

HANDBOOK
FOR
CLASSIFIED PERSONNEL

Revised 2000



COCHRAN, GEORGIA

A Unit of the
University System of Georgia

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All policies are subject to review and change at the discretion of the Board of Regents and/or Middle Georgia College. This information provided in this handbook does not constitute the terms of a contract of employment.

INTRODUCTION

Welcome to Middle Georgia College. This handbook has been prepared by the Human Resources to answer many questions about working for Middle Georgia College. It details most of MGC personnel policies and procedures and summarizes the benefits. Any questions about concerning areas of this handbook may be directed to the supervisor or to Human Resources. Please keep and use this handbook as a reference for information.

BRIEF HISTORY

Middle Georgia College had its beginning in a denominational institution, the College of the New Ebenezer Association. The association was composed largely of Baptist churches in Pulaski, Dodge, Laurens, and Telfair Counties.

Plans were begun in 1883, and the association in 1884 authorized the establishment of the institution. The first building was constructed during 1885 and 1886. Instruction was begun on January 10, 1887, with approximately three hundred students, most of who were from the middle Georgia area. During the early period, the institution was divided into preparatory and collegiate departments. A stated purpose of the curriculum, as described in the catalog of 1887, was "to prepare pupils for business or for the Junior Class in Universities. This includes Latin, Greek, Mathematics, Natural Science, and several modern languages, with English studies and Music." Thus, the junior college idea was among the primary intentions of the founders.

On August 21, 1917, an agricultural and mechanical school for the Twelfth Congressional District was established to continue the educational services for the area on the same campus. The school was chartered as one of the branches of the Georgia State College of Agriculture and Mechanical Arts, a department of the University of Georgia.

On August 20, 1927, the Middle Georgia Agricultural and Mechanical Junior College was established. This, too, was a branch of the University of Georgia. The name was changed to Middle Georgia College, and the operation of the institution was placed under a nine-member Board of Trustees on August 29, 1929. Middle Georgia College was placed under the Board of Regents of the University System of Georgia, a constitutional body, as a separate unit of the University System on August 27, 1931.

PROVISIONAL APPOINTMENT

All classified employees are required to serve the first six months of employment in the University System on a provisional basis to provide the employer with an opportunity to evaluate the employee's performance. If the work of the employee is satisfactory, employment will be continued. Should the work not be

satisfactory, the employee will be notified in writing prior to the completion of the six-month provisional period and the employee may be terminated without the right to appeal.

DEFINITIONS

Classified Personnel: All employees of Middle Georgia College with the exception of those identified as "Faculty," "Administrative Officer," or "Student" will be considered as "Classified Personnel." This includes the following:

Professional and Administrative Personnel: All employees who are exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act (monthly payroll) and who are identified in the category of "Professional Staff" or "Administrative Staff."

Staff Personnel: All employees who are not exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act (bi-weekly payroll) and who are identified in the category of "Staff."

EMPLOYMENT STATUS

REGULAR EMPLOYMENT

Personnel employed for a continuous period that is expected to exceed six calendar months. Regular employment status permits eligibility to all benefits granted to University System of Georgia personnel.

TEMPORARY EMPLOYMENT

Personnel who are employed for a period of not longer than six months. A temporary employee may be reappointed at the end of the initial period of employment for another period of not more than six months. Employment will be terminated at the end of second period for one month or more before employee may be reappointed.

PART-TIME EMPLOYMENT

Employees who work less than 40 hours per week, except student employees who are always considered as temporary employees, in a position that requires less than full-time attendance. Benefits and privileges shall accrue at a ratio in proportion to the amount worked compared with a full-time employee averaged over a period of a full year if the position requires that employee to work one-half time or more. Employees working less than one-half time are not eligible for benefits.

FULL-TIME EMPLOYMENT

Employees who have a work commitment of 40 hours per week on either a regular or temporary assignment.

NEPOTISM

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare. Relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-laws of the foregoing.

PAY AND WORK POLICIES

STANDARD WORKWEEK

All full-time classified personnel observe a minimum workweek of forty (40) hours. The normal workday is 8:00 a.m. to 5:00 p.m. Monday through Friday with one-hour lunch period. If the work situation permits, a supervisor may permit a brief morning and afternoon break of 10-15 minutes. Such breaks are not mandatory.

The requirements of various departments are highly diverse, and work schedules are adopted to meet these needs. The department head subject to the approval of the college administration establishes the schedules for a given department.

OVERTIME

Staff employees are covered by the Fair Labor Standards Act. This act establishes a minimum hourly wage and requires the payment of overtime for work in excess of forty hours per week at a rate of one and one-half times the employee's regular rate of pay.

