

# Kennesaw State University Employee Handbook

This Employee Handbook does not represent contractual terms of employment. It is, rather, an explanation of employment policies subject to change by KSU.

Please contact your HRBP for the most current information.



#### Welcome

On behalf of the Kennesaw Staff University community, Human Resources is pleased to welcome you to our University. You have the opportunity, through your dedication, enthusiasm, and abilities, to help Kennesaw grow further in reputation both nationally and locally. You also have the oppo rtunity through your skills, abilities, experience and the quality of your work to advance in your career and develop professionally as a valued member of the University community.

This handbook will enable you to have a more thorough understanding of t benefits of employment with Kennesaw State University. This guide to University policies and practices are intended solely to provide guidance and it is not an employment contract nor does it create any type of contractual obligations.

Neither you nor t he University is bound to continue the employment relationship if either, at any time, chooses to end it.

The University reserves the right to change, revise, or eliminate any of the policies, benefits, and practices described herein. Also, some of the





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## **1.0 EMPLOYMENT POLICIES**

Kennesaw State University recognizes that the capacity of its employees is its greatest asset and en deavors to support employees' efforts to realize their full potential by:

x Employing and promoting on the basis of merit;

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x Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

## 1.1.4 Drug and Alcohol Policy

Kennesaw State University expressly prohibits the use, possession, sale, or distribution of alcohol beverages on campus by any campus constituency. Alcohol beverages may be served a toff-campus activities to adults of legal drinking at which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcohol consumption.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees on the University campus is prohibited and violations of this policy will result in appropriate disciplinary action. Faculty, staff and students are expected to adhere to the policies of the University and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state and federal laws relative to unlawful use of illicit drugs and alcohol.

The Kennesaw State University Drug and Alcohol Policy can be found here .

The adherence to University policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including



substance abuse will be subject to pre -screening and random testing.

Applicants and employees selected for testing and who fail to report for the test, decline testing, or engage in conduct that obstructs the testing process will be deemed to have refused testing. Individuals in such situations will not be employed by

University. Additionally, individuals who fail a substance abuse test will not be eligible for employment for two years afterwards.

Additional information on this policy and positions subject to testing is available from Human Resources.

## 1.1.4b Drug-Related Disciplinary Actions

Any employee who is convicted of unlawful manufacture, distribution, sale, use or possession of a controlled substance, an illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be subject to disciplinary action up to and including termination. It is the employee's responsibility to inform the University of such convictions and/or admittance of guilt.

Employment following a drug related offense may be conditioned on the employee's completion of a drug abuse treatment and education program approved by Human Resources.

If, prior to arrest for an offense involving a controlled substance, or a dangerous and/or illegal drug, an employee notifies his or her immediate supervisor that he or s he illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving treatment or agrees to receive treatment under a drug abuse and education program approved by Human Resources. such employee shall be retained for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of be restructured the program. The employee's work activities may if, in the opinion of the immediate supervisor, it is deemed adv isable. No statement made by an employee to 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 avai



refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous and/or illegal drug.

#### 1.1.5 Staff Grievance Procedure

The Staff Grievance Procedure is available to any classified employee or administrative officer working at least .50 FTE (full -time equivalency) who has completed the provisional employment period. The Staff Grievance Procedure is not availab le to temporary employees, faculty, students or non -University employees (consultants, contractors, etc.)

The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:

- x An action or decision that is inconsistent with a specifi c University rule, regulation or policy;
- x A suspension, demotion, or other disciplinary action(s); or
- x An involuntary termination (involuntary terminations do not include resignation or retirement)

This Grievance Procedure may not be used to bring a grievance about:

- x Performance evaluations;
- x Flexible work option(s) decisions;
- x Reductions in force;
- x Salary and position classification determinations;
- x Organization of a department or allocation of its resources;
- x Termination of funding; or
- x Non -renewal of a lim ited term position.

If an employee w ishes to file a grievance, t hey may d o so by contacting



directly or indirectly seeking to us e such actions for securing favorable comment or consideration on any commercial commodity process or undertaking.

The following is not considered a gratuity:

x Food or beverage consumed at an occasional meal or event,



effective October 1,2014. The purpose of this policy is to create a <a href="mailto:smoke-free environment">smoke - free and tobacco -free environment</a> at Kennesaw State University (KSU) and to establish the KSU Smoke/Tobacco -Free Committee with the responsibility for developing, implementing, and overseeing this policy, procedures, best practices, and activities for the University.

## 1.1.12 Policy on Amorous Relationships

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prior to any travel. All regulations and available forms can be found on the <u>KSU Travel Team</u> website.

## 1.2 Categories of Employment

Depending on the number of hours worked, employees will be designated as a full -time or part - time employee. Employees whether full - time or part - time, are classified as eith er exempt or nonexempt in accordance with the requirements of applicable wage and hour laws. The terms exempt and nonexempt are from federal law (the Fair Labor Standards Act, or FLSA). The FLSA designates the types of jobs that must be tracked and paid on an hourly (non- exempt) basis, and the types of jobs that may be paid on a salaried (exempt) basis.

The University's employment categories are as follows:

## 1.2.1 Regular

Staff employed for a continuous period expected to exceed one year are "regular" employ ees. Human Resources is responsible for determining if a position is regular or temporary and whether it is exempt or non -exempt in compliance with Federal law.

