



DALTON
STATE

**CLASSIFIED EMPLOYEE'S
HANDBOOK**

June 2010

University System of Georgia
An Equal Opportunity/Affirmative Action Institution

WELCOME TO DALTON STATE COLLEGE

We are pleased of your selection to your position. We look forward to a good working relationship as a person and employee of Dalton State College and the University System of Georgia. This handbook is to answer questions concerning your employment; however, if answers are unavailable here, please consult with your supervisor or the Human Resources Department for assistance.

We hope and trust your employment is rewarding and pleasant both personally and professionally.

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PURPOSE

TO WHOM DOES THIS HANDBOOK APPLY?

This information applies to all classified employees. A classified employee is not a member of the Faculty or a student employee. There are two categories of classified personnel:

PROFESSIONAL & ADMINISTRATIVE - All employees who are exempt from the Federal Wage-Hour provision of the Fair Labor Standards Act and who will not process specific time entries as hourly employees due to their professional or administrative responsibilities and who are not Faculty. Not eligible for overtime compensation.

STAFF - All employees who are not exempt from the provisions of the Fair Labor Standards Act and who are required to process specific time entries - those paid bi-weekly on an hourly rate.

EQUAL OPPORTUNITY COMMITMENT AND AFFIRMATIVE ACTION

It is our policy to provide equal opportunity for all students, employees, and applicants for employment, regardless of race, religion, national origin, age, disability, or sex; however, employment opportunity does not exempt background/history checks. This policy pertains to initial employment, upgrading, promotion and compensation as well as to demotion, lay-off and other termination/ suspension action.

EMPLOYMENT APPLICATIONS

An application will be completed by each individual formally applying for a classified position and will be filed in the Fiscal Affairs' Office for future reference. Potential candidates may be disqualified from hiring consideration and employment for:

- a. Conviction of a criminal drug offense will disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense will be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- b. Any false statement of material fact in the application.
- c. The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- d. The candidate has been convicted of a felony or a crime involving moral turpitude, unless the applicant has been pardoned.

- e. Unfavorable/unacceptable background/history checks.

TYPES OF EMPLOYMENT

REGULAR- Personnel employed for a continuous period expecting to exceed two academic terms or six calendar months.

TEMPORARY- Personnel employed for a period no longer than six calendar months. Any additional employment may be extended up to six months if initiated by the appropriate supervisor; however, no additional employment beyond the extension may be granted or approved as temporary until a period of thirty (30) days has elapsed. Temporary employees are not regular employees. Student employees are temporary and generally work less than twenty (20) hours per week during academic term.

FULL TIME - Any person employed continuously and granted a forty (40) hour work week. (Eligible for benefits.)

PART TIME - Any person hired usually from a designated employment date to a designated terminating date. May be granted up to a forty (40) hour work week and may or may not be eligible for benefits depending upon hours worked per week.

HALF TIME - Any person employed greater than twenty (20) hours per week; may or may not be temporary or permanent.

PROVISIONAL EMPLOYMENT

All classified employees work the first six months on a provisional basis. (Public Safety employees for POST requirements may be required to work under a different period for these provisional requirements.) This provisional period provides an opportunity to evaluate the employee's performance. If the work is satisfactory, the employee's employment may be continued. Should the work be unsatisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without right of appeal or any of the procedural protections provided in the Dismissal, Demotion, or Suspension and Appeals sections in this handbook and in the Personnel Policies. (The HRAP).

RIGHT-TO-KNOW

Each employee, regardless of title and position, is required before initial employment to complete the Right-to-Know training as provided by DSC and on an annual basis to participate in such re-training as required for their individual positions.

CONDITIONS OF EMPLOYMENT

The following is required of all employees prior to initial work:

1. The State Security Questionnaire and Loyalty Oath - Forms must be completed, signed, and notarized before officially employed.
2. Federal and State (Georgia) withholding tax forms must be completed.
3. A physical may or may not be required depending on the job description and information provided by the prospective employee. If a physical is required, it will be the prospective employee's expense.
4. Proof of United States citizenship may be required.
5. I-9 Information and/or any other Immigration and Naturalization documents. Two valid identifications will be required per Form I-9 Employment Eligibility Verification Services.
6. Pre-employment Drug Testing for specific positions.
7. Background checks (which may include but are not limited to credit, criminal, personal, etc.,) are performed for all positions.

Within the first 30 days of employment, the employee will complete 2 sexual harassment training sessions and 3 ethics training sessions.

SALARY AND OTHER COMPENSATION

BASIS FOR SALARY INCREASES

Pay rates depend upon many factors such as knowledge, training, special skills, responsibilities of the job, and market conditions. Wage and salary adjustments may be made on the basis of performance and service and market conditions. Salary and wage increase rates are approved by the Legislature and Governor and administered by the Board of Regents; however, salary increases are never guaranteed.

