of Georgia Southwestern employees and 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.

EMPLOYMENT POLICIES

Equal Employment Opportunity Policy Statement

Georgia Southwestern is committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, national origin, age, or disability. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the President. All Georgia Southwestern employees are expected to ensure that nondiscriminatory practices are followed at Georgia Southwestern State University. **Persons wishing to file complaints under the provisions of this policy should contact the Director of Affirmative Action.**

Americans with Disabilities, Disabled Veterans and Veterans of the Vietnam Era

It is the policy of Georgia Southwestern State University not to discriminate against any employee or applicant for employment because he or she is an individual with a disability, a disabled veteran or a veteran of the Vietnam era.

Every member of this university community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the President. All Georgia Southwestern employees are expected to ensure that nondiscriminatory practices are followed at Georgia Southwestern State University. **Persons wishing to self-identify as an individual with a disability, disabled veteran or veteran of the Vietnam era or file a complaint should contact the Director of Affirmative Action.**

Sexual Harassment Policy

Introduction

Respect for others is an important part of any civilized community and an absolutely essential element in a caring community of learning. Sexual harassment violates our belief in the dignity and value of each member of our community. Sexual harassment brings into the campus environment conduct that is neither conducive nor related to learning or job performance. Georgia Southwestern State University will not tolerate sexual harassment of any type on this campus. This policy applies to academic relationships as well as employment among faculty, staff, and students of Georgia Southwestern State University. These policies, which are consistent with the policies of the Board of Regents, are intended to comply with the law on sexual harassment.

Sexual Harassment Policy Statement

It has always been the policy of Georgia Southwestern to maintain the best possible working environment for all faculty, staff, and students. This includes the right of all employees and students to be free from sexual and all other forms of unlawful harassment of any kind in the workplace, including harassment because of someone's race, color, religion, gender, national origin, age, disability, or any other characteristic protected by applicable federal, state, or local law. Georgia Southwestern will not tolerate such harassment. This subject is also part of our Equal Employment Opportunity policy which protects the right of every employee to be free from unlawful discrimination of any kind.

Definition of Sexual Harassment

Sexual harassment is an unwelcome advance, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Harassment Can Take Many Forms Including, but not limited to:

- Remarks of a sexual nature concerning a person's body or clothing.
- Sexually explicit slurs or words which are used to describe a person.
- Unnecessary and unwelcome touching, patting, pinching or fondling.
- Unwelcome propositions or requests for social dates or sexual activity.
- The circulation or displaying of sexually oriented cartoons, pictures, or other potentially offensive materials while on campus.
- Remarks exchanged by two consenting adults that may be offensive to other individuals.

What should you do if you think that you're being subjected to Sexual Harassment?

First, make it clear to the harasser that his or her behavior is unwelcome, and firmly request that it be stopped. It is all too common for someone accused of sexual harassment to say, "I didn't realize that she/he would be offended by that." Whatever the intent, however, the effect of harassment can be devastating. Sensitivity to the impact of one's actions on others is essential.

Reporting Procedures

If you feel you are a victim of sexual harassment, you should bring your concerns to your supervisor or the University's Affirmative Action Officer in the Human Resources Department. The earlier you report it, the earlier University officials can investigate your concerns. You are assured that any complaint will be handled confidentially and fairly. **No reprisal or retaliation will occur because of the report of an incident of suspected sexual harassment.** Any information gathered during the investigation will be kept separate from the employee's personnel file. Information will be disclosed on a need-to-know basis in order to investigate and resolve the matter. The seriousness of this type of complaint dictates that each incident be examined impartially and resolved promptly.

Grievance Procedures

Refer to the GSW Personnel Policies and Procedures Manual located in the Department of Human Resources or contact a Human Resources representative.

Preventing Sexual Harassment

All faculty, supervisors, and administrators who are employed by the University are obligated to take appropriate action to prevent sexual harassment. Any behavior that might be construed as sexual harassment, including apparently consenting sexual relationships with subordinates or students, is to be avoided. All members of the University

community should educate themselves about the range of behavior included within the definition of sexual harassment. Departments are urged to hold their own discussions of the policy. Training sessions will be arranged through the Affirmative Action/Human Resources Department.