#### 1.2.1a Full-Time

Full -time employment consists of a regular schedule of 40 hours per week and i s generally eligible for all University benefits.

#### 1.2.1b Part-Time

Part -time employment consists of a regular schedule of less than 40 hours per week. It is the policy of Kennesaw State University that employees regularly scheduled and budgeted to work 30 or more hours per week are eligible for most benefit programs, subject to any specific requirements described under each benefit program.

#### 1.2.1c Limited Term

Limited Term positions are created or budgeted for some defined period that is expected to be at I east 6 months, but that is not expected to continue indefinitely.

Typical examples are positions that are created or funded through grants or sponsored projects, where the life cycle of the grant may be one to three years.

Other examples are positions only for a limited period due to a special campus project or need. Limited Term positions of at least 50% FTE are benefits -eligible, and must be posted/advertised just like a regular position. Positions expected



All hourly employees who are currently enrolled in at least a half time credit load at the University with the intention of earning a degree and are not identified as temporary non-studen t



## 1.2.3b Employment of Relatives

The basic criteria for the appointment and promotion of employees shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit who will result in the existence of a subordinate -superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. This standard does not apply to the temporary or partime employment of children under age 25.

For the purpose of this policy, relatives are defined as spouses, parents, children, brothers, sisters, in -laws and indiv iduals who reside in the employee's household.

#### 1.2.3c Employment of Retirees

An individual who has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System (TRS), the Employees Retirement System (ERS), or the Regen t's Optional Retirement Plan (ORP), may be eligible for reemployment on a part —-time basis. Reemployment of USG retirees by the University System of Georgia must fall under the following conditions:

- The reemployment of a University System of Georgia retiree must be approved by the president. Faculty must submit a copy of a hiring proposal to Academic Affairs. Staff must submit hiring proposals to HR.
- 2. A rehired retiree must have a minimum break of at



- No more than 49% of the average compensation for the position into which the retiree is being hired based on the institutions 'existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents, or;
- c. No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.
- 5. The salary that is paid to a rehired retiree must be consistent with his/her work commitment.

For complete information visit <a href="https://hr.kennesaw.edu/">https://hr.kennesaw.edu/</a>.

## 1.2.3d Employment of Minors

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor and may require an employment certificate issued by the scho ol system.

## 1.3 Hiring and Termination Guidelines 1.3.1 Pre-Employment Screening

The pre -employment screening process consists of a national background check and may include supplementary job -related screenings such as drug testing, credit report and driving record checks.

## 1.3.1a Background Check

A background investigation will be conducted on the candidate



Only criminal convictions are considered when examining an applicant's eligibility for employment in accordance with BOR guide lines.

#### 1.3.1b Drug Testing

Employees holding a position that is considered "high risk" on a regular or temporary basis shall be subject to random drug testing for evidence of use of illegal drugs. A "high 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 judgement while on duty. These employees include those employed in regular or temporary positions the main duties include: carrying weapons and utilizing arrest powers, providing health care and treatment service, administering medications, driving vehicles, operating heavy machinery or equipment, lab safety, set building (theater), coaching, and providing counseling services directly related to substance abuse will be subject to prescreening and random testing. Officers who are engaged full -time in purely administrative or clerical duties are not considered high risk.

Any "high risk" employee who declines a drug test, or who tests positive for drug use, shall be terminated from employment.

#### 1.3.1c Consumer Credit Reports

Satisfactory credit reports are required for positions handling cash, credit or sensitive information and prior to the issuance of a University Purchasing Card to an employee (Purchasing Manual Credit reports are conducted by Human Resources whenever an t applies for a University Purchasing Card employee or applican (P-Card) or whenever application for a position that handles case, credit or sensitive information is made. A credit check will be requested only for those individuals who gives consent to do so. No Purchasing Car d will be issued to an employee who refuses consent to a credit review. If a position requires the use of a Purchasing Card and the applicant and/or employee does not provide consent for a credit report or fails to meet the University credit guidelines, te rmination of the job offer and/or employment may occur. A copy of the credit report will be provided to each applicant and/or employee upon request. An applicant and/or employee may provide written information to Human Resources explaining mitigating facto rs regarding an applicant and/or employee credit report. Human Resources will, in its sole opinion, determine if the information presented is

where



reliable evidence beyond the individual's control. Once Human Resources has completed its credit check, all credit report



## 1.3.2f Security Questionnaire

The Georgia Security Questionnaire must be completed for all persons employed for 30 or more days.

The Sedition and Subversive Activities Act of 1953 (Georgia Law 16-11-



rental vehicles, lease vehicles or personal vehicles, regardless of



The State of Georgia has created a retirement plan for temporary



while promoting work/life balance. Standard working hours for the University are 8:00 a.m. to 5:00 p.m., Monday through Friday. All changes to this schedule require supervisor approval. ( Alternative Work Schedule policy )

#### 1.8 Termination Guidelines

Supervisors shall consult with Human Resources prior to initiating termination actions against a classified employee or administrative officer.

Upon approval from Human Resources, supervisors may notify the employee of the terms and conditions of termination. If immediate supervisory action is required, supervisors may suspend the employee and notify Human Resources.

