

Columbus State University

Columbus, Georgia

STAFF EMPLOYEE HANDBOOK

Revised September
2020 Columbus State
University Staff Employee
Handbook

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WELCOME

At Columbus State, we are proud of our strong academic programs, a diverse and dynamic student body, a committed and dedicated faculty and staff, a beautifully landscaped campus, a variety of great student, employee and community activity programs, an exceptional level of community support, and much, much more. You are now part of the team that makes Columbus State University capable of these accomplishments. One of your first responsibilities is to review this handbook in order to become more fully aware of your responsibilities, benefits and opportunities as an employee. We hope that this handbook answers many of your employment questions, but if you require additional information or clarification, please contact Human Resources. We welcome you to our organization and wish you success in your employment at Columbus State University.

COLUMBUS STATE UNIVERSITY HISTORY

The history of Columbus State University is closely intertwined with that of Columbus. The idea for a junior college was first proposed by the Columbus Chamber of Commerce in 1949. Efforts by local citizens kept the idea alive by raising money to purchase the college's current site and developing plans for its administration. In 1958 when the law provided for the establishment of junior colleges in Georgia, Columbus State University opened at the renovated Shannon Hosiery Mill on Talbotton Road with 15 faculty members and nearly 300 students.

A move to our present location in 1963 ushered in a period of rapid expansion. In 1965 the Regents approved the college's application to become a four-year institution, and the first four-year class graduated in 1970. Master and specialist degrees were soon added. Community support continued and supplemented state funding to provide modern facilities and state-of-the-art equipment. The college now offers more than 70 programs at the undergraduate and graduate levels. Several of our academic programs have achieved national recognition.

As the only four-year institution in the governor's 17-county Economic Region 5, the university provides cultural enrichment, educational opportunities, and economic development assistance to the citizens, businesses, and industries located in the region. This regional perspective offers numerous opportunities for our students to become involved in research and community projects. It also has resulted in several off-campus sites being established to better serve our students.

VISION

Columbus State University will be a model of empowerment through transformational learning experiences that prepare students to serve the world as creative problem-solvers and high impact leaders.

MISSION

Columbus State University will empower individuals to contribute to the advancement of local and global communities through an emphasis on excellence in teaching and research, lifelong learning, cultural enrichment, public/private partnerships and service to others.

VALUES

Excellence: Commitment to best practices in teaching and learning, scholarship and creative activity, student engagement, cultural enrichment and campus environment.

Creativity: The pursuit of distinction through inquiry and innovation, challenging convention and focusing on solutions.

Engagement: Active civil participation by students, faculty, and staff in the university experience.

Sustainability: Commitment to behaviors that recognize and respect our environmental context.

Inclusion: Fostering and promoting a campus that embraces diverse people, ideas, views and practices.

Servant Leadership: Effective, ethical leadership through empowerment and service.

EMPLOYMENT RELATED
LAWS, POLICIES
AND REGULATIONS

EMPLOYMENT RELATED LAWS, POLICIES AND REGULATIONS

Equal Employment Opportunity Policy

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, national origin, disability, or any other basis prohibited by applicable law, the institution states as its policy the following:

It is the policy of Columbus State University, in accordance with all applicable laws, to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, disability, or national origin, or any other basis prohibited by applicable law.

All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.

All personnel actions, such as compensation, benefits and transfers, will be administered without regard to race, color, religion, sex, age, disability, or national origin, or any other basis prohibited by applicable law.

President's Statement on Diversity

Columbus State University values and is committed to diversity in the workplace. We take pride in our diverse student and employee population and recognize that our success depends on the talents and strength of individuals with different backgrounds.

A principle foundation of diversity is promoting equal opportunity within the institution. Columbus State University is committed to equal opportunity in employment and it is our policy, in accordance with all applicable laws, to recruit, hire, train and promote persons without regard to race, color, religion, sex, age, disability or national origin, or any other basis prohibited by applicable law. All employment decisions and personnel actions shall be consistent with the principle of equal employment opportunity.

In order to promote our diversity and equal opportunity objectives we have a plan which includes an established recruiting process designed to insure equal opportunity standards, review of employment actions for fairness, a resource for equal opportunity conflict resolution and communication with leadership regarding related issues.

We need and encourage the support of all employees in promoting an environment of diversity and equal opportunity. Columbus State University expects employees and students to work and learn in an atmosphere of mutual respect and inclusion. While a higher level of commitment is required of employees in a supervisory capacity, the commitment of the university as a team is crucial. We welcome your input and suggestions and appreciate your support.

ADA

Columbus State University is actively committed to the goals and objectives contained in the Americans with Disabilities Act (ADA). Columbus State University shall take the necessary measures to comply with all sections of the Act related to the University.