Responsibilities of Supervisors

Supervisory personnel have special responsibilities regarding sexual harassment. Supervisors are charged with promoting and maintaining an atmosphere that properly deters sexual harassment. Supervisors are expected to actively discourage all behaviors that might be construed as sexual harassment as stated in this policy.

Penalties for Sexual Harassment

Each incident will be handled on a case-by-case basis. Any employee who is found to have engaged in inappropriate conduct or harassment of another employee or student will be subject to appropriate action, according to the severity of the incident up to and including termination of employment.

Drug and Alcohol Policy

General

The abuse of alcohol and the use of illegal drugs by members of the Georgia Southwestern State University community are incompatible with the goals of the institution. In order to further the University's commitment to provide a healthy and productive educational environment, and in compliance and support of the Drug Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Policy, the University has established the following policy on alcohol and other drugs.

Policy

As an institution of higher education, the primary focus of the University is on the health and safety of all faculty, staff, and students. It is well substantiated that the health risks in using illicit drugs and abusing alcohol are enormous to the individual, as well as devastating to family, friends, and the community.

In the discharge of its responsibilities as an employer and an institution of higher education, Georgia Southwestern State University aggressively promotes and requires a drug free campus among its faculty, staff, and student body. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol by Georgia Southwestern State University employees and students is prohibited by institutional policy.

Sanctions for Violation of Standards

Violations of this policy, including felony and/or misdemeanor drug or alcohol convictions during the course of employment at Georgia Southwestern State University, may result in appropriate disciplinary penalties being imposed by the University, up to and including termination of employment or expulsion and referral for legal prosecution as outlined in Section 800 of the Board of Regents Policy Manual.

In accordance with the Federal Drug Free Workplace Act of 1988, grant and contract employees must, as a condition of employment, agree to abide by the terms of this policy, and notify the employer of any criminal drug conviction no later than five working days after the conviction. For more information, see the GSW Drug Free Workplace Policy available in the Human Resources Office.

Counseling and Treatment Resources

Georgia Southwestern provides a confidential counseling and referral program and encourages faculty, staff, and students who feel they have a potential alcohol/other drug-related problem to utilize these services. A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty and staff may obtain a list of available alcohol and other drug counseling services and treatment centers from the Human Resources Department.

If a faculty member, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and educational program approved by the institution President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. The employee's work activities may be restructured, if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by the employee of a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a University System of Georgia employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

Drug Testing

Employees in "high risk" jobs on a regular basis will be subject to random drug testing for evidence of use of illegal drugs. A "high risk" employee is defined as one whose job responsibilities pose a potential for significant risk or harm to the employee, other employees, or the general public in the event of inattention to duty or errors in judgment while on duty.

Campus Law Enforcement Officers are considered "high risk" employees. Random testing is defined as a process in which the names of "high risk" employees to be tested are chosen purely by lot.

Any "high risk" employee who declines a drug test, or who tests positive for drug use, will be terminated from employment. The identity of any officer who declines a drug test, or who tests positive for drug use, shall be withheld from all persons except those who have need for such information in their official capacity.

Pre-Employment Drug Testing

Pre-employment drug tests are required for individuals selected for positions which may directly impact the health, safety and welfare of others. Employment categories that are subject to pre-employment drug testing include: all public safety officers and all physical plant employees. New positions created by Georgia Southwestern State University will be evaluated to determine the necessity for pre-employment drug screening. Current positions not requiring pre-employment drug screening are subject to reevaluation and may be added to the list of those effected. All positions requiring pre-employment drug testing must be approved by the Director of Human Resources. The University reserves the right to reject an offer of employment to a candidate who refuses to undergo the pre-employment drug screening, who fails to appear for drug screening, or who tests positive for drug use.

HIPAA Policy

In support of the health and safety of our employees and students, GSW maintains personal health care information about its students, employees, and others. All GSW employees are committed to protecting the privacy and confidentiality of this information. Georgia Southwestern State University fully supports and complies with all federal and state statutes and rules regarding the use, maintenance, transfer, and disposition of health care records and information.