COMPENSATORY TIME OFF

In lieu of payment for approved overtime work, compensatory time off may be granted at the rate of one and one-half hours for work in excess of forty hours per week. Approved compensatory time off is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter. The accrual and use of these hours are to be recorded on the biweekly employees timesheet. Payroll will maintain and record the accrual and usage of compensatory time.

PAY

The guiding principle of compensation is equal pay for equal work. Positions are grouped according to similar duties and responsibilities. A salary range for each job has been established to provide adequate

compensation for the work performed.

Salary increases are normally approved during budgetary changes for the new fiscal year. A fiscal year begins on July 1. Salary increases are usually made on the basis of merit. Salary increase monies are dependent on availability of funding as allocated to Middle Georgia College by the Board of Regents through the State of Georgia legislative appropriations.

METHOD OF PAYMENT

Employees on the monthly payroll are paid by check or direct deposit once each month. Each department has an authorized person to receive checks. The checks are available from the payroll office located in Sanford Hall on payday. The payroll representative from each department signs the check register acknowledging receipt of the checks listed. The departmental or division office will distribute the checks to the employee.

Persons on the biweekly payroll are also paid by check or direct deposit. The checks are received and distributed in the same manner as monthly employees. Delivery is made during the week following the close of the biweekly payroll period.

The college does not make advances on salary.

PAYROLL DEDUCTIONS

The College is required by law to deduct federal and state withholding tax for each pay period. The amount of tax withheld depends on gross income, marital status and the number of exemptions claimed. The Teachers Retirement System requires a 5% deduction of gross salary to be taken each pay period. Optional deductions may be made for supplemental life insurance, dependent life insurance, long term disability insurance, health insurance, and dental insurance. Other voluntary deductions may include credit union, tax deferred annuities and Georgia Deferred Compensation Plan.

TERMINAL PAY

Personnel who resign or retire are expected to give notice. All staff personnel (bi-weekly and monthly employees) should give at least a two-week written notice. Your notice should be given to the immediate supervisor. Before a final check is issued, a Clearance Form given by the immediate supervisor must be completed and all college property (keys, books, and etc.) must be returned. Authorization to process the check will be issued after the Clearance Form is completed and verified by Human Resources. The final check will be issued by Human Resources after verification.

Personnel who are terminated will be given at least two weeks written notice of termination except in

instances where an employee is released for cause.

ATTENDANCE RECORD

In accordance with federal laws, state laws, and University System policies, it is required that records be kept on all classified personnel as to hours worked, holidays, sick leave, vacation (annual) leave, leave without pay, jury duty, and administrative leave. In order to maintain up-to-date records, each employee is responsible for requesting leave as instructed by their supervisor in a timely manner. The immediate supervisor must approve the requests. The immediate supervisor reserves the right to approve or disapprove any request for leave. Leave is recorded and sent to payroll on the time sheet by biweekly employees and the Monthly Leave Report form or the Request for Absence form for monthly employees.

An employee unable to report to work, or compelled to arrive late, should notify the immediate supervisor as soon as possible.

GARNISHMENT OF PAY

Middle Georgia College is required by law to accept and process garnishments served by court officials. Continuing instances of default in payment of debts resulting in repeated garnishment of wages shall be sufficient grounds to terminate for cause after appropriate counseling.

RULES, REGULATIONS, AND DISCIPLINE PROCEDURES FOR STAFF

In order to maintain and operate the college in the best interest of all concerned, it is necessary that all employees adhere to certain standards of conduct. Employees who violate these rules and regulations will be subject to disciplinary action that includes (but not limited to) the following:

- | | |
|-------------------|---------------------------------|
| 1 Verbal Warning | 3 Three-Day Suspension |
| 2 Written Warning | 4 Up to and Including Discharge |

These penalties may vary, at the sole discretion of the college, where there are extenuating circumstances, including prior unlike violations. Examples of violations and the probable penalties for such violations are set forth as follows:

<u>Offense</u>		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>
1. Excessive tardiness.	1	2	3	4	
2. Excessive absenteeism.		1	2	3	4
3. Overextending break period without permission.		1	2	3	4
4. Careless or substandard workmanship.		1	2	3	4

5. Failure to report for assigned and schedule overtime work without justifiable reason, or failure to promptly notify the college of such absence.	1	2	3	4	
6. Engaging in horseplay or scuffling.	1	2	3	4	
7. Leaving the work location during work shift without authorization.		1	2	3	4
8. Idling, loafing, or inattention during work hours.		1	2	3	4

