

Georgia Northwestern Technical College



Employee Handbook



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Revised 1/6/2012

Georgia Northwestern Technical College
 One Maurice Culberson Drive
 Rome, Georgia 30161
 Peggy Cordell ~ Director of Human Resources
 706-295-6959 ~ pcordell@gntc.edu
<http://www.gntc.edu/hr/>

I. Introduction

President's Welcome



I want to personally welcome you to Georgia Northwestern Technical College. You are now part of a family that is more than 700 employees strong at Northwest Georgia's largest college. The work you do for GNTC is an important part of an effort that services and educates approximately 20,000 students every year. These students are your neighbors, co-workers, friends, and family. As a unit of the Technical College System of Georgia, GNTC is proud to serve the communities, businesses, and families of our service area every day.

I hope that you find this challenge in your life to be a rewarding one. The most effective tool or skill that you will bring to your job is, without a doubt, your enthusiastic interest in our students and their success. GNTC provides every one of us with an opportunity to serve in a capacity unlike any other.

Again, I welcome you to Georgia Northwestern Technical College and wish you all the best.

Sincerely,

A handwritten signature in black ink that reads "Craig McDaniel". The signature is written in a cursive, flowing style.

Craig McDaniel, Ed.D.
President

President's Biography
<https://gnet.gntc.edu/HumanResources/hrindex.cfm>

GEORGIA NORTHWESTERN TECHNICAL COLLEGE MISSION

The mission of Georgia Northwestern Technical College is to provide accessible, high quality technical education and workforce development opportunities that lead to careers in technology, business, health, and public services. Operating under the Technical College System of Georgia, both on-campus and distance education programs are offered that lead to certificates, diplomas, and associate degrees. The educational programs of the college focus on the development of technical competence and critical thinking skills as well as social, personal, and intellectual values. In addition, Georgia Northwestern Technical College supports the communities of the northwest Georgia service area by providing adult education and economic development services, customized business and industry training, and personal enrichment programs that meet the workforce needs of area citizens, communities, and companies.

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GEORGIA NORTHWESTERN TECHNICAL COLLEGE VISION

Community Focus

Georgia Northwestern Technical College (GNTC) is built upon a close relationship with the community and a commitment to be responsive to community needs. GNTC meets the unique needs of each community in Catoosa, Chattooga, Dade, Floyd, Gordon, Murray, Polk, Walker, and Whitfield counties while helping citizens, companies, and communities benefit from working together. GNTC helps communities by providing skilled technical program graduates, training services for local companies, and adult education services to develop literate families and workers. GNTC will reach out to all nine counties in the service area while working to enhance the larger community. GNTC's purpose will continue to be community development through workforce development.

Quality Technical Programs and Services

GNTC will offer a comprehensive range of quality, high-demand associate degree nursing, associate of applied science degree, technical diploma, and technical certificate of credit programs to prepare students for careers. The college will be recognized as the premiere training center in Northwest Georgia for industrial technologies, healthcare technologies, business technologies, and public service technologies.

Student-Oriented Learning

Instruction and all other activities at GNTC are student centered. GNTC faculty will provide instruction that enables students to become proficient professionals in their chosen fields of study. Faculty will be highly qualified and will be real-world professionals who will help students bridge the gap between classroom instruction and real-world applications.

Seamless and Accessible Education

A collaborative relationship among high schools, GNTC, and other colleges will provide students with opportunities to make seamless educational transitions. GNTC will place emphasis on dual enrollment of high school students in technical programs and on distance education to make instruction more accessible.

Business Partnerships

An active relationship between businesses and GNTC will continue to grow. Credit programs will be developed and offered to meet business and industry needs, and noncredit customized training, human resource development services, and technology transfer services will be specifically designed to meet the needs of individual companies and consortia of companies with similar needs.

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GEORGIA NORTHWESTERN TECHNICAL COLLEGE

OUR BELIEFS

The beliefs that are fundamental to all Georgia Northwestern Technical College plans, programs, services, and operations include:

- Each individual has value and should have access to equal educational opportunity.
- Literacy and English proficiency are essential for people to be self-sufficient in today's society.
- The vast majority of area citizens should gain training beyond a high school diploma to obtain satisfying employment and earn adequate wages.
- The college should be an active partner in the life of the community including educational, civic, and cultural affairs.
- Leading-edge technology should be incorporated into all GNTC's programs, services and operations.
- For our colleges to create and sustain a high level of relevance for its service areas, it must be able to adapt to the economic changes in a dynamic world.
- Our commitments to partnerships between the colleges and businesses and industries in the communities we serve should be maintained and strengthened.

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Dr. Craig McDaniel, President

<https://gnet.gntc.edu/HumanResources/hrindex.cfm>

Lisa Odom, Executive Assistant

lodom@gntc.edu

706-295-6928 President's Office 706-295-6929 Fax

BOARD OF DIRECTORS

<http://www.gntc.edu/about/directors.php>

Mr. Brian D. Anderson Sr.
President & CEO
Dalton/Whitfield Chamber of Commerce
890 College Drive
Dalton, Georgia 30720-3719
706-278-7373 W ♦ 706-226-8739 Fax
706-428-0280 H
e-mail: anderson@daltonchamber.org
Term: 2011-2013

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Vice President
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Term: 2010-2013

Mr. Randall Fox, Vice Chair
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Term: 2011-2013

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Term: 2011-2013

EXECUTIVE LEADERSHIP

Dr. Craig McDaniel	President
Jeffrey King	Provost
Dr. Melinda McCannon	Vice President of Academic Affairs
Dr. Cathy Vann	Associate Vice President of Academic Affairs
Dr. Ginger Mathis	Associate Vice President of Academic Affairs
Kelly Barnes.....	Vice President of Administrative Services
Susan Hackney.....	Vice President of Adult Education
Pete McDonald.....	Vice President of Economic Development
Al Hutchison	Associate Vice President of Economic Development
Heidi Popham.....	Vice President of Institutional Effectiveness
Stuart Phillips.....	Vice President of Student Affairs
Dr. Steve Bradshaw	Associate Vice President of Student Affairs
Greg Cross	Associate Vice President of Student Affairs

GEORGIA NORTHWESTERN TECHNICAL COLLEGE ORGANIZATIONAL CHART

<https://gnet.gntc.edu/HumanResources/hrindex.cfm>

FACULTY AND STAFF PARTICIPATION

Leadership Teams are an essential means of communication between the administration and the faculty and staff. The faculty and staff of GNTC conduct much of its business through Leadership Teams. Leadership Teams serve to increase the effectiveness of the planning, research, problem-solving, and decision-making process through a participatory, pro-active approach. Aligned with the mission of Georgia Northwestern Technical College, Leadership Teams utilize an articulation by which the faculty, staff, and administration are involved in the promotion of the quality educational programs and services offered by the institution.

GNTC requires that the members of the faculty and staff be involved in the development and discussion of institutional policy and procedures. The Leadership Team structure implemented at GNTC is designed to give all GNTC employees the opportunity to become involved, thus implementing quality enhancement practices.

Leadership Teams are formed every two years. Full-time faculty and staff members serve on a Leadership Team. An administrator is assigned to each team to serve in an advisory capacity. Faculty and staff members are assigned to teams to ensure that each team is representative of the College and to ensure that each team has broad-based involvement from all campuses and categories of the College's personnel. After the Leadership Teams are established, a chair and a co-chair are elected to serve a two-year term. The co-chair serves as secretary of the team.

PHILOSOPHY

Leadership Teams are dedicated to the premise that involvement of faculty and staff is essential to the success of an educational organization. Leadership Teams serve to increase the effectiveness of the planning, research, problem-solving, and decision-making processes through a participatory, pro-active approach.

Aligned with the mission of Georgia Northwestern Technical College, Leadership Teams utilize an articulation by which the faculty, staff, and administration are involved in the promotion and improvement of quality educational programs and services offered by the institution.

LEADERSHIP TEAM MISSION

The mission of the Leadership Team concept is to ensure that the stated mission of GNTC is accomplished through broad-based involvement by members of the faculty and staff. The work of the College is accomplished through the efforts of the individuals serving on these teams.

Team 1	Academic Affairs	Team 6	Institutional Effectiveness
Team 2	Administrative Services	Team 7	Library/Media Services
Team 3	Distance Learning Programs	Team 8	Safety and Security
Team 4	Information Technology	Team 9	Student Affairs
Team 5	Institutional Advancement		

- Requests for team work/input/feedback are submitted to the Vice President of Institutional Effectiveness from administrators, deans, department chairs, and other GNTC personnel.
- The Vice President of Institutional Effectiveness delegates tasks to respective teams.
- Team chairs and co-chairs serve on the President's Team which meets twice a year. The team advisors, provost, vice presidents, and associate vice presidents also meet with the President's team.

GEORGIA NORTHWESTERN TECHNICAL COLLEGE CAMPUSES

<http://www.gntc.edu/>
866-983-GNTC (4682)

Floyd County Campus

One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6963
fax 706-295-6944
Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Gordon County Campus

1151 Highway 53 Spur
Calhoun, Georgia 30701
706-624-1100
fax 706-624-1134
Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Polk County Campus

466 Brock Road
Rockmart, Georgia 30153
770-684-5696
fax 770-684-8710
Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Walker County Campus

P.O. Box 569
265 Bicentennial Trail
Rock Spring, Georgia 30739
706-764-3510
fax 706-764-3566
Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Whitfield Murray Campus

2300 Maddox Chapel Road
Dalton, Georgia 30721
706-272-2966
fax 706-272-2900
Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

GEORGIA NORTHWESTERN TECHNICAL COLLEGE TRAINING CENTERS

Aviation Training Center

127 Capitoline Drive N.E.
Rome, Georgia 30165
706-802-5085

Richardson Road Training Center

632 Richardson Road
Calhoun, Georgia 30701
706-602-3539

GNTC ACADEMIC CALENDAR

<http://www.gntc.edu/academics/calendar.php>

GNTC VIDEO

<http://www.elocallink.tv/vp6/spon-fcsa.php?sponid=CT5QaVU2BWgCOQ==&fvm=1>

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ACCREDITATIONS

<http://www.gntc.edu/about/accreditations.php>

Georgia Northwestern Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Northwestern Technical College.

<http://sacscoc.org> Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295-6944) and not to the Commission's office.

Georgia Northwestern Technical College - Program Accrediting Agencies

Accreditation Council for Occupational Therapy Education
Accreditation Review Committee on Education in Surgical Technology (ARC-ST)
American Dental Association (ADA)
Automotive Service Excellence (ASE)
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Diagnostic Medical Sonography
Echocardiography
Medical Assisting
Surgical Technology
Vascular Technology
Commission on Accreditation of Respiratory Care (CoARC)
Council on Occupational Education (COE)
Georgia Board of Examiners of Licensed Practical Nursing
Georgia Office of Secretary of State
Georgia Board of Nursing
Georgia Department of Human Resources
Emergency Medical Services Division
Georgia Health Partnership
Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRC-DMS)
Joint Review Committee on Educational Programs in Radiologic Technology (JRCERT)
Radiation Therapy
Radiologic Technology
Medical Assisting Education Review Board (MAERB)
National League for Nursing Accrediting Commission

Georgia Northwestern Technical College - Regulating Agencies

Federal Aviation Administration (FAA)
Georgia Department of Community Health
Georgia Department of Driver Services
Georgia Firefighter Standards and Training Council
Georgia Professional Standards Commission
Georgia State Board of Cosmetology
Georgia State Board of Massage Therapy
Microsoft
National Association of Education of Young Children
National-Interstate Council of State Boards of Cosmetology Testing
Peace Office Standards and Training (POST)

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STATE OF GEORGIA CODE OF ETHICS

<https://gnet.gntc.edu/HumanResources/hrindex.cfm>

ACADEMIC FREEDOM

The Technical College System of Georgia (TCSG) supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. The Technical College System of Georgia and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution. <http://www.dtae.org/dtaepolicy/docs/04-01-01.html>

ATHLETIC PROGRAM

<http://www.gntc.edu/news/athletics/index.php>



Georgia Northwestern Technical College participates in intercollegiate and intramural athletic competition throughout the calendar year. The “Bobcats” and “Lady Bobcats” participate on the intercollegiate level in Men’s Basketball, Women’s Basketball, and Women’s Volleyball. The Men’s Head Basketball Coach is David Stephenson.

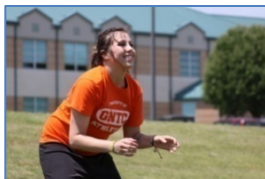
The Women’s Head Basketball Coach is Jim Williams and assistant coach is Robbie Nash.



Men’s Basketball is based on the Walker County Campus. Women’s Basketball is based on the Floyd County Campus. Women’s Volleyball is based on the Walker County Campus. All GNTC students are invited to take part in tryouts for any athletic program. Invitations will be posted in traditional media, on campus, www.GNTC.edu website, and the Georgia Northwestern social websites prior to each season.



All intercollegiate level teams participate primarily within the Georgia Collegiate Athletic Association and the National Junior Collegiate Athletic Association. However, Georgia Northwestern competes regularly in non-conference events with two and four-year programs from across the Southeastern United States.



Georgia Northwestern offers Bobcat Intramurals on GNTC campuses. Among the intramural athletic activities offered to all GNTC students are Bowling, Flag Football, Golf, Softball, and Volleyball. For more information on intramural athletics at GNTC, you may contact the Office of Student Affairs at 706-295-6933, or e-mail the Director of Student Affairs, David McBurnett, at dmcburnett@gntc.edu.

Information on Bobcat athletics on the intercollegiate and intramural levels can be found on the www.GNTC.edu website throughout the year. For more information on all Bobcat athletic programs, you may contact the Office of Sports Information and Social Media at 706-764-3813, or e-mail the Sports Information and Social Media Manager, Don Foley, at dfoley@gntc.edu.



Want the latest on GNTC Bobcats? Click on your social media sites to find the latest Bobcat Broadcast!

Bobcat YouTube Channel! <http://www.youtube.com/user/GNTC1>

Bobcat Facebook Page <http://www.facebook.com/GeorgiaNorthwestern?ref=ts>

Bobcat MySpace <http://www.myspace.com/ganorthwestern>

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GNTC E-STORE LANDS' END

Georgia Northwestern Technical College now has an e-store with Lands' End Business Outfitters. This means you can order approved Georgia Northwestern logo apparel whenever you like. The e-store has a variety of apparel in many styles and colors for men and women. **Make sure you read this document prior to making a purchase at the GNTC Lands' End e-store.**

Important Information – Please Read! If you decide to purchase apparel from the Lands' End e-store you are responsible for your order. The Office of Marketing and Public relations has approved logos for use with this site and this is our only involvement. Any orders at the e-store are to be handled by you, like any other personal order you would place. In other words, you are responsible for placing, paying for, tracking, returning, and any other issue with your order. If you have questions or complaints about your order or about the site, do not contact Marketing as they cannot resolve the issues for you. You must contact Lands' End either via email at businessoutfitters@landsend.com or via phone at 800-587-1541. Many answers to your questions about the site can be found under the “Customer Service” tab in the upper right hand corner of the page.

You are not obligated to order anything from the Lands' End e-store. This is just a way to simplify the apparel process for those of you that like to order shirts with the college logo on it. This way, you can order any style and any color shirt you like, at anytime.

Lands' End Store Information https://gnet.gntc.edu/VisualIdentity/Visual_Identity_home.cfm

Lands' End Store Website to place order.

http://ocs.landsend.com/cd/frontdoor?store_name=Georgia_Northwestern_Technical&store_type=3

GEORGIA NORTHWESTERN TECHNICAL COLLEGE FOUNDATION

The Georgia Northwestern Technical College Foundation is a non-profit corporation. It was established to encourage private contributions in order to build and maintain outstanding academic and support programs at the college. Donations to the GNTC Foundation support areas of institutional need including scholarships to deserving students, equipment purchases, materials for the library, and staff development.

Join the Georgia Northwestern Technical College faculty and staff that annually contribute to the GNTC Foundation and are committed to making Georgia Northwestern Technical College a vital community center!

Faculty and staff that would like to join may give through payroll deduction.

If you have any questions about Georgia Northwestern Technical College Foundation, please contact:

Jason T. Gamel Director of Institutional Advancement
Walker County Campus Office 410A
706-764-3810 ~ jgamel@gntc.edu

History of Georgia Northwestern Technical College

<http://www.gntc.edu/about/history.php>

On September 4, 2008, the State Board of Technical and Adult Education approved the merger of Coosa Valley Technical College and Northwestern Technical College to be effective July 1, 2009. Georgia Northwestern Technical College (GNTC) has campuses in Floyd, Gordon, Polk, Walker, and Whitfield counties. GNTC has the nine counties of Catoosa, Chattooga, Dade, Floyd, Gordon, Murray, Polk, Walker, and Whitfield as its service area. The Floyd County Campus was designated as the home campus. The two colleges have individual long, meaningful histories. The following histories of the two technical colleges demonstrate the impact of the colleges and how important training and educational opportunities have been and will continue to be to the citizens of Northwest Georgia.

History of Coosa Valley Technical College

Coosa Valley Technical College began its history as Coosa Valley Tech on July 1, 1962. The school represented a combined investment by the City of Rome, Floyd County, and state and federal governments in providing postsecondary vocational education and employment opportunities to the citizens of Northwest Georgia. Prior to facilities being constructed for Coosa Valley Tech, vocational education courses were offered in an old fire hall on Shorter Avenue. The school offered academic training for over 800 veterans of World War II and the Korean Conflict. C. Maurice Culberson was the administrator and later became the first director of Coosa Valley Vocational Technical School. Today, GNTC's Floyd County Campus address, One Maurice Culberson Drive, is dedicated to Mr. Culberson.

Along with the academic training that was offered, the school also offered Practical Nursing. Programs like this were some of the first local, tax-supported programs for out-of-school adults in Rome and Floyd County. The veterans' program was eliminated in 1961, and in 1962 two local bonds provided Coosa Valley Tech with \$250,000, which was then matched by the state. The money went directly into purchasing a site and beginning construction on the school.

Coosa Valley Vocational Technical School became a reality in 1962 and was one of only 13 technical or vocational schools scattered throughout Georgia. It was born of a community plea to provide people with the skills and training necessary to succeed in a rapidly changing economy. Numerous requests began flooding in from local business and industry representatives for the school to offer more diverse types of training to meet the demand for local employment opportunities. In 1962, the following programs became operational: Electronic Technology, Automotive Mechanics, Electrical Appliance Servicing, Heating and Air Conditioning, Machine Shop, Business Education, and Practical Nursing. The staff consisted of only 13 full-time and 4 part-time instructors, to provide education for 166 full-time and 48 evening students. Enrollment, however, continued to grow, and as enrollment grew, so did the size of the faculty and facility. In 1969, J. D. Powell was appointed to succeed Maurice Culberson, as director of the school, followed by Charles E. Earle from 1982-1987. Then in 1987 the name changed to Coosa Valley Technical Institute. J.D. Powell became the first president of CVT from 1987-1994, followed by Dr. Ronald Swanson, 1994-1997.

Coosa Valley Tech continued to make a difference in the hearts and lives of the citizens of Northwest Georgia. In 1997, with continued enrollment growth, CVT added its first branch campus in Calhoun, the Gordon County Campus. In 1998, the year that Dr. Craig McDaniel became CVTC's new president, the Polk County Campus was built. In 2000, the name of the

school was changed to Coosa Valley Technical College, as a part of Governor Roy Barnes' Education Reform Package. In 2000, the state approved almost \$14 million dollars in designated funds for expansion of all three CVTC campuses. Then in 2000, CVTC made a commitment to increase its prominent role in the community's economic development efforts by establishing a Business Expansion Center. This facility, located in North Rome, offers businesses of all types the opportunity to start, grow, and ultimately succeed. In just a short amount of time, CVTC became one of the fastest growing technical colleges in the state of Georgia. Through the tremendous growth and expansion of CVTC, there was always one constant as exemplified in President McDaniel's statement as Coosa Valley Technical College celebrated her 40th Anniversary in 2002. "We are a workforce development college, here to help people learn new skills for the workplace and to improve their quality of life.

Coosa Valley Technical College went through many expansions, renovations, and additions throughout the years thanks to the strong support of the members of the General Assembly. In 2002, CVTC acquired more land at its Floyd County Campus, including the Woodlee Center property and the Springwood Center. In 2003, \$2.4 million in improvement renovations were completed on the A, B, C, and D wings of the Floyd County Campus. CVTC completed the construction of a 54,000 square foot Health Occupations Education Center and Library in 2004. With 29 health technology programs housed in the Health Occupations Education Center, CVTC became one of the largest providers of health care occupational training in the state of Georgia. CVTC's Polk County Campus added a new Economic Development Center in 2004. In 2006, Surgical Technology was added to CVTC's program offerings and CVTC's Business Technology programs moved into the newly renovated Springwood Center.

Following an overwhelmingly positive accreditation visit in December 2006, Coosa Valley Technical College became accredited through the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).

CVTC continued to add exciting new programs to meet the needs of the community by adding Environmental Horticulture on the grounds of the Woodlee Center property in 2006, Commercial Truck Driving in 2007 at the Richardson Road Truck Driving Facility in Calhoun, Georgia (Gordon County) and by adding Aviation Maintenance Technology in 2008 at the Aviation Training Center at the Richard B. Russell Regional Airport in Rome, Georgia (Floyd County).

In 2009, at the time of the merger with Northwestern Technical College, Coosa Valley Technical College was working on a Phase III facility addition at Gordon Campus and a Culinary Arts program addition to be located in the Woodlee Center facility. With three campuses in Floyd, Gordon, and Polk counties, other off-campus sites at Richardson Road and Russell Regional Airport, in addition to the Business Expansion Center located in Rome, CVTC's yearly enrollment averaged 10,000 students with 250 supporting faculty and staff. CVTC was offering over 100 programs of study in credit, continuing education, adult education, learning support, and general education classes. A strong indicator that technical education was moving in the right direction was CVTC's growth in numbers. In 2002, Coosa Valley Technical College hit an all time high record enrollment, and current enrollment numbers continued to be steady. Since its beginning, over 100,000 people had enrolled in CVTC. CVTC service helped to explain credit given to the college in April 2007 by Forbes magazine. The article, "Hail Rome," credited Coosa Valley Technical College with playing a major role in helping draw international companies to Rome, Georgia. More and more people are discovering how technical education can help them in their current jobs or prepare them for a better future.

History of Northwestern Technical College

From its beginnings as a one building campus off of Highway 27 in Walker County, Georgia, Northwestern Technical College has changed and grown with the communities of Northwest Georgia over the past five decades. Originally named the Walker County Area Vocational-Technical School, NTC enrolled 150 students in one of eight programs of study.

Like other technical colleges within the Technical College System of Georgia, Northwestern Technical College was founded by an Act of the Georgia General Assembly in 1964. Our goal of offering our businesses trained workers and our neighbors the training to master those professions is the foundation of 45 years of education within the walls of NTC.

When NTC first opened its doors in October of 1966, the college fell under the domain of the Walker County Board of Education. In 1988, NTC left the Walker County Board Of Education system to work within the Technical College System of Georgia; a relationship which is now in its 22nd year.

Now retired and living in Mississippi, NTC's first Director, Dea Pounders, made the mission of the college clear from the very beginning. In the first college catalog in 1966, Mr. Pounders wrote, "The skilled and technical courses at our college are designed to fill the needs of youth and adults and prepare them for a modern world of work. "That statement still holds true in the 21st century as we train today's students for tomorrow's careers.

The first programs at NTC consisted of Appliance Servicing, Auto Mechanics, Business Education, Drafting and Design, Electronic Technology, Heating and Air Conditioning, Machine Shop, Marketing and Management, Radio and Television, and Welding. At the time, these were the programs training NTC students for tomorrow's jobs. Today, there are new programs which are headed into the NTC classrooms to prepare students of all ages for a career opportunity of a lifetime.

In the 1980's, new job demand called for new programs. Among the selections added to the curriculum as we headed into the 80's were Cosmetology, Data Processing, and Practical Nursing. In the 1990's, NTC students saw additions to their educational arsenal such as Computer Programming and Microcomputer Specialist. At the turn of the century, programs such as Surgical Technology, Occupational Therapy Assisting, and Electrical Controls came on board to add to the more than 100 program options currently available at NTC.

In 1988, the Northwestern Technical College Foundation was established to assist the development of Northwestern Technical College as a vital community center and to encourage private contributions to achieve this goal. Through private donations, the NTC Foundation has built and maintains outstanding academic support programs. Among those programs is an annual student scholarship program which gives awards to one deserving student at each of the nine public high schools in the college's four-county service area.

Now, as we head into a venture to make us part of the largest college in Northwest Georgia, programs such as Mechatronics and Cardiovascular Technology will be among more than 200 available at the new Georgia Northwestern Technical College. An educational arena which has a reputation of generating the best and the brightest in some career fields which are currently in high demand, as well as some which haven't even been created yet.

Today's campus lies on nearly seventy acres in Rock Spring, Georgia. The college operates at full capacity on 34 of those acres. The remaining 36 are part of a land purchase made in 2006. The plans for using that land to improve the educational opportunities available at NTC are still in the works.

In 2007, the Technical College System of Georgia formed the TCSG Athletic Association. NTC was one of a several colleges to launch an athletic program on its campus. The first two athletic programs were Men's Basketball and Women's Volleyball. During faculty, staff, and student surveying in 2007, NTC adopted the "Mustangs" as their official mascot of all athletic ventures. Today, our neighbors in Catoosa, Chattooga, Dade, and Walker County serve as the focus of our recruitment efforts at Northwestern Technical College. Students of all ages come from all walks of life to become a college student at NTC. From online, to hybrid, to traditional on-campus classes, we offer you a schedule that meets your needs.

The Commission on Colleges of the Southern Association of Colleges and Schools initially accredited Northwestern Technical College in 1997; then, reaffirming the accreditation in 2002. Serving as a Level I Institution, the 70-acre Northwestern Technical College campus enrolls more than 2,300 students quarterly and will serve as Georgia Northwestern Technical College's Walker Campus, the largest campus at Northwest Georgia's largest college.

At countless student, faculty, and community functions over the years, the goal of Northwestern Technical College was often summed up best by long-time Northwestern Technical College President, Dr. Ray Brooks. "Our admissions director once told me our job at Northwestern is to meet the students where they are and take them where they want to be."

II. Employment

PURPOSE OF HANDBOOK

All employees of Georgia Northwestern Technical College are “at-will” employees. At-will employees may be discharged or may quit for any reason not specifically prohibited by law.

The purpose of this handbook is to provide a guide for personnel policies, programs, and employee benefits.

It is your responsibility as an employee to read this handbook. If you need further clarification, please talk with your supervisor and/or Human Resources.

This handbook of policies and procedures does not constitute an employment contract and should not be interpreted as creating an employment contract.

STATEMENT OF EQUAL OPPORTUNITY

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I- financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Department and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Department and each Technical College shall maintain and publish a grievance procedure for addressing discrimination concerns. See Complaint Resolution Policy <http://www.dtae.org/dtaepolicy/docs/Complaint%20Resolution.htm> These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act and Title I of the Workforce Investment Act of 1998.

All job announcements published by the Department and each Technical College shall reflect at a minimum that it is an equal opportunity employer or "EOE."

Inquiries concerning the administration of this nondiscrimination policy should be addressed to any of the following offices

1. At the Central Office, inquiries should be addressed to the Director of Human Resources or other person designated by the Commissioner.
2. At a Technical College, inquiries should be addressed to the Equity Coordinator or other person designated by the President.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

Recruitment of Underrepresented Employees

The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall take affirmative action to recruit and hire qualified individuals who are members of federally designated minority groups and/or women and who are underrepresented in the workforce of the relevant hiring unit. The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall notify organizations providing employment assistance to racial minority groups, women, and/or persons with disabilities of employment vacancies and shall otherwise notify those organizations of the Department's Equal Opportunity and Affirmative Action policies. Personnel vacancies shall be filled by selecting the best qualified applicant on the basis of merit, whether the applicant is an existing employee or from outside the department.

The Commissioner and the Technical College Presidents and all others responsible for recruiting and hiring shall encourage employees, to refer candidates who are members of underrepresented groups for existing and future job openings.

Training and Promotion

The Commissioner, the Technical College Presidents and all others responsible for recruiting and hiring shall take affirmative action to provide training opportunities for federally-recognized minority groups and women.

Policy Dissemination

To ensure that all citizens of the state as well as all members of the Department and the Technical Colleges communities are aware of our equal opportunity and affirmative action policy, the following communication efforts shall be made:

1. All employment applications used by the Board shall contain a notice informing prospective employees that the Department, including its constituent Technical Colleges, is an equal opportunity/affirmative action employer.
2. Notices shall be posted in public places at the Department's Central Office and in the Technical College buildings, informing applicants for employment and employees that the Department is an equal opportunity/affirmative action employer and advising applicants and employees of their rights to notify an appropriate local, state, or federal agency if they believe they have been the victims of discrimination.
3. When utilizing media for recruitment purposes, help-wanted advertisements and other notices shall always advise that the Department, including its constituent Technical Colleges, is an equal opportunity/affirmative action employer and shall contain no indication, either explicit or implied, of a preference for one class of persons over another except when there is a bona fide occupational requirement that the position be held by a member of a particular gender or class of persons.
4. All applications for program enrollment shall contain a notice informing prospective students that the Board, including its constituent Technical Colleges, is an equal opportunity employer.

References

[Procedure: Acquired Immunodeficiency Syndrome](#)

Adopted: July 7, 1988

Revised: February 3, 1994, January 17, 2001, June 1, 2006 February 1, 2007

Code: 03-01-01; Code: 05-05-01

Approved

Sonya Richards
Director of New Connections to Work and Title IX Coordinator
Building A Room A126a
Georgia Northwestern Technical College
One Maurice Culberson Drive, Rome, GA 30161
706-295-6932 ~ srichards@gntc.edu

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UNLAWFUL HARASSMENT OF STAFF

I. Purpose

- A. It is the policy of the Department of Technical and Adult Education that all employees shall be provided an environment free of unlawful harassment (including sexual harassment) and intimidation.
- B. All employees are expressly prohibited from engaging in any form of harassing behavior or conduct.
- C. Any employee who has engaged in harassing behavior or conduct will be subject to disciplinary action, up to and including dismissal.
- D. All employees are required to report any act of unlawful harassment. Reports of unlawful harassment will be treated in an expeditious and confidential manner.
- E. The Department will not tolerate retaliation for having filed a good faith harassment complaint or for having provided any information in a harassment investigation. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.
- F. Any employee who knowingly makes a false charge of harassment or retaliation, or any employee who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including dismissal.
- G. Employees in a supervisory or managerial capacity are prohibited from knowingly permitting harassing conduct or behavior in assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.
- H. The harassment of a Department employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by a Department employee will not be tolerated.

II. Applicability

This procedure shall uniformly apply to all Department employees and govern behavior during normal work hours, at departmental functions at or away from the primary work site before or after normal work hours, and/or while off duty.

III. Definitions

Compliance Officer: The person designated by the Commissioner to conduct investigations.

Department: All Department of Technical and Adult Education work units, including associated technical colleges.

Employees: Any individual employed in a full or part time capacity in any Department work unit.

Human Resources Director: The person holding the position of Human Resources Director at the TCSG Central Office or that person's designee.

Intimate Parts of the Body: Intimate parts of the body mean the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

Local Investigator: The person at the technical college who is responsible for the investigation of unlawful harassment/retaliation complaints.

Non-Employee: Any third party, (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a Department work unit.

President: The President of the technical college where the accused violator is currently employed.

Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken for the purpose of intimidation that is directed toward an employee because the employee initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.

Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

1. Physical touching
2. Sexual comments of a provocative or suggestive nature
3. Suggestive looks or gestures
4. Jokes, printed material or innuendoes; or
5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors)

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability. Harassment does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:

1. Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability.
2. Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the work place.
3. Offensive e-mail or voice mail message(s), or inappropriate use of the internet (e.g. downloading sexually explicit websites and/or information); and
4. Foul or obscene language.

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

IV. Attachments

- Attachment 1 Commissioner's Statement Prohibiting Unlawful Harassment
- Attachment 2 Employee acknowledgment of prohibition of unlawful harassment
- Attachment 3 Supervisor's acknowledgment of prohibition of unlawful harassment
- <http://www.dtae.org/dtaepolicy/menu.html>
- <https://gnet.gntc.edu/HumanResources/hrindex.cfm>

V. Procedure

A. Policy Administration

1. The Commissioner's Statement Prohibiting Unlawful Harassment should be permanently displayed on official bulletin boards of the Department.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of unlawful harassment and to educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Department's policy regarding harassment.
4. As a condition of employment, all employees (current and future) in a non-supervisory/managerial capacity are required to read and sign the employee acknowledgment of prohibition of harassment statement (Attachment 2), which will become a permanent part of the employee's personnel record.
5. Employees serving in a supervisory/managerial capacity and employees appointed to a position with supervisory/managerial responsibilities are required to read and sign a supervisor's acknowledgment statement (Attachment 3), which will become a permanent part of the employee's personnel record.
6. Any employee, student, contractor or volunteer who has any questions concerning this procedure should direct those questions to the Executive Director, Legal Services at 404-679-1605, Human Resources Director at 404-327-6927, or the Deputy Commissioner at 404-679-1706.

B. Reporting and Management Action

1. All employees are required to report allegations of unlawful harassment/retaliation against themselves or others, or other possible policy violations.
 - Allegations or suspicions of unlawful harassment/retaliation or other possible policy violations may be reported by the complainant within the chain of command, or he/she may bypass the normal chain of command and report an allegation/suspicion directly to the Human Resources Director at 404-327-6927, the Executive Director, Legal Services at 404-679-1605, the Commissioner's Office at 404-679-1601, the Deputy Commissioner's Office at 404-679-1706, or email at UnlawfulHarassment@dtae.org.
 - Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
2. Supervisors who have reason to believe that unlawful harassment and/or retaliation may exist shall immediately inform their President, Assistant Commissioner, or one of the persons listed above in 1(a).
3. Other than reporting the information and discussing it with the investigator, he/she must keep the information confidential unless release is approved, or unless final action has been taken pursuant to this procedure.
4. An affected President or Assistant Commissioner may suspend with pay, temporarily transfer, or reassign personnel involved in order to prevent possible further harassment or to facilitate the investigation. In an emergency situation, a President or Assistant Commissioner or their designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. The affected President or Assistant Commissioner shall report all action of this nature and any subsequent change in status or assignment to the Human Resources Director.
5. Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
6. All reports or allegations of unlawful harassment/retaliation by a central office employee, Vice President or President of a technical college shall be referred to the Executive Director, Legal Services for investigation by the Compliance Officer.
7. Any incident of potentially unlawful harassment/retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.
8. The Compliance Officer/local investigator shall notify the affected Assistant Commissioner or President of the complaint and the pending investigation, unless otherwise directed.

C. Investigations

1. All complaints shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.
2. If a complaint does not specify facts sufficient to support an allegation of unlawful harassment/retaliation or other conduct/behavior prohibited by this policy, the local investigator may determine that the allegations shall not be investigated. This determination will be done with joint approval by the local investigator and the President. In the case of an investigation being performed by the Compliance Officer this shall be done with joint approval of the Human Resources Director and the Executive Director, Legal Services.
3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
4. The local investigator who conducts the investigation will present facts in a written report to their President. In instances of investigations performed by the Compliance Officer, the facts will be presented to the Assistant Commissioner, Human Resources Director and Executive Director, Legal Services.
5. Reports or other investigative materials generated through the application of this policy will be processed and maintained confidentially to the extent permitted by law.

D. Review and Disposition

1. After reviewing the final report, the Assistant Commissioner/President shall make a recommendation as to whether the facts support a finding that unlawful harassment/retaliation or other policy violation has occurred. In matters investigated by the Compliance Officer, the Human Resources Director and the Executive Director, Legal Services will confer and reach a joint finding regarding the existence of unlawful harassment/retaliation or other violation of this policy.
2. If the recommendation does not support a finding of unlawful harassment or unlawful retaliation or other violation of this policy, the matter will be closed.
3. If the recommendation supports a finding of unlawful harassment/retaliation or any other policy violation, appropriate disciplinary action will be recommended and taken.
4. The local investigator/Compliance Officer will provide written notice to the complaining party and subject employee of the completion of the investigation. Notice should be given as soon as is reasonably practical, provided that if disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

VI. Record Retention

- Attachment 1 Georgia Department of Technical and Adult Education Commissioner's Statement Prohibiting Unlawful Harassment
- Attachment 2 Employee Acknowledgment Statement - Retain permanently in the official and local personnel file
- Attachment 3 Supervisor Acknowledgment Statement - Retain permanently in the official and local personnel file

Investigative Files Shall Be Retained for 4 years after the close of the investigation and any adverse action hearings.