Resign ations, dismissals, suspensions with/without pay, shall be reported without delay to Human Resources. A Personnel Action Form , complete with an explanation of the reason for such action, must be recorded in the "Remarks" section.

Upon termination for any r eason, an employee shall be compensated in a lump sum payment for all unused accrued annual leave (up to a maximum of 360 hours). If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted.

Prompt submission of a Personnel Action Form is necessary to prevent employee over -payment. The Personnel Action Form is required to permit Human Resources to comply with the re porting requirements of the Georgia Department of Labor. When an employee quits without a written notice, a telephone call or e -mail to Human Resources, pending submission of the Personnel Action Form, will assist in preventing overpayments. If the date of termination of an employee is known in advance, it is requested that a Personnel Action Form be submitted at least five (5) days prior to the last day worked.

On the employee's last day, his/her supervisor is responsible for collecting all University property, including, but not limited to: ID and passwords, keys, parking permit, equipment, books and any other University property. A <a href="Separation Checklist">Separation Checklist</a> has been developed to assist in this process.

#### 1.8.1 Clearance/Exit Interview

Employees who terminate employment must complete the KSU exit process. It is the responsibility of the employee to assure the University that he/she does not have any outstanding obligations to the University. It also includes updating employee contact information.

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







graduate student teaching assistants, graduate student staff, undergraduate students employed in research or other scholarly acti vity, post -doctoral fellows and post- doctoral research associates, visiting faculty or staff, faculty or staff on sabbatical leave, adjunct faculty when performing University work, and faculty or staff on leave without pay. This policy applies to students only when acting in the course of their employment with the University.

#### 2.0 CLASSIFICATION AND COMPENSATION

### 2.1 Compensation

Kennesaw State University's classification and compensation program for classified staff and administrative officers is administere d by Human Resources. The program consists of a General Pay Plan and Broadband Structure that are designated to group positions that have similar duties, levels of responsibility, skills, and educational requirements into the same general levels of pay.

The pay rates for each job title are determined by the knowledge, training, skills and level of responsibility assigned to that position. In addition, every effort is made to ensure equitable salary ranges are in keeping with other universities in the Univer sity System of Georgia and similar positions in the local, regional and national markets.

## 2.2 B-Cat Classification System

The B -Cat system is based on general job categories that are linked to the Federal Integrated Postsecondary Education and Data System (IPEDS) job classifications. Every employee's job title is assigned a specific B -Cat Identification code. The B- Cat system uses a logic that assembles similar types of positions by function allowing institutions to "customize" their campus working titles and to build compensation programs appropriate to their own competitive job markets.

#### 2.3 Pay Plan/Salary Structure

#### 2.3.1 Broadband Structure

The Broadband Structure places job titles into a series of broad pay "bands", and "zones" within those bands. The Broadband Structure allows for certain flexibility as required to meet market conditions and to recognize education, skills and experience.

#### 2.3.2 General Pay Plan

The General Pay Plan consists of pay grades that provide a means for the University to group comparable positions together into common ranges of pay based on job scope, complexity and other factors. The



xA Midpoint (a benchmark fo r similar positions)
xA Maximum (the most that someone would expect to make for a position at that pay level and job classification)

## 2.3.3 Employment Classification

All employee job titles at Kennesaw State University are assigned a Fair Labor Standards Act (FLSA) status either exempt or non -exempt.

## 2.3.3a Exempt

Exempt status is assigned to positions that are not eligible for overtime pay as defined by the Fair Labor Standards Act (FLSA). Employees in executive, administrative, and professional positions are typically exempt under the FLSA and are paid a designated salary, regardless of the number of hours they work in a week. Such positions are hence "exempt" from the FLSA.

The University is not obligated under FLSA regulations to provide compen satory time to exempt employees. However, a supervisor may award compensatory time if it is determined that the situation warrants such an action. This practice should be consistent across the department and does not have to be on an hour -for -hour basis. A ny time awarded but not used will not constitute a financial obligation to the University.

## 2.3.3b Non -Exempt

Non -exempt employees are subject to the provisions of the Fair Labor Standards Act (FLSA) and are eligible he p

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minimum threshold of education and experience requir ed to perform a given job. An individual with an education level and/or experience below the stated MHS for a job title is not considered minimally "qualified" for the position and will not be selected for that position.

#### 2.5.1 New Hire

The salaries of new employees are based on the classification of the position, market indicators, and the applicant's education, skills, and previous related experience. When an individual meets the minimum qualifications of the position, the salary is normally set at the min ir of the salary range.

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However, if an individual has directly related prior job experience, or if the market warrants, the salary may be established above the minimum. Starting salaries are not normally set above the first quartile of the salary range f or that classification. Consideration must also be given to internal equity across campus. Official offers of employment are extended by Human Resources.

#### 2.5.2 Promotion

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the minimum job qualifications or MHS required by the new job title or position.

Employees can only be promoted during the fiscal year as a result of significant changes in assigned duties, the organizational structure, mission or funding of the department/project. The supervisor is responsible for completing all of the necessary information online through HireTouch.

The salary incr ease for promotions and reclassifications is at least the minimum of the pay grade ass igned or up to 11 (r)1.9 (e)9.192 -1.30fnorf 1.7 (a)6 it or



entity to another are required to serve an additional 6-month probationary period.