In the area of employment, the ADA prohibits discrimination against a qualified individual with a disability in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, or other terms, conditions, or privileges of employment. A qualified individual with a disability means an individual who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. Employers must make reasonable accommodations for persons with disabilities unless to do so would constitute undue hardship on the covered entity.

Employees should self-identify any qualified disability (as defined under the ADA) for which assistance is needed in carrying out their assigned employment duties. Employees should self-identify through the Human Resources Department or the Affirmative Action/Equal Opportunity Officer.

Any employee who feels that he or she has been discriminated against on the basis of a condition recognized as a disability under the ADA may file a complaint with the Affirmative Action/Equal Opportunity Officer located on campus.

Notice of Non-Discrimination under Title IX

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. As recipients of federal assistance, Columbus State University is required to comply with Title IX. As such, the institution does not discriminate on the basis of sex in the education programs and activities it operates including admission and employment. Prohibited sex discrimination includes sexual harassment and sexual violence such as sexual assault, stalking, and domestic and dating violence. Title IX complaint procedures can be found in Columbus State University Sexual Misconduct Policy for complaints against non-students. Questions about this Notice and Title IX application at Columbus State University, contact the Title IX Coordinator and/or the Department of Education Office of Civil Rights Assistant Secretary, as provided below.

CSU Title IX Coordinator
Lauren Jones McKown, J.D.
Director of Center for Accommodation and Access/Title IX Coordinator
Schuster 110
Columbus, GA 31907
(706) 507-8757
Jones_lauren3@columbusstate.edu

Deputy Title IX Coordinator
Dr. Aaron "Chip" Reese
Associate Vice President of Student Affairs
Student Rec Center 242
Columbus, GA 31907
(706) 507-8652
reese_aaron@columbusstate.edu

Deputy Title IX Coordinator
Shanita L. Pettaway, J.D., Ph.D.
Contracts Manager and Policy Coordinator
Richards Hall 206
Columbus, GA 31907
(706) 507-8904
pettaway_shanita@columbusstate.edu

U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.

If you wish to fill out a complaint form online with the agency, you may do so at:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Sexual Harassment Policy

Columbus State University is committed to creating and maintaining a University community in which all persons can work and learn together in an atmosphere free of harassment. Therefore, sexual harassment within the Columbus State University community is expressly prohibited.

Each member of the Columbus State University community is expected to respect the dignity and worth of all other members of the community and to refrain from any conduct that could give rise to a charge of sexual harassment. Persons who engage in sexual harassment shall be subject to disciplinary action, to include dismissal or exclusion when warranted.

Definition

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.
- B. Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity.
- C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

Complaint Procedures

Any member of the Columbus State University community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. Likewise, if anyone in a supervisory capacity is made aware of such a complaint, he or she must bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. No person shall be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. Columbus State University's objective is to take whatever action may be needed to prevent, correct, and if necessary, discipline persons whose behavior violates this policy.

Consensual Amorous Relationships Policy

It is the University's position that it is prohibited for members of the faculty and staff, to include graduate assistants, to have romantic relationships with students and employees whom they teach and/or have supervisory responsibilities (even if it appears to be mutual).

Policy and Programs to Prevent Drug and Alcohol Abuse

Employee misconduct related to drug or alcohol abuse will not be tolerated. To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Violation of this policy will result in appropriate disciplinary actions.

Employees must notify Columbus State University of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days, any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with procedural requirements. Such employee shall be required as a condition of re-employment following suspension to complete an approved drug treatment and education program.

If prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under an approved drug abuse and education program, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program and satisfactory work performance. The employee's work activities may be

restructured if, in the opinion of the immediate supervisor, it is deemed advisable. The rights herein granted shall be available to a University employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

Substance Abuse Counseling Services

The Columbus State University Employee Assistance Program (EAP) provides individual counseling for substance abuse and other personal concerns to faculty and staff of the university. Services of the program are provided as an employee benefit. Employees are informed of the nature and purpose of any assessment, treatment, educational, or training procedure. When the EAP is not able to provide the necessary services, employees are informed of alternative resources and appropriate referrals are made.

Drug Testing

High-risk employees, such as public safety employees and all health-related employees providing direct patient care (nurses and counselors) and drivers required by law to hold a Commercial Drivers' License, are subject to pre-employment and random drug testing.

Tobacco Free Policy

The tobacco free policy provides an opportunity to improve the health and safety of all students, staff, faculty, and visitors. The use of all tobacco and smoke related products is prohibited.

Columbus State University is a tobacco free campus. The intent is not to eliminate individual freedoms, however the use of tobacco products and devices of any kind are strictly prohibited by the Board of Regents

Nepotism

The basic criteria for appointment and promotion at Columbus State University shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, line of authority shall mean authority extending vertically through one or more organizational levels of supervision or management. Exceptions to this clause are:

- A. temporary or part-time employment of children under age 25; or
- B. any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority; or
- C. exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institution and the University System.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

Age Requirements for Employment

The University will not illegally discriminate against those who are in age groups protected by law. Persons under the age of 18 shall be employed only as stipulated under the Fair Labor Standards Act and appropriate regulations of the U.S. Department of Labor.