Approved: March 9, 2007

Students of Georgia Northwestern Technical College should report any alleged discrimination on the basis of race, color, creed, national or ethnic origin, gender, age, or religion to:

Sonya Richards, Director of New Connections to Work and Title IX Coordinator
Building A Room A126a
Georgia Northwestern Technical College
One Maurice Culberson Drive, Rome, GA 30161
706-295-6932 srichards@gntc.edu

Employees of Georgia Northwestern Technical College should report any alleged discrimination on the basis of race, color, creed, national or ethnic origin, gender, age, or religion to:

Peggy Cordell, Director of Human Resources
Building A Office A113
Georgia Northwestern Technical College
One Maurice Culberson Drive, Rome, GA 30161
706-295-6959 pcordell@gntc.edu

Students of Georgia Northwestern Technical College should report complaints concerning discrimination on the basis of disability to:

Sheila Parker, ADA and Section 504 Coordinator
Building B115 Floyd, Gordon, and Polk County Campuses
Georgia Northwestern Technical College
One Maurice Culberson Drive, Rome, GA 30161
706-295-6517 sparkers@gntc.edu

Michael Walters, ADA and Section 504 Coordinator
Building 200 Room 209 Walker County Campus
Georgia Northwestern Technical College
265 Bicentennial Trail, Rock Spring, GA 30739
706-764-3799 mwalters@gntc.edu

Kevan Watkins, ADA and Section 504 Coordinator
Building 600 Room 622 Whitfield Murray Campus
Georgia Northwestern Technical College
2300 Maddox Chapel Road
706-272-2958 kwatkins@gntc.edu

Employees of Georgia Northwestern Technical College should report complaints concerning discrimination on the basis of disability to:

Peggy Cordell, Director of Human Resources
Building A Office A113
Georgia Northwestern Technical College
One Maurice Culberson Drive, Rome, GA 30161
706-295-6959 pcordell@gntc.edu

PERFORMANCE EVALUATION AND SALARY COMPENSATION

Written performance evaluation for all full-time employees shall generally begin on July 1 and end on June 30 of the following year.

Annual performance-based salary increase if appropriated by legislation shall be awarded after an employee receives a performance evaluation.

Evaluation Period

1. The performance evaluation period begins on July 1 and ends on June 30 of the following year.
2. Employees newly hired by the College during the performance evaluation period are to be evaluated on the date of hire through June 30.
3. Eligible employees hired between April 1 and June 30 for the current evaluation period should receive written recommendation to either grant or deny performance based salary increase from the evaluating supervisor.
4. When employees have transferred to new positions during a performance evaluation period, evaluating supervisors as of June 30 are to complete the evaluations and make the salary increase eligibility determinations. Evaluating supervisors may take into consideration any evaluation completed during the performance evaluation period by previous evaluating supervisors.

Adopted: October 6, 1988

Revised: October 3, 2001

Code: 03-05-01

Approved

EMPLOYMENT OF RELATIVES

It is the position of the Technical College System of Georgia that relatives of current Department employees may only be employed consistent with the provisions of this policy. In turn, the Department will take appropriate measures to avoid any situation in which a family relationship may interfere with the effective and efficient operation of any Department work unit, including its Technical Colleges. Therefore, the continued employment and/or future promotional opportunities of related employees, as well as those of a prospective employee, may be prohibited entirely or limited by these same guidelines. For the purpose of this policy, the term “relatives” includes: spouse; biological or step parent(s); guardian (as defined by law); biological or step grandparent(s); biological, step, or half sister or brother; child/grandchild (including biological, adopted, foster, step child, legal ward, or child for whom an employee stands in loco parentis); aunt/uncle; niece/nephew; first cousin; or, immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law).

General Provisions

1. No individual shall be employed in a Central Office or Technical College Work unit which will result in the existence of a supervisor - subordinate relationship between the individual and any relative of the individual through any line of authority in the work unit. The term, “line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management.
2. Relatives will not be employed or placed in a work environment in which fiscal checks or balances are among the assigned duties and responsibilities of the positions involved.
3. Relatives will not be placed in a working relationship in which the nature of the assigned duties and responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or a possible conflict of interest.
4. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any Department position.

Policy Enforcement

The Deputy Commissioner, the Assistant Commissioners and College Presidents in consultation with the Department’s Director of the Office of Human Resources are fully responsible for ensuring that the provisions of this policy are not violated.

Adopted: July 1, 1986; Revised: December 7, 1995; August 21, 2001; August 4, 2005
Code: 03-01-04

ETHICAL RESPONSIBILITIES

All board members and employees are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This includes all aspects of their dealings with businesses, the local communities, and other governmental agencies.

All board members and employees are expected to, at a minimum, conform their behavior to the standards set forth in the Code of Ethics for Government Services, the Ethics in Government Act and the criminal laws contained in Article 1, Chapter 10 of Title 16, Abuse of Government Office. <http://www.lexis-nexis.com/hottopics/gacode/default.asp>

All board members and employees shall follow the relevant guidelines established by the State Personnel Board <http://www.spa.ga.gov> and O.C.G.A. §45-10-20 et seq. Any employee of a Technical College that accepts federal research dollars shall also be subject to relevant federal conflict of interest regulations, 45 CFR 602 and 45 CFR 94.

Board Member Conflicts, Attorney General Opinion 2004-7
Code of Ethics for Government Service, O.C.G.A. §45-10-1 et seq.
Conflicts of Interest, O.C.G.A. § 45-10-20 et seq.
Abuse of Government Office, O.C.G.A. §16-10-1 et seq.
Ethics in Government Act, O.C.G.A. §21-5-1 et seq.
45 CFR 602
45 CFR 94

POLITICAL ACTIVITIES, ELECTION CAMPAIGNS

1. Policy

The Technical College System of Georgia (TCSG) and its associated technical colleges shall comply with all applicable federal and state laws, rules, and regulations as they pertain to the ability of state employees to participate in the political process. This procedure outlines the activities that are specifically prohibited by State Personnel Board Rules and also addresses those instances in which a state employee may pursue (i.e., offer for) and hold certain elective or appointive offices. All TCSG employees, regardless of their classified or unclassified status, are subject to these Rules and are, therefore, covered by the provisions of this procedure.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

N/A

IV. Attachments

A. [Political Activity Request Form](#)

V. Procedures

A. General Provisions

1. No applicant or employee will be subject to an adverse employment action on the basis of any voluntary disclosure of his/her political opinions or affiliation(s). NOTE: the selectee for any TCSG position will be required, as a condition of employment, to complete a State Security Questionnaire and Loyalty Oath which is designed to establish that the individual has no affiliation with any organization that has as one of its objectives the overthrow of the government of the United States or the State of Georgia.
2. No applicant for employment or any current employee participating in a selection process may be asked a question that is designed to elicit information as to his/her political, social or religious opinions or affiliation.
3. Any applicant (to include a current TCSG employee) for a System Office or technical college position who uses or attempts to use any coercive political pressure to secure an advantage in a selection process will be disqualified from further consideration and shall not be eligible for appointment or promotion. Additionally, any current TCSG employee who engages in these actions will be subject to disciplinary action up to and including separation from employment.
4. All TCSG employees should familiarize themselves with the provisions of this policy and are personally responsible for determining if they are eligible to pursue, accept, and/or hold an appointment to a public office, political party office, or an office with a political organization.
5. Unless certain that there are no legal or policy prohibitions to pursuing or holding elective or appointive office, an employee should seek the advice of the System Office's General Counsel or Director, Office of Human Resources, or a technical college's Human Resources Director/Coordinator before accepting an appointment to or taking action to further his/her personal candidacy for a public office, political party office, or an office of a political organization.
6. An employee whose principal employment is in connection with an activity financed in whole or in part by loans or grants made by the United States or a federal agency is covered by the Federal Hatch Political Activities Act (5-U.S.C.A. 1501-1508) and may not:
 - a. Use his/her official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office;
 - b. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or,
 - c. Be a candidate for public elective office in a partisan election (which may include some part-time offices of local subdivisions of the State).

7. Any employee who engages in prohibited political activity will be subject to disciplinary action up to and including separation from employment.

B. Offering for and Holding Elective or Appointive Office

1. Excluding the Commissioner, any TCSG employee may offer for and hold any elective or appointive office of a political subdivision of the state, political party, or political organization provided the office is not full-time, does not conflict with the performance of the employee's official duties, and is not otherwise prohibited by law.

2. An employee seeking to hold an elective or appointive office must submit a Political Activity Request Form (Attachment A) and obtain the approval of the Commissioner or his/her technical college president or their designee before accepting a political appointment or seeking election to a public office, political party office, or an office of a political organization.

Note: A Political Activity Request should not be denied without the decision maker first discussing the Request with the TCSG General Counsel; any denial will be issued without regard to age, race, color, sex, religion, national origin, disability, veteran status, genetic information, or political affiliation.

3. An employee must resign from employment or he/she will be removed (i.e., separated) from employment if he/she becomes a candidate for any:

- a. Full-time elective office of a political subdivision of this state or any other state;
- b. Full-time elective state office of a political party or political organization;
- c. Elective state office of this state or any other state; or,
- d. Elective civil office of the federal government.

4. An employee will be considered a candidate for public office when he/she personally engages in any political meetings, canvassing, and solicitation of votes, solicitation of campaign funds, or any activity that may reasonably be construed as offering a personal candidacy for office to include payment of his/her qualifying/filing fee.

C. Prohibited Political Activities

Employees are prohibited from engaging in the following political activities:

1. Employees may not hold office or be employed in the legislative or judicial branches of the State of Georgia.

Note: it is permissible for an employee to request an unpaid leave of absence to serve temporarily as an employee of the legislative branch while the General Assembly is in session and during any authorized "stay-over" period. Any such request must be approved, in advance, by the Commissioner or technical college president or his/her designee.

2. Participating in any form of political activity during work hours or while in the TCSG System Office or on any technical college campus including any satellite campus or off-site work location.

3. Soliciting other TCSG System Office or technical college employees for any political purpose at any time while in the TCSG System Office or on any technical college campus including any satellite campus or off-site work location.

4. Retaliating against any employee for engaging in permissible political activity.

5. Holding or being a candidate for any political office except as provided in Paragraph V.B.1.

6. Directing, managing, controlling, or participating in a political campaign for state office or for (any) office in the county of the employee's employing work unit, except for the employee's own campaign as outlined in Paragraph V.B.1.

7. Serving as a watcher, challenger, or partisan worker in any election.

8. Seeking, using, or attempting to use any coercive political pressure to secure for themselves or any other person an appointment, promotion, salary increase, or any other employment advantage.

9. Using or promising to use, directly or indirectly, any official authority to influence the political action/decision(s) of any other person, or to affect the results of a nomination, campaign or election to any public office, political party office, or an office of a political organization.

10. Circulating a recall petition.

11. Transporting any political campaign literature or matter, engaging in soliciting votes, or transporting any person or persons soliciting votes in any primary or general election while traveling in a vehicle upon which the state is paying transportation mileage.

VI. Records Retention

A completed Political Activity Request Form shall be maintained in an employee's official personnel file with all other employment-related documents.

Reference

[State Personnel Board Rule 3.500 and 3.600](#)

Approved September 15, 2010

Revise and Re-title to: Political Activity

Draft September 1, 2010

CONSENSUAL RELATIONSHIPS

I. Policy

The Technical College System of Georgia (TCSG) is committed to maintaining learning and work environments in its System Office and technical colleges that are as free as possible from conflicts of interests and favoritism.

In situations in which an employee uses his/her position of authority to persuade another employee or a student to enter into a non-consensual relationship, the harm to that person (i.e., the subordinate party) and to the TCSG is clear. Behavior of this nature can also subject both the TCSG and the employee (i.e., superior party) to the risk of liability. Any complaint initiated in response to such actions will be investigated in conjunction with the TCSG Procedure governing Unlawful Harassment or Student Unlawful Harassment.

Even in those instances in which the relationship is consensual, there is significant potential for harm when there is a power difference between the involved parties, e.g., supervisor and subordinate, faculty member and student, academic advisor and advisee, etc. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power or position.

A supervisor's consensual relationship with a subordinate or a faculty member's consensual relationship with his/her student is likely to interfere with the supervisor's/faculty member's ability to act and make decisions fairly and objectively, without favoritism. Even if the supervisor/faculty member is able to avoid bias in these actions, others in the workplace or learning environment are likely to see themselves as being less favored and, therefore, disadvantaged by the relationship. In particular, voluntary consent by a student or an employee (in such a relationship) is difficult to determine with any degree of certainty given the fundamental power differential in the relationship. As such, these relationships may be less consensual than the individual whose position confers power believes and, as such, the faculty or staff member bears a special burden of accountability in any such involvement.

Additionally, consensual relationships may provide the basis for complaints by others outside the relationship when the relationship in question appears to give undue access or advantage to the participating student or subordinate staff member and/or, which may restrict opportunities or create a hostile or unacceptable work or academic environment for others outside the relationship.

For these reasons, the TCSG expressly prohibits consensual relationships between: a faculty or staff member and any student that he/she instructs, advises, supervises, or evaluates; a supervisor and any employee he/she directly or indirectly supervises/manages within all work units (s) under his/her span of control (i.e., line of authority); or, any technical college employee and a dually-enrolled high school student.

By establishing these policy parameters, the TCSG hopes to avoid the types of problems/situations referenced above and to insulate students and employees from the potential consequences of an inappropriate subordinate/superior party relationship. Further, the TCSG hopes to ensure that all members of the TCSG community are treated with dignity and respect without regard to factors that are not relevant to that person's assigned duties and responsibilities and work performance or, a student's academic achievement.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Advise: A collaborative process designed to assist students in clarifying career objectives and, through the development of and progress through an educational plan (i.e., an academic program of study), better equip them to be a successful student and meet career and academic objectives. Advising incorporates appropriate guidance on course selections, review of academic progress, and referral to college resources and technologies that are available to students.

Conflict of Interest: In the context of this policy, a conflict of interest or an appearance of a conflict of interest is created when an individual evaluates, supervises, or has decision making power/authority affecting another individual (i.e., a fellow employee, student, or student employee) with whom he/she has an intimate, romantic, and/or sexual relationship. Relationships of this nature, even if consensual, may be viewed as exploitative or coercive and may negatively impact the integrity of the work or learning environment.

Consensual Relationship: Involvement in a mutually acceptable (i.e., consenting) romantic, dating, and/or sexual relationship.

Employee: Anyone employed by the Technical College System of Georgia in a full-time or part-time capacity.

Evaluation: In the context of a faculty/student relationship, to assess, determine, or influence a student's academic performance, progress or potential. In the context of employment, includes, but not limited to, activities associated with establishing performance expectations as well as coaching and assessing or participating in the assessment of a subordinate's performance.

Faculty: Any employee directly responsible for academic instruction to include evaluating and advising students, or who may otherwise directly or indirectly influence a student's academic progress, performance or entitlement or eligibility for any associated academic opportunity.

Immediate Supervisor: A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

Line of Authority: Authority extending vertically through one or more organizational levels of supervision or management.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

Student: Anyone enrolled in a full- or part-time capacity in any academic program offered by a technical college associated with the Technical College System of Georgia including adult education programs.

Supervisor: Any employee who oversees, directs, and/or evaluates or participates in the evaluation of the work of others. The term encompasses employees in a management or administrative role in the System Office or a technical college possessing responsibility for directing the activities of one or more work units.

IV. Attachments

N/A

V. Procedures

A. General Provisions: Employment Relationships

1. No TCSG employee may engage in a consensual relationship with an employee he/she directly or indirectly supervises. This prohibition extends through all lines of authority and all work unit(s) under the supervisory employee's span of control.
2. No TCSG employee serving in a supervisory capacity may participate in any decision impacting another System Office/technical college employee's rate of pay, performance evaluation, promotional opportunities, or other employment action if he/she has had a consensual relationship with the employee as defined by policy.
3. All employees should be aware that entering into a consensual relationship with his/her supervisor is contrary to TCSG policy.
4. In the event that a prohibited consensual relationship exists at the time this policy is enacted, the supervisory employee must disclose the relationship to his/her immediate supervisor or reviewing manager and cooperate in developing arrangements to address the conflict of interest.

5. An immediate supervisor or reviewing manager who is notified or becomes aware of a consensual relationship involving his/her employees shall take immediate measures to eliminate the conflict of interest or the appearance of a conflict of interest.
6. An employee in a position of authority who enters into or continues a consensual relationship with a subordinate without reporting it or who fails to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety will be subject to disciplinary action up to and including separation from employment.
7. In the event that a complaint of harassment or sexual harassment is brought by the subordinate party regarding an unreported relationship, there will be no presumption that the relationship was consensual in nature.

B. General Provisions: Faculty/Staff Member-Student Relationships

1. No faculty or staff member may engage in a consensual relationship with any student that he/she instructs or advises (i.e., formal academic advisement) or, supervises or evaluates in any manner or capacity.
2. Students, faculty and staff members should be aware that entering into a consensual relationship is contrary to TCSG policy and limits the faculty or staff member's ability to teach and appropriately mentor, direct the work of, and/or employ the student in a part-time capacity.
3. If a prohibited consensual relationship exists at the time this policy revision is enacted, the relationship must cease. This may involve the student transferring to another course offering or withdrawing from a course taught by the faculty member in question, initiating a change in the student's primary academic advisor, etc. In such instances, it may be necessary for the faculty/staff member to disclose the relationship to his/her immediate supervisor or reviewing manager and seek their assistance in remedying the conflict of interest. The good faith reporting of a consensual relationship in conjunction with the implementation of the revised policy will not, in and of itself, constitute a policy violation.

NOTE: Any subsequent complaint generated by a student that the relationship was non-consensual will be investigated under the provisions of the Student Unlawful Harassment Procedure. Further there will be no presumption that the relationship was consensual in nature.

4. No faculty member should accept authority for/over a student with whom he/she has had a prior consensual relationship to include: permitting the student to enroll in his/her class; supervising the student as a work study, lab assistant, etc.; participating in decisions pertaining to a student's grades, academic honors, degree/diploma/certificate, etc.; or, discussions centered on possible disciplinary action.
5. A faculty or staff member who enters into or continues a prohibited consensual relationship with a student after the effective date of this policy revision will be subject to disciplinary action up to and including separation from employment.

C. General Provisions: Consensual Relationships Outside an Official Supervisory or Evaluative Context

1. Those consensual relationships between faculty and/or staff members and/or students occurring outside of an official supervisory or evaluative context prohibited by policy may also be problematic for one or both parties as well as the System Office or technical college. When participating employees or an employee and a student are in the same general academic area or work unit or closely aligned work units, a relationship that the involved parties may view as consensual may, nonetheless, give the appearance of a conflict of interest by negatively impacting the integrity of the work or learning environment. Such relationships may also appear to others to be potentially exploitative or coercive; therefore, extreme care should be taken by both parties in the relationship to reduce these likelihoods.
2. In these situations, the faculty or staff member should always remove themselves from involvement in any employment or academic-related decision that may reward or penalize the employee or student.

Revise and Re-title to: Consensual Relationship

Draft - September 1, 2010,

Approved - September 15, 2010

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EMPLOYEE GRIEVANCE

I. Policy and Purpose

The Technical College System of Georgia (“TCSG”) is committed to the fair and equitable treatment of all of its employees. The purpose of this procedure is to provide non-classified employees with a uniform process for the resolution of employment concerns not addressed by the Positive Discipline Policy or the Unlawful Harassment Procedure.

This procedure does not alter the at-will employment relationship and is not available to any employee who has received notice of a pending disciplinary action or has sought relief through any other administrative or judicial forum.

Employees may file a complaint without fear of reprisal. Any individual who supplies false or misleading information in conjunction with a complaint or anyone who attempts to harass, intimidate, or retaliate against an employee for filing a complaint or for providing information in connection with a complaint filed under this procedure will be subject to disciplinary action consistent with the provisions of the Positive Discipline Policy.

Employees in the Classified Service must submit a complaint pursuant to the State Personnel Board Rule governing Employee Grievances. <http://www.dtae.org/dtaepolicy/menu.html>

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Related Authority

Policies: III. A. Statement of Equal Opportunity
III. T. Positive Discipline
Procedures: III. A. 1. Unlawful Harassment of Staff
State of Georgia Procedure for Classified Employee Grievances

IV. Definitions

Business day: Any day of the week when the administrative offices of a Technical College or the System Office are open.

Complaint Coordinator: The individual at the employee’s work site who is designated by the President or Commissioner (or his/her designee) to receive and evaluate employee complaints covered by this procedure.

Exception: If the subject of a complaint is the President of the Technical College where the employee works, the Complaint Coordinator shall be the System Office’s Director of Human Resources.

Immediate Supervisor: An individual charged with developing performance plans and managing and assessing the performance of employee(s) in those work unit(s) under his/her span of control.

Receipt: The date and time at which a document is delivered to the addressee by mail, facsimile or personal delivery.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower-level supervisor(s) in his/her direct line of supervision.

Reviewing Official: For an employee working in a technical college, the Reviewing Official shall be the College President. In the System Office, the Reviewing Official shall be the Deputy Commissioner or, as applicable, an Assistant Commissioner.

Note: If the subject of the complaint is a Technical College President, the Reviewing Official shall be the System Office’s General Counsel or other attorney in the Office of Legal Services.

V. Attachments

A. Complaint Form

VI. Procedure

A. Subject Matter of Employee Complaints

1. This procedure **MAY** be used when an employee's complaint relates to:
 - a. An erroneous, arbitrary, or capricious interpretation or application of a State Board of Technical and Adult Education policy and procedure or a Technical College operating policy or procedure.
 - b. Unsafe or unhealthy working conditions.
 - c. Retaliation for filing a grievance or participating in the grievance process or for exercising any right provided for in a State Board or Technical College policy or procedure.

2. This procedure **MAY NOT** be used when an employee's complaint relates to:

- a. Allegations of illegal harassment or discrimination, including race, color, national origin, sex, age, disability, religious or political affiliation.

Note: The employee may, instead, file an unlawful harassment or discrimination complaint pursuant to the Unlawful Harassment Procedure (III. A. 1.).

- b. A supervisor or manager's decision concerning the affected employee's attendance, work performance or workplace conduct.

Note: If an employee receives a formal disciplinary action pursuant to the Positive Discipline Policy (III.T.), the employee shall be provided a right of review in response to the delivery of a Reminder 2, a day of Decision Making Leave, or if recommended for dismissal.

- c. Contract non-renewals.
- d. Temporary work assignments.
- e. Budgetary matters or organizational structure.
- f. The selection or non-selection of an employee for a position, unless the selection violates a written policy or procedure.
- g. Termination, demotion, reassignment, furlough, salary reduction, change in time status, or any other action that may result from a reduction in force.

B. Procedures

1. Informal Resolution of Complaint: Employees are encouraged to discuss their employment concerns with their supervisor or manager prior to submitting a formal complaint. If the employee's concern relates to his/her immediate supervisor, the employee may discuss his/her concerns with his/her reviewing manager, or others in the employee's chain of command. If the employee's concern cannot be resolved informally, the employee may submit a formal written complaint.

2. Formal Complaint Procedure

- a. The employee must submit a written complaint on the Standard Complaint Form (Attachment A).
- b. The complaint must be submitted to the person at the employee's work location who has been designated as the Complaint Coordinator. The Coordinator will record the date and time when the complaint is received, and will maintain a chronological log of all such complaints.
- c. When the subject of an employee's complaint is a college President, the employee must submit his/her complaint directly to the Director of Human Resources at the System Office. On all such occasions, the Director shall be designated as the Complaint Coordinator.
- d. The complaint must be submitted in writing within **ten (10)** business days after the occurrence of the subject of the complaint, or within **ten (10)** business days after the employee becomes aware of the problem.
- e. The employee shall not be permitted to submit any complaint pursuant to this procedure that occurred more than **ten (10)** business days earlier or about which the employee had knowledge for more than **ten (10)** business days.
- f. The complaint must contain the following information:
 - i. *an explanation of the employee's specific concern*
 - ii. *a description of how the employee's employment has been affected*
 - iii. *the time, date and place when the event occurred*
 - iv. *the identity of any witnesses with knowledge about the event*
 - v. *the policy or procedure that has been violated, if any, and*
 - vi. *a description of the relief that the employee is seeking*

- The Complaint Coordinator shall respond to the employee’s complaint within **ten (10)** business days of the date after the employee’s complaint is submitted. The response shall indicate one of the following:
 - i. *that the subject matter of the complaint is not appropriate for resolution under this procedure. In this instance, the Coordinator shall explain the specific reasons for this determination*
 - ii. *that the complaint is beyond the **ten (10)** business day time limit*
 - iii. *that the employee’s complaint will be investigated pursuant to the procedure governing complaints of illegal discrimination or harassment; or*
 - iv. *that the subject matter of the complaint is appropriate for resolution under this procedure*
- If the Complaint Coordinator determines that the employee’s complaint is not appropriate for resolution under this procedure, the employee may request that decision be reviewed by the President of the technical college where the employee works or by the Commissioner if the employee works in the System Office. Any such request should be made in writing and within five (5) business days after receiving the Complaint Coordinator’s determination. The President or Commissioner decision shall be final and not subject to further review.

C. Procedure for Resolution of Formal Complaints

Step 1

- a. The Complaint Coordinator shall interview the complainant and the person or persons about whom the employee has complained within **five (5)** business days of receiving the complaint.
- b. The Coordinator may also conduct an additional fact-finding investigation after the conclusion of the interviews.
- c. The Coordinator shall issue a written recommendation as to the appropriate resolution of the complaint within **five (5)** business days after the activities in 1. A. and 1. B. have concluded. The recommendation shall be forwarded to the complainant and to the subject(s) of the complaint. All materials/documents associated with the complaint shall be maintained in the college or System Office of Human Resources.

Step 2

- a. If the complaint is not satisfactorily resolved in Step 1, the complainant may initiate a written appeal of the Complaint Coordinator’s recommendation to the designated Reviewing Official. This must be accomplished within **five (5)** business days after receiving notification of the decision.
- b. If the employee works in a technical college, the Reviewing Official shall be the President of that college. If the employee works in the Central Office, the Reviewing Official shall be the Deputy Commissioner or his/her designee.

Note: If the complainant is dissatisfied with the resolution of a complaint pertaining to a college President, the complainant may submit an appeal to the Director of Human Resources in the System Office.

- c. The Reviewing Official may engage in additional investigation by interviewing witnesses and/or considering additional documentation that may be submitted by the affected parties.
- d. The Reviewing Official shall render a written recommendation to the Commissioner no later than ten (10) business days after receiving the complainant’s appeal and shall also provide all parties and with a copy of the recommendation. The recommendation shall include findings of fact and conclusions sufficient for the Commissioner to render a final decision on the merits of the complaint.
- e. The Commissioner shall render a written decision on the merits of the employee’s complaint within a reasonable time period not to exceed **thirty (30)** business days.
- f. The Commissioner’s decision shall be final and shall not be subject to further review.

D. Other General Considerations

- a. The investigation and resolution of employee complaints which are submitted pursuant to this procedure shall be confidential to the extent possible. Information concerning the nature, scope and resolution of any such complaint shall be made available to persons other than the complaining employee only on a “need to know” basis absent an Open Records Act request.
- b. A non-employee representative may not participate in the process outlined above.

- c. If the employee submits more than one complaint, those complaints may be consolidated and resolved at the same time. If multiple employees file complaints that are substantially similar, all such complaints may be consolidated into one proceeding.
- d. Employees may obtain further information concerning the requirements of this procedure by contacting the Central Office Human Resources Department or Legal Services, or the Office of the President, Vice President or Human Resources office at their college.
- e. A copy of the Complaint Procedure and accompanying Complaint Form shall be made available to all employees electronically upon request; in the college or System Office of Human Resources; or, through other means as determined by the college or System Office.

VII. Retention Schedule

All materials/documents relating to an employee grievance shall be destroyed two years after the matter is concluded.

Revised: July 10, 2009

DRUG FREE WORKPLACE

The federal Drug Free Workplace Act of 1988 was enacted to ensure that work done under federal contracts or grants is performed in a drug free work environment. In addition to prohibiting all employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, the State Board prohibits all employees from engaging in such illegal activity at all times and all places. Such activity, even during non-working hours, clearly affects an employee's ability to perform public duties.

No employee may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity shall be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violations occurred at the workplace or elsewhere, the employee or others must notify the Commissioner or President in writing of each conviction within **5 days** of the conviction. All employees shall be advised of this policy.

Actions upon Conviction

Any employee who is found guilty of a violation any criminal drug statute for actions occurring in the workplace shall no later than **5 days** after such conviction notify their supervisor who shall notify the President or the Commissioner. The Department shall notify the appropriate federal funding agency within **10 days** after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of conviction.

Within **30 days** of notification of conviction, the Department shall with respect to any employee so convicted:

1. Take appropriate personnel action against such employee up to and including termination.
2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. See [Georgia's Drug-Free Public Work Force Act of 1990](#).

The Commissioner in conjunction with the Presidents shall maintain a drug free awareness program that shall inform employees of the following:

1. The dangers of drug abuse in the workplace and elsewhere.
2. Any available drug counseling, rehabilitation, and employee assistance programs.
3. Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

Reference

[41 U.S.C. §701](#)

[Georgia's Drug-Free Public Work Force Act \(link to 45-23-1 through 45-23-9\)](#)

Adopted: August 3, 1989; Revised May, 2003 to add Georgia Statute Reference.

Code: 03-01-07

Approved

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TOBACCO FREE WORKPLACE

New Policy Effective August 1, 2011

In the interest of better promoting the health of our staff and students, Georgia Northwestern Technical College (GNTC) campuses will transition to a tobacco-free environment. Smoking and use of other tobacco products (e.g., smokeless tobacco) will not be permitted on any college campus to include, but not limited to, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.

Smoking or the use of any type of tobacco product is only permitted within private vehicles parked/ driven on designated college parking areas and roads. Persons using tobacco while in private vehicles must dispose of the tobacco prior to exiting the vehicle.

Monitoring of this policy shall be the responsibility of the security personnel, faculty, and staff. Those students, faculty, or staff found violating this policy will be governed by the following:

First Offense

Warning

Second Offense

Referral by the security personnel, faculty, or staff to the supervisor of the area in which the offense occurs.

Additional Offenses

Students

Referral by the supervisor of the area to the Student Disciplinary Officer for further action based on the Student Code of Conduct and treated as other disciplinary issues per the policies outlined in the GNTC Catalog and/or the Student Handbook and Planner.

Faculty and/or Staff

Referral made by the supervisor of the area to the offender's supervisor. Further action based on the Positive Discipline process and treated as other disciplinary issues per the policies outlined in the GNTC Employee Handbook.

It is anticipated that all members of the college community will assist in ensuring the success of GNTC's tobacco-free policy.

DEFENSE AND INDEMNIFICATION

In accordance with O.C.G.A. § 45-9-1 and O.C.G.A. § 45-9-4, any department or Technical College employee, including any member of the State Board or a local board, who is exposed to personal liability for damages arising out of the performance of their duties or in any way connected therewith shall be indemnified against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement.

In order to qualify for defense and indemnification, the board member, officer or employee shall promptly advise the Commissioner in writing upon being served with any summons, complaint, process, notice, demand or pleading. Such notice shall include the date the employee was served and the method of such service. If employee or former employee fails to cooperate completely with the defense of any such matter, then the employee or former employee shall forfeit any right to indemnification.

When approved by the Attorney General, the Department shall provide for the reimbursement to an officer, official or employee for reasonable legal fees and other expenses incurred in the successful defense of a criminal action arising out of the performance of his or her official duties.

When approved by the Attorney General, the Department shall provide for the reimbursement to an officer, official or employee who is required to maintain a professional license for reasonable legal fees and other expenses incurred in the successful defense of a charge arising out of the performance of his or her official duties in proceedings before a professional licensing board, disciplinary board or commission.

The Board reserves the right to provide legal counsel for the benefit of any officer, official or employee, current or former, and to negotiate, settle or otherwise manage the defense of any action, suit, or proceeding on the employee's behalf.

The Board authorizes the commissioner of administrative services to provide for the liability insurance coverage or contracts of indemnification for the Department and Technical College officers, officials and employees as provided by [O.C.G.A. § 45-9-4\(a\)](#).

References

[O.C.G.A. § 45-9-1](#)

[O.C.G.A. § 45-9-4](#)

[Procedure: Defense and Indemnification](#)

Created: July 23, 2001

Approved

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NORMAL WORKING SCHEDULE

All full-time employees will be scheduled to work the designated full time hours of their position per week exclusive of time off for meals.

Violations, such as habitual tardiness, shall be considered cause for disciplinary action. The regular work day for each campus is listed below. The vice president of your division is authorized to vary work schedules of employees for the efficient operation of the college. The college must be adequately staffed during normal duty hours.

Floyd County Campus

Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Gordon County Campus

Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Polk County Campus

Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Walker County Campus

Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

Whitfield Murray Campus

Hours of Operation
Monday - Friday
7:45 am - 4:15 pm

<http://www.gntc.edu/about/campuses/index.php>

INSTRUCTIONAL STAFF WORK ASSIGNMENTS

All full-time instructors shall work a minimum of 40 hours each week (i.e., each established 7-day work period). The minimum working hour's requirement includes authorized time-off for approved leave as well as designated State holidays. Meal periods are unpaid and shall not be considered "hours worked" for the purpose of meeting this obligation.

Instructors may be required to work additional hours, as necessary, to meet college objectives or needs of students, without further compensation.

A full-time instructor's optimal teaching assignment will include 25 instructional hours (i.e., direct student contact instructional hours) supplemented by indirect instructional support activities each work week as required and shall be assigned by the President or his/her designee.

Direct student contact instructional activities are defined as those in a traditional or non-traditional classroom, laboratory, or clinical setting.

Authorized indirect instructional activities may include such activities as: student advisement; class preparation; evaluation of instructional-related project(s) or assignment(s); supervising program(s); registration; job development and placement activities; recruitment; professional growth and development; consultation with industrial and community representatives; maintenance of instructional equipment; curriculum design, development, and/or revision; accreditation activities; instructional committee activities, advisory committee meetings; recordkeeping; student-related activities; and, any other authorized instructional or college-related activity, such as graduation.

Adopted: September 1, 1988; Revised: April 2003 (academic hour language added); October 2005;

Revised: January 31, 2007

Code: 03-06-12

Approved

DRESS CODE

Employees of Georgia Northwestern Technical College (GNTC) serve as representatives of the college as well as role models for students. For this reason, employees shall refrain from wearing clothing that detracts from the College's mission and public image and should always present themselves in a neat and appropriate manner.

In general, Georgia Northwestern Technical College employees shall dress in an appropriate manner and maintain personal grooming standards that are acceptable in a typical business environment. Blue jean pants are not acceptable business attire.

All full- and part-time employees shall maintain a professional appearance and wear attire appropriate for their occupation. It is understood, however, that some programs and departments perform work activities that require more casual and/or durable clothing and, therefore, may be exempt from the business dress requirement. These determinations will be made by the appropriate Vice President in consultation with the affected supervisor(s)/manager(s) and the Director of Human Resources.

At the discretion of the President, GNTC may, on certain days, allow employees to dress in a more casual fashion than is normally required.

Supervisors and managers are responsible for ensuring their employees follow these guidelines. Requested exceptions to these guidelines based on medical or religious reasons and/or questions pertaining to acceptable attire should be directed to the Director of Human Resources.

Effective: February 1, 2011

NAME BADGE

Human Resources will furnish each employee a magnetic name badge. The Name Badge/Parking Permit Request Form is located at GNET <https://gnet.gntc.edu/HumanResources/hrindex.cfm> Contact Human Resources humanresources@gntc.edu if you have any questions.

FAMILY MEMBER/VISITORS

Employees may not bring or permit family members or visitors to be present at their workstation other than a brief, informal visit.