# 2.5.4 Employment in Multiple Positions

Employees may be employed in only one full- time position or that stife an employee wishes to accept another position in addition to a rb

me.



If a position has changed substantially over time or if substantive duties have been assumed that are beyond the scope of what generally might be considered for a position with that title, the position should be submitted for review to Human Resources. This process should be completed by the supervisor online through HireTouch.

## 2.6.4 Lateral Transfer

A lateral transfer is defined as a movement from one position to another at the same pay grade. A lateral transfer normally does not result in a change in salary since the assignments are in the same pay grade with the same salary range.

#### 2.6.5 Demotion

A demotion is defined as a reassignment form one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignme —nt of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position.

Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily. The salary and classification for an individual who is involuntarily reassigned will be determined by Human Resources.

#### 2.7 Job Evaluation Process

The University's job evaluation process is designated to maintain c onsistency in the utilization of various job titles. This process ensures that employees performing similar duties have the same or similar job titles with



The position review process is the job evaluation process used for position reviews. The online process includes a formal review by Human Resources and is used to:





#### 3.0 Benefits

#### 3.1 General Benefits Information

Kennesaw State University offers benefits eligible employees the opportunity to participate in various benefit plans provided by the Board of Regents and/or Kennesaw State University, that include but are not limited to health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, disability income insurance, life insurance, dependent life insurance, pre -tax saving flexible spending accounts (parking, health, dependent care) and retirement plans.

The University contributes toward the premiums for health, basic life and matches retirement contributions based upon terms set by the Georgia Legislature.

Human Resources p rovides each eligible employee with complete descriptions and comparisons of the available benefit plans, along with the respective monthly premiums. For specific information on the available benefit plans, please refer to the Human Resources webpage.

## 3.2 Benefits Eligibility

Employees must be appointed to a position that has an anticipated duration of at least six months and is at 75% FTE (30 hours) or more to be considered "benefits eligible". Employees must be appointed to a regular position scheduled for 50% FTE (20 hours) or more in order to participate in the TRS or ORP retirement plans.

## 3.2.1 New Employees

New benefits eligible employees may enroll in available benefit plans within the first 30 days of employment without a medical underwriting review.

Employees who do not enroll in benefit plans within the first 30 days of employment must wait until the annual open enrollment period to enroll or until a qualifying event takes place (see section 3.8.1 ). Employees should be aware that some plans only offer enrollment within the first 30 days of employment that may be their only opportunity to enroll in certain benefits. Additionally, enrollment in certain benefit plans during the Open Enrollment period may be based upon the approval of a medical underwriting review.

#### 3.2.2 Eligible Dependents

Eligible dependents include the spouse and dependent children up to age 26 for medical insurance. Dependents with proof of full -time students at an accredited institution may be covered up to age 26 under the dental and vision plans. If a dependent becomes medically disabled prior to the age of ineligibility, he/she may continue as a dependent with medical certification. A marriage license, birth



certificate, or other document establishing a dependent relationship is required as a condition of dependent coverage.

#### 3.2.3 Documentation

Documentation verifying proof of eligible dependents status must be provided to HR within 30 days of hire date in order for the dependent to be covered under the plan(s).

#### 3.2.4 Domestic Partners

Domestic partners of employees are eligible to enroll in certain benefit plans offered by Kennesaw State University. An affidavit of domestic partnership is required. This form can be obtained fro m Human Resources or

https://web.kennesaw.edu/hr/sites/web.kennesaw.edu.hr/files/Dom Partner Affidavi t.pdf.

#### 3.3 Health Insurance

Employees who are benefits eligible have 30 days from their benefits eligibility date to select a medical plan from the various plans offered. Every fall the University offers an open enrollment period during which employees may change their healthcare plan elections and/or levels of coverage.

The University pays approximately 70% of the cost of healthcare coverage. The employee must pay the remaining portion of the premium through payroll deduction. Premiums for medical insurance are withheld from the payroll check on a pre -tax basis.

#### 3.4 Dental Insurance

The University offers two dental plans with two networks (PPO and Premiere) through Delta Dental. Both plans cover preventative services, like routine checkups and cleanings, as well as basic and major services. However, there are important differences in annual benefits maximums, orthodontia coverage levels, and the percentage of payment for major ser vices. For more details refer to: https://web.kennesaw.edu/hr/content/2012- dental - plan - comparison -chart

#### 3.5 Accident Insurance Travel & Identity Theft

All regular classified employees under age 70 who are benefits eligible may elect supplemental accidental death and dismemberment insurance. The employee pays 1.0% of the monthly insurance premium and the premium is withheld from the payroll check on an after -tax basis. This insurance includes medical travel assistance and identity thef t assistance.

#### 3.6 Life Insurance

#### 3.6.1 Group Life Insurance

The University pays the full cost for \$25,000 of basic life insurance for all benefits eligible employees.

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### 3.6.2 Supplemental Life Insurance

Eligible employees may purchase supplemental life insur ance 1 to eight times annual salary. The premiums are based on the age of the insured and the amount of coverage selected. This is optional coverage and is paid entirely by the employee with after tax premiums.