Offense		Step I	Step II	Step III	Step IV
9. Failure to properly punch time clock.	1	2	3	4	
10. Failure to notify supervisor on each day of unscheduled absence.		1	2	3	4
11. Using profane or obscene language or gestures.		1	2	3	4
12. Violations of minor safety rules and practices.		1	2	3	4
13. Excessive work related accidents due to employee's negligence.		1	2	3	4
14. Misusing, damaging, or destroying college property.		1	2	3	4
15. Gambling or possession of gambling devices on college property.		1	2	3	4
16. Insubordination.				3	4
17. Violations of major safety rules and practices.				3	4
18. Sleeping or giving the impression of sleeping during work hours.				3	4

19.Punching another employee's time card.	3	4
20.Falsifying or altering time cards or other records.	3	4
21.Reporting to work while under the influence of alcoholic beverages or narcotics, or possession or use of these on college property.	3	4
22.Immoral conduct or indecency.	3	4
23.Fighting, assault, attempted assault, or threatening anyone on college property.		4
24.Unexcused absence of three consecutive days.		4
25.Conviction in a civil or criminal court or detention by law enforcement authorities without a reason acceptable to the college.		4
26.Theft of employee or college property		4
27.Unauthorized possession of weapons or explosives on college property.		4
28.Any other conduct which is inconsistent with proper behavior.		Penalty to be assessed on circumstances.
29.Multiple violations, whether or not simultaneous, of the foregoing rules and regulations.		Penalty to be assessed on circumstances.
30.Falsification of employment application.		Penalty to be assessed on circumstances.

PRIVILEGES

VACATIONS (ANNUAL LEAVE)

A regular employee, working one-half time or more, earns vacation/annual leave in proportion to their work commitment, based on the following schedule for a full-time employee:

Employment Service Monthly Accrual

0-5 years	10 hours (1-1/4 days)
6-10 years	12 hours (1-1/2 days)

more than 10 years 14 hours (1-3/4 days)

Earned vacation/annual leave shall be taken at times mutually acceptable to both employee and immediate supervisor. Earned vacation/annual leave may be accrued up to a maximum of 360 hours (45 days). Accrued, unused vacation/annual leave (up to a maximum of 360 hours or 45 days) will be paid to an employee upon termination. A terminating employee shall not accrue vacation/annual leave after the last working day of employment.

On December 31 of each year, an employee's leave record shall be adjusted to show no more than 360 hours (45 days) accrued. Because no more than 360 hours may be carried by an employee into a new calendar year, any time beyond the maximum allowance that has not been used on or by December 31 is lost.

HOLIDAYS

The college observes twelve (12) official paid holidays each year as follows:

- 1 day New Years Day
- 1 day Martin Luther King's Birthday
- 1 day Independence Day
- 1 day Labor Day
- 2 days Thanksgiving
- 5 days Christmas
- 1 day Floating Holiday (designated by the President)

It may prove inconvenient for a department to allow all employees to be on holiday leave at the same time. Therefore, certain days will be designated as those for the official closing of departmental functions, and schedules will be adopted for the employees of various departments to take the allotted holiday time on days other than the actual holiday when desirable for the smooth operation of the department.

A terminating employee shall not be paid for any official holidays occurring after the last day of his /her employment.

SICK LEAVE WITH PAY

For all regular full-time employees of the college, sick leave shall be accrued at the rate of one working day (8 hours) per calendar month of service. Regular part-time employees working one-half time or more will earn sick leave time in an equivalent ratio to the percentage of time worked averaged over a period of a full year. Sick leave for all employees shall be cumulative. Sick leave may be granted upon approval of the immediate supervisor if the absence is for any of the following reasons:

1. Illness or injury of the employee.
2. Medical or dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness, injury, or death in the employee's immediate family that requires the employee's presence. Immediate family is interpreted to mean spouse, parent, brother, sister, dependent child, grandparent, grandchild, parent-in-law, son-in-

law, daughter-in-law, foster parent or legal guardian.

For a continuous period (amount of time to be determined by the policy within the Department/Division), a physician's statement is required to permit further claim of sick leave with pay. A physician's statement should verify that the employee/patient was under the care of an attending physician; the date that the employee/patient was released to resume their position responsibilities; and a notification of any work limitations/restrictions. Copies of the physician's statement should be submitted to immediate supervisor and to payroll by attachment to the time sheet for bi-weekly employees or the Monthly Leave Report form or Request for Absence form for monthly employees.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of employment.

SICK LEAVE WITHOUT PAY

Any employee unable to work after exhausting all accumulated sick leave and accumulated vacation (annual leave) may be granted sick leave without pay for a period not to exceed one year. Such approved sick leave shall allow the employee the right to elect to continue his/her group insurance benefits, and the institution will continue its share of the cost. All other benefits are prohibited which otherwise would accrue to the employee/patient.

EDUCATION LEAVE WITHOUT PAY

A full-time employee may be granted an educational leave without pay for a period not to exceed one year at a time for the purpose of professional development. Such approved leave shall allow the employee the right to elect to continue his/her group insurance benefits with institutional participation.