FACULTY/STAFF PARKING

All full time and part time faculty/staff will be issued a parking permit by Human Resources. Reserved faculty/staff parking spaces are marked. The Name Badge/Parking Permit Request Form is located at GNET <https://gnet.gntc.edu/HumanResources/hrindex.cfm> Contact Human Resources at humanresources@gntc.edu if you have any questions.

Parking Permit should be clearly visible at all times while on campus. Upon ending your employment with GNTC, please return parking permit to Human Resources.

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NEW EMPLOYEE TRAINING

The following is a brief overview of new employee training. Training material with complete instructions is included in the payroll forms packet upon hire.

ETHICS IN ACTION TRAINING

The training “Ethics in Action”, is a baseline program that will enhance the ability of all Technical College Systems of Georgia (TCSG) employees to make ethical decisions and maintain the high standards of conduct required of state employees, regardless of work location, job position, or future career changes with TCSG and state government. **This training is required for all new hire full-time and part-time employees.** <http://eserver.dtae.org>

HAZARD MATERIAL TRAINING

Georgia Northwestern Technical College is required to have Hazard Material Training for all full-time and part-time employees. This web-based training is for the education of hazardous chemicals used on your job or in your work area. A copy of the Right to Know about the Hazardous Chemicals is located at <https://gnet.gntc.edu/HumanResources/hrindex.cfm> under Workplace Safety Certifications. **This training is required for all new hire full-time and part-time employees.**

ONLINE FULL TIME FACULTY ORIENTATION (Credit Classes Only)

Each new faculty member at Georgia Northwestern Technical College must complete the online faculty orientation. Instructions located at <https://gnet.gntc.edu/HumanResources/hrindex.cfm> along with GNTC Faculty Manual and GNTC Credentials Procedures Manual. For assistance with Angel LMS, the quick start guide can be found at www.gntc.edu under online learning. Please log into the faculty orientation at <http://gntc.angellearning.com>

ON LINE ADJUNCT FACULTY ORIENTATION (Credit Classes Only)

Each new adjunct faculty member at Georgia Northwestern Technical College must complete the online adjunct faculty orientation. Instructions located at <https://gnet.gntc.edu/HumanResources/hrindex.cfm> along with GNTC Adjunct Faculty Manual and GNTC Credentials Procedures Manual. For assistance with Angel LMS, the quick start guide can be found at www.gntc.edu under online learning. Please log into the adjunct faculty orientation at <http://gntc.angellearning.com>

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GNTC COMPUTER USE GUIDELINES

GNTC Technology Services Handbook
<http://www.gntc.edu/technology/index.php>

GNTC Acceptable Computer Usage Guidelines
<http://www.gntc.edu/pdfs/technology/ComputerUseGuidelines.pdf>

TCSG Acceptable Computer and Internet Use
<http://www.dtae.org/dtaepolicy/docs/Computer%20Use%20and%20Access%20to%20the%20Internet.htm>

Georgia Technology Authority Security Policies and Standards
http://gta.georgia.gov/00/channel_title/0,2094,1070969_125406157,00.html

The Official Code of Georgia Annotated, O.C.G.A. §50-25-4(a) (21), related to security policies, standards and guidelines is broader than the general statutory authority granted GTA with respect to technology policies. It authorizes GTA to establish statewide security policies and standards that are binding on all agencies. The GTA Board of Directors has implemented security policies pursuant to state statute through the Enterprise Information Security Charter, PS-08-005.01.

- Management
- Operations
- Technical

TRAVEL REGULATIONS

The State Accounting Office and the Office of Planning and Budget are responsible for establishing Statewide Travel Regulations. This responsibility was assigned to these organizations through House Bill 293, which was passed into law during the 2005 legislative session (codified as O.C.G.A. 50-5B-5).

These Regulations are designed to:

- Promote economy and efficiency in State government, and
- Treat employees fairly and equitably

The Statewide Travel Regulations are intended to provide organizations with guidelines relating to acceptable limits for expenses incurred for in-state and out-of-state travel. All agencies are required to follow the minimum guidelines outlined in the Statewide Travel Regulations.

Click the link below for a current copy of the Statewide Travel Regulations Manual.

http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_138756283,00.html

Georgia Northwestern Technical College Supplemental Travel Policies 10/28/2010

Part-Time Instructor Travel: Part time instructors can not be paid travel for working on multiple campuses. That consideration must be made while writing the contract. If a part-time employee travels to a conference or other required event that is off campus, travel is applicable and a vehicle request should be made.

Travel in between Campuses for Full Time Employees: If a full time employee has to work on multiple campuses in the same day, they can get reimbursed for travel. If traveling back to the home campus, then a vehicle request must be made. If traveling from one campus to another and then going home, a school vehicle is not required; however mileage can only be claimed from one campus to the other.

Evening and Weekend Travel: If traveling within the 7 county service area after hours or on the weekends, the higher mileage rate is applicable without requesting a vehicle. If the travel is outside of the 7 county service areas, then a vehicle request must be made. Travel is not included in which the employee may leave before work hours or arrive back to the campus after hours. This is only for travel which is started and completed after the normal work day.

Travel to Clinical Sites: Instructors visiting clinical sites who live outside of Floyd, Gordon, Murray, Walker, or Whitfield Counties and visit a clinic site outside of the county do not have to request a vehicle if they will not be on campus the day of travel or if they leave from or return to their home. However, personal commute miles must be deducted if they leave from and/or return to their home.

Exemptions from requesting vehicle for travel within Floyd, Gordon, Murray, Polk, Walker, and Whitfield Counties:

- Local travel for Economic Development which is short notice
- Local travel in Polk County, no vehicle available
- Local travel for Adult Literacy

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POSITIVE DISCIPLINE

I. Policy

It is the goal of the Technical College System of Georgia to emphasize quality and excellence in all aspects of Department operations. As such, the Department's Positive Discipline process is designed to promote a high level of employee discipline by correcting performance problems as they arise, building genuine employee commitment to the organization, and encouraging and promoting the development of effective working relationships between supervisors and their subordinate staff. The Positive Discipline process focuses on effective and timely decision-making coupled with individual responsibility and accountability.

The Positive Discipline process emphasizes an employee's responsibility and accountability for his/her own behavior and actions by communicating an expectation of change and improvement in a respectful, non-threatening way, while maintaining concern for the seriousness of the situation. Key aspects include recognizing and encouraging good performance, correcting performance problems through coaching and counseling, building commitment to high work standards and safe work practices, and promoting excellence in the delivery of services.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Appointing Authority: In the Central Office, the Commissioner of the Technical College System of Georgia as well as those manager(s) to whom the Commissioner has delegated the responsibility for directing associated work unit activities. In technical colleges, the President or his/her designee.

Business Day: Weekdays that administrative offices are open.

Decision Making Leave (DML): A Decision Making Leave is the third and final step of formal discipline, consisting of a formal discussion between work unit management and an employee about a serious work related problem. After the discussion, the employee is suspended from work with pay for the following day. He/she must then decide either to solve the immediate problem and agree to perform at a fully acceptable level in all areas of the job or, instead, to resign and pursue other employment opportunities.

Discussion Worksheet: The pre-meeting checklist portion of the Discussion Worksheet helps supervisors prepare for discussions with their subordinate staff about performance-related problems or issues pertaining attendance, behavior/conduct, safety, etc. The results of the meeting are recorded on the post-meeting summary portion of the document.

Informal Coaching: Brief informal discussion(s) between a supervisor and an employee concerning the need to improve in the areas of attendance, work performance, behavior/conduct, safety, etc. Informal coaching may include corrective feedback or referral for additional training.

Performance Improvement Discussion: A structured discussion to address a specific problem with an employee in the areas of attendance, work performance, conduct, behavior, and/or safety. The objective is to ensure that the employee recognizes that a problem exists, to mutually develop an effective solution, and to avoid the need for formal disciplinary action.

Reminder 1: The first formal step of the disciplinary process involving a discussion between a supervisor and an employee concerning work-related problem(s)/difficulties and the need (for the employee) to change his/her performance, behavior, conduct, etc. During this discussion, the supervisor informs the employee that this is the first level of discipline and concentrates on gaining the employee's agreement to change his/her performance, behavior, conduct, etc.

Reminder 2: The second step of the disciplinary process in which the supervisor holds a formal discussion with the employee concerning work-related problem(s)/difficulties and the need to change his/her performance, behavior, conduct, etc.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

IV. Attachments

- Attachment A [DTAE Performance Management Matrix - Technical Colleges](#)
- Attachment B [DTAE Performance Management Matrix - Central Office](#)
- Attachment C [Discussion Worksheet - Pre-Meeting Checklist](#)
- Attachment D [Discussion Worksheet - Post Meeting Summary](#)
- Attachment E [Reminder 2 Sample Memorandum](#)
- Attachment F [Decision Making Leave Sample Memorandum](#)
- Attachment G [Suspension With Pay Sample Letter](#)

V. Procedures

A. General Provisions

1. The Positive Discipline process covers all full-time and part-time salaried employees (including those working under an employment contract) who have been employed with the Department or technical college for more than six (6) months. Salaried employees who have worked for less than six (6) months, temporary employees, hourly employees and employees who report directly to the Commissioner are excluded from coverage.
2. Employees who are on an active step of discipline will be transitioned to the equivalent step of the Positive Discipline process when the policy is adopted by the State Board of the Technical College System of Georgia. It is understood that all employees on an active step of discipline will have the opportunity to be placed on a Decision Making Leave unless a subsequent disciplinary offense is sufficiently serious to justify dismissal.
3. The Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety.
4. Each Department or technical college supervisor and manager is responsible for communicating agency and college rules, practices, and expectations consistent with the guidelines set forth in this policy.
5. This policy is not to be considered an explicit or implied contract between the Department and any employee or group of employees. The Department reserves the right to adapt, modify, or abandon this policy at any time for any reason, with or without advance notice to any employee.
6. Every individual initially appointed to or promoted into a supervisory or managerial position is expected to complete Positive Discipline Training within ninety (90) days of assuming his/her position. Each technical college as well as the Department's Central Office will conduct Positive Discipline training courses at regular intervals to ensure that all newly appointed or promoted supervisors and managers complete the training within the expected timeline.
7. A summary of the steps and activities associated with the Positive Discipline Process is outlined in the attached TCSG Performance Management Matrix' (Attachments A and B).

B. Informal Discussions

1. "Positive Contacts" are designed to recognize good performance and serve to encourage staff to continue to perform their assigned tasks in an exemplary manner. Employees can be recognized informally (e.g., "pat on the back"), placing an employee on a special committee, providing expanded training opportunities, etc.) or more formally with written commendations (notes to the employee with copies to the President, etc.). All supervisors and managers are expected to review the performance of subordinate employees regularly and conduct Positive Contact discussions when appropriate. Positive contacts and other forms of recognition should be noted in an employee's productivity file.
2. "Informal Coaching" serves to informally advise an employee of the need to improve in one or more specific areas. Generally, the outcome of a coaching session is not documented in a formal memorandum to an employee; however, supervisors are encouraged to make a note of this activity in an employee's productivity file.
3. "Performance Improvement Discussions" are more serious conversations about performance problems before the need for a formal step of disciplinary action arises. A supervisor will prepare the Pre-Meeting Checklist portion of the Discussion Worksheet (Attachment C) before the meeting. During the meeting, the supervisor will inform the employee that this is an informal discussion (i.e., not one of the three formal steps of disciplinary action) and seek to gain the employee's agreement to change and correct the problem. Following the meeting, the supervisor will document the discussion using the Post-Meeting Summary portion of the Discussion Worksheet (Attachment D). He/she will provide the employee with a copy of the

Post-Meeting Summary and a copy will be maintained in the employee's productivity file. The supervisor will provide positive feedback when improvement occurs and document the improvement on the supervisor's copy of the Discussion Worksheet.

C. Formal Disciplinary Action

The formal levels of disciplinary action (i.e., Reminder 1, Reminder 2, and Decision Making Leave) represent increasingly serious and/or repetitive infraction(s) of established policies, rules, guidelines, and/or directives:

Reminder 1: After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet document.

During the meeting the supervisor will inform the employee that this meeting is a Reminder 1, the first formal step of TCSG's Positive Discipline Process. The supervisor will seek to gain the employee's agreement to change and return to fully acceptable performance.

Following the Reminder 1, meeting the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet. A copy of the Pre-Meeting Checklist portion of the Discussion Worksheet will be provided to the employee and the employee will be asked to sign the supervisor's copy to confirm that the discussion took place. A copy of the Discussion Worksheet will be maintained in the employee's productivity file. A Reminder 1 remains active for 6 months.

Reminder 2: Generally, there are three (3) situations/circumstances which may cause a supervisor to conduct a Reminder 2 discussion:

- *When a problem arises within a 6 month period following the issuance of an earlier Reminder 1 in the same category, or*
- *After an employee has received a maximum of 3 Reminder 1s for unrelated problems within a period of 6 months, or*
- *When a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.*

After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During the meeting, the supervisor will inform the employee that this meeting is a Reminder 2, the second formal step of the Department's Positive Discipline Process. The supervisor will again (or for the first time) seek to gain the employee's agreement to change and return to fully acceptable performance.

Following the Reminder 2 meeting, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (using Attachment E) advising the employee of the Reminder 2 transaction. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the memorandum will be forwarded to the supervisor's manager. A Reminder 2 remains active for 9 months. Consistent with provisions of Section 5., Paragraph I., the affected employee may request a review of the Reminder 2.

Decision-Making Leave (DML): Generally, three situations may cause a supervisor to conduct a Decision Making Leave transaction with an employee under his/her supervision:

- *When a problem arises within a 9 month period following the issuance of an earlier Reminder 2 in the same category, or*
- *After an employee has received a maximum of 3 Reminder 2s for unrelated problems within a period of 9 months, or*
- *When a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.*

After consultation with his/her immediate supervisor, the HR Coordinator/Director, and, as applicable, the Vice President over the program area, Assistant Commissioner, or Executive Director, the supervisor will prepare for the Decision Making Leave transaction by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During these discussions, the parties will determine the day on which the employee will be suspended from work and the manner in which the employee's work will be covered on that day.

On the day of the meeting the supervisor will tell the employee that he/she is being placed on a Decision Making Leave, the final step of the Department's Positive Discipline process. The supervisor will advise the employee that immediately after the meeting concludes, he/she is to leave the workplace. Additionally, the employee should be instructed to spend the following day at home making a final decision about whether he/she can solve the immediate problem that triggered the Decision Making Leave and commit to maintaining fully acceptable performance in every area of his/her job or, instead, to resign and seek employment elsewhere.

The employee will be told that he/she will be paid for the day of Decision Making Leave and that if he/she returns with a commitment to solve the problem and maintain fully acceptable performance and another problem requiring disciplinary action arises, he/she will be dismissed.

Upon returning to work, the employee must advise his/her supervisor as to whether he/she has decided to solve the problem and commit to fully acceptable performance in every area, or, instead, resign. If the employee chooses to resign, a corresponding personnel action will be generated. If the employee decides to continue his/her employment, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (Attachment F) formally advising the employee of the Decision Making Leave transaction, including the notification that any further problem(s) requiring the delivery of formal discipline will result in his/her dismissal. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the document will be sent to the supervisor's reviewing manager and, as applicable, Vice President, President, Assistant Commissioner, or Executive Director.

A Decision Making Leave remains active for 12 months. An employee may request a review of the Decision Making Leave by following the provisions of Section V., Paragraph I.

- An employee who has been placed on Decision Making Leave is not eligible to receive a performance-based increase during the performance plan year in which the disciplinary action was initiated.

D. Dismissal

Within the parameters of the Positive Discipline process, a dismissal normally occurs when the progressive steps of disciplinary action have failed to bring about a correction in an employee's work performance, conduct, behavior, or attendance. Dismissal is the appropriate action when a disciplinary problem re-occurs within the 12 month active time period of a Decision Making Leave or when a single offense is so severe that any other disciplinary action would not be an appropriate remedy. The decision to dismiss a technical college employee must be approved by the President or, as applicable, the Commissioner. In the Central Office, the dismissal must be approved by the Commissioner.

- **Skipping Disciplinary Steps:** The Positive Discipline steps outlined in this policy are not required to be followed in sequence. Should an employee commit a serious offense, the employee may be placed on a Reminder 2 or Decision Making Leave. Additionally, if an employee has a pattern of repeating problems after the end of the active period of disciplinary action, progression to a more serious step of the Positive Discipline Process may be warranted.

E. Note: Section E was accidentally omitted on the TCSG website.

F. Repeating Disciplinary Steps

Generally, policy infractions or performance problems are classified into three broad categories: (1) attendance, (2) work performance, and (3) behavior/conduct. If an employee experiences problems in an unrelated area, he or she may receive more than one Reminder 1 or Reminder 2.

The maximum number of Reminder 1's that may be active at one time is three, with no more than one in each category. Should another performance problem occur in a category after an employee has previously received a Reminder 1, or after an employee has received three Reminder 1's in different categories within a period of 6 months, the next step is a Reminder 2.

The maximum number of Reminder 2's that may be active at one time is also three, again with no more than one in each category. Should another performance problem occur in a category within 9 months after an employee has previously received a Reminder 2 in that category, the discipline level will escalate to Decision Making Leave.

Because the Decision Making Leave requires a total performance decision on the employee's part, an employee may receive only one such transaction in a twelve (12) month period. If a performance problem that would normally result in the delivery of formal discipline (i.e., Reminder 1, Reminder 2, or Decision Making Leave) occurs within the twelve (12) month period, the appropriate action is dismissal. However, the appointing authority or designee may consider any extenuating or mitigating circumstances before making a decision to dismiss an employee. Any such decisions should be made after consultation with the Executive Director of the Office of Legal Services or the Department's Director of Human Resources.

Note: If an employee is on an active Reminder 2 and experiences a disciplinary problem in an unrelated category, it is not appropriate to place the employee on a Reminder 1 for that offense since he or she is already at the Reminder 2 level. In this case a second Reminder 2 would be the appropriate sanction.

G. Deactivation of Disciplinary Action

The purpose of deactivation of disciplinary action is to recognize and encourage improved performance. If an employee maintains fully satisfactory performance during the active period of the respective disciplinary level, the employee may request the appropriate supervisor to remove the record of discipline. It is the employee's responsibility to request that the record of disciplinary action be removed. It is the supervisor's responsibility to acknowledge the employee's improvement and arrange for the removal of the documentation upon the employee's request.

Upon being notified by the employee that the active period has been completed (Reminder 1 - 6 months; Reminder 2 - 9 months; Decision Making Leave - 12 months), the supervisor will note that the disciplinary action has been deactivated on all records in the employee's productivity file. The supervisor will also advise all individuals who were initially notified of the taking of the disciplinary action that the active period has been completed, that the disciplinary action has been deactivated, and that any records of the action should be so noted about the deactivation. If another disciplinary problem arises with an individual who has completed the active period for a previous disciplinary offense, the response to the new disciplinary transaction will be the same as that taken with an employee who has never had any disciplinary offenses.

H. Performance Management Program

The Positive Discipline process and the Department/technical college performance management process are closely linked. As such, the employee's performance appraisal rating will be influenced if the individual is on an active step of formal discipline.

I. Review Procedure

Reminder 1: A technical college employee who has been issued a Reminder 2 may request a review of the decision by the appropriate Vice President, or by the President if the Vice President participated in the review and approval of the disciplinary action. For staff in the Central Office, the request for review will be directed to the appropriate Assistant Commissioner, Executive Director or, as applicable, the Commissioner.

To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Reminder 2 Memorandum. The employee's response may be in writing, in person, or both. The designated reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. This decision of the reviewing official will be final.

Decision Making Leave: A technical college employee placed on a Decision Making Leave may request a review of the action by the President or his/her designee if the President participated in the review and approval of the Decision Making Leave. For staff in the Central Office, the request for review will be directed to the appropriate Assistant Commissioner, Executive Director or, as applicable, the

Commissioner.

To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Decision Making Leave Memorandum. The response may be in writing, in person, or both. The reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. The reviewer may repeal or modify the Decision Making Leave. The decision of the reviewing official will be final.

Dismissal: A technical college or Central Office employee in an “at-will” employment status who has been notified of his/her proposed dismissal may request a review of this action by the Commissioner or his/her designee. To request a review, an employee must notify the Commissioner, in writing, within three (3) business days of the receipt of the dismissal notice. The request should contain information and, as applicable, supporting material(s) which documents why the proposed disciplinary action should not be effectuated. Any request for review that does not comply with these provisions will not be considered. The Commissioner or his/her designee will provide the employee with a written response no later than ten (10) business days following receipt of the review request. If a review is requested consistent with these provisions, the proposed effective date of the dismissal will be delayed until the Commissioner’s decision is rendered. The Commissioner’s decision in these matters is final.

Note: A technical college employee working under an employment contract may formally appeal a proposed dismissal consistent with the provisions of State Board of Technical and Adult Education Policy III. I.

Note: The Positive Discipline Process does not permit third party representation in these matters.

J. Employees on TCSG Contracts

All employees, regardless of whether they have an employment contract, are eligible for and subject to the Positive Discipline process. In addition, Technical College Presidents may decide to renew an employment contract or not renew an employment contract with any individual regardless of that individual’s status under the Positive Discipline Process.

However, the intent of the Positive Discipline Process is to replace contract non-renewals as the most appropriate mechanism for dealing with performance, attendance and conduct/behavior problems.

K. Crisis suspensions

A "crisis suspension" (i.e., a suspension with pay) is not a formal level of disciplinary action. A crisis suspension is used when an employee's inappropriate behavior is so serious that immediate removal from the workplace is necessary. Some examples are theft, threat of violence, destruction of college property, reporting to work under the apparent influence of alcohol or drugs, insubordination, and arrest.

In a crisis suspension situation, the appointing authority will notify the employee that he or she is being suspended with pay pending investigation for alleged misconduct and is being temporarily relieved of duty. This conversation is immediately followed the delivery of written notification (of this action) using Attachment G. Additionally, the employee shall be required to leave Department/Technical College property immediately. The investigation should be completed as soon as possible and appropriate disciplinary action initiated if findings are substantiated.

L. Other Action

Other forms of corrective and/or adverse employment action may be taken to address the unique circumstances of individual cases. All disciplinary actions taken must comply with applicable State Board of Technical Education policies and other applicable laws, rules, and/or regulations.

M. Status

This Positive Discipline policy is not to be considered an explicit or implied contract between the Technical College System of Georgia or any of its associated technical colleges and any employee or group of employees. The Department reserves the right to adapt, modify or abandon this policy at any time and for any reason, with or without notice to any employee.

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III. Compensation and Benefits

PAY PERIODS FOR EMPLOYEES

Full time and hourly paid part time employees are paid on a monthly basis. Due to the semester system adjunct (part time) instructors are not paid monthly but will be paid on the following schedule during a school year: July, September, November, February, and April. Our payroll date is the last working day of the month. If the payroll date falls on a weekend or holiday, direct deposit will be the last state workday before the holiday or weekend. New employees first pay check will be mailed to their home address, all following pay checks will be direct deposited. Direct Deposit of your net pay is mandatory as a condition of employment.

PAYROLL DEDUCTIONS

A. Required Payroll Deductions

Employees of the Technical College System of Georgia are subject to the following required payroll deductions as described below:

- 1. Social Security Taxes:** O.C.G.A. §47-2-71 provides that a state employee who becomes a member of the Employees' Retirement System after September 1, 1956, must also contribute to the Social Security Administration (SSA). The rate and maximum amount of liability are set annually by the Social Security Administration.
- 2. Medicare Tax:** Public Law 99-272 (the Consolidated Omnibus Reconciliation Act of 1985) provides that state employees who are not eligible for Social Security Tax must contribute to the Medicare Tax. The rate is set annually by the Social Security Administration.
- 3. Federal Income Taxes:** Chapter 24 of the Internal Revenue Code provides that all employees must have income taxes withheld from wages based upon their current Employee's Withholding Allowance Certificate (W-4).
- 4. State Income Taxes:** O.C.G.A. 48-7-101 provides that all employees must have income taxes withheld from wages based upon their current Georgia Employee's Withholding Allowance Certificate (G-4).
- 5. Employees' Retirement System Contributions:** O.C.G.A. 47-2-52 provides that employees, with the exception of students, who are appointed at 35 hours or more per week on positions budgeted nine months or longer, who select the Employees' Retirement System must have their contributions deducted from wages.
- 6. Teachers Retirement System:** O.C.G.A. 20-4-10 thru 20 provides that employees, with the exception of students, appointed one-half time or more in a Teacher's Retirement System position budgeted nine months or longer, who elect the Teachers' Retirement System must have contributions deducted from wages.
- 7. Georgia Defined Contribution Plan:** O.C.G.A. 47-22 provides that temporary, seasonal and part-time employees who are not eligible for membership in the Employees' Retirement System (or Teachers' Retirement System) must contribute to the Georgia Defined Contribution Plan.
- 8. Garnishments:** O.C.G.A. 18-4-21 and 18-4-113 provides that creditors may, through the courts, issue a Summons of Garnishment or a Summons of Continuing Garnishment against an employer (the Technical College System of Georgia) as the garnishee and the employee as the defendant.
Note: "Garnishment" is defined as any legal procedure by which the earnings of an individual (employee) are required to be withheld for payment of a debt.
- 9. Internal Revenue Service Levies:** Chapter 64 of the Internal Revenue Code provides that, in order to satisfy the tax liability of an employee (tax-payer), the Internal Revenue Service may levy upon all wages and salary of the delinquent taxpayer. The Department is obligated to withhold the prescribed levy from the date the levy is made until the employee's tax liability is satisfied or becomes unenforceable.
- 10. Bankruptcy:** Pursuant to U.S.C. 28-2075, an employee may voluntarily file a petition of bankruptcy and submit a specified portion of future income to the court for payment to creditors. The Department is required to deduct the specified sum from the earnings of the employee for payment to the Federal Court

until the employee's liability to the court is satisfied. Bankruptcies supersede all levies and/or garnishments.

11. Unemployment Or Wage Substitutes: Opinion 65-55 of the Attorney General of Georgia provides that when a dismissed employee is reinstated with back pay that those wages be reduced by the amount of unemployment or other wages received during the period of dismissal.

12. Child Support (Income Deduction Order) O.C.G.A. 19-6-30 provides that the Georgia Office of Child Support Enforcement may issue an income deduction order to the employer for withholding a specific amount from the designated employee's wages.

DIRECT DEPOSIT OF NET PAY

I. Policy

In response to an April 2010 directive from the State Accounting Officer and Commissioner of the State Personnel Administration, all full and part time Technical College System of Georgia (TCSG) employees hired on or after May 1, 2010 shall be required, as a condition of employment, to use direct deposit to receive all payroll related payments unless specifically exempted by the State Accounting Officer. At the discretion of the TCSG System Office or employing technical college, all such employees may also be required to have all other reimbursements (e.g., travel) directly deposited.

All employees hired prior to May 1, 2010 are subject to the same mandate; however, any employee who fails to adhere to the directive will continue to receive a paper check for associated wages. In these instances, pay delivery will be delayed as described in Paragraph V. B. 6. At the discretion of the TCSG System Office or employing technical college, these employees may be also required to have all other reimbursements (e.g., travel) directly deposited.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Direct Deposit: The automatic deposit of net salary, hourly wages, or travel reimbursements to an employee's individual bank or financial institution account by electronic means.

Off-Cycle Check: A check for wages generated at any point in the calendar month other than an established pay day.

Immediate Supervisor: A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

Paycheck: A check for net pay and a statement indicating the amount of gross pay, authorized deductions, and, if applicable, leave balances.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

Terminal Leave Pay: Payment for accrued, but unused, Annual Leave upon an employee's separation from employment with the System Office or technical college. Terminal Leave Pay is not generated in response to an employee's transfer to another Executive Branch agency or to another technical college associated with the Technical College System of Georgia.

Other Reimbursement: Expenses (i.e., meals, lodging, mileage, transportation, and miscellaneous expenses) reimbursed consistent with the Statewide Travel Regulations developed by the Office of Planning and Budget and State Accounting Office Regulations and, as applicable, technical college procedures/processes.

IV. Attachments

- Attachment A Direct Deposit Authorization Agreement (Technical College)
- Attachment B Direct Deposit Authorization Agreement (System Office)
- Attachment C Direct Deposit Notification Form (Technical College)
- Attachment D Direct Deposit Notification Form (System Office)
- Attachment E Direct Deposit Personal Exemption Request Form (Technical College)
- Attachment F Direct Deposit Personal Exemption Request Form (System Office)

V. Procedures

A. Participation:

1. Any individual hired or rehired on or after May 1, 2010 in a salaried or hourly paid position shall, as a condition of employment, complete the appropriate Direct Deposit Notification Form (Attachment C or D) and must enroll in direct deposit within thirty (30) calendar days from the effective date of his/her appointment.

A new or rehired employee has an opportunity to request an exemption using the process outlined in paragraph V.B.; however, if he/she fails to meet the above referenced standards or maintain participation in direct deposit throughout the duration of his/her employment, he/she shall be subject to disciplinary action up to and including dismissal.

2. All employees hired prior to May 1, 2010 and not currently participating in the direct deposit program should enroll no later than June 1, 2010. Any employee who fails to enroll within this time period or who fails to request an exemption shall continue to receive a paper check for all associated wages. However, beginning July 1, 2010, all subsequent paper checks will be mailed directly to the employee by the State Accounting Office. The mailing will not occur until the System Office's or employing technical college's established pay day(s).

3. To initially enroll in direct deposit, an employee must complete a Direct Deposit Authorization Agreement (Attachment A or B).

4. No mandatory annual leave balance shall be established to govern an employee's initial or continued participation in the direct deposit program.

5. Based on a recommendation of an employee's immediate supervisor or reviewing manager, the System Office or technical college's Office of Human Resources may temporarily discontinue an employee's participation in the direct deposit program if the salaried employee has a low leave balance and is likely to be placed in a Leave Without Pay status for one or more scheduled work days during an established pay period due to previous or scheduled, authorized or unauthorized absence(s). All paper check(s) generated as a result of this action shall be processed consistent with State Accounting Office guidelines referenced in Paragraph V.B.6.

A. Personal Exemption Requests

1. An individual/employee desiring to be exempt from the direct deposit mandate must submit a Direct Deposit Personal Exemption Request Form (Attachment E or F) to the State Accounting Office by facsimile (770-359-5944) or electronic mail (stateaccountingoffice@sao.ga.gov). A copy of the Request Form should be provided to the System Office/Technical College Office of Human Resources.

2. All newly hired or rehired employees must submit Attachment E or F within thirty (30) calendar days of the date of his/her appointment. As noted in Paragraph V.B.3., employees hired prior to May 1, 2010 must submit an exemption request on or before June 1, 2010 by facsimile or electronic mail.

3. If an employee's justification for requesting an exemption is that he/she is unable to obtain a bank account, the employee must submit a letter or other documentation from a financial institution supporting this contention with the completed Direct Deposit Personal Exemption Request Form.

4. If the basis for an employee's exemption request is an extreme hardship, a letter to the State Accounting Officer should accompany the completed Direct Deposit Personal Exemption Request Form.

Note: Neither personal preference; concerns regarding any costs associated with establishing and/or maintaining a bank account; or, a desire to withhold compensation-related information from a spouse or other joint accountholder, will constitute an extreme hardship for purposes of receiving an exemption.

5. The State Accounting Officer shall make a decision on the appropriateness of an exemption request no later than fifteen (15) business days following receipt of the Direct Deposit Personal Exemption Request Form. The State Accounting Officer shall correspond directly with the employee via electronic mail regarding his/her decision.

6. Upon receipt and as outlined in the State Accounting Officer's electronic mail message (e-mail), the employee should provide a copy of the e-mail to his/her Office of Human Resources.

7. As referenced in Paragraph V.A.2., an employee granted an exemption will receive a paper check which will be mailed to his/her home mailing address by the State Accounting Office. The check will be dated and mailed on each scheduled System Office/technical college pay day.

Note: It is an employee's responsibility to ensure that his/her mailing address in the Employee Self Service Module of the Team Georgia connection is accurate.

8. The State Accounting Office assumes no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent.

Note: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

B. Business Exemption Requests

1. The State Accounting Officer may authorize a business exemption for a given employee or category of employees to accommodate the special business needs of an organization's payroll processing activities (e.g., payment cancellations and re-writes, limited employment period of affected employees, a given category of employees not eligible for direct deposit, etc.).
2. A request for a business exemption may be initiated by the System Office for one or more employees or on behalf of all technical colleges for a given category of employees. A technical college may submit a request on behalf of one or more employees. Justification for the business exemption should comply with applicable State Accounting Office guidelines referenced in Paragraph V. C. 1.
3. A Business Exemption Request should be submitted to the State Accounting Office for consideration via electronic mail (e-mail) to the following e-mail address: stateaccountingoffice@sao.ga.gov
4. The e-mail should contain the basis for the request as well as the name of each employee to be exempted as well as his/her employee ID#, and mail drop ID#.
5. The State Accounting Officer or his/her designee will respond to the request by e-mail within the time frame established for personal exemption requests (Paragraph V B.5.). If a request is approved, the exemption will remain in effect until the System Office or technical college informs the State Accounting Office to discontinue the exemption.
6. It will be responsibility of the System Office/technical college Office of Human Resources or technical college Business Office to regularly update the State Accounting Office regarding changes to the list of exempted employees using the format referenced in Paragraph V. C. 4. Included should be the name(s) of all individual(s) to be added to the exemption list as well as those name(s) which should be removed.
7. Paper checks will be issued to all exempted employees in the same manner as for employees receiving a personal exemption (i.e., Paragraph V. B. 6.).
8. The State Accounting Office assumes no responsibility for any delay associated with an employee receiving his/her paycheck via the United States Postal Service or its equivalent.

Note: If a paycheck is lost in the mail, an employee may have to wait up to seven (7) business days before a replacement check can be issued and mailed.

D. Administration

1. The following checks will not be automatically deposited into an employee's account:
 - a. The first check following enrollment in the direct deposit program;
 - b. The first check after an employee authorizes any change to his/her personal account(s), including a change of banks or financial institutions, changes to the routing number and account numbers of an existing account or, after opening a new account at his/her current bank, financial institution, credit union, etc.;
 - c. An off-cycle paycheck.
2. At the discretion of the System Office or employing technical college, a departing employee's terminal leave pay may be delivered through direct deposit if the projected annual leave payout will occur at the conclusion of a normal payroll cycle, the projected amount accurately reflects the employee's final leave balance, and the System Office/technical college exit process has been completed, including the return of all assigned State property (e.g., equipment, keys, ID, etc.) and materials associated with the position held.
3. Consistent with the provisions of the Direct Deposit Authorization Agreement, the System Office or technical college is authorized to adjust any over/under deposit made to an employee's account.

E. Change(s) to a Direct Deposit Agreement:

1. An employee currently participating in the direct deposit program may add a new direct deposit account, cancel an existing direct deposit account, or modify an existing direct deposit (e.g. change the amount being deposited into an account) by accessing the Employee Self Service module under the Team Georgia Connection; selecting the Self Service Option of the TeamWorks Menu; selecting the Payroll and Compensation Option; and, lastly, selecting the Direct Deposit option.

2. Any System Office or technical college employee with an active garnishment must notify his/her Office of Human Resources or, as applicable, the technical college Business Office before making any change(s) to his/her current direct deposit agreement.
3. When an employee processes a change to his/her initial direct deposit agreement through an electronic transaction as provided in Paragraph V. D. 1., he/she should print a copy of the change (i.e. a print screen of the specific page) and provide the document to the System Office of technical college Office of Human Resources or, as applicable, the technical college Business Office for placement in his/her personnel file.

VI. Records Retention

A completed Direct Deposit Authorization Agreement shall be maintained in an employee's official personnel file with all other employment-related documents.

Revision Approved by President's Council July 13, 2010

Direct Deposit Authorization Form can be found at GNET under Payroll Forms at <https://gnet.gntc.edu/HumanResources/hrindex.cfm> along with the Direct Deposit Policy.

Liz Shields Payroll Coordinator
Floyd County Campus Business Office
706-295-6950 ~ lshields@gntc.edu



EMPLOYEE SELF SERVICE

Instructions for the Employee Self Service

Team Georgia Connection <https://team.state.ga.us> At the **TeamWorks Homepage** under **State Employee Self Service Log In** enter your **Used ID #** which is your GNTC payroll employee ID # and your SS# without dashes for the **Password**.