### 3.6.3 Dependent Life Insurance

Eligible emplo yees may also insure their dependents (spouse and children). Spouse Supplemental Life Insurance is available in \$10,000 increments up to \$500,000. Child Supplemental Life Insurance is available in \$5,000, \$10,000, and \$15,000. Child Supplemental Life Insurance is offered for dependent children between the ages of six months and age 26. If a dependent becomes medically disabled prior to the age of ineligibility, he/she may continue as a dependent with medical certification. Premiums are deducted after tax.

### 3.7 Disability Income Insurance

Employees may choose to participate in short -term and/or long -term disability income insurance. These voluntary plans allow employees to receive a benefits if employees become ill or injured and are unable to perform their job duties for an extended period of time.

Short -Term Disability is for any covered employee who experiences an illness or injury that lasts more than 14 calendar days as certified by a physician. Coverage is 60% of weekly salary and benefit payments are mad e accordingly. Coverage is extended as long as the employee continues to be certified disabled by a physician up to 11weeks.

The Long-Term Disability plan is designed to replace a portion of your pay when you are disabled. Benefits begin after a waiting period of 90 days and continue as long as you are disabled up to your Social Security Retirement Age. If your claim is approved, Metlife will provide a monthly benefit of 60% of your pre-disability wages up to a maximum monthly benefit of \$15,000. Participa ting employees may use time from the Donated Sick Leave to suy.lit islupre well-es-\$10.00. Well-es-\$10.00.



The annual op en enrollment period normally occurs during the months of October and November with coverage dates effective January 1 of the following calendar year.

### 3.8.1 Qualifying Events for Mid-Year Changes

The IRS regulation, under Section 125, has strict rules rega rding the operation of these plans. Exceptions are permitted under IRS rules when a member has a mid -year qualifying event. Employees are required to notify Human Resources within 30 days of the qualifying event and complete the appropriate forms to make m id-year changes. Some examples of mid -year qualifying events include:

- x Change in marital status
- x Birth or adoption of a child
- x Death of a covered dependent
- x Loss of eligibility status by a covered dependent
- x Change in employment status that affects eligibility for coverage
- Loss or gain of healthcare coverage eligibility under Medicare or Medicaid
- x Change in residence to a location outside of a healthcare plan's service

## 3.9 Continuing Benefit Plans at Termination

Terminating employees will retain insur ance benefits through the end of the month in which termination occurs, provided the full premiums have been paid. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may elect to continue medical, dental, vision, and/or flexible me dical spending account for up to 18 months. In special instances, the 18



Payment of COBRA premiums must be paid in full and on time each month or COBRA coverage will be discontinued.

# 3.10 Tuition Assistance Program (TAP)

The tuition assistance program is available to fullemployees of the University System of Georg ia who have successfully
completed at least six (6) months of continuous employment in a benefits
eligible position as of the date of the TAP application deadline for the desired
academic semester. Employees who wish to take advantage of the TAP
program must qualify as a student prior to registration.

Employees are required 739 -1.21 0.0036tiostu i ws Tii14.1 0.003 Tc her.9 (a)-7(s)-3.1 (y)-4.5a (f)®n



## 3.12.3 Teachers Retirement System of Georgia

The Teachers Retirement System of Georgia is a defined benefit plan.

Employees enrolled in this plan are required to make contributions as a percentage of gross salary. The contribution rate may change eac h fiscal year. Employee contributions are deducted from salary before federal and state income taxes (pre -tax dollars) are paid on contributions. Employees pay FICA (OASDI and Medicare) on contributions just as on any other salary. Federal and State of Geo rgia income tax is deferred until the account is withdrawn or retirement benefits are received.

Employees who leave the University before retirement are advised to





Most employees\* are eligible to participate in a v oluntary tax - deferred plan offered through Kennesaw State University under provision 4.3(b) of the Internal Revenue Code (IRC). This plan allows participants to direct a portion of their income, on a pre - tax or after -tax basis, into any of a number of inve stment vehicles such as annuity contracts and mutual funds.

Employees make the full contribution, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 4.3(b) plan at any time, including during the annual benefits open enrollment period.

A variety of retirement companies offer investment options and information is available from Human Resources.

#### 3.12.5b Deferred Compensation Plans [457(b)]

Kennesaw offers a voluntary deferred compensation plan und provision 457 of the Internal Revenue Code (IRC). This plan allows employees to defer a portion of their income, on a tax -sheltered basis, into any of a number of investment vehicles. Taxes are deferred until the money is withdrawn. Unlike a 4.3(b) plan, withdrawals at times other than retirement do not carry an additional penalty. Employees make the full contributions, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 457 plan at any time, including during the annual benefits open enrollment period.

Employees may participate in both the 4.3(b) and the 457 plans.

\*Tax treaties generally disallow non -immigrant foreign nationals who work in the U.S. from excluding such contributions from their taxable income, so there is not tax advantage to participation.





# 3.14 Georgia High Education Savings Plan

Employees may participate in the Georgia Higher Education Savings Plan through payroll deduction. The program, known as a 529 Plan, allows employees to set aside money for higher education expenses - for their children, grandchildren, or other beneficiaries of their choice (including themselves). Under current law, any earnings grow tax -free in the account and are tax -free when withdrawn and used for educatio n purposes. Employees who participate in the program may also be eligible for a state tax credit for such contributions.



- the retiree is being hired based on the institutions' existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents, or;
- c. Less than 50% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.
- 5. The salary that is to be paid to a rehired retiree must be consistent with his/her work commitment.