At least annually, written performance evaluations will be completed on each staff person by his or her immediate supervisor. These may be used in determining salary adjustments, promotions and other areas for improvement and learning. Negative performance evaluations could result in other appropriate employment action.

Employees of one sex will not be paid wages at rates lower than those paid employees of the other sex for equal work on jobs requiring equal skills, effort, and responsibility which are performed under similar working conditions.

OVERTIME COMPENSATION

All non-exempt personnel are covered under Provisions of the Fair Labor Standards Act as it applies to state agencies. Under this, staff employees who work in excess of forty (40) hours in a seven-day work week are entitled to either be paid or granted compensatory time off at the rate of one and one-half time their regular rate of pay. All overtime must be approved prior to actual work. If

possible all actual work time should not exceed a forty (40) hour work week. Professional and Administrative employees are not eligible for overtime compensation. Exempt personnel are not eligible for overtime and do not earn "comp" time.

CALL BACK PAY

In the case of an emergency, non-exempt employees who are called back to work outside of their regularly scheduled hours will be eligible for overtime pay.

Professional/Administrative employees will not receive additional compensation if they are called back to work.

FURLOUGHS

The Board of Regents may authorize the Chancellor to implement a Mandatory Furlough Program for University System employees in any given fiscal year, if necessary.

All University System of Georgia employees will be required to take a specified number day(s) of leave without pay during any fiscal year under a Mandatory Furlough Program. This program applies to all USG employees regardless of source of funds, or place of work, including staff, administrators, faculty and all other employees in classified and unclassified positions, including, but not limited to, time-limited, intermittent, temporary employees, and new hires.

Presidents are authorized to order additional furlough days if necessary to meet institutional budget reduction requirements.

Full-time employees, who after any day of furlough fall at or below an annual salary as specified by the University System of Georgia shall be exempted from any further furlough days.

Presidents shall have the authority to exempt employees, by job class, from furloughs in extraordinary circumstances, as determined by the president.

Presidents shall have the authority to determine the application of furlough leave without pay to part-time or adjunct personnel.

EMPLOYEE PAY AND BENEFITS

Additional provisions will be outlines as necessary. Other specifics include but are not limited to the following:

- Hourly, non-exempt employees under the Fair Labor Standards Act will continue to be paid for days worked and will not be paid for the days for which they take furlough leave without pay.
- Exempt employees under the Fair Labor Standards Act will not be paid for the days for which they take furlough leave without pay. The salary reduction will occur in the pay period in which the furlough leave without pay is taken.

- Furlough leave without pay will not affect healthcare benefits. Employees will receive the same healthcare benefits as otherwise available to them. Accordingly, for example, employees will continue to accumulate annual and sick leave at their normal rate. An employee's review date, continuous USG service, USG hire date and leave accrual date will not be affected by any period of approved furlough.
- Employees are expected to observe all paid holidays and are allowed to take accumulated annual and sick leave and other paid leave as approved. However, employees are still required to take required days of furlough leave without pay during the fiscal year and may not use other available leave to avoid taking required furlough leave without pay.
- For employees covered by the Employees Retirement System of Georgia, furlough leave without pay will not affect the employer or employee contributions.
- For employees covered by the Optional Retirement System, furlough leave without pay will not affect the employer contribution. However, furlough leave without pay will affect the employee contribution. The employee contribution must be calculated on actual earnings, which are reduced by the amount of furlough leave without pay. Employees may voluntarily choose to save the difference in a savings plan offered by the institution.
- For employees covered by the Teachers Retirement System of Georgia, furlough leave without pay will not affect the employer or the employee contributions.

SCHEDULING

- Presidents are authorized to set the schedule for furlough days at their institutions. President may delegate the scheduling of furlough days to appropriate supervisors and managers.
- At least three furlough days will be scheduled in advance and as necessary.
- All furlough days will be taken in full- or half-day increments, or in other increments specified by the president. A full day of furlough leave without pay is equal to eight hours.
- *Furlough days shall not result in the cancellation of classes.*

MISCELLANEOUS

- The placement of an employee on mandatory furlough does not constitute grounds for a grievance or appeal.
- The Vice Chancellor for Fiscal Affairs will issue guidelines to institutions on how to calculate the effect of furlough leave without pay on employee salaries. All institutions must follow these guidelines.
- Presidents must submit institutional furlough plans to the appropriate sector head, with a copy to the Office of Legal Affairs, for review. The furlough plans must indicate if the furloughs will result in the closing of the institution or one of its major units. Furlough plans that anticipate more

than the six days of furlough leave without pay must be approved by the appropriate sector head prior to implementation.