MILITARY LEAVE WITH PAY

Military leave with full pay shall be granted to all regular employees who are officers or enlisted personnel in the Georgia National Guard or the reserve components of the Armed Forces of the United States. Such leaves shall be connected with service for a limited period of time as required per military orders. The amount of leave shall not exceed thirty calendar days (22 working days) in any calendar year.

MATERNITY LEAVE

Disability due to pregnancy shall be considered as any other disability, and appropriate sick leave provisions shall apply.

FAMILY LEAVE

Any employee who has been employed on a full-time basis for at least twelve months is eligible for twelve work weeks of family leave during a twelve-month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave the

employee, after obtaining permission from their supervisor, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with approval of their supervisor.

FLSA (FAIR LABOR STANDARDS ACT)

When exempt employees are absent from work for less than one scheduled work day and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on FLSA leave with pay for the period of absence.

COURT DUTY

Court-duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders (subpoena) from the appropriate court. If the employee is a plaintiff or a defendant in an action, he/she is **not** entitled to court leave.

VOTING

Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his/her immediate supervisor, for the purpose of voting, up to a two-hour maximum.

SELECTIVE SERVICE AND MILITARY PHYSICAL EXAMINATION

Any regular employee required by Federal law to take a Selective Service or Military physical examination shall be paid for any time lost to take such an examination.

PERSONAL LEAVE

At the discretion of the President, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

OTHER LEAVE

In the event of inclement weather or any emergency, which requires leave of absence of employees, the President may declare leave with or without pay.

REPORTING LEAVE

Leave taken by faculty, administrative officers (President's Staff) and administrative personnel (monthly salaried employees) is reported on the **Monthly Leave Report**. The **Monthly Leave Report** form may be found at <http://web2.mgc.peachnet.edu/personnel> under References. The form must be submitted to Payroll by the 5th day of the following month. If no leave was used, the form is required with or without leave posted.

Leave taken by biweekly paid staff is reported on the **Biweekly Timesheet** prepared every two weeks, which is signed by the immediate supervisor. Only one copy (the original) will be sent to the organizational unit. If the original is lost, a blank timesheet may be found at <http://web2.mgc.peachnet.edu/personnel> under References. The original is sent to Payroll and the employee and/or supervisor may make a copy for their records.

Leave should be requested sufficiently in advance to allow departments to schedule and meet manpower needs. The **Request for Absence** form may be used for this purpose. The **Request for Absence** may be found at <http://web2.mgc.peachnet.edu/personnel> under References. Payroll will not accept or keep copies of these forms.

Distribution and use of the **Request for Absence** form is optional for each organizational unit and retained in the unit. If sick leave cannot be requested in advance, the employee should notify their immediate supervisor by phone on the day of the absence.

BENEFITS

TUITION REIMBURSEMENT AND REMISSION

The Board of Regents of the University System of Georgia is committed to the need for the continued professional growth and development of system personnel. It considers support for educational expenses of personnel an important vehicle for addressing that need. The Tuition Reimbursement and Remission Policy (Board of Regents Policy Manual 803.1407) is designed to foster the professional growth and development of the University System's full-time employees. As evidence of its commitment to academic achievement and professional development, the Board of Regents of the University System of Georgia helps its employees increase the effectiveness of their performance in their present positions. The Board of Regents of the University System of Georgia also encourages them to obtain skills, knowledge and abilities that may improve their opportunities for career advancement within the University System.

This program is offered subject to space being available in the course and funds being available within each institution or the Central Office. When an employee is required to attend certain educational programs or when completion of certain educational programs is mandatory for retaining their current position, this policy does not apply.

Detailed procedure and forms may be obtained from Human Resources. The policy and procedures are also located at URL <http://www.peachnet.edu/admin/humex/benefits/tuition/>.

RETIREMENT

It is the policy of the Board of Regents to provide for the retirement of all eligible employees in the Teachers Retirement System of Georgia. Each employee should secure from Human Resources information concerning contributions and benefits in the Teachers Retirement System.

SOCIAL SECURITY

All employees eligible for the Teachers Retirement System of Georgia are covered under the Social Security

Act. Other employees covered are all temporary, seasonal, or intermittent employees whose work hours are a normal full-time working period. The appropriate percentage will be deducted from the salary of each employee in accordance with the provisions of the Federal Insurance Contributions Act. For information concerning benefits, contact a representative of the Social Security Administration.

TAX DEFERRED ANNUITIES

A regular employee of the college, working one-half time or more may elect to shelter a part of his/her income through a tax deferred annuity (TDA). The employee must choose a TDA carrier that is licensed to do business in the State of Georgia and has made arrangements with the Business Office to shelter income. A list of approved TDA companies may be obtained from Human Resources.