# 4.0 Vacation, Sick Leave and Leave of Absence 4.1 Time-Off Benefits



through the last day of the absence. Otherwise, the employee will be in a "Leave Without Pay" status.

#### 4.2.2 Annual Allowance and Accumulation

For all regula r full -time employees, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Benefited part- time employees accrue at an equivalent ratio to their percentage of employment (i.e., half time employees accrue at half the rate of full -time employees). There is no limit to the amount of sick time that an employee may accrue and carry into the next calendar year.

Temporary employees, including student assistants, graduate assistants and part -time instructors do not earn or accrue sick time.

### 4.2.3 Reporting Absences Due to Illness

Employees are expected to report all absences due to illness or injury directly to their supervisors or department heads as soon as possible and should indicate probable length of absence so that schedule adjustments may be made.

Employees absent for prolonged periods should communicate with their supervisors weekly unless on approved leave of absence. Supervisors should contact Human Resources when an employee is out for longer than five days bec



# 4.2.4 Physician's Statement

If an employee is out of work due to illness for hysician's statem ent is required upon return resome circumstances, supervisors may require an er hysician's statement for sick leave absences have days.

**4.2.5 Physician's Return to Work Certif** Supervisors reserve the right to requestisys

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## 4.3 Workers' Compensation

All University employees are covered by state Workers' Compensation laws that may provide medical and income benefits if you are injured on the job. Workers' Compensation also provides benefits to your dependents if you die as the result of a job -related illness or injury.

## 4.3.1 Work Related Injuries

Reporting work related illnesses and/or injuries in a timely manner is not only important for the wellbeing of our employees, but also to assist in preventing further incidents whether or not medical treatment is needed. Because of this, the following step s must be completed in a timely fashion. Additional detailed information is available at <a href="https://hr.kennesaw.edu/benefits/on-job-injuries.php">https://hr.kennesaw.edu/benefits/on-job-injuries.php</a>.

- x Emergency Medical Care Needed:
   If immediate medical attention is needed, call 9 -1-1 or Public Safety at 470 -578-6666 or extension 6666.
  - o The following facilities are recommended for emergency medical care:

    <u>Life-Threatening: Urgent Care:</u>

    Kennestone Hospital Wellstar Clinic 677 Church Street 3805 Cherokee Street Marietta, GA 30060 Kennesaw, GA 30144 70-793-5000 770 -426-5665
- x The supervisor should immediately contact Human Resources at 470 - 578-6030 or extension 6030 to inform them of the situation.
- x After seeking medical treatment, the employee must complete an Employee Report of Injury/Illness within 24 hours of the incident if possible using the university's online incident reporti ng tool in EtQ Reliance. (<a href="https://kennesaw.etq.com/prod/rel/#/app/auth/login">https://kennesaw.etq.com/prod/rel/#/app/auth/login</a>)
- x Human Resources will file the workers' compensation claim and make initial contact with the Workers' Compensatio n Managed Care Organization (WC/MCO). Human Resources will provide the employee with the worker's compensation claim number and the MCO's contact information. The employee will contact the MCO to provide further information regarding the heir injury/illness and to receive information regarding the AMERISYS, INC. network of providers.
- x Following any emergency medical treatment, employees are required to receive all subsequent medical care through the AMERISYS, INC. network of providers. Fai lure to use the network physicians will jeopardize payment of medical bills under



#### 4.4.1 Duration of Leave

Any leave, except that charged to accrued vacation, that is anticipated to extend beyond two weeks in duration, requires the supervisor to notify Human Resources as such leave must be approved by the University and may be subject to legal guidelines. A minimum of ten days advance notice is requested when possible.

## 4.4.2 Benefits During Leave

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

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Human Resources to provide required paperwork and make preparations regarding compensation and benefits.

The employee may be required to obtain a second or third medical certification, at Kennesaw State University's expense.

### 4.6.3 Paid vs. Unpaid Leave

When taking FMLA leave, employees may choose to use either accumulated sick and/or annual leave based on the following criteria.

Sick leave **must** be used when FMLA leave is due to the employee's own serious illness or to care for designated family member. Once all sick leave has been exhausted, Kennesaw will charge leave to vacation unle ss the employee elects to freeze the vacation leave at any given point. The request to freeze annual vacation leave must be documented with a signed memo from the employee to Human Resources. Once the annual vacation leave has been exhausted or if accrued vacation leave has been frozen, the remainder of the FMLA leave will be in an unpaid leave status.

## 4.6.4 Benefits Coverage during Leave

During the period of FMLA leave, an employee may retain health,

#### 4.6.5 Job Restoration



facsimile. Upon receipt of the statement, the employee will be added



leave without pay. The employee may elect to exhaust accrued vacation leave hours prior to going on an unpaid leave status.

During the period of Military Leave Without Pay, an employee may retain health, dental and life benefits under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his/her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums will result in loss of coverage.

Any regular employee who is required to undergo a physical exam for Selective Service or military service is eligible for paid military leave if the exam is scheduled during normal wo rking hours. The employee must submit the documentation of the exam request to his/her supervisor.

## 4.7.4 Return from Military Leave

The employee must provide advance notification to the department and Human Resources of the returnnotification, the individual will be reinstated on payroll if the individual was on leave without pay. Employees may be required to provide fitness -for -duty certification prior to being restored to active status.