- It is the institution's affirmative obligation to inform each employee that no employee may work or otherwise provide services to the institution during any period in which the employee is furloughed.
- A furlough-based reduction in the pay of an employee who is otherwise exempt from the wage and hour requirements of the Fair Labor Standards Act will cause such an employee to become a non-exempt employee for the work week in which the furlough occurs and for which the employee's pay is accordingly reduced. This means that an employee who is usually exempt but whose pay is reduced due to a furlough must, during the week (just the week, not the pay period) of the furlough, keep a record of hours worked. Such an employee may not work more than 40 hours in the furlough week (unless the institution is willing to pay the employee overtime). Physicians, lawyers and teachers (including our faculty members) are exempt from this requirement and may be furloughed without the loss of exempt status in the furlough week.
- Owing to federal regulations, employees on H-1B visas are exempt from furlough leave without pay.

DOCUMENTATION AND REPORTING

- Institutions must be able to provide the following information throughout the fiscal year:
 1. Total number of employees who have participated in the furlough program,
 2. Total number of furlough days, and
 3. Estimated cost savings.
- Institutions should maintain internal documentation for record-keeping purposes.

TIME RECORDS

Employees classified as "staff" are required to record time worked in the current payroll application. Employees' computer generated time recording will need to be approved prior to submission to ones supervisor. Your supervisor must approve your payroll information prior to processing the Payroll.

Exempt Employees are required to record exception time which is vacation and/or sick hours.

CHANGES IN YOUR STATUS

It is the employee's responsibility to notify the Payroll Office of any changes in personal status. It is vital that the information be kept current at all times in personnel files.

EMPLOYMENT OF RELATIVES

A person related to a classified employee may be employed provided neither is in a supervisory or administrative capacity of the other. Nepotism is not allowed.

WORKING CONDITIONS

Dalton State College attempts to provide a pleasant and safe working environment. This implies adequate air, light, heat, and proper working space, furniture, and equipment. A brief morning and afternoon break is permitted.

Likewise, every employee is expected to perform duties in a safe and pleasant way for their own protection and for the protection of their fellow workers and the general public. Unsafe conditions or practices observed by the employee should be reported to their supervisor or other appropriate college personnel.

An employee injured on the job should immediately report the injury to their supervisor, who in turn should report the injury to Human Resources. This injury report will be completed by Human Resources and is required for Worker's Compensation.

WORKWEEK

A minimum workweek of forty (40) hours is observed by all full time staff personnel. Normal workday hours are from 8:00 a.m. to 5:00 p.m. However, it may be necessary for a department to schedule employees to work a forty (40) hour week consisting of designated hours other than the College normal workdays. You will be informed by your supervisor of your work schedule.

TARDINESS AND ABSENTEEISM

All employees are expected to be prompt in arriving to work on time as required and also after lunch. If you find it necessary to be absent from work, report such absence to your supervisor following the proper procedure as outlined in this handbook. A record of tardiness and unusual absences may interfere with employment, and may result in loss of pay, disciplinary action, or termination.

RESIGNATION

Employees who resign should provide as much notice in writing as possible. The minimum notice is two weeks, however, a shorter period of time may be agreed upon in writing between the supervisor and the employee.

GRIEVANCE PROCEDURE

The College encourages its employees to get along with others. Courtesy, appreciation, understanding, consideration, cooperation, loyalty and common sense are the principal ingredients to good personal relationships. Occasionally problems, misunderstandings, and differences of opinion do arise, affecting working relationships and job assignments.

Job difficulties or misunderstandings with fellow employees should be discussed with one's supervisor. Most differences and difficulties can be resolved through such discussions. When discussion is not possible, and an employee feels the problem deserves special attention, the employee may make an appointment with the Director of Human Resources to discuss the problem. The next course of action would be through the Appeals Procedure as outlined in this handbook.

DISMISSAL, DEMOTION, AND SUSPENSION

Dismissal, demotion or suspension of classified employees may be effected by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee will be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five (5) working days) 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 dismissed, demoted or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee will also be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to Human Resources Administrative Practice Manual (HRAP) upon request made within fifteen (15) working days following the adverse personnel decision of his/her immediate 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 will be entitled to recover back pay unless the President or his designee determines otherwise.

EMPLOYEES AFFECTED BY REORGANIZATION, PROGRAM MODIFICATION OR FINANCIAL EXIGENCY

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President or his designee, will not be governed by the procedures described under Dismissal, Demotion, and Suspension of this handbook or the HRAP.

Such employees will, however, have the right of appeal to the Board of Regents as provided in Article IX of the By-Laws of the Board of Regents.

APPEALS PROCEDURE

The President will within ten (10) working days after written request, appoint, or have appointed in accordance with the approved and published grievance procedures, an impartial Board of Review to hear appeals from employees,

excluding those employed in provisional status, when grievances cannot be resolved through normal administrative channels at the institution. This evidentiary hearing will be informal in nature and shall not be conducted under the strict rules of evidence or procedures applicable to proceedings in the Superior Courts of Georgia. Normally, attorneys are not authorized to participate in the hearing; however, the grievant may select an advisor other than an attorney, to assist and advise the grievant at the hearing. Attorneys may be authorized by the Committee Chairman to participate in the hearing if it appears that the hearing will in any way involve, or relate to, an indictment of, or the existence of any criminal charge against the grievant.