To participate, employees should complete a participation agreement with the appropriate TDA representative and complete the forms required by the college. Names and phone numbers of the TDA representative and the required forms are in Middle Georgia College's TDA booklet. A copy of the TDA booklet may be obtained from Human Resources. Investigation of a TDA to determine tax benefits and returns on the investment is the responsibility of the employee. Employees should consult a tax expert for advice concerning the tax aspect of TDA's.

DEFERRED COMPENSATION PLAN

A regular employee of the college, working one-half time or more may elect to shelter a part of his/her income through a tax deferred plan administered by the State Merit System. This is an employer-sponsored program with investment options in fixed interest funds and in mutual funds.

To participate, employees may complete a participation agreement at Human Resources.

GROUP INSURANCE

Middle Georgia College makes available life, medical, dental and long-term disability programs to regular employees. Information on these respective programs and their various benefits coverage are provided by the Human Resources. The following subsections briefly describe their coverage.

Group Life Insurance - Regular employees are covered by life insurance with accidental death and dismemberment provisions. Each eligible employee, working one-half time or more, will be provided \$25,000 basic life insurance coverage at no cost to the employee.

Additional supplemental coverage is available, on a voluntary basis, on amounts according to salary and age group. Enrollment in the supplemental plan must be made during the first 31 days of employment or during an open enrollment period. The cost of supplemental life insurance is borne entirely by the employee should he/she elect coverage.

Dependent Life - A regular employee may purchase life insurance for eligible dependents. Dependents are covered by life insurance in an amount of \$10,000. Enrollment must be made during the

first 31 days of employment or during an open enrollment period. If an employee acquires an eligible dependent(s) at any time during the year, he/she will have 31 days in which to add this type of coverage.

Long-Term Disability - This optional insurance is available to protect against loss of income during extended periods of disability. If an employee becomes disabled, after a 90 day elimination period this insurance will provide 60 percent of his/her salary. Enrollment must be made during the first 31 days of employment or during an open enrollment period. To apply during an open enrollment period, the employee must submit a physical before being eligible for coverage. The benefit period for a continuing disability is to age 65.

Dental Insurance - Coverage is optional and available to regular employees and their eligible dependents. Enrollment must be made during the first 31 days of employment. No open enrollment period is permitted with this insurance. If elected, the employee assumes full cost of the premium.

Group Hospitalization and Medical Insurance - Regular employees may elect this coverage for themselves and their eligible dependents. A large percent of the cost is contributed by the University System of Georgia. Enrollment must be made during the first 31 days of employment or during an open enrollment period.

Consolidated Omnibus Budget Reconciliation Act of 1986 - Any regular employee who terminates his/her employment or is terminated for any reason other than gross misconduct is eligible to continue with health care coverage for a limited time under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The employee would assume 100 percent of the cost of the coverage plus a 2 percent administrative fee.

Information concerning insurance coverage availability for retired employees, disabled employees and/or dependents of deceased employees or deceased retired employees may be obtained from Human Resources. Should you have any questions concerning the various group insurance benefits made available by the college, please contact Human Resources.

WORKER'S COMPENSATION

All regular employees are covered by Workmen's Compensation Insurance, which entitles them to certain scheduled benefits prescribed by law in the State of Georgia. These benefits are contingent upon prompt reporting of all on-the-job accidents, regardless of how minor they may seem. An employee who is injured on the job is entitled to financial and medical aid under the Georgia Workmen's Compensation Act. The immediate supervisor shall be responsible for advising employees under his/her supervision that such is the case and is further responsible to report, or have reported, these accidents to the Human Resources so that a detailed report can be filed with the Georgia Department of Administrative Services.

EMPLOYEE SERVICES AND FACILITIES

FOOD SERVICE, BOOK STORE, AND SNACK BAR

The College Cafeteria is available to employees of the college. Prices charged will be the prices in effect at that time of purchase. Employees and their families are eligible to make purchases from the Book Store and

Snack Bar at prices in effect at the time of purchase.

CAMPUS IDENTIFICATION CARDS

All classified personnel and faculty receive a MGC ID card at the time of their initial employment. The ID card will be valid for most events and activities sponsored by the college. The ID card is required for all Library services, which includes checking out materials. The employee may also deposit cash on their ID card and use it to pay for purchases at the bookstore, snack bar, cafeteria and copying services. A form from Human Resources is required for an ID for your spouse and dependents, which includes a fee to be paid at the Campus Police Department.

OTHER PERSONNEL INFORMATION

PARKING

All employees are required to have their motor vehicles registered at the Campus Police Department and receive decals for these vehicles. Permits must be displayed properly on vehicles at all times. Parking areas are designated for your use.