Right To Know Law

In compliance with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988, Georgia Southwestern State University has established a written Hazardous Chemical Protection Communication Plan which is available for review in the Office of Environmental Health and Safety. New employees are required to attend a training session conducted by the Office of Environmental Health and Safety which provides an overview of the hazardous chemical protection laws, regulations, and policies in place at Georgia Southwestern and a summary of employee rights in hazardous chemical protection. An annual refresher course is required once a year. Additional training may be needed if an employee moves from one department to another.

Family Members in the Workplace

While the University encourages the families of faculty and staff to take advantage of opportunities on the campus, it is emphasized that University employees should not allow family members to visit them on a regular or prolonged basis while in the workplace. It is expected that University personnel will make the necessary arrangements for child care.

Conditions of Employment

The following forms are REQUIRED TO BE COMPLETED BY ALL EMPLOYEES as a condition of employment.

- C The U. S. Department of Justice Immigration and Naturalization I-9 form must be completed within three days of employment.
- C The State Security questionnaire
- C The Loyalty Oath (required by the laws of the state of Georgia)
- C Federal and Georgia withholding tax forms
- C When applicable, application for membership in the Teachers Retirement System of Georgia or one of the Optional Retirement Plans must be made. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. This election is irrevocable. For benefits eligible employees only: optional benefit forms (for example health insurance) must be completed within 31 days of the employee's original hire date with the University in order to participate in benefit programs.

Personnel Records

The Human Resources Department maintains a file on every employee at Georgia Southwestern State University. Employees should immediately notify Human Resources of any change in name, dependents, address, or telephone number (at home or Georgia Southwestern State University), so that the individual's file will be current. The personal information in the employee's file is confidential and will be released to persons outside of the university only upon written authorization of the employee or as required by law. An employee may request an opportunity to review the contents of his or her individual personnel file by appointment *in the presence of a Human Resources representative*.

Provisional Employment Period

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

Public Safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period does not begin until the public safety officer has completed the mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment.

Reduction in Force

Should it become necessary to reduce the work force at the University, job elimination or job consolidation may be required. When personnel reductions become necessary, affected employees will be given as much notice as possible so that they may seek employment elsewhere.

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, redirection, program modification or financial exigency, as approved or determined by the University president or designee, are not governed by the procedures described in the Employee Discipline section of this handbook or the Grievance Procedures. The employee may appeal the outplacement decision to the President in writing within five business days following notification of the outplacement action.

Details regarding reduction in force as it relates to faculty members can be found in Section 805 of the Board of Regents Policy Manual.

Grievance Procedure

Conflicts sometimes arise in the relationship between the University, as employer, and its employees. Both the employee with a grievance and the University benefit when the University responds to grievances promptly and fairly. It is the policy of Georgia Southwestern that all employees receive fair and equitable treatment.

Georgia Southwestern does not support any punitive or retaliatory action against an employee for any reason. Any such action taken against an employee for seeking redress under these procedures will not be tolerated. Violation of this rule is grounds for dismissal.

For more information regarding Georgia Southwestern's Grievance Procedures, please contact the Department of Human Resources or refer to the Georgia Southwestern Policy and Procedures Manual..

COMPENSATION

Hours of Work

The normal workday for regular, full-time classified employees is eight hours per day. The normal work week is 40 hours. Georgia Southwestern abides by the provisions of the Fair Labor Standards Act. Alternate working hours may be established by the University as the need arises.

Overtime Compensation

The Fair Labor Standards Act requires overtime payment for non-exempt employees whose hours worked exceeds 40 hours in the established work week. "Hours worked" refers to actual hours worked during the workweek, excluding vacation, holiday and sick leave. The compensation rate for overtime is one and one-half (1 1/2) times the employee's regular hourly rate. **All overtime requires department head approval.**

Comp Time

Georgia Southwestern policy does not allow compensatory time to be taken in lieu of overtime.

Garnishment of Pay

Georgia Southwestern considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. The University is required by law to accept and process garnishments served by officials of the court.