Failure to return from leave for reasons other than a continued





# 4.13 University Closing



hazardous materials. If there are any concerns, employees are encouraged to contact Environmental Health and Safety.

# 5.3.1 Emergency Treatment

In the event of a serious or life -threatening emergency, call 470 -578-6666 for immediate assistance by Kennesaw State Public Safety.

**5.3.2 Campus Safety and Security Fire and Emergency Services** Each Kennesaw State University building has fire evacuation plans



All such activity, including sampling, soliciting orders and deliveries must be conducted entirely outside of working hours and entirely outside of University property.

#### 5.4.7 Pets

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

### 5.4.8 KSU Cards

Employees are requeired to obtain a KSU ID Card as soon as possible upon employment from the Card Services Office located in the Student Center.

The KSU ID Card is the official Kennesaw State University card that is used for identification purposes and for access to many fa cilities on campus and discounts off campus. A list of these benefits can be found at: <a href="http://hr.kennesaw.edu/perks/index.php">http://hr.kennesaw.edu/perks/index.php</a>.

The KSU ID Card is the property of Kennesaw State University and upon leaving the University employees are expected to return the card to their immediate supervisor.

If the card is lost or stolen, employees must immediately contact Card Services. The recipient of the card is responsible for all usage of the card prior to proper notification to Card Services. After the card has been reported missing to Card Services, a replacement card can be issued. There is a replacement fee for lost, stolen, damaged or unreturned cards.

## 5.4.9 University Equipment

Elect ronic mail, voice mail, fax machines and copiers should be used for official Kennesaw State University business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

### 5.4.10 Computer Usage

Kennesaw State University equipment including computer hardware and software are valuable assets. They should be used for official made to University business only. Although every effort is 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 that is stored on a computer system, including electronic mail, would be available for inspection by any member of the public. Furthermore, Kennesaw State University reserves the right to have access to any information stored on a University owned computer or network. Under no circumstances may



software be copied or in stalled on a Kennesaw State University computer if such copying or installation would violate any copyright or licensing agreement.

Any employee in violation of this policy may be subject to disciplinary action up to and including termination as well as p ossible legal action. Sending blanket emails to the University is prohibited. See: <a href="https://policy.kennesaw.edu/">https://policy.kennesaw.edu/</a> for additional Information Systems and Technology policies.

### 5.4.11 Check Cashing and Cash Advances

Faculty and staff in good standing may cash personal checks without prior authorization (two -party checks are not accepted) by presenting a valid KSU ID at the following locations on campus:

KSU Bookstore: Limit: \$50.00

**Bursar's Office:** 

Limit: \$100.00 (personal checks in excess of \$100.00 may be permitted but will require prior approval from the Bursar or an assigned representative)

### **Cash Advances**

Cash advances are issued to employees for one of two purposes: travel expenses or the purchase of items for the University. It is important to note that any advances not cleared within 60 days of the issue date will be collected as a payroll deduction.

Additio nal information on cash advance policies and procedures may be found on the <u>Financial Services</u> website.

### 5.4.12 Food Services

Faculty, staff and students may deposit funds on their KSU ID cards to use for food purchases in a general declining balance account. This can be accomplished at the K -Cash Terminals located around campus (Student Center near the Bursar's office, Sturgis Library, 4th floor Burruss, 3rd f loor Social Sciences, 1st floor Science, 2nd floor English, and 2nd floor Bagwell). You may also manage your account online (add funds, see transactions, suspend use) at <a href="https://eacct-kennesaw--">https://eacct-kennesaw--</a>

<u>sp.transactcampus.com/eaccounts/AnonymousHome.aspx</u>. For information about this program, call 470 -578 -6154.

For your convenience, Culinary Services offers a Kallows employees to charge meals against a preaprile propriet account using a KSU ID. K-Cash funds may be used to purchase food at any of KSU's retail venues, as well as entries into the meal plan buffet. Fun ds may be added through the online Kallows - Cash Manager at https://eacct-kennesawallows.

sp.transactcampus.com/eaccounts/AnonymousHome.aspx , or by



visiting one of seven K - Cash Terminals across campus.

Visit <a href="https://taloncard.kennesaw.edu/">https://taloncard.kennesaw.edu/</a> for terminal locations. Guest cards may also be purchased using the K -Cash terminals.

# 5.4.13 Office of Development - Development & Fund-Raising Guidelines

There is an ongoing need for private support to enhance the educational programs and facilities and to support the students and faculty at Kennesaw State University. Gifts from individuals and private organiz2.9 (it)6.he







The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:



Across Kennesaw State University, there are areas of common conduct that are unacceptable. The following are examples of inappropriate behavior:



work performance, attendance and/or behavior is unacceptable, identifies the improvements that are expected and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance or behavior of employees and to assist employees in taking ownership of their performance, attendance or behavior.

It is the responsibility of the employee to adhere to the expectations outlined by the supervisor and by the university.

It is recommended that all employees be provided an opportunity to go through the progressive discipline process; however, there may be circumstances that warrant immediate termination. In addition, there is no required number of instancadhut al rmens





Kennesaw State University is a varying environment, and it is difficult for the University to have one uniform dress code. However, Kennesaw State University is a professional organization with a high level of visibility in the community. Discre tion in style of dress and behavior is essential to the efficient operation of the University. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, business—like manner. Questions about appropriate attire and b ehavior may be directed to the employee's supervisor.