It will tell you that your password has expired and prompt you to enter a new password and answer three security questions. Select any of the security questions but you must pick three questions. The password should be no more than eight characters with one capitalized character, one special character (\$, #, etc) and one numeric.

Submit - It will tell you that your password has been changed.

You will return to the **State Employee Self Services Log In** screen. Enter your GNTC payroll employee ID # and the password you just created.

You will see tabs across the top that say **Team Georgia / ESS/Teamworks / Customer Service / Flex-GABreeze**. Select **ESS/Teamworks** to view your payroll check, leave balance, personal information, etc.

Employee Self Service

Benefits

Leave Balance

Payroll and Compensation

View Paycheck

View Paycheck in PDF

Personal Information

Personal Information Summary

GNTC EMPLOYEE DISCOUNTS

Team Georgia Connection <https://team.state.ga.us> Select **Team Georgia** from the tab across the top, **Team Georgia / ESS/Teamworks / Customer Service / Flex-GABreeze**. Under **Most Popular Topics**, select **Discount Program** from the drop down list.

The discount offers will change on a regular basis throughout the year. The savings include services and products in Georgia, as well as nationwide discounts for when you travel. Enjoy!

The list below is an example of some of the discounts available:

- Atlanta Falcons Football
- AT&T Wireless
- Dell Member Purchase Program
- Fox Theatre Atlanta
- Georgia Aquarium
- Rental Cars
- Theme Parks
- Verizon Wireless

OVERTIME AND COMPENSATORY TIME

The Department shall comply with the Fair Labor Standards Act. Employees who are not exempt from the provisions of the Act shall be compensated for all hours worked over 40 during any regular workweek.

Whenever possible, supervisors shall schedule work so that employees, who must work more than the normal number of hours during a particular day, will be given compensatory time during the remainder of the work week and thereby keep the total number of hours worked to 40 or less.

If it is necessary for non-exempt employees to work more than 40 hours in any workweek, they may be given compensatory time, at a rate of one and one-half hours for each overtime hour worked. The maximum number of hours of compensatory time in lieu of cash that most employees may accrue per calendar year is 240. Alternatively, such employees may be paid overtime pay at a rate of one and one-half times their regular hourly rate for all hours worked over 40 during any regular work week.

Executive, Administrative, and Professional Employees are exempt from the Act and are not entitled to overtime or compensatory time at the overtime rate. In appropriate circumstances, supervisors may provide their exempt employees with compensatory time at the regular rate when the employee has had to work an extraordinary amount of hours beyond their normal schedule.

Fair Labor Standards Act Procedures

http://www.dtae.org/dtaepolicy/docs/Procedure_Fair_Labor_Standards.htm

HEALTH AND FLEXIBLE BENEFITS

STATE HEALTH BENEFIT PLAN

The **State Health Benefit Plan** (SHBP) provides health insurance coverage to state employees, school system employees, retirees and their dependents. The Georgia Department of Community Health's Public Employee Health Benefits Division is responsible for day-to-day operations. The State Health Benefit Plan covered **684,548** people as of August 1, 2010.



www.dch.georgia.gov/shbp_plans

Post Office Box 1990, Atlanta, Georgia 30301-1990

(404) 656-6322 • (800) 610-1863

Secure Fax: (866) 828-4796

FLEXIBLE BENEFITS PROGRAMS



GaBreeze gives employees direct, easy access to their benefits information. Ask questions, get help making decisions and enroll in or make changes to your flexible benefits.

You Can:

- Review your current Flexible Benefits coverage.
- Update your Flexible Benefits after a qualified status change.
- View your plan for details.
- Search for in-network dentists, vision care providers, and facilities near you.
- Download Flexible Benefits claim forms.
- Enroll in Flexible Benefits during annual enrollment.

Go to www.team.georgia.gov and click on Flex-GaBreeze tab or www.gabreeze.ga.gov to access GABreeze. The first time you will register as a **New User**. You will be prompted to set up your user profile by entering identifying information.

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EMPLOYEE ASSISTANCE PROGRAM

I. Policy

The Technical College System of Georgia (TCSG) recognizes that a broad range of difficulties such as depression, anxiety, stress or other emotional problems, family and/or marital concerns, alcohol and/or drug misuse/abuse, financial stress, legal problems, and other concerns (e.g., child care, elder care, traumatic events, etc.) may adversely impact an employee's personal and work lives, as well as his/her job performance and productivity. As a resource to covered employees in their efforts to address difficulties in one or more of these areas, the TCSG provides a comprehensive Employee Assistance Program to its full-time employees through a contract provider. As an assessment, counseling, intervention, and referral service, the TCSG's Employee Assistance Program is also a resource for System Office and technical college management and other individuals eligible to receive these services given their relationship to covered employees. The Program's availability reflects the TCSG's concern for the well-being of its employees and its commitment to accomplishing System's goals and objectives through a productive workforce.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Covered Employee: A full-time TCSG System Office and Technical College employee.

Covered Individuals: An eligible employee's recognized dependent(s) or other(s) living in the same household.

Employee Assistance Program: A confidential assessment, counseling, intervention, and referral service provided to eligible TCSG employees as well as other covered individuals through a contract provider.

Employee Assistance Program Provider: An individual associated with the TCSG's contract EAP provider who holds licensure as a clinical social worker (LCSW), professional counselor (LPC), marriage and family therapist (LMFT), or psychologist.

Immediate Supervisor: A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

IV. Attachments

N/A

V. Procedures

A. General Provisions:

1. TCSG's Employee Assistance Program (EAP) is a self-referral and/or management alternative which provides confidential, short-term assessment, counseling, intervention or, as applicable, referral services to full-time TCSG employees, as well as other covered individuals.
2. EAP services are available to a full-time employee's recognized dependent(s) to include minor dependent children who may live elsewhere (e.g., those who may be attending a secondary school, college, or university in another state), and other individual(s) who may live in the same household as the covered employee.
3. Covered employees/individuals may, at no cost, receive up to eight (8), one (1) hour counseling sessions in a twelve (12) month period for each identified issue/difficulty.

Note: The total number and frequency of such sessions shall be determined by the EAP provider.

4. If an employee leaves employment with the TCSG System Office or a technical college after an initial counseling session, he/she shall be eligible to receive services up to the maximum allotted eight (8) sessions for the identified problem/difficulty.

5. If an employee leaves employment with the TCSG System Office or a technical college without accessing services immediately prior to his/her departure, he/she shall be eligible to receive services through an EAP provider for a period not to exceed thirty (30) calendar days.
6. Covered employees/individuals needing counseling services or treatment beyond the scope of the TCSG contract or specialized in-patient/out-outpatient services will be referred to an appropriate treatment provider or facility. Any costs associated with the receipt of such services/treatment will be the responsibility of the covered employee/individual.
7. Supervisors and managers are charged with utilizing the TCSG Positive Discipline Policy to address a subordinate employee's work performance, behavior/conduct, or time and attendance deficiencies. An employee's participation in the Employee Assistance Program does not shield the individual from disciplinary action when his/her job performance or personal conduct warrants such intervention. Referral to the EAP shall not be considered a substitute for or a formal step of the Positive Discipline process.

B. Employee Self Referral

1. Employees who elect to use the Employee Assistance Program at their own initiative may contact the EAP directly twenty-four (24) hours per day, seven (7) days per week. The System Office and each technical college shall ensure that its employees are aware of the program to include relevant contact information.
2. During regular business hours, an EAP intake counselor will determine if the employee's/individual's issue/difficulty is of a non-emergency, urgent, or an emergency nature. If there is no emergency, the counselor will offer the caller a confidential appointment within forty-eight (48) hours. For urgent situations, the counselor will offer an appointment with a provider the same day as the call. For emergency situations, the caller will be encouraged to seek immediate assistance at the closest emergency facility.
3. During non-business hours, the EAP intake counselor will first determine the criticality of the employee's/individual's issue/difficulty. If there is no emergency, the counselor will record the caller's relevant demographic information and submit the information to an appropriate staff counselor the following day. For urgent or emergency situations, the counselor will make an appropriate determination as to the level of assistance/services needed and provide this information to the caller.
4. An EAP provider will work directly and confidentially with the covered employee/individual to assist them in identifying the cause of and work to resolve the problem/difficulty. When appropriate and as referenced in Paragraph V.A.5., the employee/individual may be referred for additional treatment or counseling.
5. No aspect of an employee's EAP involvement can be shared with the System Office or technical college absent specific written authorization provided by the employee, including any referral for additional services/treatment.

C. Supervisory Referral

1. In response to a subordinate employee's performance, behavior/conduct issues, or attendance difficulties, his/her immediate supervisor or reviewing manager may (after discussing these concerns with the employee) refer the employee to TCSG's Employee Assistance Program.
2. The immediate supervisor or reviewing manager is encouraged to consult with the System Office's Director, Office of Human Resources or, as applicable, the technical college's Human Resources Director/Coordinator to discuss this and other alternatives to address the identified work-related issues.
3. A supervisory referral strongly suggests that an employee should avail themselves of the available EAP services to help correct the noted deficiencies in his/her performance, behavior/conduct, or attendance. The final decision to use the EAP rests with the employee.

D. Mandatory Referral

1. In response to an employee's deteriorating job performance or concerns regarding unacceptable personal conduct or patterns of attendance, a mandatory referral may be issued. A mandatory referral may also be considered in instances in which an employee's immediate supervisor or reviewing manager suspects that based on observable characteristics an employee's work related difficulties may reasonably be linked to the use/abuse of alcohol or a controlled substance or that the employee is present at work with one of these substance(s) in his/her system (e.g. the smell of alcohol on an employee's breath).

2. A mandatory referral for a System Office employee must be approved by the System Office's Director, Office of Human Resources or General Counsel or, for a technical college employee, the college President or his/her designee.
3. Although the EAP is a viable resource for resolving the underlying factors which may result in work-related difficulties, participation (whether voluntary or mandated) is not a formal step in the TCSG Positive Discipline process. In the event that an employee's job performance continues to decline, the immediate supervisor or reviewing manager has the full range of progressive disciplinary actions available in the Positive Discipline policy. The use of Positive Discipline may always be considered in addition to an EAP referral for an employee with serious and/or ongoing performance, behavior/conduct, or attendance difficulties.
4. When a mandatory referral is issued, the reason for the referral should be communicated to the employee. In addition, the employee should be advised that his/her refusal to accept the referral, actively participate in the counseling session, and fully comply with any subsequent treatment recommendations made by the EAP provider (to include additional counseling sessions) may result in disciplinary action up to and including separation from employment.
5. Information regarding the reason for the referral and appropriate background information (e.g., documentation re: performance deficiencies behavioral concerns, current and prior disciplinary action(s)) will be forwarded to the counselor/therapist in advance of the initial counseling session. At the initial session, the employee will be asked by the counselor/therapist to sign a HIPAA-compliant form authorizing the use or disclose personal health information so that the counselor/therapist can communicate with the System Office or technical college as to whether the employee is in compliance with the terms of the mandatory referral and, as applicable, any accompanying treatment plan recommended for the employee. Any documents generated in conjunction with the referral and made available to the System Office or technical college shall be maintained confidentially in the employee's medical file.
6. No private information shared in confidence in the counseling sessions will be provided to the System office or technical college unless: the employee expressly indicates on the HIPAA release form his/her permission for the counselor/therapist to do so or in instances in which the employee threatens to harm himself/herself or others or damage System Office or technical college property.

Note: The EAP provider may be required to release privileged information in response to a court order or subpoena or as otherwise required by law.

E. Appointments and Work Time

1. Appointments time are available after normal business hours and on Saturdays.
2. Employees may request to use leave for appointments that are scheduled during normal work hours.
3. For mandatory referrals, the initial evaluation appointment with an EAP provider will be considered as "hours worked" and no leave will be required. Subsequent treatment appointments, if any, will require the employee to take paid leave if established during normal work hours.

F. Confidentiality

1. With the exceptions noted in Paragraphs V.D.6., all conversations between an employee and the EAP provider and any generated documentation are kept strictly confidential. No information may be released to a third party, including the TCSG System Office or technical college, without a signed authorization for the release of information.
2. For mandatory referrals only, limited information about an employee may be released to the TCSG System Office or technical college by the EAP provider to include:
 - a. The status of the employee's condition during treatment;
 - b. The anticipated duration of treatment and any additional treatment recommendation(s); and,
 - c. A final report from the provider relative to the employee's ability to return to work and/or resume normal duties.

VII. Records Retention

- A. Documents provided by an EAP provider regarding an employee will be maintained in the employee's medical file.

Effective: September 15, 2010

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EMPLOYEE ASSISTANCE PROGRAM (EAP)
Cameron and Associates, Inc.
State Contractor for the EAP Program

Cameron and Associates, Inc. (CAI) is an Employee Assistance Program (EAP) consulting firm who offers assistance to employees and their family members.

An Employee Assistance Program (EAP) is a confidential counseling program designed to help employees and family members who have personal problems that could interfere with their job performance and family life.

We believe our employees are our most valuable asset. We recognize that personal problems can affect job performance and that you, the employee, may be unable to resolve these problems alone.

Employees and their family members can receive confidential, professional counseling from their licensed therapists in the areas of marital troubles, adolescent, family, grief, stress, alcohol & drug abuse, emotional, financial, eating disorders, aging parents, career or any personal trouble that could interfere with your job performance.

For more information, please contact Human Resources at: 706-295-6959, 706-295-6592 or 706-764-3865.

RETIREMENT

State employees have the option upon hire to select one or two state retirements.

You may Access retirement information by accessing the member's guide or handbook at the following links:

Teachers Retirement System of Georgia Member's Guide

<http://www.trsga.com/publications.aspx>

Employees' Retirement System of Georgia Handbook

<http://www.ers.ga.gov/plans/ers/ersforms.aspx>

If you have any questions, please contact Human Resources at: 706-295-6959, 706-295-6592 or 706-764-3862.

GEORGIA DEFINED CONTRIBUTION PLAN

Georgia Defined Contribution Plan provides that temporary, seasonal and part-time employees who are not eligible for membership in the Employees' Retirement System (or Teachers' Retirement System) must contribute to the Georgia Defined Contribution Plan.

<http://www.ers.ga.gov/plans/gdcp/gdcpmain.aspx>

ACCRUED LEAVE

Eligible Department employees accrue annual, sick and personal leave as indicated in this procedure. Absences from work will be charged to accrued leave, only on days on which employees would otherwise work and receive pay. Employees are to be charged leave only for the time during which they are absent from work and are not to be required to remain away from duty as a matter of convenience for the purpose of charging leave. Leave shall not be used before it is accrued.

I. Annual Leave

A. Eligibility

1. Full-time employees, and part-time classified and unclassified employees who are scheduled to work at least twenty (20) hours per week are eligible to accrue annual leave UNLESS they are:

- Hourly
- Temporary, or
- State re-employed ERS/TRS retired employees

2. Part-time employees scheduled to work fewer than twenty (20) hours per week do not accrue annual leave.

B. Accrual

Eligible employees accrue annual leave at the **end of each pay period** provided they are in pay status for the required amount of time. Accrued annual leave will be available for use at the beginning of the pay period **after** it is earned.

1. Eligible full-time employees, compensated on a semi-monthly basis shall accrue annual leave at the end of each semi-monthly pay period provided they are in pay status for at least forty (40) hours. A full-time employee compensated on a monthly basis shall accrue annual leave at the end of each monthly pay period provided the employee is in pay status for eighty (80) or more hours during the pay period. This minimum period is prorated for part-time employees by the percentage of time worked.

Note: The percentage of time worked is determined by dividing the scheduled work hours per week by forty (40).

2. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue annual leave for this pay period.

3. Eligible employees accrue annual leave at the following rates, depending on length of continuous service:

* Full-time employees:

- 5 hours per pay period 0 - 60 months (inclusive) semi-monthly
- 6 hours per pay period 61 - 120 months (inclusive) semi-monthly
- 7 hours per pay period 121 months and greater semi-monthly
- 10 hours per pay period 0 - 60 months (inclusive) monthly
- 12 hours per pay period 61 - 120 months (inclusive) monthly
- 14 hours per pay period 121 months and greater monthly

Note: The "length of continuous service: begins on the first day an employee reports for work in a position entitled to earn leave. Accrual is based on continuous, unbroken service. If there is a break in service, the "length of continuous service" starts over on the date of rehire, and employees begin to accrue annual leave at the lowest semi-monthly accrual rate.

When the first day of the pay period is a regularly scheduled non-work day and an employee reports to work on the first workday of the pay period, the length of continuous service is calculated from the first day of the pay period.

- Eligible part-time employees accrue annual leave **at the end of each semi-monthly pay period** at the rates specified for full-time employees prorated by the percentage of time worked. (e.g., an employee in pay status for thirty (30) hours per week accrues 75% of the full-time accrual amount). Leave is carried to three (3) decimal places.

- Eligible employees begin accruing annual leave at the appropriate higher rate on the first day of the pay period after completing the required months of continuous service

C. Forfeiture of Annual Leave

Eligible employees can accumulate up to a maximum of 360 hours of annual leave. Any annual leave in excess of 360 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 360 hours is forfeited at the close of business on the last day of the month.

D. Use of Annual Leave

1. Annual leave may be used for any purpose.
2. Unless an emergency situation exists, employees must request and receive approval from their supervisors before using annual leave.
3. Employees are responsible for planning time off well in advance and notifying their supervisors as soon as possible in order to minimize the interruption to work flow while employees are away.
4. Employees are not required to give specific reasons for requesting annual leave, unless a situation such as the following applies:

- The leave is for an unscheduled/emergency absence
- The Department or Technical Colleges are short staffed or have a major assignment pending, or
- The employees are under the restrictions of an Attendance Plan

Note: Employees involved in direct classroom instructional activities should restrict annual leave request to periods when classes are not in session.

Employees may be required to use FLSA compensatory time before using annual leave.

E. Scheduling Annual Leave

1. Supervisors are responsible for scheduling annual leave. Prior to approving requests for annual leave, they must consider factors, including, but not limited to:
 - Workloads
 - Deadlines
 - Priorities
 - Office coverage
 - Leave requested by other employees
 - Direct classroom instructional activities
2. Supervisors should make reasonable efforts to grant employees' annual leave requests; however, supervisors are not required to grant requested annual leave when the leave would:
 - Disrupt work schedules
 - Leave an office uncovered
 - Inconvenience the work force or public, or
 - Contribute to employees' not meeting performance expectations
3. Emergency annual leave requests should be reviewed on a case-by-case basis. Supervisors are to determine whether the absence will be charged to annual leave or unauthorized leave without pay.

F. Terminal Leave

When employees have a break in service, all accrued and unused annual leave that has not been forfeited, up to a maximum of 360 hours, will be paid in lump sum to the employees.

1. When a separation date has been set administratively to permit employees to be paid for terminal leave, the pay status of employees will not be extended for the purpose of granting a holiday or an un-anticipated non-work day occurring after the last day in pay status.
2. When employees notify supervisors of separation, they must not be continued on the payroll in leave with pay status for the purpose of increasing the rate of leave accrual or the rate at which accrued leave would be paid.
3. Terminal leave is paid at the salary rate of the employee.

Note: Forfeited annual leave is not considered terminal leave, and is lost when there is a break in service. (If employees return to state government, forfeited annual leave may be used for retirement credit purposes (Employee Retirement System).

A “break in service” is a separation from service for a period of one or more days. Leaves of absence without pay and suspensions are not considered breaks in service.

II. Sick Leave

Full-time classified and unclassified employees, and part-time classified and unclassified employees who are scheduled to work at least twenty (20) hours per week are eligible to accrue sick leave UNLESS they are:

- Hourly
- Temporary, or
- State re-employed ERS/TRS retired employees

Part-time employees scheduled to work fewer than twenty (20) hours per week do not accrue sick leave.

A. Accrual

Eligible employees accrue sick leave at the end of each pay period provided they are in pay status for the required amount of time. Accrued sick leave will be available for use at the beginning of the pay period after it is earned.

1. Eligible full-time employees accrue **five (5) hours** of sick leave **at the end of each semi-monthly pay period** provided they are in pay status for at least forty (40) hours. The accrual rate does not increase with years of service. Eligible full-time employees accrue ten (10) hours of sick leave at the end of each monthly pay period provided they are in pay status for at least eighty (80) hours. The accrual rate does not increase with years of service.
2. The rate of accrual and minimum period during which part-time employees must be in pay status in order to accrued sick leave at the end of the pay period are prorated by the percentage of time worked. Leave is carried to three (3) decimal places.
3. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue sick leave for that pay period.
4. Eligible employees can accumulate up to a maximum of 720 hours of sick leave. Any sick leave in excess of 720 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 720 hours is forfeited at the close of business on the last day of the month.

Note: If employees return to state government, sick leave may be used for retirement credit purposes for Employee Retirement System and Teachers Retirement System.

If a TRS member returns to state government, forfeited leave may be used for TRS retirement credit purposes.

If an ERS member returns to state government, forfeited annual leave, forfeited sick, and accrued sick leave left on the books at the time previous employment terminated may be used for ERS retirement purposes.

B. Use of Sick Leave

1. Upon receiving supervisory approval, an employee may use sick leave for absences due to the following:
 - Personal illness or disability
 - Exposure to contagious disease, when attendance on duty would endanger the health of others
 - Dental or medical care, and
 - Dental or medical care, illness, accident or death in the immediate family that requires the employee’s presence
- Note: “Immediate family” includes the employee’s spouse, child, parent, brother and sister. “Immediate family” also includes any other person who resides in the employee’s house AND is recognized by law as a dependent of the employee.*
2. Sick leave for medical and dental care should be limited to the time necessary for the appointment(s) and related to travel.
 3. Employees who are injured/ill for at least three (3) workdays during a period of annual leave may substitute sick leave for annual leave during the period of injury/illness.

Note: In order to substitute sick leave for annual leave, employees must submit a request to their supervisor within two (2) weeks of returning to work. A statement from their health care provider that justifies the use of sick leave must be provided.

4. Employees who are **receiving** short-term and long-term disability insurance benefits through the Flexible Benefits Program **cannot use sick leave** at the same time. (*Employees may use sick leave during the qualifying period*). Employees must request to use annual or personal leave or request to be placed in a leave without pay status in order to receive short-term or long-term disability insurance payments.
5. Employees may request to use FLSA compensatory time in lieu of sick leave. Employees are not, however, required to use FLSA compensatory time prior to sick leave.
6. When there is a break in service, accrued sick leave balances are lost. Forfeited leave is also lost when there is a break in service. If employees return to state government, lost sick leave balances and forfeited sick leave may be used for service credit purposes [Employee Retirement System & Teachers Retirement System].

C. Sick Leave Request

Employees are to contact their supervisor or other designated official as soon as possible when sick leave is needed.

Note: When employees are incapacitated, supervisors may accept calls regarding the employees' status from other individuals.

Technical College System of Georgia Colleges may establish procedures for requesting sick leave based on the needs of the organization.

D. Evidence for Use of Sick Leave

1. Employees may be required to report each day by telephone to their supervisor or other designated official and to provide satisfactory evidence for the use of sick leave.
 - Satisfactory evidence may include a ***CERTIFICATION OF SERIOUS HEALTH CONDITION*** form or other medical statement with similar information, completed by the attending health care provider when the reason for leave qualifies as a serious health condition under family leave.
 - Employees cannot be required to provide evidence for use of fewer than 17 hours of sick leave in a 30 calendar day period, **unless** they have demonstrated excessive or abusive use of sick leave.
2. Excessive and/or abusive use of sick leave is considered a pattern of intermittent, short-term use of sick leave. Establishment of this pattern includes, but is not limited to:
 - Frequent use of sick leave in conjunction with holidays, scheduled off days or distribution of paychecks
 - Frequent use of sick leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workload
 - Requesting sick leave for an absence for which annual leave has previously been denied
 - Frequent occurrences of illness during the workday
 - Peculiar and increasingly improbable excuses
 - Repetitive use of fewer than 17 hours of sick leave in a 30 calendar day period
 - Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave (e.g., Attendance Plan)
3. An opinion from a health care provider of the department's choice may be sought if questions arise regarding an attending health care provider's statement. Approval must be received from the Department's Director of Human Resources prior to seeking this opinion.

E. Medical Examination

Under limited circumstances and **ONLY** with the approval of the Department's Director of Human Resources and the appropriate administrators (*see note below*), an authorized official may direct an employee to undergo a medical (*physical and/or psychiatric*) examination at the expense of the department. This examination may be required prior to allowing use of accrued leave, granting a leave of absence without pay (*regular or contingent*) or prior to allowing an employee to return from leave or be returned from a leave of absence without pay. The Agency may set a timeframe allowing the employee to complete this request.

Note: After pre-approval by the Director of Human Resources, positions within the Technical College System of Georgia Colleges that can authorize medical examinations are:

- *President*
- *Commissioner*

1. The employee is required to release the results of the medical examination to an authorized official. The results must be considered confidential and are to be shared with individuals only on a “need to know” basis.
2. Upon receipt of the results, a determination regarding requested leave, leave of absence without pay or return will be made.
3. If a determination is made not to allow an employee to return to duty, appropriate action, which includes but is not limited to, the following should be taken.
 - The employee may be allowed to use accrued leave
 - The employee may request and be granted a regular or contingent leave of absence without pay
 - The employee may be referred to a treatment program
4. If a determination is made to allow an employee to return to duty, the employee will be returned with or without reasonable accommodation.

F. Sick Leave Denial

Sick leave may be denied for reasons including, but not limited to, the following:

- Excessive or abusive use of sick leave (*See EVIDENCE FOR USE OF SICK LEAVE section of this procedure*)
- Failure to follow procedures for reporting the absence or requesting the use of leave; or
- Falsification of documents

Supervisors should carefully review the request prior to denying the sick leave, and should be able to support the decision to deny the request.

III. Personal Leave

A. Eligibility

Employees who have accumulated more than 120 hours of sick leave as of November 30 of any year are eligible to convert up to 24 hours of sick leave in excess of 120 hours to personal leave. This conversion must be made no later than December 31 of that year for use in the following year.

B. Conversion Process

Eligible employees must provide written notification prior to the Technical College System of Georgia deadline of their intent to convert up to 24 hours of sick leave to personal leave for the next calendar year.

Note: Once sick leave is converted to personal leave, it cannot be changed back.

C. Use of Personal Leave

1. Personal leave may be used by employees for any reason upon receiving supervisory approval of the leave request.
2. Employees may request to use FLSA compensatory time in lieu of using personal leave.
3. Personal leave is only available for use by employees during the calendar year following the conversion request. Any personal leave that is not used during that calendar year (*by December 31*) is lost.
4. When there is a break in service, personal leave is lost.

D. Personal Leave Request

1. Normally, employees will need to provide at least 24 hours advance notice of intent to use personal leave.
2. Employees are not required to give specific reasons for requesting personal leave, unless a situation such as the following applies:
 - The leave is for an un-scheduled/emergency absence

- The Technical College System of Georgia Colleges organizational unit is short staffed or has a major assignment pending, or
- The employees are under the restrictions of an Attendance Plan

Note: Employees involved in direct classroom instructional activities should restrict personal leave request to periods when classes are not in session.

3. Supervisors must make every reasonable effort to grant requests to use personal leave before the December 31 deadline.

IV. General Provisions

A. Limitations on use of Accrued Leave

Employees cannot use accrued annual, sick or personal leave during periods of absence in which they are receiving state-funded wage substitutes, including but not limited to Workers' Compensation benefits.

B. Forfeited Leave and Leave Restoration

Eligible employees can accumulate up to a maximum of 360 hours of annual leave. Any annual leave in excess of 360 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 360 hours is forfeited at the close of business on the last day of the month.

Eligible employees can accumulate up to a maximum of 720 hours of sick leave. Any sick leave in excess of 720 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 720 hours is forfeited at the close of business on the last day of the month.

1. Annual and/or sick leave forfeited during the current period of employment may be restored to employees as follows:

- When employees have exhausted FLSA compensatory time and all annual, sick and personal leave
- The absence from work is due to personal illness or disability of an immediate family member

2. Employees are to submit to their supervisors a request to have forfeited leave restored. A statement from the attending health care provider that supports the continuing absence from work is to be attached to the request.

3. Supervisors are to forward requests to restore forfeited leave to the appropriate administrative staff for review and approval.

4. Forfeited annual/sick leave can only be restored to cover the current absence from work due to the illness/disability of the employee or immediate family member.

C. Transfer of Leave

When employees transfer between positions entitled to earn leave without a break in service, accrued leave and forfeited leave transfer with the employees.

D. Dual Employment

Employees who are employed in two positions within state government at the same time, both of which are entitled to earn leave, accrue and use leave independently in each position. When employment ends in one of the positions, but not both, leave balances are handled as follows:

1. If the positions are in different state departments, terminal leave is paid for all accrued and unused annual leave. Any accrued sick and personal leave balances are lost.
2. If the positions are within the same state department, accrued leave balances are combined and available for use in the remaining position.

Note: If leave balances exceed the maximum after they are combined, leave in excess of the maximum is placed in a forfeited status.

E. Creditable Service - Retirement

1. Employees who are members of the Employees' Retirement System may receive creditable service toward retirement for forfeited annual and sick leave, sick leave balances that were previously lost due to a

break in service and current accumulated and unused sick leave if these leave balances total at least 960 hours.

2. Employees who are members of the Teachers Retirement System may receive creditable service toward retirement for forfeited sick leave, sick leave balances that were previously lost due to a break in service and current accumulated and unused sick leave if the leave balance is at least 60 days. This eligibility is for employees retiring on or after July 1, 1998.

References

Rules of the State Personnel Board - Rule 18

[III. U. 6. Leave](#)

Revised: August 29, 2002

LEAVE DONATION

An eligible Department employee may request that other Department employees within the same business unit donate accrued annual, sick or personal leave for use by the recipient as sick leave. The donation of leave is voluntary. Donated leave can only be used by recipients for absences that qualify for sick leave. Donated leave cannot be requested or used by employees who are on contingent leave of absences without pay.

A. Eligible Recipient

To be eligible to solicit and receive leave donations, a Department employee must:

1. Have been continuously employed by a state agency for at least twelve (12) months in a position entitled to earn and use leave immediately preceding the request to solicit leave donations;
2. Have used all accrued and forfeited leave and all available compensatory time;
3. Have been on authorized leave without pay for eighty (80) consecutive hours prior to receiving donated leave;
4. Use the donated leave while absent ONLY for the sick leave purposes for which the donations were solicited (i.e., due to personal illness or disability of a spouse, child, parent, brother, sister or any other person who resides in the employee's household and is recognized by law as a dependent of the employee);
5. Not have been on an attendance plan or illness for which Workers' Compensation benefits may be received or a disability incurred while committing a felony or assault; and
6. Work in the same business unit (Technical College or Central Office) as the donor employee.
7. The Commissioner may waive any or all of these requirements.

Note: Leave donations cannot be solicited after an employee returns to work in order to retroactively cover a period of absence. Due to the nature of intermittent leave, leave donations are also not appropriate to cover intermittent absences from work.

B. Eligible Donor

To be eligible to donate leave, a donor must:

1. Have been continuously employed for at least twelve (12) months by a state agency in a position entitled to earn and use leave;
2. Be a Department employee
3. Have a balance of at least sixty (60) hours of annual leave after donation, if donating annual leave
4. Have a balance of at least sixty (60) hours of sick leave after donation, if donating sick leave; and
5. Work in the same business unit (Technical College or Central Office) as the donor employee

C. Confidentiality

The identity of donors is confidential and will not be provided by individuals administering the donation process to the recipient or to any other individual unless necessary to administer the donation or required by law.

D. Request

1. A Department employee may request to solicit leave donations no more than forty (40) calendar days prior to going into an authorized leave without pay status.
2. A completed Department Request to Solicit Leave Donations form must be submitted to the employee's immediate supervisor by the employee (or the employee's designee if the employee is unable to personally submit the request).
 - a. The request must describe the reason for soliciting donated leave.
 - b. A medical statement supporting the need for absence must be submitted with the request.

Note: The medical information contained in the statement must be considered confidential and is to be shared with individuals only on a "need to know" basis. The statement is to be maintained in a confidential file separate from the employee's personnel file.

3. The immediate supervisor is to forward the Department Request to Solicit Leave Donations form to the appropriate approving manager (e.g., Division/Office Director, Facility Superintendent/Administrator, Commissioner, College President) for review and approval.

E. Determination

1. Approval of a request to solicit leave donations is at the discretion of the approving Commissioner, Assistant Commissioner or President based on the provisions of this policy.
2. If the request to solicit leave donations is determined inappropriate, the employee will be notified in writing by the approving Commissioner, Assistant Commissioner or President, human resource/personnel representative or designee of the reasons for denial of the request.
3. If the request is determined appropriate, the approving authority will designate an employee who will develop a Department Solicitation For Leave Donations Notice to post and circulate.

F. Solicitation Notice

1. The Department Solicitation For Leave Donations Notice must include the following:
 - a. Posting date
 - b. The deadline to receiving leave donations
 - c. The employee's name and work location
 - d. The reason leave donations are requested, and
 - e. The office responsible for receiving leave donations
2. The employee, or the employee's designee, must agree in writing that the solicitation notice is satisfactory prior to circulating the notice.
3. The approving manager, president, human resource/personnel representative or designee, will circulate the solicitation notice to the extent necessary in order to encourage donations for at least ten (10) work days.

Note: If employees do not receive the maximum amount of donated leave, they may request that the solicitation notice be circulated one additional time during the period of absence or within a three (3) month period, whichever is less, to encourage additional donations.

G. Making a Donation

1. Leave donations must be made in whole eight (8) hour increments. An employee may donate any amount of personal leave and any amount of annual leave, as long as a minimum balance of 60 hours remains. Up to 120 hours of sick leave can be donated by an employee in a calendar year, as long as a minimum balance of 60 hours remains.
2. A donor must complete a Department Leave Donation Authorization form to:
 - a. Authorize the deduction of leave from an accrued balance
 - b. Identify the recipient, and
 - c. Specify the type and amount of leave to be donated
3. This completed form must be submitted to Personnel who maintains the leave records for the donor. Personnel will then do the following:
 - a. Certify the donor's leave balance(s)
 - b. Make appropriate adjustments to the donor's leave balance(s) on Daily Record Of Leave Used, or similar form.
 - c. Provide the original of the Department Leave Donation Authorization form directly to the recipient's human resource/personnel office, or other designated individual, by the posted deadline date. The donated leave will be added to the recipient's sick leave balance.

Note: The form may be faxed prior to mailing the original for information purposes.
 - d. Report to the donor's human resource/personnel office, or other designated individual, the amount of leave to be deducted from the donor's leave balance(s) in the system.
4. The recipient's human resource/personnel office, or other designated individual, will stamp the **date** and **time** of receipt on the Department Leave Donation Authorization form to determine the order of donations.

H. Crediting Donated Leave

1. All types of leave donations, up to a maximum of 520 hours, will be credited as sick leave to a recipient in the order received, **and** on an as needed basis.

- a. Multiple donations will be permitted for the same recipient; however, no recipient will be credited with more than 1,040 hours of donated leave in any consecutive two (2) calendar year period.
- b. If multiple donations are solicited for the same absence, for each solicitation, the following applies:
 2. The recipient must submit a new Department Request to Solicit Leave Donations form, and
 - a. A new Department Solicitation For Leave Donations Notice must be posted and circulated.
 - b. The recipient will not be required to be in an additional authorized leave without pay status for a period beyond the eighty (80) hours required for the initial leave donation solicitation.
 3. If multiple donations are solicited for different absences, the recipient must meet all requirements for soliciting leave donations for each solicitation, including the requirement to be on authorized leave without pay for eighty (80) consecutive hours prior to receiving donated leave.
 4. Donations received after the maximum has been reached or after the posted deadline will not be accepted and will be returned to the appropriate donor(s).
 5. While using donated leave, the recipient will accrue annual and sick leave if in pay status for the required number of hours in a pay period. This newly accrued leave must be used prior to continuing to use donated leave.
 6. The recipient will be advised in writing by the appropriate human resource/personnel office, or other designated individual, of the amount of leave donated.
 7. Each individual leave donation will be credited in its entirety. (See exceptions and limitations, below) Leave donated in excess of what is needed by the recipient will be returned to the donor(s); however, **if a portion of a leave donation is needed, the remainder, up to forty (40) hours, will not be returned to the donor.**
 - a. An exception occurs when a leave donation from one donor would result in over 520 hours being received. In this case, the recipient's sick leave balance is credited up to the maximum, and the excess leave is returned to the donor.
 - b. Once a recipient has returned to duty, no more than forty (40) hours of previously donated leave may be retained for the recipient's use.