The recommendation of the Board of Review will be forwarded to the President for final decision. If the matter is not resolved to the satisfaction of the grievant, he or she may file an application for review, in writing, to the Board of Regents within twenty (20) calendar days following the written decision of the President. This appeal will state the decision complained of and the redress desired, and will be filed and processed in accordance with the provisions of Article IX of the Bylaws of the Board of Regents. The grievant may be represented by an advisor or an attorney during the appeal process to the Board of Regents.

GENERAL WORK RULES

As an employee, you are expected to conduct yourself and your activities both on the job and away from it in such a manner so as not to bring embarrassment to you and the college.

RULES OF CONDUCT

Dalton State College expects all employees to observe basic rules of conduct and the use of good common sense. The following violations of the rules of good conduct may result in disciplinary action, discharge, or suspension:

1. Failure to perform assigned duties
2. Insubordination
3. Negligence
4. Falsifying records, reports or information
5. Discussing or making available to unauthorized personnel confidential information
6. Theft
7. Intoxication or drinking on the job
8. Failure to report an employee's absence or reason for absence
9. Rude, discourteous behavior
10. Habitual absence or tardiness
11. Unauthorized absence
12. Wasting materials
13. Willful damaging of College equipment or property
14. Unauthorized moving of College equipment or property
15. Gambling

- 16. Sleeping while on duty
- 17. Using, selling, or distributing illegal drugs or narcotics
- 18. Unauthorized purchase of goods or services including credit card purchases.
- 19. Excessive personal telephone calls. (See Miscellaneous Section)
- 20. Personal use of state owned computers and other equipment.

GARNISHMENT OF PAY

The College considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. When the College receives a garnishment subpoena, the named employee will be consulted and requested to clear the matter. If there are repeated instances of payment default after counseling, the College may consider that to be sufficient grounds to terminate the employee.

OUTSIDE ACTIVITIES

Any outside occupation, pursuit, or endeavor that interferes with the regular and punctual discharge of one’s College duties, is discouraged. Such activities could result in termination of employment with the College. Before engaging in self-employment, salaried work, or accepting positions of employment responsibility outside the College, you should discuss and receive approval of your plan from your supervisor.

No employee of the University System shall hold or be a candidate for public or political elective office at the state or federal level or take an active part in a political campaign while on duty to perform services for which he or she receives compensation from the University System.

GIFTS AND GRATUITIES

No official or employee of Dalton State College may accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that directly or indirectly, seek to use the connection or consideration on any commercial commodity, process or undertaking.

EMPLOYEE BENEFITS

HOLIDAYS

The College observes twelve (12) official paid holidays each year for regular employees working one-half time or greater. These are:

- Labor Day..... 1 working day
- Thanksgiving.....2 working days
- Christmas..... 5 working days
- New Year's Day.....1 working day
- Martin Luther King's Birthday..... 1 working day
- Independence Day.....1 working day
- Optional (President's Approval).....1 working day

Specific dates will be announced and approved by the President. A terminating employee will not be paid for any holidays occurring after the last working day of employment.

TIME OFF REQUESTS

VACATION

Regular staff employees working full time accrue vacation in accordance with the following schedule:

YEARS OF CONTINUOUS SERVICE	*ACCUMULATED DAYS PER MONTH	*ACCUMULATED DAYS PER YEAR
Between 1-5 Years	1-1/4 days	15 days
Greater Than 5 but Less than 10 years	1-1/2 days	18 days
Greater than 10 years	1-3/4 days	21 days

- Employees accrue annual leave at the rate of 1 1/4 days per month. (Specific Professional and Administrative Board of Regents approved positions accrue leave at the rate of 1 3/4 days per month.)
- Employees working less than full time, but at least half time, will receive a pro rata based on the number of actual hours worked per month.
- Vacation time may be accrued to a maximum of forty-five (45) days in any calendar year. No more than forty-five (45) days will be transferred to the next calendar year. (January 1 - December 31.)
- Any vacation time taken by the employee must be at a time mutually acceptable to the employee and his or her supervisor.
- The Request for Time Off must be completed and processed to your supervisor at least three days prior to any anticipated time off. Failure to process annual leave statements or intent to be absent without processing could result in disciplinary action.
- Taking Time Off is subject of course to your having time accumulated and receiving proper approval for taking such leave. If an employee should request or take leave when he or she has no time accumulated, such time away from the job will be deducted before calculating his or her next pay check. Provisional employees accrue leave, but may not be allowed to use it until after the provisional period.