Withholding of Pay

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

Salary Adjustments

Salary adjustments are not automatic each year but depend on appropriations by the State Legislature and salary guidelines of the Board of Regents. Salary increases, if authorized, are based on an employee's performance for the previous year. Effective dates for salary adjustments are determined by the State Legislature.

EMPLOYEE BENEFITS

A Summary of Benefits is available in the Department of Human Resources and on the GSW Human Resources web page.

LEAVE POLICIES

Vacation

Georgia Southwestern employees working full-time, other than temporary employees, shall be entitled to vacation time based on the anniversary date of their employment. Faculty members are not eligible for vacation leave.

Sick Leave

Regular full-time employees shall accrue sick leave at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Employees may utilize accrued sick leave for 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.
- Illness, injury, or death in the employee's immediate family requiring the employee's presence. "Immediate Family" is defined as: mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father in law, son-in law, daughter-in-law, brother-in-law and grandparents.

The death of a family member can be a very difficult and emotional time, therefore Georgia Southwestern supports the need for time away from work. In the event of a death in an employee's immediate family, regular full-time and regular part-time employees may take up to three days sick leave, if needed. Of course, additional time may be granted after consultation with the employee's supervisor.

If sick leave is claimed for a continuous period in excess of five (5) working days, a physician's statement is required to permit further claim of sick leave benefits by the employee-patient. At the supervisor's discretion, a physician's statement can be required for a shorter period.

Family Leave

Any employee who has been employed on a half-time basis or greater for at least twelve months is eligible for twelve work weeks of family leave during a 12-month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer. Family leave shall be granted to an eligible employee in the event of:

- a. the birth of the child of the employee;
- b. the placement of a child with the employee for adoption;
- c. a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
- d. a serious health condition of the employee which renders them unable to perform the duties of their job.

With certain exceptions as indicated in the Family Leave Act, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain their employee benefits during the period of leave with institutional participation in the payment of premiums.

Court Duty

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

Miscellaneous Leave

For details, see Human Resources.

Holidays

Georgia Southwestern observes 12 official holidays each year. A schedule of holidays is published each year by the Human Resources Department.

A terminating employee will not be paid for any official holidays occurring after the last working day of their employment.

EMPLOYEE DEVELOPMENT

Tuition Remission and Reimbursement

The Tuition Reimbursement and Remission Policy is designed to foster the professional growth and development of the University System's full-time employees by waiving or reimbursing partial or total tuition and fees for job related courses on a space and funds available basis.

Full-time employees employed at a University System institution for at least six months and eligible for benefits can participate in this program contingent on approval by their supervisor. Courses must be of direct and significant assistance to the employee in carrying out present duties and responsibilities and/or professional development.

Contact the Human Resources Department for applications for tuition remission and reimbursement and further details.

Faculty and Staff Development Program

The University offers training and development opportunities for faculty and staff to help improve abilities, skills and performance. Workshops include topics related to professional and personal development, supervisory skill development, basic skill development, job-specific training and career development.

Seminars

With supervisory approval, employees may attend seminars and other training programs offered by various consultants. Such seminars and training should be deemed appropriate to enhance performance, advancement, etc. and the cost may be paid from department travel budgets.

Employee Service Recognition

Georgia Southwestern honors regular full-time and part-time employees receiving benefits who have continuous service with Georgia Southwestern for every 5 years of obtained service, up to 30 years. The employee will choose from a selection of gifts for their service accomplishment. If a break in service of more than 30 days occurs, the employee's service time is calculated from the most recent hire date.

Job Postings

The Human Resources Department distributes Position Vacancy Notices for all job vacancies across campus. Employees who are qualified and interested in posted positions are encouraged to apply for potential advancement or transfer opportunities following the application procedure as specified in the notice.

Performance Evaluations

Georgia Southwestern has established a system of performance evaluations for all classified employees. These evaluations provide a documented record of the employee's job performance and a means of defining strengths and weaknesses in job performance. In addition, it provides an opportunity for communication between the supervisor and employee on the subjects of job requirements, performance expectations for the future, and potential for personal or professional development. All classified employees are evaluated by their immediate supervisor or department head on an annual basis.

Employees in the six-month provisional period will have a formal written evaluation after three months of employment and prior to completing the 6-month provisional period.