I. Placement on Family Leave

1. An eligible employee who is using donated leave **must** be placed on available family leave, unless or until the twelve (12) work weeks of family leave has been used for the calendar year.
2. An employee **may be placed on family leave without** a request from the employee.
3. If an employee was receiving donated leave due to personal illness or disability, a statement from the attending health care provider releasing the employee to return to work is required.
4. The statement must show that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.
5. This statement must be submitted to the employee's supervisor immediately upon return to work.

J. Prohibited Activity

1. No employee will threaten, coerce or attempt to threaten or coerce another employee for the purpose of interfering with rights involving the donation, receipt or use of leave. Such prohibited acts will include, but not be limited to, promising to confer or conferring a benefit such as an appointment, promotion or salary increase, or making a threat to engage in, or engaging in an act of retaliation against an employee.
2. Any employee who violates the Prohibited Activity Section will be subject to disciplinary action up to and including dismissal.

References

Rules of the State Personnel Board – Rule 30
[Department Request to Solicit Leave Donations](#)
[Department Solicitation For Leave Donations Notice](#)
[Department Leave Donation Authorization](#)
[III. U. 6. Leave](#)

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LEAVE OF ABSENCE WITHOUT PAY

Employees who are eligible for leave benefits may submit written requests for Regular or Contingent Leave of Absences Without Pay for specified periods. Leave of Absences Without Pay may be granted or denied at the discretion of authorized officials.

Leave of Absence Without Pay, if granted, should be for short periods of time, unless there are unusual circumstances that support an extended period of time. Leave of Absences Without Pay do not include brief absences charged to Short-term (Other) Leave Without Pay (30 calendar days or less). When absence from work is due to an event qualifying for leave under the Family and Medical Leave Act, employees should be placed on Family and Medical Act Leave (with or without pay) prior to placement on Regular or Contingent Leave of Absences Without Pay. If leave under the Family and Medical Act has been exhausted or is otherwise not available, employees may request Leave of Absence Without Pay.

Note: Approved Leave of Absences Without Pay do not cause a break in continuous service.

A. Regular Leave of Absence Without Pay

If a Regular Leave of Absence Without Pay is granted, the position which the employee occupied or a position of equal grade and pay is held for the employee's return. At the expiration of the Regular Leave of Absence Without Pay, the employee will be reinstated without loss of any rights if the employee has complied with the terms and conditions outlined in the notice of approval.

B. Contingent Leave of Absence Without Pay

If a Contingent Leave of Absence Without Pay is granted, the position which the employee occupied is **not held**. The employee is entitled to reinstatement only if a "suitable vacancy", as defined in the notice of approval, is available at the expiration of the leave.

C. Requests

Employees are to submit written requests for Leave of Absences Without Pay through their supervisors to authorized officials. The requests **must** include the following information:

1. The type of Leave of Absence Without Pay (Regular or Contingent) desired
2. The reason for the Leave of Absence Without Pay
3. The start date
4. The return date, and
5. Any other relevant information (e.g., statement from attending health care provider)

Requests based on illness, disability or other medical condition of the employee, family member or others must include a completed *Certification of Serious Health Condition for Family Leave* form or similar statement from the health care provider which supports the request for absence.

Note: Clarification may be required from the employee and/or attending health care provider prior to a determination based on the request for the Leave of Absence Without Pay.

D. Review

Requests for Leave of Absences Without Pay will be reviewed and determinations made based on the following:

1. Reasons for the Leave of Absence Without Pay
2. Amount of time requested
3. Employees' documented performance, behavior and attendance records
4. Needs of the organization, and
5. Employee's years of service

E. Medical/Psychiatric Examination

Under limited circumstances and **ONLY** with the approval of the Central Office's Director of Human Resources, an authorized official may direct an employee to undergo a medical and/or psychiatric examination at the expense of the department. This examination may be required prior to allowing use of accrued leave, granting a Leave of Absence Without Pay (Regular or Contingent), or prior to allowing an employee to return from leave or be reinstated from a Leave of Absence Without Pay.

1. An employee is required to release the results of the medical and/or psychiatric examination to an authorized official. The results must be considered confidential and are to be shared with individuals only on a "need to know" basis.

2. Upon receipt of the results, a determination will be made regarding the appropriate action to be taken.

Appropriate action includes, but is not limited to, the following:

- a. Employee may be allowed to use accrued leave
- b. Employee may request and be granted a Regular or Contingent Leave of Absence Without Pay
- c. Employee may be referred to a treatment program, or
- d. Employee may be allowed to return to work with or without accommodation

F. Determination

Final approval of requests for Leave of Absences Without Pay is at the discretion of an authorized official.

Note: Leave of Absences Without Pay are generally approved for medical reasons which exceed the period covered by family leave and should be for short periods of time unless unique circumstances support a longer period of time. They should not be granted for reasons including, but not limited to, attending school (unless attendance is short-term AND directly benefits the department), relocation, incarceration, or acceptance of another job.

1. An authorized official is to provide written decisions to employees concerning requests for Leave of Absences Without Pay in a timely manner.

2. If a Leave of Absence Without Pay is granted, the notification is to specify the terms and conditions of the approval including what type of Leave of Absence Without Pay has been approved (Regular or Contingent), the beginning and ending dates, and the terms for reinstatement (e.g., statement from the health care provider).

a. The written approval of a **Regular** Leave of Absence Without Pay must identify the location and job(s) which will be available for employees' return to work.

b. The written approval of a **Contingent** Leave of Absence Without Pay **must** include the following:

* The organizational unit(s) within which a suitable vacancy must exist, and

* The specific job(s) in the organizational unit which would represent a suitable vacancy.

Note: In order to be considered a "suitable vacancy" a position must be properly established, budgeted and have no other restrictions that must be resolved prior to filling the vacancy.

c. If an employee requests a Regular Leave of Absence Without Pay, and it is determined that it will not be approved, an authorized official must notify the employee that the request is denied. An authorized official may offer, if appropriate, the employee the opportunity to request a Contingent Leave of Absence Without Pay. An authorized official does not have the authority to place an employee on a Contingent Leave of Absence Without Pay when a specific request has not been received from the employee, except as provided in the *Note* on Page 1, Paragraph 1.1.

G. Notice of Return

Employees must notify authorized officials, verbally or in writing, of their intent to return to duty. This notification must be received **prior** to the expiration of the Leave of Absence Without Pay. Specific notification instructions may be included in the approval letter (e.g., notice will be required in writing, specific deadline date for receiving notice, etc.).

H. Workers' Compensation

Employees who are absent from work due to work-related injuries and/or illnesses covered under Workers' Compensation, may request to be placed on unpaid family leave, if appropriate, or leave

without pay, rather than used accrued leave to cover the absence. The *Selection of Payment Option* form must be completed and submitted to the authorized official. Employees cannot receive both Workers' Compensation payments and salary due to using accrued leave for lost work time.

I. Benefits

1. While on a Leave of Absence Without Pay, employees may maintain health insurance coverage through the State Health Benefit Plan and continue their benefits through the Flexible Benefits Program.

a. Employees should be advised of the cost for maintaining health insurance and any benefits through the Flexible Benefits Program, arrangements for making payments, and consequences for not making timely payments.

b. The following forms must be completed and submitted to the Human Resource/Personnel Representative, as appropriate, to continue health insurance coverage:

* Request to Continue Health Benefits during Leave of Absence without Pay (Form MS66-003), and

* *Disability Certification* (Form MS66-005), if appropriate.

2. Employees with at least one year of participation in the Group Term Life Insurance Program under the Employees' Retirement System (ERS) may retain coverage while on Leave of Absence Without Pay. A request to continue coverage must be made in writing to ERS prior to beginning the Leave of Absence Without Pay. Coverage terminates if this written request is not filed.

Note: Employees who accept employment outside of State Government or who are on active duty with the Armed Forces are not eligible to continue coverage.

J. Time Limitations

A continuous Leave of Absence Without Pay, which may include any combination of Regular, Contingent or Short-term (Other) Leave Without Pay, or unpaid family leave, cannot exceed 12 months.

K. Retaining Accrued Leave

Employees may request that accrued leave (all or part) be retained while on Leave of Absence Without Pay. Authorized officials should consider the reasons for the Leave of Absences Without Pay and the length of time requested before approving a request to retain accrued leave. Requests to retain accrued leave should be approved unless extenuating circumstances dictate otherwise.

L. Reinstatement

1. Prior to reinstatement of employees from Leave of Absences Without Pay due to their own illness, disability or medical condition, employees must provide a statement from the attending health care provider to the authorized official.

a. The statement must indicate that the employee can resume the essential functions of the job, with or without reasonable accommodation.

b. Each health care provider's statement indicating work accommodations will be reviewed on a case-by-case basis.

2. Employees may request to be reinstated prior to the expiration of approved Leave of Absence Without Pay. Authorized officials may approve requests for early reinstatement unless specific circumstances prevent approval.

3. Upon return from Leave of Absences Without Pay, employees retain previously accrued and unused leave.

4. In order for an employee to be reinstated from a Contingent Leave of Absence Without Pay, a "suitable vacancy" must be properly established, budgeted and have no other restrictions that must be resolved prior to filling the vacancy.

M. Extensions

An extension of a Leave of Absence Without Pay beyond the 12-month limitation may be granted

by authorized officials if determined appropriate. If an extension is granted it will be on a Contingent Leave of Absence Without Pay basis only. Such an extension should be for a limited period of time and cannot be granted for more than 12 months.

Note: Authorized officials should only grant an extension for the employee's medical reasons and when the employee's condition and other factors indicate that the employee will be able to return to work.

1. Employees are to request extensions in writing. Only requests for a Contingent Leave of Absence Without Pay will be considered.
2. Requests for extensions must be accompanied by a statement from the attending health care provider which supports the request for the continued absence. (The *Note* under the Request Section may also be used for extensions)
3. Authorized officials are to either approve or deny requests in writing and must include the conditions of return.
4. If an extension is granted a statement should be included in the notice that approval of the request for extension does not extend health insurance coverage under the Flexible Benefits Program. The State Health Benefit Plan will provide information regarding continuing coverage through COBRA.
5. Employees must notify authorized officials, verbally or in writing, of their intent to return to duty. This notification must be received **prior** to the expiration of the Leave of Absence Without Pay or by the date specified in the approval notice.
6. At the expiration of the extension of the Contingent Leave of Absence Without Pay, employees will be reinstated without loss of any rights only if a suitable vacancy, as defined in the notice of approval, is available.
7. If reinstated, prior to returning to work, employees must submit to their authorized officials a statement from the attending health care provider which releases them to resume the essential functions of their job, with or without reasonable accommodation.

N. Creditable Service Toward Retirement

Members of the Employees' Retirement System who are on Leave of Absences Without Pay due to a physical or mental illness, sickness or disorder caused by a job-related disease/accident may submit a request to purchase up to 12 months of service in a five-year period by paying employee contributions plus interest within the first six months of return to duty.

Members of the Teachers' Retirement System who are in inactive status may submit a request to purchase service if they meet appropriate eligibility. See TRS booklet "Membership Status" or www.trsga.com

References

[Certification of Serious Health Condition for Family Leave](#)

[Selection of Payment Option](#)

[III. U. 6. Leave](#)

Created: October 2, 2001

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MILITARY LEAVE

Military leave is a leave of absence from work while engaged in the performance of military duty and while going to and returning from such duty. A Request for Personnel Action/Leave Request Form is to be completed in order to place an employee on military leave. The form and a copy of the orders must be included in the employee's official personnel file.

A. Eligible Employees

All employees (except those employed on a temporary basis) who are or become members of the organized militia (e.g., National Guard, etc.) or any reserve force or component of the U.S. Armed Forces are eligible for a military leave of absence.

B. Notification

Supervisors must be notified of all military duty.

1. Employees are required to provide advance written or verbal notice along with a copy of the orders to their supervisors for all military duty. (Orders are issued for all military duty with or without the employee's consent)
2. In the event of an emergency that prevents advance notice, supervisors are to receive notification of ordered military duty as soon as possible.

Note: The following paragraphs describe when an employee is or is not paid for military leave.

C. Ordered Duty Without Consent

1. Eligible employees ordered to military duty **without personal consent** will be paid for up to 18 work days in a federal fiscal year (October 1 through September 30), not to exceed eighteen (18) workdays in one continuous period of such absence. Employees will not be required to use accrued leave during this period.
2. For any absence beyond eighteen (18) workdays, employees may request to use accrued annual and/or personal leave or be placed on leave without pay.

Note: If the Governor declares an emergency and orders employees to state active duty as members of the National Guard, the employees, while performing such duty, will be paid for up to thirty (30) workdays in a federal fiscal year, not to exceed thirty (30) workdays in one continuous period.

D. Ordered Duty With Consent

1. Eligible employees ordered to military duty **with personal consent** will be paid for up to eighteen (18) workdays in a federal fiscal year, not to exceed eighteen (18) workdays in one continuous period of such absence, if the period of ordered military duty does not exceed thirty (30) calendar days.
2. Eligible employees ordered to military duty **with personal consent** for a period exceeding thirty (30) calendar days are to be granted a leave of absence **without pay for the entire period of absence**. Employees may, however, request to use accrued annual and/or personal leave to cover the absence from work.

E. Attending Service Schools

1. Employees who **are or become eligible** for military leave may receive orders for attending service school(s) with or without personal consent.
2. Employees attending any service school(s) will be paid in accordance with this policy.

F. Enlistments or Inductions

1. Eligible employees who **enlist or are inducted** into the organized militia or any reserve force or component of the U.S. Armed Forces, and are ordered to active duty, active duty for training or inactive duty training are entitled to leave of absences from work as provided by law. Such leave of absences are without pay; however, employees may request to use accrued annual and/or personal leave to cover the absences from work.

2. Employees who receive orders to report for any pre-induction or other examination to determine physical or other fitness for service are entitled to leave of absences from work as provided by law. Such leave of absences are without pay, however, employees may request to use accrued annual and/or personal leave to cover the absences from work.

Note: Time spent on military leave is not a break in continuous employment. An employee on military leave is eligible for rights and benefits provided by Federal and State laws, and other benefits provided by the Department.

G. Return to Work

1. Employees whose cumulative absences from work while on military leave have not exceeded five (5) years are entitled to return to work upon completing military duty as required by law.

Note: Certain types of service do not count toward the five-year limitation. The Office of Legal Services and/or Human Resources should be contacted when employees have accumulated absences from work for military leave that exceeds five (5) years

2. The Department is not required to re-employ individuals who were employed with Technical Colleges on a temporary basis (e.g., a brief, non-recurrent period).

3. In order to be eligible for re-employment, employees are to do the following:

- a. If the period of military duty was 30 calendar days or less **or** military leave of any length was for examination purposes to determine fitness to perform service, employees must report to work the **first scheduled work day** after an eight-hour period following the completion of military duty and returning home.
- b. If the military duty was for more than 30 calendar days, but did not exceed 180 calendar days, employees must submit a written notice for re-employment to their supervisors, or other designated officials, **within 14 calendar days** of completing military duty.
- c. If the military duty was for more than 180 calendar days, employees must submit a written notice for re-employment to their supervisors, or other designated officials, **within 90 calendar days** of completing military duty.

4. Employees who are hospitalized or are recovering from an illness or injury as a result of the military duty are to report for duty or apply for re-employment as described above upon recovering from the illness or injury. The period of recovery may not exceed two (2) years.

5. Upon timely notice following the satisfactory completion of military duty, employees will be returned to work as follows:

- a. If the military leave was for 90 calendar days or less, an employee must be re-employed in a position in the same job category the employee would have held if military duty had not occurred, if qualified to perform the duties of the job category or able to become qualified with reasonable efforts by the Department. The employee's work status remains the same.
- b. If the military leave was for more than 90 calendar days, an employee must be re-employed in a position in the job category the employee would have held if military duty had not occurred, **or** another job category of like seniority, status and pay, if the employee is qualified to perform the duties of the job category or able to become qualified with reasonable efforts by the Department. The employee's work status remains the same.
- c. If an employee is not able to perform the duties of the job category with reasonable accommodation due to disability sustained or aggravated during the military service, the employee will be employed in another job category in the Department for which the employee is qualified and is able to perform the essential functions, with or without reasonable accommodation.

Note: The Department is not required to return an employee from military leave if circumstances have drastically changed making it impossible or unreasonable to do so. (e.g., closing of a facility, reduction in force that would have included the employee, etc.)

References Created: October 1, 2001

[U.S.C. Title 38, Chapter 43, Uniformed Services Employment and Re-employment Rights Act](#)

[O.C.G.A. §38-2-279](#)

Rules of the State Personnel Board - Rule 18

[Personnel Action Request](#)

[Personnel Leave Request Form](#)

[III. U. 6. Leave](#)

MISCELLANEOUS LEAVE

This procedure addresses leave with pay available to eligible employees for specific reasons. Eligible employees who are absent from work in accordance with the provisions in this procedure are not charged accrued leave or compensatory time for absences.

A. Court Leave

Court leave is available to eligible employees on all days that employees are summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding by any Federal, State or Local Court. Court leave may also be used for out-of-state judicial proceedings.

1. Eligible Employees: Classified and unclassified employees who are scheduled to work on a day they are ordered to attend a judicial proceeding are eligible for court leave, unless they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings.
 - a. Employees not eligible for court leave, due to being litigants, defendants or other principal parties or for having other personal or familial interest in the proceedings, may request to use annual leave, personal leave, compensatory time or leave without pay in order to attend judicial proceedings.
 - b. Employees who are required to appear in court on behalf of the department are in work status and are not to be placed on court leave.

Note: Questions regarding the granting of court leave in unique situations should be reviewed on a case by case basis with the Human Resource Manager and/or Vice President of Administration.

2. Notification: As soon as employees become aware of the need for court leave, they must provide documentation (e.g., a copy of the summons, subpoena or other judicial order) to their supervisor as a prerequisite for approval of court leave.
3. Time Allowed: Court leave includes the time that an employee's presence is actually required by the judicial proceeding and any reasonable time needed to prepare for and recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits.
4. Penalties Prohibited: Employees will not be discharged, disciplined or otherwise penalized because of absences from work for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires attendance at judicial proceedings. In addition, court leave is to have no effect on performance evaluations.

B. Disaster Volunteer Leave

Qualified employees may be eligible for disaster volunteer leave with pay for up to 15 workdays in a 12-month period to participate in specialized disaster relief.

In order to qualify for disaster volunteer leave:

1. Employees must be certified disaster service volunteers of the American Red Cross,
2. There must be a disaster declared by the U.S. President or a State Governor of either Georgia or a neighboring state with a reciprocal agreement, and
3. The American Red Cross must request the employee's services.

Qualified employees are to submit requests for disaster volunteer leave to their supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis as determined by the Commissioner, President, or his or her designee.

C. Grievance Preparation Time

Classified and unclassified employees eligible to file a grievance may be granted up to four (4) hours of work time, as approved by the supervisor, to file or process a grievance. A maximum of twelve (12) hours per calendar year may be approved as grievance preparation time.

D. Leave for Blood Donation

Employees may be granted leave with pay when donating blood and when donating blood platelets (the part of the blood that helps clotting) or granulocytes (white blood cells) through the

phoresis process.

Note: Phoresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.

1. Notification: Employees must request and receive prior approval from their supervisor to be away from the work area for blood donation.
2. Time Allowed: Time off for blood donation includes the time required to donate the blood, platelets or granulocytes and to recover from the donation.
 - a. Up to two (2) hours per donation may be granted when employees donate blood.
 - b. Up to four (4) hours per donation may be granted when the employees donate blood platelets or granulocytes through the phoresis process.
 - c. Leave may be granted up to four (4) times per calendar year for each of the above types of blood donation.

E. Leave of Absence for Kidney Donation

A leave of absence with pay for thirty (30) calendar days will be granted to employees who donate a kidney for transplantation. This leave of absence will be included as service in computing any retirement or pension benefits.

1. Notification: Employees requesting a leave of absence to donate a kidney must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating a kidney for transplantation.

If the kidney donation does not take place, any absence will be charged to accrued leave or leave without pay.

F. Voting Time

Employees are to be permitted to take necessary time off for voting purposes. If the polls are not open either two (2) hours before or two (2) hours after employees' scheduled work hours, the difference in time may be granted as leave with pay for voting purposes.

Example: An employee's work hours are from 8:30 a.m. to 5:30 p.m. Since this schedule would not allow two (2) hours either before or after work for voting, this employee may be granted 30 minutes of time with pay for voting purposes, if needed.

If necessary, employees who are not eligible for this voting time with pay may request to use accrued annual or personal leave, compensatory time or leave without pay for voting purposes.

G. Administrative Leave

The Commissioner, an Assistant Commissioner or Technical College President may place any employee on administrative leave with pay when such action it is in the best interest of the Department.

H. Personal Leave

Employees who have accumulated more than 120 hours (15 days) of sick leave as of November 30 of any year may convert up to 24 hours (3 days) of the accumulation in excess of 120 hours (15 days) to personal leave. Written notification of such conversion shall be provided to the appropriate personnel office no later than December 31 of each year.

Personal leave shall be available for use by an employee during the calendar year following the year of conversion.

Subject to the approval of the Technical College President or Assistant Commissioner, personal leave may be used by the employee for personal reasons. The Technical College President or Assistant Commissioner shall make every reasonable effort to accommodate requests to utilize personal leave.

The use of personal leave shall be approved in the same manner as annual leave.

1. Limitations: Once an employee's election to convert sick leave to personal leave has been verified by the Personnel Director or Vice President of Administration, such election shall be irrevocable.

2. Personal leave shall be forfeited and not restored to the employee if not used by December 31 of the year in which such leave was available to the employee or upon termination of the employee during such year.

References

[O.C.G.A. § 34-1-3](#)

[O.C.G.A. § 38-2-90 et. seq.](#)

Rules of the State Personnel Board - Rule 18

[III. U. 6. Leave](#)

Created: October 2, 2001

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FAMILY AND MEDICAL LEAVE

I. Policy

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a twelve 12-month period depending on the reasons for the leave.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Related Authority

29 C.F.R. Parts 825, Family and Medical Leave Act of 1993, Final Rule Published November 17, 2008

IV. Definitions

Child (son or daughter): A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

Child (son or daughter) of a Covered Servicemember: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of for whom the covered servicemember stood in loco parentis, regardless of age.

Covered Servicemember: Is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness that may render him/her medically unfit to perform the duties of the member's office, grade, rank, or rating.

Covered Military Member: The employee's spouse, son, daughter, or parent who is on active duty or call to active duty status.

Health Care Provider: A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices or any other person determined by the Secretary of Labor to be capable of providing health care services.

Others capable of providing health care services include only:

- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors authorized to practice in the State and who are performing within the scope of their practice as defined in State law
- Nurse practitioners, nurse-midwives, clinical social workers, and physicians assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State Law
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. In these instances, the System Office or technical college may require a second and/or third opinion by a non-Christian Scientist practitioner
- Any health care provider from whom the State of Georgia Health Benefit Plan will accept certification for the existence of a serious health condition to substantiate a claim for benefits; and
- A health care provider as defined above who practices in a country other than the United States and who is licensed to practice in accordance with the laws and regulations of that country

HIPAA: Health Insurance Portability and Accountability Act.

Immediate Supervisor: An individual charged with developing performance plans and managing and assessing the performance of employee(s) in those work unit(s) under his/her span of control.

Intermittent Leave: Leave taken in separate periods of time due to a single illness or injury.

Need to Care For: The physical and/or psychological care of a family member or covered servicemember in the following situations:

- The family member or covered servicemember is unable to care for his/her basic medical, hygienic or nutritional needs, safety, or is unable to travel to the doctor, etc.
- The family member or covered servicemember is receiving inpatient or home care and the employee is needed to provide beneficial psychological comfort and reassurance

- An employee is needed to substitute for others who are caring for the family member, or to make arrangements for changes in care such as transfer to a nursing home
- The family member's or covered servicemember's need for care is intermittent; or
- An employee is needed only intermittently (e.g., other care is normally available, or care responsibilities are shared with another caregiver, etc.)

Next of Kin: Is the nearest blood relative of a covered servicemember, other than the individual's spouse, parent, son, or daughter in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and, first cousins, unless the servicemember has specifically designated, in writing, another blood relative as his or her nearest blood relative for purpose of Military Caregiver Leave.

Parent: A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter (as defined in the term "Child"). This term does not include parents "in law".

Parent of a Covered Servicemember: A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember.

Qualifying Exigencies: Include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements, etc., related to deployment, rest and recuperation, counseling, and post-deployment debriefings.

Reduced Schedule Leave: A leave schedule that reduces the number of hours in an employee's established work week or a normal work day.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower-level supervisor(s) in his/her direct line of supervision.

Serious Health Condition: Is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility (i.e., inpatient care), or continuing treatment by a health care provider for a condition that prevents an employee from performing the functions of his/her job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, continuing treatment includes an incapacity of more than 3 consecutive, full calendar days and 2 visits to a health care provider within 30 days of the first day of incapacity or 1 visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or, absences due to multiple treatments.

Spouse: A husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.

V. Attachments

- Attachment A [Leave Request Form](#)
- Attachment B [Child's Birth, Adoption, or Foster Care Form](#)
- Attachment C [Certification of Health Care Provider Form for Family Member's Serious Health Condition](#)
- Attachment D [Certification of Health Care Provider Form for Employee's Serious Health Condition](#)
- Attachment E [Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave](#)
- Attachment F [Certification of Qualifying Exigency for Military Family Leave](#)
- Attachment G [Notice of Eligibility and Rights and Responsibilities Form](#)
- Attachment H [FMLA Designation Notice](#)
- Attachment I [DOL Notice to Employees of Rights and Responsibilities under the FMLA](#)

VI. Procedures

A. Employee Eligibility

To be eligible for FLMA leave, an employee must

1. Have worked at least 12 months for any State of Georgia agency, department, board, bureau, etc., in the preceding seven (7) years with the exception of any break-in-service occasioned by the fulfillment of an employee's National Guard or Reserve military service obligation.

Note: The time served performing the military service must be counted in determining whether the employee has been employed for at least 12 months by the employer, but this provision does not

provide any greater entitlement to the employee than would be available under the Uniformed Services Employment and Reemployment Rights Act (USERRA); and,

2. Have worked at least 1,250 hours for any State of Georgia agency, department, board, bureau, etc., during the 12-month period immediately preceding the date FMLA leave is to begin except that an employee returning from fulfilling his/her National Guard or Reserve military obligation shall be credited with the hours-of-service that could have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service. Additionally, an individual re-employed following military service has the hours that would have been worked for the employer added to any hours actually worked during the previous 12-month period to meet the 1,250 requirement.

Note: To determine the hours that would have been during the period military service, the employee's pre-service work schedule can generally be used for such calculations.

B. Qualifying Conditions

1. FMLA leave may be taken for the following reasons
2. Birth of a child or to care for a newly-born child (up to 12 weeks)
3. Placement of a child with the employee for adoption or foster care (up to 12 weeks)
4. To care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks)
5. Because of an employee's serious health condition that makes him/her unable to perform his/her job (up to 12 weeks);
6. To care for a covered servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks). Refer to Paragraph VI. H. for additional information; or
7. To manage certain qualifying exigencies arising because the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 months). Refer to Paragraph VI. I for additional information.

The maximum amount of leave that may be taken in a 12-month period for all reasons is 12 weeks with the exception of leave to care for a covered servicemember which carries a maximum combined leave entitlement of 26 weeks. In these instances, leaves for all other reasons cannot constitute more than 12 of these 26 weeks.

C. Identifying the 12-Month Period

The TCSG and its associated technical colleges measure the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the TCSG and its technical colleges calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

D. Using FMLA Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing their normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or for the injury or illness of a covered servicemember.

Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Unless approved by the Commissioner, Deputy Commissioner, applicable Assistant Commissioner, or technical college President (or their designee), intermittent leave is not permitted for birth of a child, to care for a newly-born child or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must attempt to schedule their leave so that it will not unduly disrupt system office or technical college operations.

E. Birth of a Child, Adoption or Foster Care

1. Family leave for a child's birth, adoption or foster care will
 - Begin on the date the child is born unless the mother is previously incapacitated

- In cases of adoption or foster care, begin on the date the employee's presence is needed for the placement process to begin (e.g., consultation with attorneys or doctors, appearance in court, counseling sessions, etc.), or the date the employee takes actual custody of the child
- Be completed within 12 months of the date of birth or placement
- Total 12 weeks during any 12-month period when both parents are eligible TCSG employees.

Note: Both parents are entitled to 12 weeks of family leave to care for a newborn, adopted, or foster child with a serious health condition.

2. Requesting family leave for a child's birth, adoption or foster care

- Submit a completed Request for Family Leave Form (Attachment A) as soon as the leave date (or approximate leave date) is known; and,
- Submit a Documentation of a Child's Birth, Adoption, or Foster Care Form (Attachment B). The Form must be filled out completely and signed by the treating health care provider/adoption attorney/child placement agency head.

3. Leave designation

- For prenatal care, pregnancy, or a birth-related incapacity, an employee may request to use sick leave, annual leave, personal leave, or family leave without pay;
- For an adopted or foster care child, an employee may request to use annual leave, personal leave, or request family leave without pay to make arrangements for the adoption or placement. Sick leave may be requested if such use for this purpose is consistent with the provisions of established State Board policy and applicable State Personnel Board Rules; and,
- Unless a serious health condition is present or other event which supports the use of sick leave (pursuant to established State Board policy and applicable State Personnel Board Rules), only annual leave, personal leave, or family leave without pay may be used by an employee to care for his/her biological, adopted, or foster child during the first year after the child's birth or placement

4. Intermittent or reduced schedule leave

- Intermittent or reduced schedule leave will be permitted for an employee's own incapacity related to pregnancy or prenatal care;
- An employee may take intermittent or reduced schedule family leave to care for his/her new biological, adopted, or foster child when medically necessary as determined by a health care provider for a child's serious health condition;
- Decisions as to appropriate intermittent or a reduced schedule leave will be governed by a health care provider's determination as to medical necessity; and,
- A reviewing manager may require an employee to temporarily transfer to an available alternative position (with equivalent pay and benefits) that better accommodates recurring periods of absence.

F. Serious Health Condition of a Qualifying Family Member

1. Family leave for a qualifying family member's serious health condition will begin on the date the employee's presence is necessary to provide physical and/or psychological care for the family member. The employee's family member must be incapacitated with a serious health condition.

2. An employee requesting family leave for the serious health condition of a family member must:

- Make a reasonable effort, subject to the approval of a health care provider, to schedule the treatment or supervision of the family member so as not to unduly disrupt system office or technical college operations;
- Submit a completed Request for Family Leave Form (Attachment A). If family leave is foreseeable, the Form should be submitted as soon as the projected date of leave is known; and,
- Submit a completed Certification of Health Care Provider Form for Family Member's Serious Health Condition (Attachment C). The Form must be filled out completely and signed by the health care provider.

3. In these instances, an employee may use sick leave (pursuant to established State Board policy and applicable State Personnel Board Rules), annual leave, personal leave, or family leave without pay.

4. Family leave for the serious health condition of a family member may not be taken on an intermittent basis or on a reduced leave schedule unless medically necessary as certified by a health care provider. The employee and his/her immediate supervisor and/or reviewing manager should attempt to develop a schedule that meets the needs of all parties without unduly disrupting system office or technical college operations. The reviewing manager may require the employee to transfer temporarily to an available

alternative position (with equivalent pay and benefits) that better accommodates recurring period(s) of absence. Decisions as to appropriate intermittent or a reduced schedule will be governed by the health care provider's determination of medical necessity.

G. Serious Health Condition of an Employee

1. Family leave for an employee's serious health condition begins on the date the employee is unable to perform the essential functions of his/her position. To qualify for family leave, an employee must be incapacitated with a serious health condition.
2. An employee requesting family leave for his/her serious health condition must:
 - Make a reasonable effort, subject to the approval of a health care provider, to schedule his/her treatment so as not to unduly disrupt system office or technical college operations;
 - Submit a completed Request for Family Leave Form (Attachment A). If family leave is foreseeable, the Form should be submitted as soon as the projected date of leave is known; and,
 - Submit a completed Certification of Health Care Provider Form for Employee's Serious Health Condition (Attachment D). The Form must be filled out completely and signed by the health care provider.
3. An employee may use sick leave (pursuant to established State Board policy and applicable State Personnel Board Rules), annual leave, personal leave, or family leave without pay.
4. Family leave for an employee's serious health condition may be taken on an intermittent or a reduced schedule basis if medically necessary as certified by a health care provider. The employee and his/her immediate supervisor and/or reviewing manager should attempt to develop a schedule that meets the needs of all parties without unduly disrupting system office or technical college operations. The reviewing manager may require the employee to transfer temporarily to an available alternative position (with equivalent pay and benefits) that better accommodates recurring period(s) of absence.

H. Military Caregiver Leave

1. Permits eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered service member".
2. Is not available to care for former members of the Armed Forces or the National Guard or Reserves, or for service members on the permanently disability retired list.
3. To be eligible for Military Caregiver Leave, an employee must be a spouse, son, daughter, parent, or next of kin of the covered service member and meet all other eligibility requirements.
4. An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a single 12-month period. This period begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his/her 26 workweeks of leave during a "single 12-month period", the remainder is forfeited.
5. Military Caregiver Leave applies on a per-injury basis for each servicemember. Therefore, an eligible employee may take separate periods of leave for each covered servicemember, and/or for each serious injury or illness of the same covered servicemember. No more than 26 workweeks of leave may be taken in any single 12-month period.
6. Within the single 12-month period, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (e.g., birth of a child, the serious illness of a family member, a qualifying exigency, etc.). For example, during the "single 12-month period", an eligible employee may take up to 16 weeks of FMLA leave to care for a covered service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.
7. An employee requesting Military Caregiver Leave must:
 - Submit a Request for Family Leave Form (Attachment A). If the need for leave is foreseeable, the Form should be submitted as soon as the projected date of leave is known; and,
 - Submit a completed Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave (Attachment E). The Form must be filled out completely and signed by the health care provider within 15 days.
8. An employee may use sick leave (pursuant to established State Board policy and applicable State Personnel Board Rules), annual leave, personal leave, or family leave without pay in these instances.

9. Family leave for this purpose may be taken on an intermittent or a reduced schedule basis if medically necessary as certified by a health care provider. The employee and his/her immediate supervisor and/or reviewing manager should attempt to develop a schedule that meets the needs of all parties without unduly disrupting system office or technical college operations. The reviewing manager may require the employee to transfer temporarily to an available alternative position (with equivalent pay and benefits) that better accommodates recurring period(s) of absence.

I. Qualifying Exigency Leave

1. Eligible employees may take Qualifying Exigency Leave to manage certain “exigencies” arising out of a “covered military member’s” (i.e., the employee’s spouse, son, daughter, or parent) call or order to active duty.

2. Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period.

3. Although Qualifying Exigency Leave may be combined with leave for other FMLA qualifying reasons, the total of such leave cannot exceed 12 weeks in any 12-month period with the exception of military caregiver leave referenced in Paragraph VI. H.

4. Individuals who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members, including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, State military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

5. Although Qualifying Exigency Leave is available to an eligible employee whose close family member is called up from status as a retired member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a member of the Regular Armed Forces.

6. A call to active duty refers to a federal call to active duty. A state call to active duty is not covered unless under order of the President of United States pursuant to applicable laws.

7. Qualifying Exigency Leave is available under the following circumstances:

- **Short-notice deployment:** to address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty
- **Military events and related activities:** to attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and information briefings
- **Childcare and school activities:** to arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll a child in or transfer a child to a new school or daycare facility; or, to attend meetings with staff at a school or daycare facility
- **Financial and legal arrangements:** to make or update various financial or legal arrangements; or, to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits
- **Counseling:** to attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty
- **Temporary rest and recuperation:** to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five (5) days of leave for each instance of rest and recuperation
- **Post-deployment activities:** to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member’s active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status
- **Mutually agreed leave:** other events that arise from the close family member’s duty under a call or order to active duty, provided that the system office or technical college and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave

8. An employee requesting Qualifying Exigency Leave must:

- Submit a Request for Family Leave Form (Attachment A). If the need for leave is foreseeable, the Form should be submitted as soon as the projected date for leave is known; and,
- Submit a completed Certification of Qualifying Exigency for Military Family Leave Form (Attachment F). The Form must be completed within 15 days and include appropriate supporting

documentation (e.g., a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed, the employee's relationship to the military member, etc.).