CHANGES OF NAME, ADDRESS, AND TAX INFORMATION

Human Resources keeps records on employment of employees and must be informed of changes in address, name changes, and changes in tax withholding status. Tax exemption certificates should be kept up to date as you gain or lose exemptions.

SAFETY

Safety and accident prevention are the responsibility of each individual employee. Each employee should do everything possible to protect himself/herself from job hazards, to prevent fires and accidents, and to promote safety at all times. If you detect an unsafe condition, report it to your immediate supervisor, who is responsible for safety in a specific area.

CLASSIFICATION

Human Resources classify positions on the basis of duties and responsibilities. Specifications are prepared indicating the titles, duties, examples of work, and minimum qualifications according to the job description and classification recommended by the *UNIVERSITY SYSTEM PERSONNEL POLICY MANUAL*.

RECRUITMENT

Human Resources maintain a set of qualification standards for each type of non-academic position in the college. To be eligible for consideration for a position, the applicant's background, training, and experience must be equal to, or better than the minimum qualification standards. Appointments are made on the basis of merit and fitness and are in keeping with regulations of the Board of Regents.

TRANSFERS-PROMOTIONS

Human Resources will accept requests for transfers. The department heads must approve the listing of an individual for transfer, and such transfers must be mutually agreeable between the departments involved.

Promotional opportunities depend upon the vacancies available and qualifications of the applicant. Other factors include record of performance, time in service, leave record, and the potential an applicant has demonstrated for functioning satisfactorily at the higher level.

EMPLOYEE GRIEVANCE PROCEDURE

<http://www.mgc.edu/administrative/hr/pdf/grievanc.498.pdf>

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES

Middle Georgia College is an Affirmative Action/Equal Employment and Educational Opportunity Institution. It is the policy of the college that no person be denied the opportunities of employment or be excluded from the participation in any programs or activities of this college because of race, color, creed, or national origin (as required by Title VII of the Civil Rights Act of 1964, Executive Orders #11246 & #11375 as amended), sex (as required by the 1972 Educational Amendments), physical disability (as required by the 1973 Rehabilitation Act & the 1990 Americans with Disabilities Act), or age in employment/educational policies and practices; provided that the employment/enrollment will not be hazardous to the appointee/student or endanger the health and safety of his fellow employees/students or others. The Director of Human Resources presently serves as the Equal Employment Officer, the Affirmative Action Officer, the Title IX Coordinator and the ADA Coordinator.

HARRASSMENT

<http://www.mgc.edu/administrative/hr/pdf/HarrassmentPolicy.pdf>

Alternative Dispute Resolution

The Board of Regents of the University System of Georgia recognizes the benefit of resolving disputes through alternative means. These alternative means are designed to decrease the reliance on adversarial processes and resolve disputes effectively and fairly at the lowest possible level.

Middle Georgia College supports the goals of the Board of Regents Alternative Dispute Resolution (ADR) initiative. ADR affords College faculty, staff and students a mechanism through which they may seek a timely, equitable, and satisfactory resolution to a dispute. Effective, nonadversarial, management of disputes through ADR should address problems at the earliest indication of conflict. Conflict resolution through ADR is cost-effective for all parties involved.

Disputes are best resolved through direct negotiations between willing parties. Should that fail, managers and/or supervisors should attempt to facilitate problem solving through individual and/or group meetings with the parties. If resolution is not reached at this level, employees and managers may utilize a University System mediator to help resolve their dispute. Middle Georgia College's Director of Human Resources and/or Affirmative Action Officer is available to provide advice, counsel and assistance in implementing the Alternative Dispute Resolution process.

Middle Georgia College strongly encourages faculty, staff and students to consider having their disputes resolved through a process of mediation **prior to filing formal proceedings**. It is not the intent of mediation to be used as an appeal process after more formal proceedings have been instituted and/or finalized.

Individuals inclined toward mediation should contact their immediate supervisor (students should contact Student Affairs) to receive information about Alternative Dispute Resolution and the options it holds for resolving their dispute. If it is believed that the dispute can be satisfactorily resolved through mediation, a trained, neutral, mediator will be assigned to work with the individuals to agree upon a solution to the dispute. All issues involving mediation are confidential.

Should the individuals not be satisfied with the outcome of the mediated dispute, they may continue formal grievance procedures as set forth in the appropriate Middle Georgia College Handbook.

PERFORMANCE EVALUATION

A system of performance evaluation has been established for periodic evaluation of employees. This system is designed for the purpose of transfer, promotion, demotion, retention, supervisory assistance, and future employment references. Criteria for the evaluation will be such items as: adjustment, capability, productivity,

efficiency, and potential for development. Evaluations are made annually and afford an opportunity for you and your supervisor to confer in a constructive manner in a common effort to improve understanding, communication, productivity, and efficiency.