All accrued vacation leave up to forty-five (45) days may be paid to the employee upon termination with the University System.

SICK LEAVE WITH PAY

Sick leave with pay is a privilege and is not meant to be used simply to take additional time off. Abuse of this privilege may be considered a serious offense and could be grounds for termination.

Employees should notify their supervisor immediately should they be unable to report to work due to illness or death in family. Those failing to “call in” might have the absence charged against annual leave, or considered as leave without pay, depending upon their supervisor’s recommendation. Ten month faculty does not accrue annual leave.

All regular employees accumulate sick leave at the rate of one day per month per calendar month of service. Regular part-time employees working one-half time or greater will accumulate sick leave in an equivalent ratio to the percentage of time worked. If sick leave is claimed for a continuous period of more than five days, a physician's statement will be required.

In the event that the balance of sick leave is insufficient to compensate the hours required for time taken, annual leave will compensate the difference. If the balance of annual leave is insufficient, the leave will be considered sick leave without pay.

There is no limit to the amount of sick leave you accumulate; however you will not be paid for such leave when you terminate your employment. Upon the movement of an employee among institutions of the University System, accumulated sick leave, if there is no actual break in service, will be transferred. Also, upon retirement a TRS participating employee may receive credit for accrued unused sick leave.

Sick leave may be requested for the following reasons:

1. Illness or injury to the employee
2. Medical and dental treatment or consultation
3. Illness, injury, or death in the employee's immediate family requiring the employee's presence
4. Maternity/ birth

“Immediate family” for the purpose of sick leave: spouse, child, parent, brother, sister.

“Immediate family” for the purpose of funerals: all of the above plus grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law.

Time allowed for funerals for immediate family: up to five days. Special circumstances requiring additional time will be evaluated on an individual basis.

SICK LEAVE WITHOUT PAY

An employee unable to return to work after exhausting all accumulated sick leave and accrued annual leave may be granted sick leave without pay with President's approval for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

LEAVE REQUESTS

FAMILY LEAVE (FMLA)

General Provisions

The Georgia Family Leave Act is enacted for half-time or greater for employees who have been employed for at least twelve months allowing them eligibility for up to twelve work weeks of unpaid leave. Each incident of family leave shall be properly recorded and documented. If an employee is eligible for family medical leave, this leave will run concurrent with available sick and vacation time.

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

1. the birth of the child of the employee;
2. the placement of a child with the employee for adoption;
3. a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
4. a serious health condition of the employee which renders his/her inability to perform the duties of his/her job.

All Regents' policies on previously approved sick and annual leave are in effect and remain unchanged. (The HRAP)

Contact the Director of Human Resources to discuss the required procedures for approval of Family Leave.

COURT DUTY

Employees of the College summoned for jury duty or witness duty will be paid by the College at the normal rate of pay for any regularly scheduled time lost from the job. This leave will be granted upon presentation of official orders from the appropriate court.

Contact the Director of Human Resources to discuss the required procedures for processing approved jury or witness duty.

MILITARY LEAVE WITH PAY

When required by Federal or State orders, military leave with full pay shall be granted to all regular employees who are officers or enlisted personnel in the

Georgia National Guard or the reserve components of the armed forces of the United States. This leave shall not exceed thirty (30) calendar days per year.

Contact the Director of Human Resources to discuss the required procedures for processing approved Military leave with pay.

MILITARY LEAVE WITHOUT PAY

Military leave without pay shall be granted when a regular employee enlists, or is ordered to active service with any branch of the armed forces of the United States for the initial period of such service. Upon completion of active service, the employee shall be restored to his or her former position or at the discretion of the institution to one of similar status with all privileges of accumulated seniority, salary increases, etc., provided he or she receives an honorable discharge and if he or she requests reinstatement within ninety (90) days after discharge or separation from active duty.

Contact the Director of Human Resources to discuss the required procedures for processing approved Military leave without pay.

PERSONAL LEAVE

Upon the recommendation of the supervisor and approval by the President, an employee may be granted a leave of absence without pay for periods not to exceed one year. Personal leave is not a privilege and may be granted only when conditions are favorable.

OTHER LEAVE

An employee should contact their supervisor, if for reasons (inclement weather, emergency, etc.) the college must be closed. For further work instructions (Maintenance, Public Safety, etc.) contact your supervisor. Radio and television stations broadcast announcements to notify faculty, staff, and students on whether or not to report to work/school. Regardless of situation, always contact your supervisor or other appropriate supervisory personnel.

VOTING

Employees of the College are encouraged to vote in all federal, state, and local elections. For the purpose of voting, when an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor.

EDUCATIONAL OPPORTUNITIES

TRAINING

In addition to providing basic orientation, your supervisor should assist you in learning to do your job well and should explain the operation or processes associated with it. Many positions offer opportunities to learn important skills and to acquire information to maybe qualify you for a more advanced position.