9. An employee may use annual leave, personal leave, or family leave without pay in these instances.

J. Notice and Medical Certification (Employee or Close Family Member)

1. When seeking FMLA leave, an employee must provide:

- Sufficient information for the system office or technical college to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or other circumstances supporting the need for military family leave. An employee must also inform the system office or technical college if the requested leave is for a reason for which FMLA leave was previously taken or certified
- If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the system office or technical college's normal call-in procedures, absent unusual circumstances
- Medical certification supporting the need for leave due to a serious health condition affecting an employee or his/her immediate family member within 15 calendar days of the system office or technical college request to provide the certification (additional time may be permitted in some circumstances). If an employee fails to provide such certification, the system office or technical college may delay the commencement of leave, withdraw any designation of FMLA leave, or deny the leave and place the employee in a leave without pay status consistent with applicable State Board policy and State Personnel Board Rules. In these instances, the employee may also be subject to disciplinary action as provided in applicable State Board Policy or other action permitted by State Board or technical college procedures. Second or third medical opinions and periodic recertifications may also be required
- Periodic reports as deemed appropriate during the leave regarding an employee's status and intent to return to work
- Medical certification of an employee's fitness for duty before returning to work, if the leave was due to a serious health condition. The system office or technical college will require this certification to address whether an employee returning from a period of leave under these provisions can perform the essential functions of his/her position; and,
- In situations where justifiable and verifiable circumstances prevent an employee from providing supporting and/or required documentation within the times frames referenced in this Procedure, the employee may request an extension through System Office or technical college Human Resources Director/Coordinator. If approved, paid leave (if requested and available) may be substituted for any unpaid leave initially designated for the absence.

2. If the certification is incomplete or insufficient, the system office or technical college must notify the employee in writing regarding what information is necessary to make the certification complete and sufficient, and provide the employee 7 calendar days to cure any deficiencies (unless this time period is not practicable despite the employee's diligent, good-faith efforts).

3. If the deficiencies are not resolved, the system office or technical college may contact the employee's health care provider directly for verification and clarification, as opposed to obtaining additional information beyond that required by the certification form. Contact may be made by the system office or technical college Human Resources Director/Coordinator or other Human Resources representative. **The employee's immediate supervisor is not permitted to engage in these discussions.**

4. While an employee's permission is not needed to contact the healthcare provider purely for verification purposes, the system office or technical college must obtain the employee's authorization for clarification of "individually-identifiable" health information, consistent with HIPAA.

5. Should an employee refuse to cure noted deficiencies or grant the system office or technical college permission to contact the health care provider, the provisions of Paragraph J.1. c. apply.

K. Recertification of Medical Conditions

1. The reviewing manager or system office or technical college Human Resources Director/Coordinator may require a recertification (from the employee's health care provider) regarding the medical condition(s) that initially supported an employee's request for family leave for his/her own use.
2. A recertification may be requested at reasonable intervals, but not more often than every 30 days, unless: the employee requests an extension of leave; circumstances described by the previous certification have significantly changed (e.g., the duration of the illness, the nature of the illness, complications, etc.); or, the system office or technical college receives information that places doubt upon the continuing validity of the initial/most recent certification.
3. As with the initial certification, an employee has 15 calendar days to provide a requested certification. All requirements and consequences outlined in this Procedure will apply to requests for a recertification. The employee will be responsible for all costs associated with the recertification and no second or third opinions may be requested.
4. In instances in which the duration of an employee's condition is "lifetime" or "unknown", the system office or technical college, may request a recertification every 6 months in conjunction with the employee's absence.

L. Second or Third Medical Opinions

1. If the system office or technical college has reason to doubt the validity of a submitted medical certification, the employee may be required to obtain a second opinion at the expense of the system office or technical college. Pending receipt of the medical opinion, the employee is provisionally entitled to the benefits of the Act.
2. The system office or technical college may designate the health care provider to furnish the second opinion, provided the selected health care provider is not employed on a regular basis at the system office or technical college.
3. If the opinions of the employee's and the system office or technical college's designated health care providers differ, the system office or technical college may require the employee to obtain certification from a third health care provider, at the expense of the system office or technical college. The third opinion is binding.
4. The third health care provider must be designated or approved jointly by the system office or technical college and the employee. Both parties must act in good faith in reaching this determination. If the system office or technical college does not attempt, in good faith, to reach an agreement, the system office or technical college will be bound by the first certification. If the employee does not attempt act in good faith to reach agreement, the employee will be bound by the second certification.
5. The system office or technical college must provide the employee with a copy of the second and third medical opinions upon request. Requested copies must be provided within 5 business days unless extenuating circumstances prevent such action.
6. The system office or technical college must reimburse the employee for all reasonable expenses associated with obtaining the second and third medical opinion.
7. Unlike other forms of medical certification, the system office or technical college may not require a second or third opinion or recertification of military caregiver-leave medical certifications.

M. Notice of Eligibility and Rights and Responsibilities

1. When an employee's request for family leave, or when the system office or technical college acquires knowledge that an employee's leave may be for an FLMA-qualifying reason, the system office or technical college must notify the employee, in writing, of the employee's eligibility to take family leave within 5 business days, absent extenuating circumstances.
2. All FMLA absences for the same qualifying reason are considered a single leave and employee eligibility (as to the reason for leave) does not change during the applicable 12-month period.
3. The eligibility notice (Attachment G) must be completed by the system office or technical college in its entirety and state whether the employee is eligible for family leave. If the employee is not eligible, all reasons why must be noted.

N. Designation Notice

1. If the system office or technical college has sufficient information to determine whether a leave is FMLA qualifying, the employee must be notified in writing of this decision within 5 business days using Attachment H.
2. The completed notice must include information regarding whether paid leave will be used during the period of absence and accompanying fitness-for-duty certification requirement. Pursuant to the provisions of Paragraph J. 1. e., an employee must provide a fitness-for-duty certificate from his/her health care provider before returning to work. Therefore, to properly address an employee's ability to perform the essential functions of his/her job upon return from FLMA leave, the system office or technical college must include a list of those functions or attach a job description to the designation notice.
3. The designation notice need only be provided once for each qualifying reason during the applicable 12-month period.
4. The amount of leave (such as the number of hours, days, or weeks) to be counted against the FMLA entitlement must be specified if known at the time the system office or technical college designates the leave as FLMA qualifying. If this is not possible at the time the designation is made (e.g., the leave is unforeseeable), the system office or technical college must provide this information upon request by the employee, but no more often than once in a 30-day period and only if leave was taken during that period. The amount of leave notice must be made in writing no later than the following payday.
5. If both military caregiver and the serious health condition of a family member leave apply, the system office or technical college must designate the leave as military caregiver leave to permit up to 26 weeks of leave.
6. Failure to provide required notice may constitute interference with, restraint of, or denial of the exercise of an employee's FMLA rights and subject the TCSG and its technical colleges to potential liability for compensation and benefits lost by reason of the violation.
7. The system office or technical college may retroactively designate leave, provided that the system office or technical college's failure to designate such leave in a timely manner has not caused harm or injury to the employee. In all instances in which leave qualifies for FMLA protection, the system office or technical college and the employee may mutually agree to the retroactive designation.

O. General Provisions

1. The DOL Notice to Employees of Rights Under the FMLA (Attachment I) must be posted prominently so that it can be readily seen by applicants and employees. A copy of the notice should be provided to all newly hired employees.
2. To the extent required by law, the system office and its associated technical colleges will inform an employee whether he/she is eligible for leave under the FMLA. If otherwise eligible, the system office or technical college will provide an employee with a notice that specifies any additional information required as well as his/her rights and responsibilities. If an employee is not eligible, the system office or technical college will provide a reason for the ineligibility. The system office or technical college will also inform an employee if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against his/her leave entitlement. If the system office or technical college determines that the leave is not FMLA-protected, the employee will be notified.
3. Upon returning from FMLA leave, an employee will typically be restored to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.
4. The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA, or for involvement in any proceeding under or relating to the FMLA. While the TCSG and its technical colleges encourage its employees to bring any concerns or complaints about compliance with the FMLA to the attention of the system office or technical college Office of Human Resources, applicable FMLA regulations require all covered employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against the TCSG. Additionally, the FMLA does not impact any Federal or State law pertaining to discrimination, or supersede any State or local law which provides greater family or medical leave rights.
5. Medical information obtained as a result of an employee's serious health condition, as well as all medical information gathered during an employee's employment with the system office or technical college, is considered confidential. Access to this information, which is housed separately from work-related documents collected during the scope of an individual's employment and retained in an employee's

personnel file, is restricted to system office/technical college representatives having a legitimate business reason to view the materials.

6. An employee's failure to return to work as scheduled after FMLA leave or who (without authorization) exceeds the 12-week entitlement or the 26-week entitlement in the case of military caregiver leave, will be subject to disciplinary action consistent with applicable State Board policy.

7. An employee providing false or misleading information or intentionally omitting material information in connection with an FMLA leave will be subject to disciplinary action consistent with applicable State Board policy.

VII. Record Retention

Medically-related documents associated with a short- or long-term leave/leave of absence (with or without pay) taken pursuant to the FMLA must be maintained in an employee's medical file for a period of 7 years after he/she departs from state employment. Other time and leave documents/records not kept in an employee's personnel file should be retained for a period of 3 years after he/she departs from state employment.

Adopted: April 2, 1987

Revised: September 11, 1990; October 3, 2001; May 21, 2009

Code: 03-04-08

Approved

STAFF DEVELOPMENT

The Department encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.

All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities. The policy shall be administered in accordance with the Department's Statement of Equal Opportunity.

Adopted: July 1, 1986

Revised: September 28, 2001

Code: 03-05-04

Approved

STAFF DEVELOPMENT PROCEDURES

I. Policy

It is the policy of the Technical College System of Georgia to provide staff development opportunities to its employees.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Related Authority

V.K. Student Tuition and Fees

IV. Definitions

Georgia Leadership Institute Programs: Are training courses offered by the Carl Vinson Institute of Government in conjunction with the State Personnel Administration.

In-Service Training Programs: Are those programs, workshops, and conferences, etc., which are deemed beneficial for the System Office, a Technical College, or an employee.

Specialized Study: Is the enrollment of an employee in a technical college credit course at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area/discipline that is directly related to the position an employee has been selected to assume (e.g., through a promotion, reassignment, etc.).

Technical Study: Is the enrollment of an employee in a technical program at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area that is directly related to the position which the employee currently holds, or a functional area/discipline in which there are promotional opportunities with the System Office or Technical College.

V. Procedure

The Director of Human Resources shall direct the coordination of all staff development activities for employees at the System Office.

Technical College Presidents shall direct the coordination of all staff development activities for employees at his/her Technical College.

Approval of the Commissioner shall be required for any exceptions to this procedure which involve the expenditure of State funds or any request to permit an employee to participate in a specialized or technical course of study during established work hours.

Participation in staff development requires prior approval of the employee's immediate supervisor and the appropriate Technical College Vice President or, as applicable, System Office Assistant Commissioner or Deputy Commissioner.

Employee eligibility for participation in individual training and development programs will be determined based on the following criteria:

Specialized Study

1. An employee must have at least one (1) year of continuous employment with the TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
2. Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave, or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
3. Tuition, matriculation, or enrollment fees may be waived for an employee approved for a course or courses under this Technical Study program.

Technical Study

1. An employee must have at least one (1) year of continuous employment with TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
2. Participation may be for one course or for a program leading to a certificate or diploma. Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
3. The number of participants in a functional area/discipline in which there are promotional opportunities may be limited by TCSG's needs.
4. Tuition, matriculation, or enrollment fees may be waived for an employee approved for a program of technical study under this program.
5. To the extent this procedure is inconsistent with the policy and procedures governing Tuition Remission and Reimbursement, the latter shall control.

In-Service Programs

1. An employee must have completed orientation and familiarization for the position currently held and may be employed in either a full or part-time position with the System Office or a Technical College.
2. Participation in individual programs shall be in accordance with eligibility criteria established for the program and shall be considered an official part of the employee's job and, therefore, "hours worked".
3. Payment or reimbursement of fees or other expenses shall be consistent with those provided for participation in specialized study programs.
4. A participating employee may be reimbursed for routine workshop or conferences fees consistent with established Statewide Travel Regulations.

Georgia Leadership Institute Training Programs

1. An employee must have completed orientation and familiarization for the position currently held and must be employed in a full-time salaried position.
2. Programs in which an employee may participate must be job-related and employee must obtain written approval from their immediate supervisor and the appropriate Technical College Vice President or, as applicable, System Office Assistant Commissioner or Deputy Commissioner.
3. Registration for these courses shall be completed consistent with the guidelines established by the Georgia Leadership Institute.

4. Participation in Georgia Leadership Institute training courses shall be considered an official part of the employee's job and, therefore, "hours worked".
5. Training Calendars shall be provided to managers and employees to view and plan for their employees' staff development needs.
6. An employee approved for participation in training courses offered by the Georgia Leadership Institute shall have all registration fees paid by the respective Technical College or System Office. The Assistant Commissioner, Deputy Commissioner or Technical College Vice President should initiate the "Request for Payment" with the written approval attached and submit the total packet to their respective accounting office for payment.
7. Reimbursement for travel to and from the training site location shall be delivered consistent with established Statewide Travel Regulations.

Special Training Requirements

1. Participation in required training for the operation of equipment or for performance of specific functions that are a principal part of the employee's assigned duties is considered an official part of the employee's job and, therefore, "hours worked".
2. Purchase of training for this purpose must be in accordance with established procedures. Payments for an employee to obtain college credit for such training or for purchase of equipment or textbooks, which become the personal property of the employee, are not authorized.
3. An employee in a time-limited project may, under the above criteria, be considered for participation in staff development programs provided such participation is authorized and funded as a part of the project.
4. An employee in a temporary or part-time status shall not generally be eligible for participation in staff development programs other than for orientation or familiarization for the position in which employed or, as applicable, in-service training programs.
5. An employee receiving financial assistance from another public sector employer for participation in a staff development program shall not be eligible to receive financial assistance under this program.
6. Participation in all staff development programs shall be equitably scheduled among employees desiring to participate with consideration given to the following:
 - a. Availability of funds
 - b. Availability of training
 - c. Length of absence from work and workload requirements within the employee's work unit
 - d. Relationship of the training to the employee's position or to a position to which the employee has been scheduled to assume
 - e. The needs and best interest of TCSG and/or Technical College
 - f. Potential for the employee's continued employment
7. Absences for participation in staff development programs and for other educational purposes are as follows:
 - a. Annual leave may be used for educational purposes on the same basis as for other personal absences. Supervisors must assure that reoccurring absences for educational purposes do not impose a hardship on the Technical College/ System Office or other employees.
 - b. An employee absent because of participation in staff development or other educational programs other than when such participation is defined as an official part of the employee's job must be charged leave for the total absence. As an alternative to the use of paid leave in these circumstances, a work schedule adjustment may be authorized provided the employee works or remains in pay status for the required forty (40) hours per work week/established work period.
 - c. Leave without pay will not normally be authorized for participation in staff development or personal educational programs.

Created: September 28, 2001, Revised July 10, 2009

HOLIDAYS

Georgia law provides for the recognition and observance of twelve (12) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance.

Holidays will normally be observed on the dates designated by the Governor; however, in a technical college setting, one or more holiday(s) may be moved to a date later in the calendar year consistent with a college's approved academic calendar.

<http://www.gntc.edu/academics/calendar.php>

Eligible employees who are required to work, who remained in pay status through the use of paid leave or accumulated compensatory time, or whose normal/regularly scheduled day off falls on a holiday proclaimed by the Governor, shall receive equivalent time off to be scheduled consistent with a technical college's approved academic calendar.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Robert E. Lee's Birthday
- Confederate Memorial Day
- National Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Observance of Holidays

1. The Governor shall close all state offices and facilities a minimum of twelve (12) days throughout the year in observance of public and legal holidays as set forth by state law and shall specify each date state offices and facilities shall be closed for such observances.
2. A holiday will normally be observed on the date designated in the Governor's proclamation; however, consistent with applicable provisions of State Personnel Board Rule 18, one or more holiday(s) referenced above may be moved to a date later in the calendar year consistent with a technical college's approved academic calendar.
3. Technical college employees who worked or remained in pay status (i.e., through the use of paid leave or accumulated compensatory time) on a day originally designated as a state holiday shall be provided equivalent time off for use on a day previously identified in the college's academic calendar. Equivalent time off shall also be granted to those full-time employees whose normal/regularly scheduled day off occurred on a day originally designated as a state holiday.
4. All other Department employees who are required to work on a state holiday shall be compensated for all hours worked (up to a maximum of 8 hours) or granted equivalent time off within ninety (90) calendar days of the day proclaimed/observed as a holiday.
5. For the purposes of this policy, the term "equivalent time off" is defined as time off with pay and shall not exceed the time actually worked each day proclaimed as a holiday or eight (8) hours, whichever is less.

6. Equivalent time off may be scheduled at the discretion of the employee's immediate supervisor, reviewing manager, or designated official or, as referenced in Paragraph B. 3., shall be scheduled consistent with a technical college's approved academic calendar.
7. An employee shall not be granted time off for a holiday in advance of the state's observance of the holiday.
8. An employee working in a non-technical college setting whose normal/regularly scheduled day off occurs on a day proclaimed as a state holiday shall be provided with equivalent time off as referenced in Paragraph B. 5. An employee may request time away from work for observance of religious holiday(s) not otherwise provided for by the Governor's proclamation(s), subject to the provisions of Paragraph D.

Eligibility for Holiday Pay

1. An employee shall be paid for a holiday only if he/she is in pay status the full scheduled work day before or after the holiday subject to the following provisions:
 - a. Such payment shall not be made if the employee is separating from state service and the proclaimed/observed holiday is in a different calendar year
 - b. The compensation of an employee who is separating in order to receive benefits under a state retirement system shall not be reduced due to application of this provision; and,
 - c. Such payment shall not be made to an individual initially entering or re-entering state service the calendar day following a proclaimed/observed holiday.
2. An employee who is scheduled to work on a proclaimed/observed holiday and fails to report for any portion of the scheduled duty and whose absence is not authorized, shall not be granted additional compensation or equivalent time off for the holiday.
3. An employee leaving state service or who is transferring to another state agency or technical college, and who has worked, remained in pay status, or whose normal/regularly scheduled day off occurred on one or more day(s) proclaimed by the Governor as a state holiday, must be compensated for each of these day(s) or granted equivalent time off before his/her departure.
4. Consistent with the intent of Paragraph B. 3., no employee hired by a technical college after a holiday proclaimed by the Governor shall receive equivalent time off later in the calendar year for that particular holiday.
5. An hourly-paid employee is not eligible for holiday pay.
6. A part-time employee shall not receive additional compensation or time off for a holiday which occurs on a regularly scheduled off day.

Request to Observe Other Religious Holidays

1. An employee may request time away from work to observe religious holiday(s) that are not provided for by this policy by submitting a written request to his/her immediate supervisor at least seven (7) days in advance of the requested day off. Employees are eligible for this priority consideration for up to three (3) workdays per calendar year.
2. The immediate supervisor shall give priority consideration to a request for leave for a religious holiday submitted pursuant to the provisions of this policy.
3. Any paid absence from work for the observance of a religious holiday shall be charged to an employee's accrued annual leave, personal leave, or accumulated compensatory time.
4. A request by an employee for time away from work to observe a religious holiday shall not be denied unless:
 - a. The employee has inadequate accrued annual leave, personal leave, or accumulated compensatory time to cover the period of absence; or,
 - b. The duties performed by the employee are urgently required and the employee, in the judgment of the immediate supervisor, reviewing manager or designated official, is the only person available who can perform the duties.

Accumulated Holiday Time

1. Employees may be required to use accumulated holiday time prior to using accrued annual leave or available compensatory time.
2. An immediate supervisor, reviewing manager, or other designated official has the discretion of scheduling non-work day(s) for an employee with accumulated holiday time. In such instances, sufficient staffing must be maintained to ensure the adequate delivery of services in the affected work unit(s).

Adopted: April 2, 1987

Revised: March 14, 2001, August 3, 2006

Code: 03-04-09

Approved

FACULTY SALARY INCREASES Based on Advanced Degree Procedure

Beginning July 1, 2010, the following procedure will be used by Georgia Northwestern Technical College for granting salary increase to **faculty** who complete advanced degrees. Salary increase will be awarded as approved but may be postponed in the years that the Technical College System of Georgia (TCSG) does not grant salary increases. These salary increases awarded would become effective when TCSG resumed the granting of salary increases.

	Bachelor Degree*	Master Degree**	Doctorate Degree
Faculty	\$1400	\$3000	- 0 -

*As indicated in the chart above, an approved **faculty** member who has an Associate Degree and earns an approved Bachelor Degree will receive a salary increase of \$1400. Bachelor Degree must be in a faculty member's field of instruction as approved by the Vice President of Academic Affairs. Prior approval must be received in writing from the College President (complete Request for Approval form), before beginning a degree, in order to insure that employee will receive a salary increase upon completion.

As indicated in the chart above, an approved **faculty member who has a Bachelor Degree and earns an approved Master Degree will receive a salary increase of \$3,000. Master Degree major must be in faculty member's field of instruction or include 18 semester hours in field of instruction as approved by the Vice President of Academic Affairs. Prior written approval must be received from College President (complete Request for Approval <https://gnet.gntc.edu/HumanResources/hrindex.cfm>), before beginning a degree, in order to insure that faculty member will receive a salary increase upon completion.

Human Resources will process any approved salary adjustment based upon receipt of official transcript indicating degree conferred and appropriate signed approval.

IV. Miscellaneous

OTHER EMPLOYMENT

I. Policy

The Technical College System of Georgia employees shall consider employment in the System Office or at an associated technical college as his/her primary employment. Other employment, including any outside business activities, will be considered secondary to an employee's assigned duties and responsibilities. Employees shall avoid any business and/or employment activity that could be perceived as creating a conflict of interest with his/her responsibilities to the Technical College System of Georgia's System Office or technical college. This procedure neither implies nor grants employees of the Technical College System of Georgia and its technical colleges the expressed right to initial or continued employment with another entity; therefore, authorization to engage in such a relationship may be terminated at anytime by the Commissioner or, as applicable, a technical college president.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Related Authority

- O.C.G.A. 45-10-22 et seq. - Code of Ethics and Conflicts of Interest
- The Fair Labor Standards Act (FLSA) - 29 U.S.C. 8
- FLSA Regulations - 29 C.F.R. Chapter V. Part 778.
- FLSA Procedures (TCSG Link)
- State Compensatory Time Procedures (TCSG Link)
- Statewide Travel Regulations

IV. Definitions

Agency: Any state agency, department, board, bureau, commission, committee, office, or instrumentality of the State of Georgia other than a political subdivision.

Appointing Authority: The person or persons authorized by law or delegated authority to make appointments to fill positions (e.g., Commissioner and technical college presidents). The term also includes any person properly designated by the appointing authority to perform any duty of the appointing authority.

Business: Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, trust or other legal entity.

Family: Spouse and dependents.

Full-time Employee: Any individual who works thirty (30) hours or more per week for any state entity for more than twenty-six (26) weeks in a calendar year.

Limited Powers: Those powers other than statewide powers.

Medicare: The United States federal government program of Hospital Insurance (Part A), Supplemental Medical Insurance (Part B), and Prescription Drug Coverage (Part D) protection provided under Title XVII of the Social Security Act as amended.

Other Employment: Employment by an entity/organization, contracting to provide a service for a fee, serving as a consultant for a fee or honorarium, and self-employment with the provision of service(s) to the general public.

OASDI: Old Age, Survivors, and Disability Insurance - the official name for Social Security.

Parent Agency: The home agency having primary control and responsibility for the employee's benefits and salary administration. This is determined by the employee's lowest record number in the PeopleSoft HCM System.

Part-time: Any amount of work other than full-time as defined above.

Primary Employment: An employee's primary place of employment.

Public Official: Any person elected or appointed to a public office that has administrative and discretionary authority to receive and expend public funds and to perform certain functions concerning the public which are assigned to him/her by law.

Secondary Employing Agency: The host agency seeking on a temporary or part-time basis the services of an employee from the parent agency.

Secondary Appointment: An employee's secondary or host place of employment.

SHBP: State Health Benefit Plan.

Statewide Powers: Those powers exercised by public officials who affect and influence all state government.

Substantial Interest: Direct or indirect ownership of more than 25% of the assets or stock of any business.

Transact Business: To sell or lease any personal property, real property, or services on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative and/or to purchase surplus, real, or personal property on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative.

V. ATTACHMENTS

- Attachment A [Standard Request for Approval of Other Employment](#)
- Attachment B [Special Request for Approval of Other Employment](#)
- Attachment C [Request to Continue Other Employment](#)
- Attachment D [State Business Transaction Disclosure Report](#)
- Attachment E [PeopleSoft Employment Records Worksheet](#)
- Attachment F [FLSA Designation Worksheet](#)
- Attachment G [Overtime Calculation Worksheet](#)

VI. Procedures

A. General Provisions

1. An employee of the Technical College System of Georgia and its associated technical colleges may, under the conditions referenced in TCSG procedures, seek and obtain additional employment, provided that the other employment does not:
 - a. Interfere or conflict with an employee's ability to effectively perform his/her assigned duties and responsibilities in the System Office or an associated technical college;
 - b. Violate any applicable federal or state law, regulation, or State Board policy; and,
 - c. Create the appearance of a conflict of interest with System/ technical college employment.
2. An employee must report any full or partial ownership of a company if that company is currently doing business or seeks to do business with any work unit/technical college associated with the Technical College System of Georgia.
3. Any employee who violates the provisions of this procedure or applicable federal or state law may be subject to disciplinary action consistent with the Positive Discipline Policy. Additional penalties may be imposed consistent with applicable provisions of federal or state law.
4. The Commissioner and technical college presidents may not be employed in any other capacity by any work unit or technical college associated with the Technical College System of Georgia.

B. Prohibitions

1. Employees may not engage in any other employment activities during working hours. Prohibited activities include, but are not limited to:
 - a. Conducting an outside business while at work by any means of communications including wearing a beeper, operating a fax or copier machine, computer or telephone use, etc.;
 - b. Conducting an outside business while at work by selling products or services to other employees; and/or,
 - c. Being on call for other employment.
2. It is unlawful for a full-time employee, for him/herself or on behalf of any business, or for any business in which the employee or member of his/her family has a substantial interest, to transact any business with any work unit/technical college associated with the Technical College System of Georgia.
3. It is unlawful for a part-time employee, for him/herself or on behalf of any business, or for any business in which such employee or member of his/her family has a substantial interest to transact any business with

any work unit/technical college associated with the Technical College System of Georgia. Exceptions to this provision include:

- a. Any transaction made pursuant to sealed competitive bids;
- b. Any transaction when the amount of a single transaction does not exceed \$250.00 and when the aggregate of all such transactions does not exceed \$9,000.00 per calendar year;
- c. Any transaction involving the lease of real property to or from any agency if such transaction has been approved by the State Properties Commission; and,
- d. The purchase of surplus state property at auction.

4. Employees currently in a leave with or without pay status or due to an investigation or disciplinary action are ineligible to begin employment in a secondary capacity with another state organization.

Employees who are on a short term leave of absence without pay (e.g., Contingent Leave Without Pay) due to reorganization are exempt from this provision.

C. Employment With Other State Agencies

1. Fair Labor Standards Act Considerations:

- a. To avoid potential wage/hour difficulties, a full-time employee of any work unit/technical college associated with the Technical College System of Georgia who is considered to be non-exempt from the provisions of the Fair Labor Standards Act (FLSA) is prohibited from working for any other State agency, the System Office, or a technical college in a part-time capacity unless the agency/System Office/technical college agrees to compensate the employee at time and a half his/her regular rate of pay or, for salaried employees, at time and a half the equivalent hourly rate of pay for all hours worked. This rate of pay must be adjusted when the employee's salary/hourly rate is increased.
- b. Employees, including those who are non-exempt, may work for organizations generally considered to be separate employers for FLSA purposes including Authorities, Community Services Boards, and Units of the University System of Georgia.
- c. Any questions concerning the interpretation and/or application of this provision should be directed to the System Office, Director of Human Resources.

2. As referenced in Paragraph VI. E., special approval is required for an employee to work part-time for or provide his/her services to another state department, agency, commission, or authority in the following capacities:

- Chaplain
- Fireman
- Person holding a doctoral or master's degree from an accredited college or university
- Licensed physician, dentist, or psychologist
- Registered nurse
- Licensed practical nurse
- Certified oral or manual interpreter for the deaf; or
- Teacher or instructor of an evening or night course or program for a unit of the University System of Georgia

D. Request for Other Employment

1. An employee must seek approval for other employment by submitting the Standard Request for Approval of Other Employment (Attachment A) to his/her immediate supervisor. Employee(s) who work in a capacity referenced in Paragraph VI. C.2. must complete the Special Request for Approval of Other Employment (Attachment B).

2. The Request for Approval (Standard or Special) will expire when the employment with that employer is terminated or the job responsibilities with that employer significantly change.

3. An employee may not begin other employment prior to obtaining written approval from his her supervisor and, as applicable, the director of human resources in the System Office or technical college president or designee.

Note: The Commissioner or technical college president or their designee must authorize, in writing, employment that requires special approval.

4. The immediate supervisor should review any request generated under the provisions of this procedure to ensure that the proposed other employment does not:

- a. Conflict with the employee's currently assigned duties and responsibilities;
 - b. Provide the potential for improper decisions in System Office/technical college activities; or,
 - c. Present an actual or perceived conflict of interest.
5. If the immediate supervisor determines that the request complies with the provisions of this procedure, the supervisor will approve the request and forward it, as applicable, to the human resources director in the System Office or technical college president for review and final determination.
6. If the request is denied, the reason(s) for the decision should be noted on the request form and a copy of the form provided to the employee.

E. Special Request for Approval of Other Employment

1. An employee serving in a capacity referenced in Paragraph VI.C.2., must complete the Special Request for Approval of Other Employment (Attachment B).
2. An employee may not begin other employment prior to obtaining written approval from his/her immediate supervisor and, as applicable the Commissioner, technical college president or their designee.
3. The immediate supervisor should review the request to ensure that the proposed other employment does not:
 - a. Conflict with the employee's currently assigned duties and responsibilities;
 - b. Provide the potential for improper decisions in System Office/technical college activities; or,
 - c. Present an actual or perceived conflict of interest.
4. If the Commissioner, technical college president, or their designee subsequently approves the request for other employment, the technical college or System Office director/coordinator of human resources will coordinate with the other state organization to ensure that the following documentation is obtained:
 - a. The chief executive officer (appointing authority) of the department, agency, commission, authority, or unit of the University System of Georgia that desires to obtain the services of a System Office or Technical College employee in a capacity that requires special approval must certify, in writing, the need for such services and set forth why the best interests of the state will be served by obtaining the part-time services of this individual in lieu of obtaining such services from a person not presently employed by the state;
 - b. The Commissioner, technical college president or their designee must certify, in writing, that:
 - The person whose services are desired is available to perform such services;
 - The performance of such services will not detract or have a detrimental effect on the performance of said individual's employment; and, where appropriate,
 - The part-time employment of the individual by the other department, agency, commission, authority, or unit of the University System of Georgia will be in the best interest of the state.
5. The System Office/technical college and the other state organization will, by agreement, establish the procedures under which the employee will perform the additional services. The agreement will specify the means of employment (either as a part-time employee or as a consultant), the compensation, and other pertinent details and conditions of the employment relationship. The agreement may be terminated at any time by either of the departments, agencies, commissioner or authorities.
6. If the request is denied, the reason(s) for decision will be documented on the request form.
7. The employee will be provided a copy of the request form after a decision is made relative to his/her request.
8. The employee must reapply for approval if there is a change in employment conditions.

F. Requests Pertaining to a TCSG Employee Seeking Part-Time Employment in the System Office or at another Technical College (i.e., Dual Employment)

1. In addition to the provisions outlined in Paragraphs VI. E. or F., a copy of the completed and approved Agreement must be maintained by both the Parent and Secondary Agency.
2. With respect to the payment for hours worked/services rendered, the following provisions will apply:
 - a. All such payments must be made to the Parent Agency by the Secondary Agency and not directly to the employee by the Secondary Agency;
 - b. All payments to the Parent Agency (by the Secondary Agency) must include services rendered on behalf of the employee in addition to the employer portion of fringe expenses to include Medicare, OASDI, SHBP, and Retirement, when applicable;

- c. In situations where the employee is entitled to overtime compensation, the Secondary Employer/Agency will be responsible for payment of all costs incurred unless otherwise noted on Attachment A or B;
 - d. In situations where the employee is entitled to earn compensatory time, the Secondary Employer/Agency will maintain all compensatory time records and ensure that all compensatory time earned with the Secondary Employer/Agency is exhausted prior to the conclusion of the employee's secondary employment. State compensatory time is not transferable between TCSG System Office, technical colleges, or other state agencies; and,
 - e. Employees making outside appearances or speeches in the routine and normal scope of their job duties are not to be compensated for types of engagements.
 - f. Expenses incurred such as travel will be paid directly to the employee by the Secondary Employer/Agency consistent with the provisions of established Statewide Travel Regulations.
3. The Technical College System of Georgia nor its associated technical colleges will charge inter-agency fees due to these agreements.

G. Compensation for Work Performed by a System Office or Technical College Employee in Another State Agency

- 1. Unlike the provisions outlined in Paragraph VI.F.2., a System Office or technical college employee working for another state agency shall be paid directly by that organization for all hours worked or for all services rendered.

H. Compensation for Work Performed by an Employee of Another State Agency in a Part-Time Capacity in the System Office or at a Technical College

- 1. An employee whose primary employment is with another State Agency or a unit of the University System of Georgia will be paid directly by the System Office or technical college for all hours worked or services rendered in a part-time capacity.

I. Hiring Non-Exempt Employees from Another State Agency

- 1. Due to FLSA considerations, supervisors are discouraged from hiring a full-time, non-exempt employee from a state agency (other than those working for an Authority, Community Services Board, or Unit of the University System of Georgia) to work in a part-time capacity.
- 2. A non-exempt employee from another State agency may not be employed without prior approval from the Commissioner or designee or, as applicable, a technical college president or his/her designee.
- 3. If authorized, the employee's hourly rate must be established at an amount equal to time and a half his/her regular rate of pay or, for salaried employees, at time and a half the equivalent hourly rate of pay.

J. Annual Disclosure

- 1. An employee must file the State Business Transaction Disclosure Report (Attachment D) with the Secretary of State prior to January 31 of each year for applicable business transactions occurring during the previous calendar year.
- 2. Any employee who fails to file a disclosure is subject to the penalties referenced in the Attachment.

VII. Record Retention

- A. Forms and other documents associated with an employee's request for other employment shall be maintained in his/her official personnel file.
- B. Documentation of payments between System Office and technical college(s) shall be maintained by the System Office of Human Resources and each technical college's Office of Human Resources and Business Office.

Revised: January 9, 2009

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GIFTS

Objectivity and integrity are essential qualities for members of the State Board and Department employees. If the Department is to carry out its mission of providing quality technical education, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of Georgia, then the Board, the Department and its employees must maintain the highest levels of integrity and objectivity as they perform their duties. Employees and board members shall make every reasonable effort to avoid the appearance of a conflict of interest.

A member of the Board or an employee of the Department, or any other person on his or her behalf, shall not directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. Such action is a felony under O.C.G. A. § 16-10-2.

Board members and Department employees are prohibited from knowingly accepting directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes. (O.C.G.A. § 21-5-70(6) and O.C.G.A. § 45-1-6(a) (5) (b)). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. A gift may be accepted by the employee on behalf of the Department or a Technical College subject to a written report to the Commissioner or Technical College President. The employee receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value. A gift shall not include:

1. Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds \$100 per person;
2. Food, beverages, and registration at group events to which substantial numbers of Department employees are invited;
3. Food, beverage, or expenses afforded employees, relatives or others that are associated with normal and customary business or social functions or activities;
4. Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the Commissioner, the President, or his/her designee;
5. Promotional items generally distributed to the general public;
6. Textbooks, software, and instructional materials to be reviewed by faculty only if accepted by the faculty member on behalf of the Technical College;
7. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;
8. Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession;
9. Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in Georgia statutes, nor a student, nor a live work client at a Technical College; or
10. Gifts from Technical College foundations or other separately incorporated, charitable entities.