### 8.4.5 Work Environment Appearance

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



### **GLOSSARY OF TERMS**

**Absenteeism** – work time lost when employee does not come to work as scheduled.

Allocated Position – an established position funded through the budget process.

**Alternative Dispute Resolution -** includes dispute resolution processes and techniques that fall outside of the government judicial process.

Americans with Disabilities Act – Federal law prohibiting discrimination against a qualified individual with a disability; also known as ADA.

**Applicant** - someone who a) expresses an interest in a position, b) completes the required application process, and c) meets the minimum hiring standards for the job; and d) at no point in the selection process prior to receiving an offer of employment, removes himself/herself from further consideration or otherwise indicates that he/ she is no longer interested in the position.



**Demotion** – a decrease in the duties and responsibilities assigned to an employee and a downward change in his/her classification and salary range.

**Disability Benefits** – monthly benefits paid under the S ocial Security Act to workers and eligible dependents or paid through a disability plan offered by Kennesaw State University.

## **Employee Right-to-**

**Know Law** – Occupational Safety and Health Act (OSHA) standard that requires the use of labeling, Material Saf ety Data Sheets, training, written hazard communication programs to inform employees of hazardous chemicals in the workplace.

**Employment Date** – the date an employee was employed by Kennesaw State University.

**Exempt Employee** – An employee that meets the FLSA requirements for exemption to overtime pay.

**FLSA** - Fair Labor Standards Act - regulates employee overtime status, overtime pay, minimum wage, record keeping and other administrative concerns and designates which jobs/positions are tracked and paid on an hourly basis and those that are paid on a salary basis.

**FMLA** – Family Medical Leave Act - entitles employees to take up to 26 weeks of unpaid leave each rolling 12- month period to care for a family member or because of a serious health condit ion of the employee.

**4.3 (b) Plans** – financial plan to contribute pretax dollars toward retirement savings allowed to employees of certain tax —exempt organizations. University employees may have a 4.3(b) in addition to their required retirement plan.

**Full-Time Employee** – employee shall perform job duties forty (40) hours per calendar week.

Garnishment of Wages – a creditor obtains a court order requiring an employer to



**Group Term Life Insurance** – insurance carried by employers for their employees that provides a lump- sum payment to the employee's beneficiaries.

**HIPAA** (Health Insurance Portability and Account ability Act) – Act intended to improve health -care coverage portability and accessibility.

**Holiday** – one of 12 specific days identified by Kennesaw State University within the calendar year as an official day off with pay for regular employees.

Immediate Family - Defined as spouse, parent, brother, sister, child, stepchild, grandparent, grandchild, parent -in-law, son -in-law, daughter -in-law, foster parent, legal guardian or domestic partner.

**Job Analysis** – a systematic study of jobs to determi ne what activities and responsibilities they include, relative importance and relationship with other jobs, qualifications necessary for performance of jobs and conditions under which work is performed.

**Job Description** – a summary of the most important features of a job, including minimum hiring standards, required tasks, knowledge, skills, abilities and responsibilities.

**Job Posting** – a public display of current available positions so interested and qualified employees may apply.

Lateral Transfer - a movement from one position to another at the same pay grade.

**Minimum Hiring Standards** – minimum level of knowledge (through education or training), skills and abilities that are required to perform the essential job functions assigned to a position.

Ombudsperson - A designated neutral party who provides confidential and informal assistance for resolving University -related concerns, especially those that are not being adequately addressed through usual procedures; the ombuds is independent of the University's formal administrative structure and will consider all sides of an issue in an impartial and objective manner; the ombuds cannot impose solutions, but will identify options and strategies for resolution.

**Optional Retirement Plan (ORP)** – The Optional Retirement Plan (ORP) of the University System of Georgia is a legislatively established retirement plan that was enacted in 1990. The ORP is a defined contribution plan qualified under the applicable provisions of Code Section 4.1(a).

**Overtime** – time worked by a non -exempt employee above the normal forty (40) hour work week.

### Non-

Exempt Employee - a job status established by the FLSA as an hourly waged e



mployee; any hours worked over 40 hours must be paid overtime at a rate of time and a half unless the staff member prefers compensatory time at the rate of time and a half.

**Part-Time Employee** – an employee who works less than 40 hours a week; KSU regular employees scheduled to work more than 30 hours a week are eligibl e for participation in most benefit programs.

**Performance Evaluation** – the process that documents the degree to which an employee accomplishes work requirements and performance standards.



**Rolling 12-Month Period** – A twelve -month period marked at the beginning by a request for leave of absence and ending at the end of the succeeding twelve months.

**Service Date** – The initial date of hire at Kennesaw State University or any other member of the University System of Georgia; the employee must have no break in service between employments for the service date to carry -forward.

**Sexual Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a s exual nature.

**Temporary Employee** – an employee who is hired for a pre -established period, full -time or part- time, and is not eligible for benefits.

Termination – end of employment, whe 8 >> BDC t00.4 (m)7.6 (e)-3.7 (n)4.1 (t)4.9 (,)-4.4 ( wh)15mps2 (e.8 (



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