Vacancies sometimes are filled from within. Learn your job well, and prepare yourself for possible upgrading.

STAFF DEVELOPMENT AND CONFERENCES

The College encourages employee self-development through participation in training courses and instructional programs on and off the campus. Continuing Education classes may be offered; participation under certain approved conditions is allowed.

Time off to attend classes whether on campus or off must be approved by the employee's supervisor and the VP for Fiscal Affairs. Classes so approved will be those that will benefit the employee in the performance of his or her duties at the College. Determination will be made by the supervisor and the VP for Fiscal Affairs as to whether this time will be with or without pay.

TUITION REMISSION AND REIMBURSEMENT

Eligible employees as allowed may participate in the Tuition Assistance Program (TAP) under certain criteria and conditions. Consult with your supervisor to determine if you qualify to enroll in credit classes at Dalton State College or other University System of Georgia colleges.

INSURANCE

GROUP HOSPITALIZATION

The University System provides a hospitalization plan for all regular employees working at least one-half time and his or her dependents. You will be eligible for coverage beginning with the first day of employment. No evidence of insurability for dependents is required under this plan if you subscribe within thirty (30) days following employment.

For additional information on group health, life, disability and dental insurance please refer to the University System of Georgia website located in the Employment/ Employee Benefits link (<http://www.usg.edu/employment/benefits/>).

GROUP LIFE INSURANCE

The College participates in an excellent life insurance's program for regular employees who are employed one-half time or more. Basic life insurance coverage is \$25,000.00 and is paid by the University System of Georgia. Dependent life insurance is also available. Supplemental Insurance coverage is available and determined by the employee's budgeted salary and age.

For additional information on group health, life, disability and dental insurance please refer to the University System of Georgia website located in the Employment/ Employee Benefits link (<http://www.usg.edu/employment/benefits/>).

DISABILITY' INSURANCE

Long Term Disability Insurance may be offered to eligible employees; however, **employee pays 100% of premium.**

For additional information on group health, life, disability and dental insurance please refer to the University System of Georgia website located in the Employment/ Employee Benefits link (<http://www.usg.edu/employment/benefits/>).

DENTAL INSURANCE

Dental Insurance may be offered to eligible employees; however, **employee pays 100% of premium.**

For additional information on group health, life, disability and dental insurance please refer to the University System of Georgia website located in the Employment/ Employee Benefits link (<http://www.usg.edu/employment/benefits/>).

RETIREMENT, SOCIAL SECURITY, TSA, ETC.,

RETIREMENT

All regular employees who are eligible will be members of the Teachers Retirement System. Eligible employees and the State of Georgia each contribute a percentage of the employee's monthly gross salary. If a member ceases employment or withdraws from the Teachers Retirement System before becoming eligible for retirement benefits, applicable retirement benefits will be refunded by Teachers Retirement System upon completion of the refund form by the employee.

More detailed information on the Teachers Retirement System of Georgia is included in the retirement booklet is available on the website www.TRSGA.com.

SOCIAL SECURITY

All regular employees participate equally with the College in the Social Security Program. The amount of contribution and the benefits you receive are established by the U. S. Congress.

Retirement and Social Security participation is mandatory for all eligible employees.

GEORGIA DEFINED CONTRIBUTION PLAN

Any employee not eligible for Social Security coverage must now participate and pay 7.50% of their gross (after tax) into the Georgia Defined Contribution Plan. This plan created through Federal and State legislation is administered by the State of Georgia Employee Retirement System (ERS) and is mandatory for all employees not eligible for either the Employee Retirement or Teachers Retirement System, and also not covered under FICA (6.20%) provisions. This

plan is 100% employee deducted. Interest earnings are paid by the Employee Retirement System and are credited quarterly.

Several exemptions or exceptions to disqualify participation:

1. Students registered, enrolled and attending classes
2. Employees actively paying or receiving benefits from the Employee Retirement System or Teachers Retirement System of Georgia.

TAX SHELTERED ANNUITIES

Employees may be eligible for deferred income tax sheltered deductions as approved by the University System. These deductions are 100% employee participation. Contact the Payroll Office for further information.

SAFETY AND SECURITY

The Department of Public Safety has responsibility of safety and security of students, employees and visitors on our campus. The personnel include:

- Full and Part Time State Certified officers and
- Non-certified personnel.

All state certified officers have successfully completed formal training at a police training academy and are certified by the Georgia Peace Officers Standards and Training Council.

All officers receive at least twenty (20) hours of in-service training each year. This training includes, but is not limited to: legal updates, crime prevention, firearm instructions and re-qualifications, defensive tactics, baton recertification, safety, fire and evacuation response, C.P.R. and First Aid.

CAMPUS POLICE AUTHORITY AND JURISDICTION

Dalton State College Public Safety Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on and immediately adjacent to the campus. If minor offenses involving college polices or rules and regulations are committed by a student, the Public Safety Officer may also refer the individual to the VP, Enrollment and Student Services. Major offenses are reported to the local police and joint investigations are conducted.