[O.C.G.A. Reference Information](#)

References

- O.C.G. A. § 16 -10-2 - Bribery statute
 - O.C.G.A. § 21-5-70(6) - Definition of vendor
 - O.C.G.A. § 45-1-6(a) (5) (b) - Definition of lobbyist
 - O.C.G.A. § 45-10-20 et seq. - State Conflict of Interest laws
- Adopted: June 3, 2004*

BACKGROUND INVESTIGATIONS

I. Policy

It is the policy of the Technical College System of Georgia that all reasonable measures will be taken to provide a safe and secure environment for employees, students, visitors, contractors, and other individuals working in, attending, and/or visiting any Department work unit or technical college. Based on this objective, a thorough background investigation, including a criminal history records check, shall be conducted on the recommended candidate for any full or part-time position with the Department or any associated technical college before a hiring decision is finalized.

The successful completion of a criminal history records check/investigation will also be required of any contractor/employee of a contractor who works in a full-time or permanent, part-time capacity at any technical college, and whose work assignment(s) include direct contact with students and staff. Consistent with the provisions of this policy, any individual with a documented record of criminal conviction(s), as well as those on active, reporting probation or with outstanding criminal charges or active arrest warrants, may be ineligible for employment with or work assignment involving any Department work unit or technical college.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Applicant: An individual seeking employment with any work unit or technical college associated with the Technical College System of Georgia. This term also includes employees of other state agencies or any college/university affiliated with the University System of Georgia, as well as current or former employees of the Technical College System of Georgia or any technical college.

Arrest: The restraining and seizure of an individual by the police or other person acting under the law in connection with a crime.

Background Investigation: May include a criminal history records (name) check, motor vehicle/driver's history investigation, military service investigation, employment history investigation, credit history investigation, and/or the review, verification, and/or the investigation of information provided on an applicant's resume, employment application, or State of Georgia Security Questionnaire/Loyalty Oath.

Business Day: Weekdays that administrative offices are open.

Consumer Report: Any communication of information by a consumer reporting agency regarding a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living when such information is used for employment or other purposes. When used in conjunction with a consumer report, the term "employment purposes" is defined as a report used for the purpose of evaluating a consumer for initial employment, promotion, reassignment, or retention.

Consumer Reporting Agency: The person (entity) who regularly assembles or evaluates consumer information and furnishes consumer reports to third parties for a fee or on a non-profit basis.

Conviction: The result of a criminal trial (proceeding) in which the defendant has been found guilty of a crime (including a plea bargain/agreement and a plea of nolo contendere).

Crime: Conviction(s) or pending charge(s) that will disqualify an applicant from further consideration for employment.

Criminal Record:

- Conviction of a crime
- Arrest, charge, and sentencing for a crime where
- A plea of nolo contendere was entered to a charge
- First Offender Treatment without an adjudication of guilt pursuant to the charge was granted provided, however, that this subparagraph shall not apply to a violation of O.C.G.A. Title 16, Chapter 13 relating to controlled substances, or any other offense committed in another jurisdiction

which, if committed in this state, would be a violation of Chapter 13, of Title 16 if such violation or offense constituted only simple possession

- Adjudication or sentence was otherwise withheld or not entered on the charge; provided however, that this subparagraph shall not apply to a violation of Chapter 13 of Title 16, relating to controlled substances, or any other offense committed in this state, would be a violation of Chapter 13 of Title 16 if such violation or offense constituted only simple possession; or
- Arrest and being charged for a crime if the charge is pending, unless the time for prosecuting such a crime has expired pursuant to O.C.G.A. Title 17, Chapter 3

Criminal History Records Check/Investigation: Use of a computerized database at the state or federal level (GCIC and/or NCIC) to determine whether an individual has a criminal record.

Criminal History Record Information: Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from including acquittal, sentencing, correctional supervision, and release.

Disposition: The result of a criminal proceeding including information disclosing that an arresting agency has elected not to refer the matter to a prosecutor or that a prosecutor elected not to commence criminal proceedings and disclosing the nature of the termination in proceedings or, information disclosing the reason for such postponement.

Employment History Investigation: An oral or written verification of an individual's previous employment as referenced on his/her resume or employment application.

Fair Credit Reporting Act (FCRA): Protects prospective employees, existing employees, and other individuals by requiring consumer reporting agencies (CRAs) to adopt procedures that promote confidentiality, accuracy, relevancy, and proper use of consumer information. Employers (in almost all circumstances) are required to follow certain steps, including obtaining an individual's written consent before pursuing a consumer report from a consumer reporting agency.

Felony: A crime which generally carries a minimum term/sentence of one year or more in a state or federal prison.

First Offender Act (Probation of First Offenders): As referenced in O.C.G.A. 42-8-60, a discharge without court adjudication of guilt. Except for registration requirements under the state Sex Offender Registry and except as otherwise provided in O.C.G.A. 42-8-63.1., the discharge completely exonerates the defendant of any criminal purpose and shall not affect any of his or her civil rights or liberties. Additionally, the defendant shall not be considered to have a criminal conviction.

Georgia Crime Information Center (GCIC): A Division of the Georgia Bureau of Investigation which provides the intrastate communication of vital information relating to crimes, criminals, and criminal activity.

Misdemeanor: A crime punishable by a fine and/or county jail time for up to one year

Name Check: A criminal record investigation using an individual's name and social security number as a basis for identification.

National Crime Information Center (NCIC): A federal criminal history record information database maintained by the Federal Bureau of Investigation (FBI).

Nolo Contendere: A plea entered by a defendant (as an alternative to a pleading of guilty or not guilty) in response to being charged with a crime in which he/she neither admits to nor disputes the charge(s). A conviction arising from a *nolo* plea is subject to any and all penalties, fines, and forfeitures of a conviction from a guilty plea and can be considered as an aggravating factor in future criminal actions.

Nolle-Prosequi (Nol Pros): An entry made on the record by a prosecutor in a criminal case stating that he/she will no longer pursue the matter. An entry of nolle prosequi may be made at any time after charges are brought and before a verdict is returned or a plea entered.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

State of Georgia Security Questionnaire/Loyalty Oath: A questionnaire required by the Sedition and Subversive Activities Act of 1953 (O.C.G.A. 16-11-5) designed to establish that there are not reasonable grounds to believe that an applicant/employee is a subversive person. As required by O.C.G.A. 45-3-11, the questionnaire includes an oath stating that an applicant will support the Constitution of the United States and the Constitution of the State of Georgia.

IV. Attachments

- Attachment A [State of Georgia Security Questionnaire/Loyalty Oath](#)
- Attachment B [Georgia Driver's History Consent Form](#)
- Attachment C [Notice to Applicants/Authorization to Release Background Information Form \(Technical College\)](#)
- Attachment D [Notice to Applicants/Authorization to Release Background Information Form \(Central Office\)](#)
- Attachment E [Fair Credit Reporting Act Guidelines](#)
- Attachment F [GCIC Awareness Statement](#)

V. Procedures

A. General Provisions

- All applicants, including employees of other state agencies and the University System of Georgia or individuals who were previously employed with the Department or an associated technical college, will be subject to a background investigation which may include the investigation and/or verification of the following information: criminal history; employment history; education history; military service history; driver's license history/records; credit history; and/or, any information provided by an applicant on the State of Georgia Security Questionnaire/Loyalty Oath or an application for employment.
- All applicants/employees will be required to report all convictions (including those that may have been pardoned), pending charges, as well as traffic violations (i.e., moving violations) for which a fine of \$35.00 or more was assessed/imposed on the State of Georgia Security Questionnaire/Loyalty Oath (Attachment A).
- Written statements made by an applicant/current employee on applicable Department/technical college forms/hiring documents (e.g., employment application, State of Georgia Security Questionnaire/Loyalty Oath, etc.) will be deemed to have been made under oath as provided in state law. Falsification or misrepresentation of information, including criminal history information and educational achievement (e.g., degree(s) obtained), may result in the withdrawal of an employment offer or, if already employed, dismissal. Current employees pursuing advancement opportunities or other position(s) who falsify employment related documents/forms shall be subject to disciplinary action up to and including dismissal from employment.
- Although it is permissible to provide an applicant a conditional offer of employment pending the successful completion of a criminal history records (name) check/investigation, no applicant may be formally hired until this activity has been finalized.
- **All current Department/technical college employees are subject to a criminal history records investigation prior to any promotion, change in employment status from part-time to full-time, movement/lateral transfer to a position deemed sensitive given the nature and scope of the individual's newly assigned duties, or for any other legitimate business reason as determined by the Department/technical college.** This provision shall be consistently applied within each technical college and the parameters for application shall be determined by the President or his/her designee.
- An applicant's criminal history records check shall be considered valid for a period of sixty (60) days from the date of the final report. If the recommended candidate is not hired within the sixty (60) day period, this activity must be repeated if he/she subsequently applies for another position or is later considered for the same position.
- An applicant convicted of certain crime(s) as referenced in Paragraph V.B.1. shall be disqualified from employment for a minimum period of five (5) years.
- A discharge under the provisions of O.C.G.A. 42-8-63 (Probation of First Offenders), commonly known as the First Offender Act is not a conviction of a crime under Georgia Law and may not generally be used to disqualify a person in any application for employment or subsequent appointment in the public or private sector. An exception to the above referenced disqualification provision (i.e., O.C.G.A. 42-8-63.1) pertains to an offender (i.e., applicant or employee) discharged under the First Offender Act on or after July 1, 2007 and who applies for employment with an entity (e.g., a technical college) that provides day care or after school care for minor children after prosecution for one of the following offense(s): child molestation; sexual battery; enticing a child for indecent purposes; sexual exploitation of a child; pimping; pandering; and/or incest.

- Any current employee convicted of a crime, who is found to have falsified or misrepresented information on employment-related form(s) or document(s), or who fails a drug/alcohol screening test or other background investigation standard established/ administered by a clinical site or other third party referenced in Paragraph V.E., is subject to disciplinary action up to and including dismissal from employment consistent with the provisions of this and other applicable State Board of the Technical College System of Georgia policies.
- Contractors and/or employees of a contractor who work in a full-time or permanent, part-time capacity in a technical college setting and whose work assignments include direct contact with students and staff (e.g., bookstore operations, custodial operations, food service operations) must meet the same criminal history standards as an applicant or any employee subject to the provisions of this policy.
- Contractors and/or employees of a contractor whose work assignments in a technical college setting are temporary/time-limited and/or sporadic in nature (e.g., grounds maintenance, construction projects, maintenance/installation/repair/service-related duties/tasks, etc.) are not subject to established criminal history standards.

B. Employment Restrictions

1. There is a mandatory disqualification period from employment in positions subject to a criminal history records check for a minimum of five (5) years from the date of the most recent conviction, plea of *nolo contendere*, or release from incarceration, probation, or parole, whichever is later, for any of the following crimes:

- Any felony, including those serious violent felonies referenced in O.C.G.A. 17-10-6.1, (i.e., murder or felony murder, armed robbery, kidnapping, rape, aggravated child molestation, aggravated sodomy, aggravated sexual battery and other sexual offenses referenced in O.C.G.A. Title 16 (e.g., incest, sodomy, statutory rape, child molestation, enticing a child for indecent purposes, and sexual exploitation of children)
- Criminal attempt when the crime attempted is any of the crimes specified in the above paragraph
- Simple battery or simple assault when the victim is a minor, cruelty to children, criminal attempt/battery, and contributing to the delinquency, unruliness or deprivation of a minor when an applicant is pursuing a position in a technical college's on-site child care/day care center
- Any misdemeanor conviction directly related to the area of assignment; and
- Any offense committed in another jurisdiction which, if committed in Georgia, would be one of the enumerated criminal offenses referenced in these paragraphs.
- Drug-Related Convictions

The following minimum sanctions are to be imposed on applicants who have been convicted of a criminal drug offense pursuant to the Drug-free Public Workplace Act of 1990:

- Any person who has been convicted for the first time under the laws of Georgia, the United States, or any other state, for any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana or a dangerous drug shall be ineligible for consideration for employment for a period of twelve (12) months from the date of conviction; and
- Any person who has been convicted two (2) or more times under the laws of Georgia, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug shall be ineligible for consideration for employment for period of five (5) years from the most recent date of conviction
- Misdemeanor Conviction(s)

A recommended candidate possessing a criminal record reflecting one or more misdemeanor conviction(s) not addressed in the Drug-free Public Workplace Act of 1990 may be considered for employment depending upon the specific nature, number of conviction(s), and it's/their relationship to the position's work location and assigned duties and responsibilities.

Other considerations include: when the offense(s) was/were committed; information concerning the character and background of the candidate from designated references, as well as his/her current and former employer(s); the candidates subsequent employment history; and, an assessment as to whether the conviction(s) could potentially pose a safety risk to the Department/technical college and its operations, employees, students, visitors, or others present in the workplace.

- Active Probation/Parole Status, Active Arrest Warrant(s), or Pending Criminal Charge(s)

An applicant cannot be considered for employment if:

- He/she is currently on active, reporting probation or parole for any felony offense
- He/she is currently on active, reporting probation for a misdemeanor offense directly related to the area of assignment
- He/she has a pending, non-adjudicated charge for any felony or misdemeanor offense; or
- He/she has an active felony or misdemeanor arrest warrant

No hiring recommendation can be made until the applicant has successfully cleared any pending charge or outstanding arrest warrant by providing a copy of the disposition or documentation that the arrest warrant has been cleared.

Before an individual on active, reporting probation for a misdemeanor offense can be considered for employment, he/she must first produce a statement from the court of jurisdiction or his/her probation officer indicating that the applicant is currently meeting all terms and conditions of his/her probation, including the payment of associated fines and restitution.

C. Motor Vehicle Records (MVR) Search

When a position's essential job responsibilities regularly include driving a state or personal vehicle, or in situations in which an employee may periodically transport other employees, students, a prospective employee must possess a valid Georgia Driver's License. If the candidate is currently in the process of relocating from another state or will (if selected) relocate, a valid Driver's License from his/her current/former state of residence will meet this requirement.

The recommended candidate may be required (as a condition of employment) to consent to a Motor Vehicle Records (MVR) Search/Check as a part of the background investigation process. In these circumstances, the individual must complete the Georgia Driver's History Consent Form (Attachment B).

No prospective employee shall be considered for a position meeting the above requirements if he/she possesses a suspended or revoked Driver's License; possesses a pattern of serious moving violations (e.g., speeding, reckless driving, etc.); or, within the past five (5) years, possesses two (2) or more Driving Under the Influence (DUI) convictions or pleas of *nolo contendere*.

Any applicant who refuses to sign the Georgia Driver's History Consent Form will not be provided further consideration for employment.

Any current employee who refuses to sign the Georgia Driver's History Consent Form will not be provided further consideration for the available position and/or may be subject to disciplinary action.

D. Credit History Investigations

The credit history of a recommended candidate may be investigated when the duties of the position to be filled include responsibility for handling money or, when appropriate for those positions charged with overseeing such activities. Care must be taken to ensure that these investigations and any subsequent employment-related decisions are made consistent with applicable provisions of the Fair Credit Reporting Act (FCRA), the Consumer Credit Protection Act, and the Bankruptcy Reform Act.

E. Notification and Authorization Requirements

All vacancy announcements/notices shall include a statement advising potential applicants of applicable background investigation requirements.

All applicants for employment, including current and former employees of other state agencies and the University System of Georgia and, as applicable, current and former employees of the Technical College System of Georgia, shall be verbally notified of the requirement of a criminal history records check as a condition of employment during the interview process.

The recommended candidate shall complete the applicable Notice to Applicants/Authorization to Release Background Information Form (Attachment C or D) and the State of Georgia Security Questionnaire/Loyalty Oath permitting the Department/ technical college to conduct the criminal history

records check through a third party consumer reporting agency or through a state or local law enforcement agency.

Any prospective contractor/employee of a contractor working in a full-time or permanent part-time capacity in a technical college and whose work assignments include direct contact with staff and students must meet the same criminal history standards as those established for Department/technical college employees.

Any applicant who refuses to sign the Notice to Applicants/Authorization to Release Background Information Form or complete the State of Georgia Security Questionnaire/Loyalty Oath will not be considered further for employment.

Any current employee who refuses to sign the Notice to Applicants/Authorization to Release Background Information Form or complete the State of Georgia Security Questionnaire/Loyalty Oath will not be considered further for the available position and/or may be subject to disciplinary action.

All current employees are required to report any post-employment arrest and the subsequent disposition of any pending charge (e.g., conviction, dismissal, etc.) to his/her immediate supervisor and/or reviewing manager no later than two (2) business days following the date of arrest or final disposition.

F. Background Checks Imposed by Third Party Organizations

Employees in certain positions, such as those who visit clinical sites as a part of their essential job duties and responsibilities, may be required (as a condition of employment) to undergo additional background screening(s) as dictated by a third party organization or clinical site. These may include:

- a. Inquiry with the HHS Office of the Inspector General Exclusion Program
- b. Inquiry with the General Services Administration Excluded Parties List System (EPLS)
- c. A drug screening; and/or
- d. An alcohol screening

An employee who is denied entry to a clinical site on the basis of the results of these additional screening requirement(s) and cannot perform the essential functions of his/her job, may be subject to disciplinary action up to and including dismissal from employment.

G. Authorization to Employ an Applicant with a Criminal Record

A Technical College President, Assistant Commissioner, or Executive Director may recommend the employment of an applicant possessing one or more misdemeanor conviction(s) and/or plea(s) of *nolo contendere*. The recommendation should be consistent with hiring restrictions referenced in Paragraph V. B. and made in the best interests of the College/Department work unit. Before finalizing a hiring decision, the President, Assistant Commissioner, or Executive Director (or his/her designee) must consult with either the Department's General Counsel or Director of Human Resources.

Any recommendation to employ an applicant with one or more prior felony conviction(s) must be made in writing to the Commissioner. The request must include a synopsis of the applicant's past criminal history, the accompanying rationale, and a copy of the completed State Security Questionnaire/ Loyalty Oath. No hiring decision in this situation can be finalized until the Commissioner and/or his/her designee has authorized the appointment in writing.

H. Notification of Adverse Employment Decision

If an applicant is eliminated from consideration for a position solely on the results of a criminal history records check, or if an employee is separated from employment on the same basis, the applicant/employee must be provided one or more separate written notice(s) that disclose the specific information used in making the determination.

For those technical colleges or department work units using a third party consumer reporting agency to access criminal history information, the college must follow all pertinent notification provisions of the Fair Credit Reporting Act (FCRA) (Attachment E).

For those technical colleges using criminal history information generated from the Georgia Crime Information Center (GCIC) database by a state or local law enforcement agency, the college must follow all pertinent procedures established pursuant to GCIC Council Rules.

I. Maintenance of Criminal History Records

Records and documents concerning/generated/obtained in response to an applicant's or an employee's criminal history must be maintained separately from any personnel, management, or selection file.

When not being reviewed, this information must be stored in a locked cabinet. Areas in which the information is processed and handled must be out of public view and restricted to authorized personnel in the performance of their official duties.

J. Access to Criminal History Information

Criminal history records and other related information will only be accessible to authorized Department/technical college staff.

Any employee who has access to or reviews criminal history records/investigation reports generated by a state or local law enforcement agency must sign a GCIC Awareness Statement (Attachment F) which is designed to ensure confidentiality and proper handling of the information. The Rules of the GCIC Council require signed Awareness Statements to be placed in each employee's official personnel file. Criminal history records will not be released or otherwise disseminated or disclosed to unauthorized individuals or employees.

An employee's unauthorized release of an applicant's or other staff members criminal history information to unauthorized individual(s) may subject the employee to disciplinary action up to and including dismissal.

The Georgia Crime Information Act (O.C.G.A. 35-3-38) establishes specific criminal penalties for the unlawful access of the criminal justice system or dissemination of criminal history information.

VI. Records Retention

Criminal history records must be retained for seven (7) years.

Adopted: April 3, 2008

WORKPLACE VIOLENCE

I. Policy

The Technical College System of Georgia and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of the System that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor or contractor shall engage in prohibited behavior or conduct against another individual in any System or technical college worksite (including a satellite campus/location) or at any sanctioned off-site function. This prohibition for employees extends to any off-duty setting when the act is directed to a work-related contact or otherwise bears a relationship to work.

An employee who believes that he/she has been subject to workplace violence should report the matter consistent with the reporting mechanisms outlined in Section V., Paragraph D. A student, volunteer, visitor, vendor or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to technical college employee or, as applicable, a System Office employee or, as soon as possible after the incident, via an electronic version of the Workplace Violence Incident Reporting Form located on each technical college website or, as applicable, the System website. [Workplace Violence Incident Reporting Form](#)

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal from employment. Any technical college student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of the affected technical college's Student Code of Conduct. http://www.dtae.org/dtaepolicy/docs/Student_Conduct.htm Any visitor or volunteer who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites. Any vendor or contractor who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites and the termination of his/her business relationship.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Contractor: An independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on technical college property, System worksite, or technical college workplace including any sponsored/sanctioned event.

Emergency Operation Plan: A plan developed by each technical college to cover such safety and security-related matters as emergency evacuation procedures; health and safety issues; campus violence; and, weather-related emergencies.

Employee Assistance Program: A confidential counseling program designed to assist employees and family members who have personal problems that could reasonably interfere with their job performance and/or family life.

Intimidation: Includes, but is not limited to, stalking or engaging in actions reasonably intended to frighten, coerce, or induce distress.

Physical Attack/Physical Assault: Unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects, or fighting.

Property Damage: Intentional damage to property owned by the System, a technical college or, an employee, student, volunteer, visitor, vendor, or contractor.

Reviewing Manager: A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

Stalking: A pattern of offensive behavior involving repeated harassment or other forms of invasion of an individual's privacy in a manner that would be expected to cause fear to the recipient.

Threat: Is an expression of intent to cause physical or mental harm/distress. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present condition or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstance(s) will be considered.

Weapon: Any object referenced in O.C.G.A. 16-11-127.1 (or a reasonable facsimile thereof) which is used to attack or intimidate another person. A pistol, rifle, etc., need not be operable to constitute a direct threat to others.

Workplace: Any System worksite including a technical college campus, a satellite campus/location, or the site of any function sanctioned by the System or any technical college.

IV. Attachment

- [Workplace Violence Incident Reporting Form](#)
- [Suspension With Pay Sample Letter](#)

V. Procedures

General Provisions

1. All employees are expected to maintain a professional and businesslike relationship with fellow employees, students, volunteers, vendors, visitors and contractors. Students are expected to conduct themselves in a responsible manner in accordance with their college's Student Code of Conduct. Everyone shall place safety as their highest concern and shall report all acts of violence and threats of violence. All reports of violence will be managed in a confidential manner, with accompanying information released only on a need-to-know basis. System and technical college officials shall be sensitive and responsive to a reporting individual's fear of reprisal/retaliation.

- The System and its associated technical colleges will not tolerate acts or threatened acts of violence in the workplace or at any event sanctioned by the System or technical college or, while an employee is off duty when the act is directed to a work-related contact or otherwise bears a relationship to work. Threats of violence will not be excused on the grounds that they were made in a "joking" fashion.
- Examples of prohibited behavior include, but are not limited to
- Physically menacing/threatening behavior or gestures which convey a threat
- Unlawful harassment, including ethnic, racial, or sexual epithets
- Physical attack/assault with or without a weapon
- Stalking
- Direct or implied verbal threats or abusive, intimidating, or obscene language
- Intentional damage to personal or System or technical college property
- Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor
- Possession of a weapon on technical college property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10.
- Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any "fighting" that may be characterized as "horseplay"
- The System and its associated technical colleges reserve the right to inspect of any type of state property including, but not limited to, desks, work areas, computers, and other assigned equipment. Employees are expected to cooperate in any search and failure to cooperate will result in disciplinary action up to and including dismissal from employment.

- All files, records, and information stored on any System or technical college computer are the property of the System/technical college and may be inspected at any time, with or without prior notice or permission. Consistent with the provisions of State Board Policy II. C. 4. System or technical college computers are provided for business purposes and should not be used for non-work related matters.
- Employees should expect that electronic mail messages, internet usage and all information created, transmitted, downloaded, received or stored on System or technical college computers may be accessed by the System or technical college at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages, data, or information, whether or not such information is password protected or that deleted messages, data, information, or previous internet use have been removed from the computer's hard drive.

Note: It is an express violation of policy for an employee to use a commercial software product to permanently erase/wipe all data (e.g., images, e-mails, documents, etc.) from a System or technical college computer's hard drive(s), partition(s), and/or removable media, and to overwrite all deleted data to ensure that the data becomes unrecoverable.

Note: This does not pertain to System or technical college Information Technology (IT) staff performing computer repairs, maintenance, or upgrades.

- Employees should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.
- Each technical college is responsible for including the provisions of this policy in a Workplace Violence Prevention Plan to be incorporated in the college's Emergency Operation Plan.
- All technical college employees and students are to be advised of the Emergency Operation Plan and notified of the procedures to be followed should violent incident(s) or other emergencies occur in the workplace.
- Any complaint registered against a technical college student regarding a potential violation of this policy will be investigated consistent with the provisions of the affected technical college's Student Disciplinary Procedure.

Preventative Measures - Pre-Employment Initiatives

One of the most effective measures to reduce or prevent workplace violence is to avoid hiring individuals who are likely to be perpetrators of such violence. Effective measures include:

- Applications for employment should be carefully reviewed. An explanation of gap(s) in employment history should be requested. Clarification on any other unclear area(s) should be sought
- Dates of previous and current employment should be verified
- Reasons given for leaving previous employer(s) should be reviewed
- Personal and professional references, including the current or most recent employer, should be reviewed.
- A thorough background investigation, including a criminal history records check and, as applicable, a driver's history records check should be conducted pursuant to State Board Policy III. W http://www.dtae.org/dtaepolicy/docs/background_investigations.html
- When appropriate, a pre-employment test for the presence of illegal drugs should be conducted; and
- If the recommended candidate for employment will be driving a state vehicle or his/her personal vehicle for work-related purposes, verification of a valid driver's license and appropriate vehicle insurance is required.

Warning Signs

Individuals may exhibit certain behaviors that may be warning signs of potential violent behavior. The presence of these behaviors, however, should not always be interpreted as a precursor of violent behavior given that others may not exhibit any unusual behavior prior to committing acts or threatened acts of violence. All employees should be aware of circumstances or behaviors, including but not limited to:

- Direct or veiled threats of harm; Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior
- Numerous conflicts with supervisors, managers, and other employees
- Bringing a weapon into the workplace contrary to established policy
- Statements indicating a fascination with weapons or with past incidents of workplace violence
- Statements showing desperation (e.g., family, financial, and other personal problems) to the point of contemplating suicide
- Substance/alcohol abuse
- Extreme changes in behavior
- Destruction of System/technical college property or the property of other employees
- Limited outside interests and socially isolated (i.e., a “loner”)
- Excessive tardiness or absences, reduced productivity, increased need for supervision; and
- Increased stress in the workplace, fear of losing his/her job, believes he/she has been treated unfairly, etc.

Reporting Acts or Threatened Acts of Workplace Violence

- In an emergency or potentially life-threatening situation, a System employee should contact his/her immediate supervisor, reviewing manager, or call 911. A technical college employee should follow the reporting procedures outlined in his/her college’s Emergency Operations Plan or, if necessary, call 911.
- In a non-emergency situation, an employee should notify his/her immediate supervisor, reviewing manager, human resources director/coordinator or, for technical college staff, other contact(s) referenced in the college’s Emergency Operations Plan.
- Any employee witnessing or receiving a report of prohibited behavior should notify his/her immediate supervisor, reviewing manager, human resources director/coordinator or, for technical college staff, other contact(s) referenced in the college’s Emergency Operations Plan.
- Any technical college employee observing another individual’s possession, display, or use of a weapon on college property or at a sanctioned event should immediately notify an appropriate contact referenced in the college’s Emergency Operations Plan.
- Any student, volunteer, visitor, vendor or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to a technical college employee or, as applicable a System employee or, as soon as possible after the incident, via an electronic version of the Workplace Violence Incident Reporting Form located on each technical college website or, as applicable, the System website.
- Any employee, supervisor, or manager who fails to report behavior/actions prohibited by this policy will be subject to disciplinary action.
- Employees must notify their immediate supervisor or reviewing manager when any restraining/protective order has been initiated by or against them. This includes issues of a personal nature (e.g., domestic disputes, stalking, etc.) when the order includes any System or technical college worksite or campus location.
- The Workplace Violence Incident Reporting Form (Attachment A) must be completed by the employee, supervisor, or other authorized official as appropriate. The form must also be completed by the receiver of any anonymous report.
- Anyone who, in good faith, reports acts or threatened acts of violence is protected from retaliation. Every effort will be made to protect the safety and anonymity of an individual who brings forward concern(s) about an act or threat of violence. Any retaliatory actions should be reported as soon as possible to the System or technical college human resources director/coordinator.

Investigating Complaints of Workplace Violence

- Any alleged act or threat of violence should be reviewed by the appropriate System or technical college officials to determine if a further investigation is warranted. Staff in the System’s Office of Legal Services or Office of Human Resources are available to assist a technical college in any review and/or investigation.
- Any subsequent investigation should begin as soon as possible after a complaint is initiated.

- Witness(es) may be interviewed in person or, if appropriate, by telephone and written statements should be obtained. Written statements should be as detailed as possible regarding exactly what transpired in the incident (e.g., “what was said”, “who hit who first”, etc.) and should be signed by each witness.
- In a non-emergency situation, the accused employee/individual should be interviewed and provided the opportunity to offer information regarding the alleged incident(s).

Note: If the complaint involves a volunteer, visitor, vendor, or contractor, a technical college president or his/her designee may contact the System’s General Counsel or Director of Human Resources regarding available investigative options.

- When an investigation of an alleged act or threat of workplace violence is conducted, a written report containing the findings and recommended action should be completed within fifteen (15) calendar days following the date of the reported incident(s).
- The completed investigative report will be forwarded to the Commissioner or technical college president for his/her review and necessary action.
- Only those employees with a “need-to-know” will be informed of the findings and subsequent action.
- The employee(s)/individual(s) who reported an act or threatened act of violence will be informed of the findings and subsequent action. These employee(s)/individual(s) should be advised to report any reoccurrence(s) of an act or threatened act of violence to their immediate supervisor, reviewing manager, human resources director/coordinator, or for technical college employees, other contact(s) referenced in college’s Emergency Operations Plan.

Corrective Action

- When an employee has or may have engaged in prohibited behavior or conduct contrary to the provisions of this policy and whose action(s) have been determined to be a potential threat to the safety and well-being of others, he/she should be immediately removed from the workplace and verbally notified that he/she will be placed on suspension with pay pending investigation for alleged misconduct. Written notification of this decision using Attachment B should follow with instructions that the employee is not to return to any System or technical college worksite or attend any sanctioned event until notified by the Commissioner or technical college president (or their designee) in writing or, when appropriate, by telephone.
- Any employee who engages in substantiated acts of physical violence in the workplace (e.g., a physical attack/assault, fighting, etc.) shall be dismissed from employment.
- Absent mitigating circumstances/evidence, any employee whose threatening behavior, actions, or language have been determined to have violated the provisions of this policy (e.g., stalking, property damage, verbal threats, abusive language, etc.) or, who has possessed a weapon on a technical college campus/worksite or sanctioned event in violation of the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10. shall be dismissed from employment.

Where there is no overt violent or seriously threatening act (i.e., no direct threat), but rather a single incident or pattern of disruptive, peculiar, or potentially alarming behavior or conduct on the part of an employee and/or if mitigating circumstances/evidence referenced in Section V. Paragraph F. 2. are present and the employee is to be retained, a mandatory referral may be made to the System’s Employee Assistance Program (EAP) as a condition of continued employment. This referral may include a fitness-for-duty examination. <http://www.dtae.org/dtaepolicy/menu.html>

- Any employee who refuses to participate in a mandatory EAP referral or a fitness-for-duty examination will be subject to disciplinary action up to and including dismissal from employment.
- If a dismissal of a violent/potentially violent employee is to occur, the following actions should be taken.
 - a. If possible, wait until the end of the workday to dismiss/propose the dismissal of the employee.
 - a. Have multiple staff members present when the meeting is conducted.
 - b. All items and equipment belonging to the System/ technical college (e.g. keys, identification badge, laptop computers, etc.) should be collected.
- The employee’s access to the System/technical college computer system should be deactivated.
- Consider having local law enforcement officers or, as applicable, campus police nearby but not as participants in the meeting with the employee.

- The employee should be escorted out of the building at the conclusion of the meeting and verbally directed to leave the System or technical college property.
- If possible, pack and send the employee's personal items/effects to his/her home address.
- Consider having additional security personnel, local law enforcement officers or, as applicable, campus police present at the worksite for the next few days.
- Post-dismissal monitoring should occur to ensure the safety of those involved.
- If action involving a non-technical college employee (e.g., volunteer, visitor, vendor, or contractor) is necessary, a technical college president or his/her designee may contact the System's Office of Legal Services or Office of Human Resources for assistance.

Employee/Victim Support

The System or technical college shall make every reasonable effort to support and protect a victim of workplace violence (including domestic violence) through the following measures:

- Offering appropriate safety and security measures.
- When appropriate, accommodating an employee's request for a work schedule adjustment or temporary modification to working conditions or assigned work location.
- Encouraging participation/utilization of available EAP services.
- Approving an employee's leave requests for medical, court, and counseling/EAP services.

VI. Records Retention

Documents associated with a workplace violence investigation and any associated disciplinary action should be maintained for a period of seven (7) years after an employee's departure from state employment.

Revised: May 9, 2008

FIREARMS, WEAPONS, AND EXPLOSIVES POLICY

I. Policy

The Technical College System of Georgia (TCSG) and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus (including all satellite campuses and off-site work units) or at any technical college sanctioned function in a manner contrary to state or federal law.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Contractor: An independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on technical college property or at a technical college workplace including any sanctioned event.

Explosive Compound: Any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: Includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Government Building: The building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or, the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: An office, agency, authority, department, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Knife: As defined in O.C.G.A. 16-11-127 regarding the prohibition of carrying a deadly weapon in an unauthorized location (e.g., a Government building) a cutting instrument designed for the purpose of offense and defense consisting of a blade that is greater than five inches in length which is fastened to a handle.

Long Gun: A firearm with a barrel length of at least 18 inches and overall length of at least 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e. shotgun shell or metallic cartridge) provided, however, that the term shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Weapon: Within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: The TCSG System Office or any technical college campus, satellite or off-site work location, or any technical college sanctioned function.

IV. Attachment

N/A

V. Procedures

A. General Provisions

1. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on technical college property to include all campus and off-site work locations; at a technical college sanctioned function; or, on a bus or other means of transportation furnished by the college.
2. Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.
3. A technical college president (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-127.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.
4. As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term "Weapon" during classroom instruction.
5. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following in the System Office or on technical college property to include all campus and off-site work locations, or at any college sanctioned function:
 - a. Any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
 - b. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
 - c. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
 - d. Any explosive compound/material defined in O.C.G.A. 16-7-81; or,
 - e. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.
6. Personal Possession (Carrying) of a Weapon - the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit any individual (e.g., staff, student, etc) to carry a weapon on their person in the System Office or on any technical college campus, satellite campus or other work site, or at any college sanctioned event.

Note: This prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.G.A. 16-11-130.
7. Vehicle in Transit - an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property.
8. Parked Vehicle - the driver of a vehicle parked on the property of any technical college (including the personal vehicle of a student, System Office, or technical college employee) may keep a firearm in his/her vehicle provided the weapon is locked out of sight within the vehicle's trunk, glove box, or other enclosed compartment or areas within the vehicle.

Note: this provision applies to those drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

B. Corrective Action

1. Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.
2. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

3. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.
4. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. Notification Requirements

Each technical college shall post signage at each campus and off-site work location that firearms, weapons, and unlawful explosive compounds are prohibited.