Employment of Aliens

The University shall abide by and endorse the laws and regulations pertaining to the legal employment of aliens. Completion of the Immigration and Naturalization Service's (INS) form I-9 is required by all new employees within three (3) days of employment. Only those aliens authorized by INS shall be offered employment, and each alien shall be required to provide proof of his/her current standing with the Immigration Service.

EMPLOYMENT

EMPLOYMENT

At Will Employment Statement

Employment with Columbus State University shall be at will and shall be terminable at will by the University or employee with or without cause. Any oral statements or promises to the contrary are not binding upon the University. Any statements contained in correspondence, forms, or other documents with the exception of specific employment contracts issued by the University with the approval of the Board of Regents, shall not bind the University to any employment agreement nor stipulation of employment conditions such as pay, benefits, terms or permanency of employment.

Employment Categories

Job classifications and Employment

- **Faculty:** The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.
- **Staff:** Staff employees shall consist of two major employee groups 1) staff *professional and administrative employees* and 2) *staff non-exempt* and defined as follows:
 1. **Staff Professional and Administrative Employees** are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and
 2. **Staff Non-Exempt Employees** are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines”.)
 3. **Classified Employees** shall consist of the Staff Professional and Administrative, and Staff Non-exempt employees as defined above.
- **Student Employees:** Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Student employees are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements. See the policy on position classification for additional information on student employees.

Student Positions

These positions are regulated by Federal law and are structured for work time to generally be less than 20 hours per week.

The *Student Assistant Program* is an effort to provide students a part-time job experience and earning opportunity while enrolled as students at the University. The *Work Study Program* is a federally funded program that provides funding for employment of students based on financial need. The *Graduate Assistant Program* offers graduate students an earning opportunity in either a service or research related assistantship.

Types of Employment

Employment at Columbus State University is structured into the following two types:

Regular

Personnel employed for a continuous period of time that is expected to exceed six calendar months shall be known as regular employees. Regular employees may be one of three types:

- A. Full Time: Full time employees work 40 hours per week and are eligible for the fringe benefit package.
- B. Part Time Benefits Eligible: These employees work at least 20 but less than 40 hours per week and are eligible for the benefits package on a pro rata basis.
- C. Part Time Benefits Ineligible: These employees work 19 hours or less per week and are not eligible for the benefits package.

Temporary

Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

1. A temporary is non-benefits eligible.
2. A temporary does not have an expectation of long-term employment.
3. A temporary may be full-time or part-time.
 - A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Employment applies across all USG institutions.
 - If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
 - A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300-hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.
4. A temporary may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not eligible to be grieved nor subject to appeal.
5. A temporary is typically considered non-exempt under the federal Fair Labor Standards Act's overtime provisions and paid for all hours worked on an hour-for-hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

Note: If a temporary employee exceeds an average 30 or more hours per week during the ACA measurement period and meets the definition of healthcare eligibility under ACA, if they continue employment in a regular position, they will become eligible to enroll in healthcare benefits during the ACA administrative period.

Provisional Employment Period

With the exception of certain public safety employees, 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 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 months provisional period and the employee may be terminated at that time without the right of appeal or any of the procedural protections.

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

Temporary employees hired into regular positions are considered new employees and will serve a six-month probationary period beginning with the first work day of regular employment. Employees who transfer from one department or position to another; or transferring to another University System institution or the University System Office are subject to a new six (6) month provisional period upon beginning at the new location.

Job Opportunities

The Human Resources Department maintains a current posting of classified job vacancies. Employees interested in promotion or transfer opportunities are encouraged to consult the employment opportunities website.

Employees are encouraged to seek advancement within CSU by utilizing internal job postings. Interested employees must apply for posted positions. Human Resources will provide information regarding the application process as needed.

Orientation of New Employees

The Human Resources Department conducts a general orientation program biweekly for all newly hired employees. This program provides up-to-date information on policies, procedures, benefits, and basic "Right-To-Know" training.

In addition to the general orientation, new employees will be acquainted with departmental policies and procedures and the duties required of the position by their supervisor.

Employee ID Cards

ID cards are issued to benefits-eligible employees and their eligible dependents (upon request) during new employee orientation. With a valid ID card, employees have access to many campus services and activities including the outdoor tennis/racquetball courts, library, bookstore discount, free or reduced tickets for art exhibits, theatrical and musical productions, and membership in the Fitness Center. Dependents may use many of the same services with the exception of the Fitness Center. Temporary employees may be issued temporary ID cards so that campus services may be accessed during employment.