Dalton State College Public Safety Personnel work closely with local police agencies and have direct radio communications with the Dalton Police Department and the Whitfield 911 Center.

REPORTING OF CRIME STATISTICS AND CRIMINAL ACTIONS

Dalton State College Department of Public Safety will report all crimes to the Georgia Bureau of Investigation. This monthly statistical data will be recorded for use in the FBI's Uniform Crime Report.

Crime statistics for Dalton State College will be recorded and made available to anyone requesting this information through the Department of Public Safety.

All criminal actions or suspected criminal actions which occur on the campus should be reported immediately to the Office of Public Safety. All complaints will be investigated by a State Certified Police Officer and appropriate action will be taken.

CAMPUS EMERGENCIES

The Public Safety Office should be contacted concerning any accident or emergency situation on our campus. All Dalton State College Officers are trained in emergency first aid and C.P.R. The Officer(s) on duty will determine the best course of action regarding the patient's health and safety and appropriate action will be taken.

The Department of Public Safety can be contacted 24 hours a day by dialing **ext. 4461**. From an off campus phone Public Safety may be reached by dialing 272-4461. Emergency phones are located in strategic areas with direct access to Public Safety.

MAINTENANCE AND SECURITY OF BUILDINGS AND GROUNDS

The Physical Plant Department maintains the college buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks.

The campus is well lighted, with safety and security as a primary concern. All buildings are locked as soon as possible after the last classes of the day. They remain locked until the beginning of classes the next day.

Buildings are patrolled at night by Public Safety officers. Any requirement to enter a building after buildings are secured must first be approved by Dalton State College Public Safety.

MISCELLANEOUS

AIDS POLICY

It is our policy to provide academic programs, support services, and social/recreational activities to all eligible individuals. In the event that a student or employee is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), or there is clinical evidence of infection with the Human Immunodeficiency Virus (HIV), they shall retain their right to these programs, services and activities. Students and employees of the college who may become infected with the AIDS virus will not be excluded from enrollment or employment, or otherwise restricted, unless medically-based

judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the college community.

No admissions restrictions will be applied, and no effort will be made to identify a person with AIDS during the admission process.

Individuals who have AIDS are expected to seek expert medical advice about their health condition and are obligated to conduct themselves responsibly in the interest of protecting others.

The College will conduct an ongoing education program for students and employees regarding the transmission and prevention of AIDS in order to promote rational decision-making and to minimize confusion and fear about this disease.

DRUG FREE WORKPLACE

The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants are performed in a drug free work environment.

Dalton State College adopts the following as its drug free workplace policy. The illegal use of drugs can affect the work performance of an employee, may affect the attendance record of an employee, and could cause danger to an employee or others at the College.

The use of illegal substances or behavior brought on by the use of illegal substances is unacceptable in a college environment. Employees who need advice concerning drug abuse may obtain information about drug counseling programs from the Fiscal Affairs' Office or the Counseling Center.

Employees may not engage in the illegal manufacture, distribution, dispensation, possession, or use of a controlled substance while at the workplace. Such unlawful activity will be considered sufficient grounds for serious adverse personnel action, including possible dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) for violating any criminal drug law by an action in the workplace, the employee must notify the Fiscal Affairs' Office in writing within five days of their conviction.

This policy will be distributed annually (via paycheck envelopes during the month of July) to all employees and will be given to every new employee at the initial time of employment.

SMOKE FREE WORKPLACE

All of the Dalton State College campus will become tobacco free on August 1, 2009. This includes all property owned, leased, and controlled by Dalton State College and used by students, faculty, staff, and visitors, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas inclusive of the Catoosa and Gilmer County sites and exclusive of the designated tobacco use area at the Wood Valley at Dalton State College Apartments.

IMPLEMENTATION

- Students, faculty, and staff will have the opportunity to quit or reduce smoking and/or use of other tobacco products.
- All forms of tobacco usage articles, such as smoke stacks and ash trays, will be removed from the Dalton State campus by August 1, 2009. The Gazebo will remain but will become smoke and tobacco free.
- The use of tobacco products will be allowed at the Wood Valley at Dalton State College Apartments in the designated tobacco use area. Smoking and tobacco products will not be allowed within the apartments or in other non-designated tobacco areas.
- Programs and referral options for tobacco use cessation will be offered for all students, faculty, and staff.
- Signage will be posted in appropriate places indicating Dalton State is a tobacco free workplace.
- Faculty and staff will be informed and reminded of this policy as part of pre-employment and processes, new employee orientation, and other general employee communication.

ENFORCEMENT

All students, faculty, and staff are expected to follow this tobacco free initiative and be good role models for visitors to campus.