Each technical college must develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:

1. Implications of State law prohibiting firearms, weapons, and unlawful explosive compounds on college property, at off-site work locations, or at college sanctioned functions.
2. Possible penalties associated with violations of this policy.
3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

Approved State Board: September 2, 2010

CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990) 20 U.S.C. § 1092 and 34 C.F.R. Part 668 requires colleges receiving federal funds to publish annually specific crime-related information in an annual report.

In compliance with this legislation the technical colleges shall report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year. Prospective students and employees shall receive either a copy of the report or a notice of its availability and a brief summary of its contents. The report may be published electronically but students, employees, and potential students or employees must be given a paper copy upon request and must be individually told of the report's availability in electronic form.

Each Technical College shall also ensure that timely warnings go out whenever a threat to students and employees is present for the crimes listed below, which are reported to local police or campus security authorities. Each President shall establish procedures on how to issue these notices.

Each Technical College shall report crime statistics to the U.S. Secretary of Education in accordance with the applicable regulations.

The Report shall also contain a statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including:

- policies for making timely warning reports to members of the campus community and for preparing the annual disclosure of crime statistics,
- a list of the titles of each person or organization to whom students and employees should report the criminal offenses described below, and
- whether the technical college has any policies or procedures (and a description of same) that allow disclosure by victims or witnesses of crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics;

The Report shall also contain a statement of current policies concerning security and access to campus facilities, including campus residences; and security considerations used in the maintenance of campus facilities; and a statement of current policies concerning campus law enforcement that addresses the enforcement authority of security personnel, including their relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals, encourages accurate and prompt reporting of all crimes, and describes procedures, if any, that encourage professional or pastoral counselors to inform persons being counseled of voluntary disclosure procedures referenced above.

The Report shall also contain a description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; a description of programs designed to inform students and employees about the prevention of crimes; a statement of the technical college's policy concerning monitoring of student criminal activity at off-campus locations of officially recognized student organizations; a statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws; a statement of policy regarding the possession, use, and sale of illegal

drugs and enforcement of federal and state drug laws; a description of any drug or alcohol-abuse education programs, as required under Section 120 (a) - (d) of the Higher Education Act; and a statement of policy regarding the Technical College's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs. (34 C.F.R. § 668.46(b) (11))

Each Technical College shall retain the records on crime statistics for three years following the last year the information was included in the annual report. For example, October 1, 1997 campus security records would be kept until October 1, 2003.

PROCEDURES FOR IMPLEMENTATION OF THE JEANNE CLERY DISCLOSURE ACT

Campus Crime Log

Technical College law enforcement units shall keep a daily log that records crimes by their nature, date, time, general location, and disposition of the complaint. The log shall be made available to the public within two business days of a request unless disclosure of such information would:

- be prohibited by law
- jeopardize the confidentiality of the victim
- jeopardize an ongoing criminal investigation
- jeopardize the safety of an individual
- cause a suspect to flee or evade detection
- result in the destruction of evidence

Crimes and Campus Offenses To Be Reported

Statistics on the following crimes and offenses shall be reported.

- Criminal Homicide: Murder, non-negligent, and negligent manslaughter.
- Sex Offenses, Forcible or Non-forcible: A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, i.e., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest or statutory rape.
- Robbery: The taking, or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- Arson: Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- On-campus Arrests for Alcohol, Drug and Illegal Weapon Violations.
- Certain Referrals for Campus Disciplinary Actions for alcohol, drug or illegal weapon violations. (If included in the report as an arrest, a referral need not be reported under this category).
- Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security office or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability).

The Technical Colleges shall also provide a geographic breakdown of the crime statistics by four categories:

- on campus

- on campus and in a dormitory or other residential facility for students on campus
- in or on a non-campus building or property
- on non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus, or immediately adjacent to and accessible from the campus

A map may be used in complying with the statistical reporting requirements.

The Following Persons shall be Responsible for Reporting Crimes and Campus Offenses

Persons who receive referrals for discipline involving alcohol, drug or weapon violations which are also a violation of the law, and for which a sanction may be imposed, must report those cases to the campus security office.

Anyone who is a "campus security authority" and who receives a report of or is aware of a crime must report it to the campus security office.

Campus security authorities are defined in the final regulations as:

- Members of a campus police department or a campus security department of an institution.
- An individual who has responsibility for campus security, but is not a part of a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as someone to whom students and employees should report criminal offenses.
- Any official of the institution who has significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings, but who is not acting as a pastoral or professional counselor. Examples of those with significant responsibility may include the dean of students or other official(s) who oversee student housing, a student center, or student extra-curricular activities; an athletic director; team coach; or faculty advisor to a student group.

Crime Statistics that Do Not Require Reporting

A Technical College does not need to report crimes reported to a pastoral or professional counselor. A pastoral counselor is a person who is associated with a religious order or denomination that recognizes him or her as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and is functioning within the scope of his or her license or certification.

However, this exemption from the reporting requirements under the Campus Security Act does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. If someone indicates to their counselor an intent to commit a violent crime against another, and the counselor determines that the patient poses a serious danger of violence, then steps must be taken by the counselor to protect the intended victim.

ANNUAL SECURITY REPORT

Federal Department of Education regulations require all colleges to publish an annual report of campus security procedures and crime statistics for the three previous years.

The current report for GNTC can be found on the website at

http://www.gntc.edu/pdfs/student-services/Clery_Report_GNTC2010.pdf

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CONTACT CAMPUS SECURITY

Emergency contacts for each campus

Floyd County Campus

Bill Byars
Director of Safety & Security
706-295-6552 ~ bbyars@gntc.edu

Gordon County Campus

Paul Carter
Dean of Academic Affairs & Campus Manager
706-295-6952 ~ pcarter@gntc.edu

Polk County Campus

Darice Lewis
Campus Manager
678-757-2636 ~ dlewis@gntc.edu

Walker County Campus

Lisa Rubner
Human Resources & Safety & Security Assistant
706-764-3862 ~ lrubner@gntc.edu

Whitfield Murray Campus

Tom Bojo
Dean of Academic Affairs & Campus Manager
706-272-2970 ~ tbojo@gntc.edu

EMERGENCY OPERATIONS AND SAFETY PLAN

The intent of this policy is:

1. To provide a safe educational environment for students and a safe working environment for faculty and other staff;
2. To provide a planned and coordinated response to certain acts and occurrences through the use of a Technical College Emergency Operations and Safety Plan; and
3. To establish procedures for plan development and implementation.

Each state Technical College shall develop and implement a Technical College Emergency Operations and Safety Plan to address preparedness for acts of violence, acts of terrorism, accidents, hazardous materials and natural disasters.

Each state Technical College should involve students, employees and representatives of local law enforcement, fire services, emergency medical services, hospitals and emergency management in the planning and development of the Technical College Emergency Operations and Safety Plan. O.C.G.A. §20-2-1185, School Safety, mandates such local involvement in emergency plans developed by elementary and secondary schools and the Technical Colleges are encouraged to participate with their local communities in the development of their plan.

Effective, September 1, 2000, each state Technical College shall have a Technical College Emergency Operations and Safety Plan in place to cover operations at both the primary campus and satellite locations as well as off campus centers.

The Technical College Safety Plan shall also address security issues in school safety zones as designated in paragraph (1) of subsection (a) of O.C.G.A. §16-11-127.1, Weapons on Campus.

A copy of the Plan shall be submitted to the Central Office for review.

The Plan shall be reviewed and updated annually by the Technical College. The review and update shall occur by September 1 each year.

This Department, in consultation with the Georgia Emergency Management Agency, shall develop procedures for the implementation of this policy.

References

O.C.G.A. §16-11-127.1

O.C.G.A. §20-2-1185

The Georgia Northwestern Technical College's Emergency Operations Plan is located on GNET at: <https://gnet.gntc.edu>

SEVERE INCLEMENT WEATHER POLICY

The Governor shall make decisions affecting the closure of all agencies statewide or within a geographic region. Decisions regarding conditions affecting the Central Office shall be made by the Commissioner. Decisions regarding conditions affecting a Technical College shall be made by the President with notice to the Commissioner. Notice of closings or delayed openings shall be given to employees and students through appropriate media outlets.

If the existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late or closing early an office or work place, employees directly affected by such conditions shall be excused from duty without loss of pay or use of leave.

As determined by the Commissioner, for Central Office staff, or by a Technical College President, for Technical College staff, employees who are late in arriving to duty or request early release from duty because of severe weather conditions, and the office or work place shall observe normal hours, may be permitted to make up time lost from work, charge it to accrued compensatory time, or charge it to accrued annual leave. Otherwise, the time lost shall count as leave without pay.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing.

The Commissioner is responsible for the administration of this policy for Central Office staff. Technical College Presidents are responsible for the administration of this policy for their campuses.

SEVERE INCLEMENT WEATHER PROCEDURE

In accordance with the Inclement Weather Policy promulgated by the Governor, the Governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic region. The heads of the Department of Transportation, in situations regarding inclement weather, and the heads of the Department of Public Safety and the Georgia Merit System (with input from the Georgia Emergency Management Agency, as necessary) will confer and make recommendations to the Governor regarding agency closures statewide or within a geographic region. Decisions regarding conditions affecting the Central Office shall be made at the discretion of the Commissioner. Decisions regarding conditions affecting the technical college shall be made at the discretion of the President with notice to the Commissioner.

If inclement weather or other emergency conditions affecting all agencies statewide or within a geographic region develop during the workday, agencies will be notified by telephone and/or fax of any authorized changes to normal work hours. The Central Office may have to forward such notice to the technical colleges. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made by the Governor through the following media outlets:

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In Metropolitan Atlanta:

Radio Stations

WSB 750	AM	Atlanta	www.wsbradio.com
WSB 98.5	FM	Atlanta	www.b985.com

Television Outlet

WSB	ABC	Channel 2	Atlanta	www.wsbtv.com
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In Areas Outside Metropolitan Atlanta:

Radio Stations

KWN AM 1420	Dade County
Q102	Northwest Georgia
Rock 105.9	Rome/Centre, Alabama
South 107	Northwestern Georgia/Cartersville
US 101	Chattanooga
WATG	Summerville
WEBS	Calhoun
WEIS	Centre, Alabama
WGAA	Cedartown
WJTH	Calhoun
WLAQ	Rome
WQCH	LaFayette
WRGA	Rome
WZOT	Rockmart
95.7 The Ridge	Rome/Summerville

Television Outlets

KWN	TV 7	Trenton	www.kwn.cellit.us	
SKY 21		Summerville	www.chattanooga1180.com	
UCTV	Cable 3	Fort Oglethorpe	www.uctv265.com	
WAGA	Fox	Channel 5	Atlanta	www.myfoxtatlanta.com
WDEF	CBS	Channel 12	Chattanooga	www.wdef.com
WGCL	CBS	Channel 46	Atlanta	www.cbsatlanta.com
WRCB	NBC	Channel 3	Chattanooga	www.wrcbtv.com
WSB	ABC	Channel 2	Atlanta	www.wsbtv.com
WTCV	ABC	Channel 9	Chattanooga	www.newschannel9.com
WXIA	NBC	Channel 11	Atlanta	www.11alive.com

Website Outlets

GNTC	www.GNTC.edu
GNTC Social Media Sites	www.twitter.com and www.facebook.com
Calhoun Times	www.calhountimes.com
Cedartown Standard	www.cedartownstd.com
Chattanooga Times Free Press	www.timesfreepress.com
The Chattanooga	www.chattanooga.com
Hometown Headlines	www.hometownheadlines.com
Rockmart Journal	www.rockmartjrl.com
Rome News Tribune	www.romenews-tribune.com
Rome News Wire	www.romenewswire.com

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GNTC e2CAMPUS ALERT! EMERGENCY NOTIFICATION SYSTEM

This system will provide GNTC faculty, staff, and students with timely emergency alerts and weather/campus closing notifications.

GNTC pledges that your information is confidential and used ONLY for notification via GNTC e2Campus Alert! You will not be spammed, and GNTC will NOT use this system for “routine reminders” (such as registration deadlines, etc). ***GNTC’s e2Campus Alert! Will be used exclusively for emergency and weather/campus closing messages.***

GNTC Alert! Delivers messages via SMS (text message to your cell phone), email, and voice phone calls. When you enroll you may enter any number of contact numbers/email addresses to receive notifications. To receive notifications via SMS text messages to your mobile phone, you must have text messaging enabled. If you do not have text messaging, you may still receive email and voice phone message notification.

Please note: This is an “opt-in” service. You must create your own account and enter your own contact information in order to receive notifications.

To sign up for GNTC’s e2Campus Alert! Notifications System

1. Go to the GNTC home page www.gntc.edu
2. Scroll to the bottom right of the page to Alert! Logo.
3. Create your username and password.
4. Select the **Optional Groups** enter your **Mobile Phone** number, and **Select Carrier**. Or **Sign Up Using Email Only**.
5. After selecting **Create Account** you will receive a text message or email containing your validation code. Enter code to validate your mobile phone number or email address.
6. For account related problems or questions, please contact [e2Campus HelpDesk](#)



DRIVER QUALIFICATION PROCEDURE

I. Policy

In an effort to better promote a safe work environment and potentially reduce the number of on-the-job motor vehicle accidents and traffic citations, the Technical College System of Georgia has established initial and continuing driving qualification standards for all System Office and Technical College drivers. Included is a process for managing on-the-job traffic accidents.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia as well as all TCSG employees who drive on State of Georgia business regardless of frequency.

III. Related Authority

Background Investigations Policy http://www.dtae.org/dtaepolicy/docs/background_investigations.html

IV. Definitions

Applicant: An individual seeking employment with any work unit or technical college associated with the Technical College System of Georgia. This term also includes employees of other state agencies or any college/university affiliated with the University System of Georgia, as well as current or former employees of the Technical College System of Georgia or any technical college.

Business Day: Weekdays that administrative offices are open.

Conviction: The result of a trial/judicial proceeding in which a defendant has been found guilty of an offense, including a plea bargain/agreement and a plea of nolo contendere.

Disposition: The result of a criminal proceeding including information disclosing that an arresting agency has elected not to refer the matter to a prosecutor or that a prosecutor elected not to commence criminal proceedings and disclosing the nature of the termination in proceedings or, information disclosing the reason for such postponement.

Fault: The concept whereby a driver is guilty of error (either by committing improper actions or by omitting proper actions), when the error results in a preventable accident. Determination of "fault" is generally made in a court of law/traffic court when a driver is convicted of a traffic offense.

Felony: A crime which generally carries a minimum term/sentence of one year or more in a state or federal prison.

Immediate Supervisor: An individual charged with developing performance plans and managing and assessing the performance of employee(s) in those work unit(s) under his/her span of control.

Misdemeanor: A crime punishable by a fine and/or county jail time for up to one year.

Motor Vehicle Report: Driving history records (e.g., violations, traffic accidents, license suspension, convictions, etc.) maintained on all licensed drivers by the Georgia Department of Driver Services or comparable agency/department in another state.

Nolo Contendere: A plea entered by a defendant (as an alternative to a pleading of guilty or not guilty) in response to being charged with a crime/offense in which he/she neither admits to nor disputes the charge(s). A conviction arising from a *nolo* plea is subject to any and all penalties, fines, and forfeitures of a conviction from a guilty plea and can be considered as an aggravating factor in further criminal actions.

Points: A system administered by the Georgia Department of Driver Services or comparable agency/department in another state which attaches a numerical value to a conviction or plea of nolo contendere for a moving violation (e.g., speeding) or other traffic/driving-related offense (e.g., possessing an open container of an alcoholic beverage while driving).

Note: Pursuant to applicable state law, a driver's license is suspended if records or other evidence reflects that the driver has accumulated the maximum allowable points within a given time period, including violations committed in another state. The Georgia Department of Driver Services is authorized to suspend the license of any driver who accumulates fifteen (15) points within a twenty-four (24) month period. In Georgia, points remain on an individual's driving history records for two (2) years. Standards in other states may vary in terms of point's accumulation relative to these actions and the period of time such points remain active.

Revocation (Mandatory): In Georgia, a driver's license will be revoked if the driver is convicted of one of the following offenses:

1. For any third conviction of a mandatory suspendable offense within five (5) years (i.e., a habitual violator). A revocation issued for this purpose will be for five (5) years.
2. Refusal to submit to a re-examination of driving skills or knowledge of driving rules after receiving notice giving reasonable grounds for such a request.
3. If there is sufficient evidence of incompetence or unfitness to drive, due to incapacities by reason of disease, mental or physical disability, or by alcohol or drug addiction.

Suspension (Mandatory): In Georgia, a driver's license will be suspended for a conviction (in Georgia or any other state) of the following offenses:

1. Homicide by vehicle
2. A conviction for driving under the influence of alcohol or drugs
3. Any felony in the commission of which a motor vehicle is used
4. Using a motor vehicle in fleeing or attempting to elude a law enforcement officer
5. Fraudulent or fictitious use of, or application for a license
6. Hit and run or leaving the scene of an accident
7. Racing
8. If a driver refuses to take a chemical test of intoxication. In such instances, the license will be suspended for twelve (12) months
9. Operating a motor vehicle with a revoked, canceled, or suspended registration in violation of O.C.G.A. 40-6-15
10. Conviction for driving without insurance. In such instances, the suspension is generally sixty (60) to ninety (90) days in length
11. If convicted for driving while a license is suspended, revoked, or canceled, the license shall be further suspended for a period of six (6) months
12. If a driver fails to appear in court or respond to a citation, his/her license may be suspended
13. Conviction for the possession, distribution, manufacture, cultivation, sale or transfer of a controlled substance or marijuana

V. Attachments:

- Attachment A [Driver Acknowledgement Form](#)
- Attachment B [Driver Notification Form](#)
- Attachment C [Driver Safety Tips](#)
- Attachment D [Supervisor's Accident Follow Up-Checklist](#)
- Attachment E [Driver's History Consent Form](#)

VI. Procedure

A. Driver Qualifications Standards - Applicants/Candidates for Employment

1. As referenced in the State Board of Technical and Adult Education policy governing Background Investigations, the driving history records of all applicants for employment, including employees of other state agencies and the University System of Georgia, or individuals who were previously employed in any capacity with any work unit or technical college associated with the Technical College System of Georgia (TCSG), are subject to review.
2. The recommended candidate for any full- or part-time position who may be required to drive a state, rental, or personal vehicle on State of Georgia business shall, as a condition of employment, have their driving history records reviewed to ensure consistency with the driving standards referenced in this Procedure.
3. A recommended candidate meeting the driving requirements referenced in Paragraph VI. A. 2., and whose driving history reflects two (2) "at fault" motor vehicle accidents in the three (3) year period immediately preceding his/her application for employment, who possesses eight (8) or nine (9) violation points on his/her driving record, or who has been convicted of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) within six (6) months of his/her application for employment may be employed provided he/she:
 - a. Completes a driver safety video offered by the Department of Administrative Services (DOAS).

- b. Successfully completes a defensive driving course offered through a Defensive Driving School certified by the Georgia Department of Driver's Services (or comparable course in his/her state of residence) within sixty (60) days of his/her date of employment. The cost of the Defensive Driving Course will be the responsibility of the applicant/employee. Any newly hired employee who fails to complete the course within the required time period shall be dismissed from employment; or, as applicable.
 - c. Successfully completes a DUI Alcohol or Drug Use Risk Reduction Course through a provider certified by the Georgia Department of Driver Services (or comparable course in his/her state of residence) within sixty (60) days of his/her date of employment unless completion of the course was previously mandated by the court of jurisdiction as part of sentencing. The cost of the Course will be the responsibility of the applicant/employee. Any newly hired employee who fails to complete the course within the required time period shall be dismissed from employment.
4. Any recommended candidate not possessing a valid driver's license or whose driving history reflects three (3) or more "at fault" motor vehicle accidents in the three (3) year period immediately preceding his/her application for employment, or ten (10) or more current violation points may not be employed in any position for which driving on a frequent or infrequent basis is a condition of employment.

B. Driver Qualification Standards - Current Employees

1. When the Motor Vehicle Use Procedure is formally adopted, all current TCSG employees whose job may require the operation of a vehicle on state business will, as a condition of continued employment, be required to provide written authorization (i.e., Attachment E, Driver's History Consent Form) to permit the System Office or respective Technical College to request a Georgia Motor Vehicle Report (MVR) through the Georgia Department of Driver Services or a comparable report through the agency/department responsible for these services/activities in the employee's state of residence. Any employee who fails to provide authorization will be subject to disciplinary action consistent with applicable State Board of Technical and Adult Education policy.
2. Any employee whose initial MVR reflects activity/content consistent with that outlined in Paragraph VI. D. (Driver Disqualification) will be subject to the same penalties/loss of driving privileges as would any individual employed after the Procedure's effective date.
3. If an employee does not initially meet established safety standards due either to the accumulation of violation points, the number of "at fault" traffic accident(s), and/or one or more conviction(s) or pending charge(s) for referenced offense(s), the employee will not be permitted to drive on state business until he/she completes a driver safety video, successfully completes a Defensive Driving Course, or, as applicable, successfully completes a DUI Alcohol or Drug Use Risk Reduction Course. The cost of the Course will be the responsibility of the employee and must be completed within sixty (60) days after providing notification to his/her immediate supervisor or upon notification of the results of the MVR.
4. If it is determined that an employee does not currently possess a valid driver's license, the employee will not be permitted to continue driving on state business and other appropriate action may be initiated consistent with applicable State Board of Technical and Adult Education policy.

C. General Provisions

1. To operate a state, rental, or personal vehicle on state business, an employee must possess a valid driver's license appropriate to the type of vehicle operated.
2. A MVR will be requested on all frequent and infrequent drivers at least yearly or in response to information provided in a submitted Driver Acknowledgement Form (Attachment A) or Driver Notification Form (Attachment B). Technical College Presidents may require MVR's to be run more frequently on college drivers.
3. An employee who operates a vehicle on state business on a weekly or more frequent basis must complete a Driver Acknowledgement Form (Attachment A.) every six (6) months.
4. An employee who operates a vehicle on state business infrequently must complete a Driver Acknowledgement Form before each trip.
5. The completed Form should be returned to the employee's immediate supervisor or other official as determined by the Commissioner, Technical College President or his/her designee. Only employees who have initialed every referenced safety standard will be permitted to drive on state business. The employee should retain a copy of the Form for his/her records.

6. A newly hired TCSG employee who has recently relocated to Georgia to accept employment in the System Office or an associated technical college may operate a vehicle on state business using a valid driver's license from his/her former State for a period up to thirty (30) days after becoming a Georgia resident. The employee must apply for a Georgia driver's license before the thirty (30) day period elapses and provide his/her immediate supervisor with proof of such application.
7. A TCSG employee who permanently resides in another State may operate a vehicle on state business using a valid driver's license from his/her State of residence. This provision also pertains to the employed spouse or dependent of active duty military personnel stationed in Georgia.
8. All drivers should review Attachment C, Drivers Safety Tips, before driving on state business

D. Driver Disqualification

1. Following the adoption of this Procedure, an employee will not be permitted to operate a vehicle on state business until he/she completes a driver safety video, successfully completes a Defensive Driving course or, as applicable, a DUI Alcohol or Drug Use Risk Reduction Course through a provider certified by the Georgia Department of Driver Services (or comparable course in his/her state of residence) within sixty (60) days if one of the following events occurs:

- a. He/she has accumulated ten (10) or more violation points on his/her driving record; or
- b. He/she has been convicted of Driving Under the Influence (DUI); Driving While Intoxicated (DWI); Leaving the Scene of an Accident; or Refusal to take a Chemical Test for Intoxication within the six (6) month period immediately preceding an assignment to drive on state business.

The cost of the Defensive Driving or DUI Alcohol or Drug Use Risk Reduction Course will be the responsibility of the employee and the Course must be completed no later than sixty (60) days after notifying his/her supervisor of the event.

Note: If completion of a DUI Alcohol or Drug Use Risk Reduction Course was previously mandated by the court of jurisdiction as part of sentencing and the employee can show proof of completion, the requirements of Paragraph VI. D. 1 will have been satisfied.

2. An employee will not be permitted to operate a vehicle on state business until he/she has first completed a driver safety video if either of the following event(s) occur:

- a. He/she receives a citation, ticket, or warning while driving on state business; or
- b. He/she has an "at fault" motor vehicle accident within the six (6) month period immediately preceding an assignment to drive on state business

In addition, the employee may be required to successfully complete a Defensive Driving course. This determination will be made by the Commissioner or Technical College President (or their designee) in consultation with the employee's immediate supervisor and the official responsible for System Office/Technical College Fleet/Risk management. If mandated, the cost of the Defensive Driving Course will be responsibility of the employee and must be completed within sixty (60) days.

3. An employee whose driver's license is expired, suspended, or revoked is not permitted to operate a vehicle on state business until his/her license is reinstated. Any employee who may possibly drive on state business must disclose any license expiration, suspension, or revocation to his/her immediate supervisor no later than the business day following the formal notification of the license action by the Georgia Department of Driver Services or comparable agency/department in his/her State of residence. This information should be provided using a Driver Notification Form, Attachment B.

4. If, at any time, an employee is charged with/receives a citation for one of the following offenses, he/she will not be permitted to operate a vehicle on state business until formal disposition of the charge(s):

- a. Driving Under the Influence (DUI)
- b. Driving While Intoxicated (DWI)
- c. Leaving the scene of an accident
- d. Refusal to take a chemical test for intoxication
- e. Aggressive Driving (only if conviction would result in ten (10) or more violation points accumulated on his/her driving record); and
- f. Exceeding the Speed Limit by more than nineteen (19) mph (only if conviction would result in ten (10) or more violation points accumulated on his/her driving record)

5. An employee who operates a vehicle either frequently or infrequently on state business and is charged with an offense referenced in Paragraph VI. 4 must disclose this information to his/her immediate supervisor no later than the business day following the citation/charge using the Driver Notification Form (Attachment B).

6. An employee who meets all Driver Qualifications following disposition of the charge(s) outlined in Paragraph VI. D. 4 and other administrative requirements referenced in this Procedure, is permitted to resume driving on state business.
7. The Commissioner or Technical College President may, in addition to any of the sanctions referenced in Paragraph VI. D., propose disciplinary action consistent with applicable State Board of Technical and Adult Education policy.

E. On the Job Citations

1. An employee who receives a traffic citation, ticket, or warning for any offense while operating a vehicle on state business must notify his/her immediate supervisor no later than the next business day using the Driver Notification Form, (Attachment B).
2. In these instances, the employee will not be permitted to drive again on state business until he/she has completed a driver safety video and may, depending upon disposition, be required to successfully complete a Defensive Driving Course or a DUI Alcohol or Drug Use Risk Reduction Course. A decision to require the completion of either Course within the stipulated time period will be made consistent with the provisions of Paragraph VI. D.
3. If the citation or ticket is for a charge referenced in Paragraph VI. 4., the employee will be prohibited from driving on state business until formal disposition of the charge(s), to include other administrative requirements referenced in the Procedure.
4. Any fine associated with a citation or ticket issued while traveling on state business will be paid by the employee/driver.

F. On the Job Accidents

1. An employee involved in a motor vehicle accident while driving on state business should obtain the following information at the scene of the accident:
 - a. The other driver's name, address, and telephone number; and
 - b. The name of the responding police department or law enforcement agency
2. An employee must report any accident involving bodily injury and/or property damage within twenty-four (24) hours of the occurrence either by calling 1-877-656-7475 involving a personal, rental, or a TCSG System Office or Technical College fleet vehicle.
3. An employee must notify their immediate supervisor of a motor vehicle accident that occurs while driving on state business using the Driver Notification Form, Attachment B. Notification must be made upon returning to work or the following business day, whichever is sooner.
4. Upon receipt, the immediate supervisor should discuss the accident with the affected employee and complete the Supervisor's Accident Follow-Up Checklist Report. The completed document should be forwarded to the Chair of the System Office/Technical College Accident Review Panel within two (2) business days following the meeting.
5. An employee cited for an on-the-job accident will not be permitted to operate a vehicle on state business until he/she has viewed a driver safety video and successfully completes an approved defensive driving course, the cost of which will be the responsibility of the employee. As provided in Paragraph VI. G., the employee may be subject to other actions as recommended by the Accident Review Panel.

G. Accident Review Panel

1. The System Office and each Technical College will establish an Accident Review Panel comprised of at least three (3) members and chaired by the System Office/Technical College official responsible for Fleet/Risk Management activities. The remaining Panel members will be selected by Commissioner or Technical College President, or his/her designee.
2. The Panel will be charged with reviewing all on-the-job motor vehicle accidents, reported traffic citations, and complaints registered against a System Office or Technical College employee and making recommendation(s) to the Commissioner or Technical College President for any additional action, as appropriate, consistent with State Board of Technical and Adult Education policies and procedures.

VII. Record Retention

All documents and forms associated the Motor Vehicle Use Program will be retained throughout a driver's employment and for an additional three years after his/her employment ends.

INTELLECTUAL PROPERTY

To further its goal of making education accessible to as many people as possible, Georgia Northwestern Technical College owns the intellectual property rights to any and all works produced by or for the college.

In order that Georgia Northwestern Technical College be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the college and anyone providing work for the college's use, represents, and warrants that such works:

- Do not violate any law
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm
- Do not libel, defame, or invade the privacy of any person or firm

The Technical College System of Georgia (TCSG) Commissioner may establish a committee to make recommendations concerning the development of intellectual property not exclusively owned by the Department (including its technical colleges).

<http://www.dtae.org/dtaepolicy/docs/04-01-06.html>

DEVELOPMENT OF PATENTABLE DEVICES/MATERIALS OR COPYRIGHTABLE MATERIALS/MEDIA BY TECHNICAL COLLEGE/DEPARTMENT PERSONNEL

Each institution or unit of the Technical College system is required to follow state policies and procedures for handling patentable devices/materials or copyrightable materials/media. For each institutional/unit case the president/supervisor shall appoint representatives to a state level patent/copyright committee consisting of not fewer than three or more than nine members, a member of which shall be designated by the Commissioner to serve as chair. In each institutional case the committee shall include a representative of the office of administrative services and instructional services of that institution.

The state level patent/copyright committee shall recommend to the Commissioner the rights and equities in patentable from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with state policy in advance of the use of the institution's personnel or facilities. In the event of a disagreement as to the ownership and use of such devices, materials or media, existing State Board policies provide for an appeal procedure.

References

[II. E. 1. Intellectual Property Policy](#)

Authority 17 USC 101; 17 USC 201b

Approved: June 1991

AG04-01-06

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INVENTORY PROCEDURES

A current inventory record of all equipment and items described must be maintained for security and insurance purpose. Therefore, Georgia Northwestern Technical College employees shall maintain perpetual inventory records for all equipment in the appropriate inventory categories. Inventory items may not be sold, traded, scraped, or given away without proper documentation and approval.

Each employee shall be responsible for all equipment in his/her program/area. Inventory control requires responsibility and accountability. Annually, those responsible for specific inventory will be asked to complete a physical inventory of those items.

Equipment

Equipment shall be defined as items which meet the following criteria:

- a. Are not readily consumable.
- b. Are not replacement parts or software.
- c. Have a life expectancy in excess of one year.

Program inventories must show a listing of each piece of equipment with a unit value of \$1,000 or more. Items over \$5,000 will be subject to depreciation on an annual basis.

Technology Department

The technology department is responsible for licenses of software and the movement of all computers and related hardware and will provide information to Administrative Services Asset Management on the location of all computers and related hardware. Annually a 100 percent physical inventory will be conducted.

Library Books

Library books will be maintained as a total collection. Additions and deletions will be properly maintained. The collection is subject to an internal audit on a sample basis annually as well as depreciation and schedule of A/D for library books.

Surplus Property

Surplus property to be disposed of will follow the policies and procedures of the Department of Administrative Services. Proper forms and signatures will be obtained prior to the disposition of college inventory.

BOOK AND SUPPLY SALES

Georgia Northwestern Technical College owns and runs a book and supply sales for students. View Bookstore hours. <http://www.gntc.edu/student-services/campus-resources/bookstore.php>

Book orders are to be approved by the appropriate dean and submitted by the 5th week of the preceding semester. The same book will be used for all sections of a course on all campuses. Booklist will be posted to the GNTC website. <http://www.gntc.edu>

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PETTY CASH FUND

The petty cash fund was established in order to reimburse employees who have purchased supplies, materials, or other small ticket items for the college “out of pocket”. As such, there are several procedures and controls that must be followed in accordance with operation of the petty cash fund.

1. Petty Cash Fund shall not be used to cash employee’s personnel checks or to make loans to employees. State funds cannot be used for personnel loans to employees.
2. Additionally, the use of IOU’s within the Petty Cash Fund is prohibited.
3. Maximum dollar limit for petty cash reimbursement is \$25/transaction.
4. Petty Cash Fund is reconciled as the fund is replenished.

Petty Cash Procedures

Petty cash expenditures should never be utilized to circumvent regular purchasing procedures. Petty cash expenditures should not exceed \$25. Proof of purchase must be presented in order to receive reimbursement. Petty cash is available for very small cash requirements.

Petty cash and cash locations area:

- Administrative Services
- Cosmetology
- Gordon County Campus
- Polk County Campus
- Walker County Campus

Petty cash will be replenished as warranted and based on sufficient documentation to support the claim. Annual and prior to the annual financial close of all records; all petty cash accounts will be replenished to the full amount authorized.

AUDITING

All financial records of the school are reviewed or audited annually by the Department of Audits. Financial records must be current and accurate in accordance with procedures set forth by the TCSG, the Department of the State Accounting Office, and State Purchasing.

Internal Auditing

From time to time, the staff of administrative services will audit all cash operations, petty cash funds, and inventory. These audits will be unannounced and with the intention of supporting the efforts of the Department of Audits. The president of the college will be presented the results of the internal audit.

The accounting system I based on People Soft and all rules, regulations, and procedures as defined by State Accounting Office. (SAO) www.sao.georgia.gov

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received, read, and understand the policies outlined in the Georgia Northwestern Technical College Employee Handbook. I agree to conform to the rules and regulations of Georgia Northwestern Technical College, Technical College System of Georgia, and laws of the State of Georgia. I understand that this handbook is intended as a guide to human resource policies and procedures and that it may not be inclusive of all the rules and regulations of Georgia Northwestern Technical College, Technical College System of Georgia, and laws of the State of Georgia.

I understand that the college has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand that all employees of Georgia Northwestern Technical College are “at will” employees and therefore I agree that the information contained in these materials does not constitute an employment contract with Georgia Northwestern Technical College. I understand that no manager or representative of Georgia Northwestern Technical College, other than the President of the college, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the fore-going.

Employee Signature

Date

Employee Name / Please Print

Important Notice: Please complete this form in its entirety and forward by interoffice mail to Peggy Cordell, Director of Human Resources at the Floyd County Campus.

The submitted signed form cannot be a copy or be submitted electronically.

GNTC EMPLOYEE QUICK LINKS

Employee Self Service	https://team.state.ga.us
Employee Retirement System	http://www.ers.ga.gov/plans/ers/ersforms.aspx
Flexible Benefits - GA Breeze	www.gabreeze.ga.gov
GA Voicemail.....	https://gavoicemail.com
Georgia Defined Contribution Plan	http://www.ers.ga.gov/plans/gdcp/gdcpmain.aspx
GNET Georgia Northwestern Technical College Intranet	https://gnet.gntc.edu
GNTC Directory	http://www.gntc.edu/directory
GNTC e2Campus Alert!	http://www.gntc.edu/e2campus.php
GNTC Emergency Operations and Safety Plan	https://gnet.gntc.edu
GNTC Employee Discounts	https://team.state.ga.us
GNTC E-Store Lands' End	http://ocs.landsend.com/cd/frontdoor?store_name=Georgia North western Technical&store_type=3
GNTC Human Resources Employment	http://www.gntc.edu/hr/
New Employee Training	https://gnet.gntc.edu/HumanResources/hrindex.cfm
Severe Inclement Weather	http://www.gntc.edu
Signature Legal Care	http://www.legalplans.com/welcome.html
State Health Benefits	www.dch.georgia.gov/shbp
• Cigna	http://www.cigna.com
• Spectera Vision	https://www.spectera.com/index.html
• United Concordia Dental Health.....	https://secure.ucci.com/ducdws/member.xhtml
• United Health Care	http://shbp.welcometouhc.com/home
Technical College System of Georgia (TCSG)	http://www.tcsg.edu
Teachers Retirement System	http://www.trsga.com/publications.aspx
Team Georgia Connection	https://team.state.ga.us

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