CONDITIONS OF EMPLOYMENT

The following actions are required of all employees as conditions of employment:

1. Complete a Security Questionnaire and Loyalty Oath.
2. Complete an I-9 Employment Eligibility which requires two forms of identification, which are a Social Security card and a picture ID or Driver's license.
3. Complete state and federal withholding tax forms.
4. Complete an application for membership in the Teachers Retirement System.
5. Abide by the rules and regulations of the State Personnel Board concerning the standards of medical and physical fitness for the position to which you are appointed. A prescribed physical examination is required for some positions.
6. Complete form for Direct Deposit of paycheck.

OUTSIDE EMPLOYMENT

Each employee is expected to devote duty hours to performing job assignments to the business of the institution. While there is no absolute bar to outside employment, such employment must not interfere with attention to duties and responsibilities as an employee of this institution. There are numerous situations, which could result in problems. Such situations could involve conflict of interest or cause questions concerning the integrity of the institution. Such situations must be strictly avoided. Of course, personnel should not receive any compensation from an outside source for the performance of duties as an employee of this institution. Any questions concerning outside employment should be directed to the immediate supervisor and/or the Director of Human Resources.

OFFICE RELATIONSHIPS

Questions arise concerning flower funds or gifts for fellow employees. Such activities are not prohibited, but participation must be completely voluntary on your part. Any gifts or contributions should be of nominal value and in keeping with the spirit of the event.

GRATUITIES

An employee shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking. An employee may be offered items of nominal value such as pens, pencils, calendars, matches,

etc. It would not be improper to accept such items as long as both parties are aware that there is no intent to affect business relationships. However, each employee must be aware of the possibility of impropriety and make a prudent decision in each situation.

JOINING EMPLOYEE GROUPS

Employees have the right to join, or to refrain from joining, any of the numerous professional and other types of associations of employees. Participation in strikes, walkouts, or similar activities is illegal and participants are subject to disciplinary action.

POLITICAL ACTIVITY

Each employee retains all rights and obligations of citizenship provided in the Constitutions and laws of the State of Georgia and of the United States. However, no employee of the University System shall hold or be a candidate for public or political elective office at the state or federal level while in the employ of the University System, or take an active part in a political campaign while on duty to perform services for which he or she receives compensation from the System.

Employees are expected to refrain from public expressions of political preferences. Employees are prohibited from taking part in the management or affairs of a political party or campaign except to express opinion privately and to cast a vote.

CONFLICT OF INTEREST

An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his/her college obligations and his/her outside activities. Employees should be especially careful to avoid using, or the appearance of using, an official position for personal gain, for giving unjustified preferences, or for losing sight of the need for efficient or impartial decisions in our methods of operation. No act should be committed which could result in questioning the integrity of the institution.

USE OF STATE PROPERTY

Employees should not, directly or indirectly, use or allow the use of state property of any kind for other than official activities.

USE OF THE TELEPHONE

Middle Georgia College telephones must necessarily be kept clear for business use. Incoming personal telephone calls to employees and outgoing personal calls by employees, which include internal calls to friends around campus, are discouraged except in the case of an emergency. Personal long distance

telephone calls may not be charged to the institution. The GIST lines may be used for official business only. Official long distance calls are to be placed on the GIST Network, if possible. Use of this Network for personal calls constitutes a misuse of State funds and may result in disciplinary action.

CONCLUSION

Welcome to the Middle Georgia College family. We hope that your employment here is meaningful and satisfying to you and that each of us puts forth our best efforts to promote the institution and its high principles through our job performance and teamwork. If there are questions, do not hesitate to contact Human Resources for further information.

Appendix A

Glossary of Personnel Terms

Classification: The assignment of a job to a particular job title and associated salary.

Classified employee/position: An employee/position not identified as a member of the faculty or as a

student employee.

Full-time employment: Individuals working at least 40 hours per workweek.

Hiring Range: The range of beginning salary for a new employee. Normally new employees are hired between the minimum and midpoint of the salary range.

Job Analysis: The process of observing and appraising a job and then recording the details of the work so that it can be evaluated.

Job Description: A summary of the important features of a job in terms of the general nature of the work involved and the types of worker required to perform it efficiently. It describes the job, not the individual who fills it.

Job Evaluation: A formal process for determining the relative worth of various work assignments.

Job Title: The name given to a group of positions that are alike enough in duties and responsibilities to be given the same salary under similar conditions and to require substantially the same qualifications.

Lateral Transfer: The movement of an employee from one budget position to another that has the same job title or a job title with the same pay grade.

Part-time employment: Individuals working less than 40 hours per workweek. Benefits and privileges shall accrue at a ratio in proportion to the amount worked compared with a full-time employee averaged over a period of a full year if the position requires that employee to work one-half time or more. Employees working less than one-half time are not eligible for benefits.