Special Note: The Performance Evaluation guidelines, procedures and forms for classified staff are available in the Human Resources Department.

STANDARDS OF CONDUCT

Attendance

Each employee is expected to adhere to their scheduled hours. If an employee is unable to report to work as scheduled for any reason, the employee should promptly notify his or her supervisor. Failure to give the appropriate notification may result in disciplinary action, up to and including termination.

Non-Solicitation Policy

Solicitation for any purpose on behalf of any individual, organization or association during the normal working schedule must be pre-approved by Human Resources. This policy enables the University to maintain an efficient working operation without interference from solicitation efforts that disrupt work routines. Persons not employed by Georgia Southwestern may not at any time, solicit or distribute literature or other printed material on University property for any purpose. Supervisors are responsible for enforcing this policy in their work areas.

Computer Security Statement

University equipment including computer hardware and software are valuable assets. They should be used for official university business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered to be entirely private or secure. Under the Georgia Open Records law, it is possible that information which is stored on a computer system, including electronic mail, would be available for inspection by any member of the public.

Confidential Records and Information

Many employees have access to confidential records and information during their regular duty assignment. Privileged and confidential information must not be shared with others not authorized to receive such information. Employees who violate confidentiality are subject to disciplinary action, up to and including termination.

Dress and Personal Appearance

Georgia Southwestern employees are representatives of the University and are therefore expected to maintain an appropriate appearance that is professional, neat and clean. It is important to ensure that the University's image is projected favorably. Dress and appearance should not be offensive to students, visitors, or co-workers.

Outside Activities

Occupational

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 as long as it 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 university.

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.

Political

Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which compensation is received from the University System.

Employees may not hold elective political office at the state or federal level.

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 the employee 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 System.

Use of University property or services for political activity is prohibited.

Conflict of Interest

An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her university obligations and outside activities.

Gratuities

An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

Cooperation in Internal Investigations

An employee of the University System shall cooperate to the fullest extent possible in any internal investigation conducted by his or her employment unit when directed to do so by the immediate superior or such other persons who have been given investigative authority by the President of the institution. Such cooperation may involve the use of polygraph tests. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

Disruptive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Personal Conduct

Georgia Southwestern State University expects all employees to follow published University System of Georgia rules and regulations, and standards of courtesy, conduct, and cooperation. The following are examples of actions which are unacceptable to the University and may result in disciplinary action or termination of employment:

- * Insubordination
- * Conviction of a felony involving moral turpitude
- * Theft
- * Intoxication or drinking on the job
- * Falsifying records, reports, or information
- * Failure to report an employee's absence or reason for absence
- Rude, discourteous behavior

- Entering an authorized work area
- * Wasting materials
- * Negligence
- * Habitual absence or tardiness
- * Unauthorized absence from assigned work area
- * Interfering with the work performance of another employee
- * Gambling
- * Willful damage to equipment of property
- * Sleeping while on duty
- * Continued failure to perform assigned duties
- * Job abandonment
- * Failure to report to work without good cause
- * Using or selling narcotics or alcohol on University premises
- * Engaging in any activity which interferes in any way with the educational process and functions of the University
- * Willful violations of safety regulations

University Smoking Policy

To eliminate the hazards from smoking and from passive smoke, Georgia Southwestern State University is a smoke-free campus. Because of the inability to establish effective barriers between smoking and non-smoking areas, the University prohibits smoking in all buildings on campus.

Employee Handbook

I have received a copy of the Employee Handbook outlining the responsibilities as an employee and the responsibilities of the organization. I have read the information contained in this handbook and it has been explained during orientation. If I have any questions, I should contact the Human Resources office. I understand that the employee handbook is not an employment contract, but does provide the organizational employment policies and procedures by which I am governed.

I agree to comply with the guidelines, policies, and procedures of Georgia Southwestern State University. I understand my employment and compensation can be terminated at the option of either myself or Georgia Southwestern State University at any time.

This Handbook is subject to change without notice. It is understood that changes in procedure will supercede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

Signature of Employee

Date

Signature of HR Director

Date

Please return this form to Human Resources upon completing your review of the GSW Employee Handbook.