- All Dalton State College supervisors must inform subordinate staff members of this policy and its effective date. This includes informing them that failure to comply may be grounds for penalties and disciplinary action.
- The monitoring and enforcement of the tobacco free workplace policy is the responsibility of all Dalton State students, faculty, and staff. Any infraction of this policy should be consistently and politely brought to the attention of the person or persons observed violating the policy.

- Visitors, vendors, or contractors, and others not specifically employed by DSC will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting DSC Public Safety. If the situation cannot be remedied, then the Office of DSC Public Safety will be contacted for assistance.
- Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including the legal termination of a contract.

RESPONSIBILITIES

Administrative Council – Responsible for the oversight of adoption and communication of the Tobacco Policy.

Vice President for Enrollment and Student Services – Responsible for informing current and prospective students of the Tobacco Policy.

Director of Human Resources – Responsible for communicating the Tobacco Policy to current and new faculty and staff.

All Dalton State supervisors – Responsible for informing subordinate faculty/staff members of the Tobacco Policy and the consequences of non-compliance.

All DSC students, faculty, staff – Responsible for adhering to the policies of Dalton State College including responsibility for monitoring and enforcing the Tobacco Policy.

PENALTIES

For Students:

- In the event of the first offense, the student violator will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the student.
- After the third offense, the student will be subject to a mandatory Disciplinary Committee hearing.

For Faculty/Staff:

- In the event of the first offense, the faculty/staff member will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the faculty/staff member.

- The third offense and each offense thereafter will result in reporting to the supervisor and to Human Resources. This may result in additional penalties and disciplinary action.

The Dalton State College Tobacco Policy is based on policies used by the College of Coastal Georgia and the Medical College of Georgia and is endorsed by the Administrative Council.

INSTITUTIONAL POLICY ON SEXUAL HARASSMENT

Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, or handicap subverts these goals and is unacceptable on this campus.

Sexual harassment, whether blatant or subtle, is a form of discriminatory behavior incompatible with institutional commitments and a violation of policies of the Board of Regents (POLICY MANUAL 802.18) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

Legal guidelines published in 1980 by the Equal Employment Opportunity Commission provide the following definition of sexual harassment:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual,
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Offenders shall be subject to dismissal or other disciplinary action after being afforded procedural due process.

Members of the college community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Faith Miller, Director of Human Resources). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

Additional information is available in the **Dalton State College Policy and Procedures Statement on Sexual Harassment**. Copies are available in the office of the President, the VP for Academic Affairs, the VP for Student Affairs, the VP for Fiscal Affairs, and in the Library.

SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

The following rights shall be accorded, by all campus officers, administrators, and employees of Dalton State College, to victims of campus- related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assists such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victims perceives them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because:
 - a. victims are somehow responsible for the commission of crimes against them;
 - b. victims were contributory, negligent or assumed the risk of being assaulted; or
 - c. by reporting crimes they would incur unwanted personal publicity.
5. The same right to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right of full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by the State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification 'to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by Dalton State College, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any

unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes if requested by the victim.

CANVASSING AND SOLICITING

Canvassing, placing of signs and posters for solicitation purpose, chain letters, collections for any purpose, sale of tickets or merchandise are prohibited on the College premises.

TELEPHONE USAGE

Prompt and courteous telephone manners are very important. The telephone lines must remain clear for business calls. Incoming and outgoing personal calls are discouraged except in case of emergency. Abuse (time and costs) could result in serious disciplinary action to the employee and others. The 800 number is for business only and not for personal use. It is not a 'free' service to employees, family and friends.

AUTOMOBILE REGULATIONS

Traffic regulations and parking should be adhered to at all times for the well-being and safety of everyone. Courtesy and patience are appreciated.

All employees must have a parking permit. These are issued at no cost from the Public Safety/Security Office upon presentation of your tag number and proof of insurance. Further information on parking rules is included in your information packet or from Public Safety/Security.

PURCHASING

The Procurement Division of the Fiscal Affairs' Office will handle all purchasing and receiving of merchandise for the College. Requisitions for supplies and equipment should be submitted well in advance of need to the Procurement Office. Personnel in this office will assist you in completing the requisitions either for purchase from the Central Stores (office supplies) or through an outside vendor.

The Director of Purchasing is the designated and authorized purchasing agent for the College. Unauthorized purchases or receipt of items may result in the person initiating such purchases personally responsible for the items or goods or services. Illegal or individual authorization/acceptance could result in serious disciplinary action to the employee responsible.

STATEMENT

This handbook is not a contract or guarantee of employment. Dalton State College reserves the right to unilaterally modify, amend or terminate policies, procedures and/or benefits described in this handbook at any time, or require and/or increase contributions towards these benefits at its direction.

Dalton State College, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.

Please reference more detailed information via the University System of Georgia's website at <http://www.usg.edu/regents/policymanual/800.phtml>.