Promotion: The movement of an employee from one budget position to another with a higher pay grade.

Provisional/Probation Employment period: All regular classified employees are required to serve the first six months of regular employment on a provisional/probation basis. If the work of the employee is satisfactory, employment will be continued. If the work is not satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without right of appeal.

Reclassification: The review and analysis of an individual's current position performed to determine the appropriate job title and pay grade.

Regular employee: Personnel employed for a continuous period that has been appointed to either provisional or permanent status and receive all the benefits and privileges available to such employees.

Temporary employee: Personnel who are not employed as "regular" employees and have not been appointed to provisional or permanent status. Temporary employees do not accrue the benefits or privileges available to the regular employees. Temporary appointments may be for six months, with a six-month extension. After the six-month extension, an employee must become permanent or be removed from payroll. However, this process can be repeated with the same employee provided they are inactive for one

month or no more than three months.

Transfer: The movement of an employee from one budget position to another.

Appendix B

BENEFITS FACT SHEET

All booklets and information on benefits is located at the following web site.

<http://www.usg.edu/admin/humex/benefits/>

MGC HUMAN RESOURCES HOME PAGE

<http://web2.mgc.peachnet.edu/personnel/>

This web site includes the Classified Personnel Handbook.

TEACHERS RETIREMENT SYSTEM

CONDITION OF EMPLOYMENT FOR STAFF AND OPTIONAL FOR FACULTY

5% contribution by employee and 9.24% contribution by the University System of Georgia
Ten years of service to be vested
Benefits determined by formula - years of service X 0.02 X last two years of highest salary
Benefits options available
Benefits for permanent disability
Cost of living increases
Portability between University System and State Merit System of Georgia

OPTIONAL RETIREMENT PLAN

ONLY FACULTY MEMBERS MAY CHOOSE THIS PLAN IF THEY DECLINE TEACHERS RETIREMENT SYSTEM

5% contribution by employee and 10.02% contribution by the University System of Georgia
Vested immediately
Benefits determined by invested amount, growth and loss factors, and life expectancy
Choice of four companies - TIAA-CREF, VALIC, American Century, and Fidelity
Benefits options available
May start annuity payment when disabled
No cost of living increases
Portable throughout the US

GROUP LIFE INSURANCE

The University System of Georgia provides basic coverage of \$25,000 with AD&D at no cost to the employee. The employee may supplement this amount by one, two or three times their annual gross salary. Age group determines cost. Dependent life insurance of \$10,000 is provided at a cost of \$4.70 per month. This is group term life insurance coverage.

GROUP HEALTH COVERAGE

The Health Benefits Plans (Indemnity, PPO and HMO) are managed for the University System of Georgia by Blue Cross/Blue Shield of Georgia. The Plans are available to employees and their dependents. Coverage selection may be employee only, employee with one dependent, or employee with more than one dependent. Monthly cost is based on your selection and the Plan that is chosen. There is open enrollment during November in which coverage changes may be made. A comparison booklet summarizing both plans is available at the following web site.

<http://www.usg.edu/admin/humex/benefits/>

COVERAGE COST:

	Indemnity Plan	PPO Plan	HMO Plan
Employee Only	\$110.38	\$ 68.40	\$ 44.18
Employee + 1 Dependent	\$209.58	\$129.88	\$ 88.36
Employee with Dependents	\$309.24	\$191.64	\$132.54

GROUP DENTAL COVERAGE

The Dental Benefits Plan is managed for the University System of Georgia by Blue Cross/Blue Shield of Georgia. The Plan is available to employees and their dependents. The Plan only pays for Usual, Customary (UCR) charges. The deductible is \$50 per year per person. The Plan pays 100% for preventive dental services with no deductible, 80% for routine and major restorative dental services and 80% for orthodontic dental services. Lifetime maximum orthodontic benefit: \$1000 per person. Annual maximum plan benefit: \$1000 per person. There is no open enrollment period. Employee must enroll when employed if desiring this benefit. COVERAGE COST:

Employee Only	\$30.78
Employee with Dependents	\$65.92

LONG TERM DISABILITY

The coverage has a 90-day elimination period and will pay 60% of your salary to a maximum monthly benefit of \$6,000. The cost is .0042 times the monthly salary.

TAX SHELTERED ANNUITIES (403b) AND DEFERRED COMPENSATION PLAN (457b)

Employees may opt to participate in these accounts to provide additional savings to their retirement plan. Savings amount specified by employees are tax sheltered.

GEORGIA HIGHER EDUCATION SAVINGS PLAN (529 Plan)

<http://www.usg.edu/admin/humex/benefits/>