The Human Resources Department authorizes all employee ID cards for issuance.

Conditions of Employment

Security Questionnaire

As a condition of employment, the State Security Questionnaire must be completed by all employees. This form is placed in the employees official personnel file. A notarized signature is required.

Loyalty Oath

The State of Georgia requires all persons who are employed by and are on the payroll of and the recipient of wages, per diem, and/or salary of the State of Georgia, or its departments and agencies to sign a loyalty oath. If a person does not sign the oath, the act instructs that such persons name be taken from the payroll and such person shall not be permitted to receive any payment from the state. This form requires a notarized signature.

Public Employee Hazardous Chemical Protection and Right to Know Act of 1988

The Georgia Legislature passed the "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" for the control of unsafe use of hazardous chemicals in the workplace. Because of this law and because the Board of Regents and Columbus State University recognize the need to address employee safety, "Right to Know" training is required for all new employees.

This training program is designed to educate CSU employees on the importance and benefits of properly recognizing and safely working with hazardous materials

Employment Eligibility Verification Forms

The form I-9 is required by the Immigration Reform and Control Act and must be completed with demonstration of proper documents which establish identity and employment eligibility. Employees will be asked to complete Section 1 of the I-9 form and to show verification of U.S. citizenship or of status as an alien authorized to work in the United States at the time of employment. Employees will have three days from their date of hire to produce the required documents.

Tax Forms

Employees must complete a Federal (W-4) and State (G-4) withholding tax form at the time of employment. Changes in tax status may be made by the employee at any time by completing a new form and submitting it to the Human Resources Department. Forms must be submitted in a timely manner for processing for a specific paycheck.

Background Investigation

It shall be a condition of employment with any institution of the University System of Georgia to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation. A background investigation shall also be performed on:

- Any existing employee being transferred, reassigned, reclassified, or promoted to a position of trust unless a background investigation conforming to this procedure has been performed within the past year.
- All part-time, student, or temporary employees and volunteers.
- Any existing employee that is transferred, reassigned, reclassified, or promoted into a position

requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must submit to a credit check. Existing cardholders are subject to a background check before next renewal of card.

Time Schedules

Work Week

Columbus State University has established a standard work week of forty hours with regular operating hours Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern Time. Certain areas and components of the University have work schedules that differ from the standard so that operations can be maintained as necessary. Our work week for payroll purposes begins on Sunday and ends on Saturday.

Distribution of hours, scheduling of employees, approval of leave time, and approval of actual hours worked for pay purposes is the responsibility of the department or unit head or his/her designee.

Overtime and Compensatory Time

Employees required to work hours in addition to the regularly scheduled workday or on a day which is not normally a scheduled work day may be granted time off within that same work week, in an equal ratio to the extra hours worked.

During peak workloads or emergencies, it may be necessary for a supervisor to require overtime work. The standard work week is 40 hours for employees who are non-exempt under the Fair Labor Standards Act.

(Non-exempt employees are those persons identified as staff and paid for specific hours each week.)

Overtime is paid as compensatory hours and is accrued when work is authorized to exceed 40 hours in any one work week. Employees may not work more than 40 hours a week unless prior supervisory approval has been given. Employees classified as non-exempt under the Fair Labor Standards Act will earn one-and-one-half hours compensatory time for each hour of authorized overtime work.

Professional and Administrative employees are paid to perform a specific job rather than for specific hours of work and, therefore, are not authorized overtime pay.

Performance Evaluations

Columbus State University performance evaluations are designed for the purpose of evaluating job performance on an annual basis for employees involved with administration and support. This tool will identify an employee's strengths and weaknesses and develop a plan for professional growth while striving to increase employee performance. The overall score of the performance evaluation will be considered in determining annual merit salary recommendations.

Evaluation Due Dates

The performance evaluation is used to evaluate professional/administrative and support staff prior to completion of the provisional period. CSU professional and staff employees are evaluated during their fifth month of initial employment. The purpose of evaluations during the provisional period is to determine satisfactory performance and demonstrate the organizations commitment to the employment relationship. CSU administrators and staff are evaluated annually during the months of February and March. Evaluations

are conducted by the employee's supervisor and returned to the Human Resources Department within the month of March.

When an employee transfers to another department or receives a promotion or demotion or any other change in position within the University, the schedule for initial evaluation may be re-instituted. The employee will therefore be evaluated in the new position on the fifth month, as appropriate after transfer. (See "Transfers" for more information).

EMPLOYMENT STATUS CHANGES

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Change in Employment Status

All employment changes must be approved by the Human Resources Department prior to implementation. Job Title, Description, Pay-rate, Employment Status (Full-time, Part-Time, Temporary, Regular), Terminations, Demotions and Promotions must be reported to and approved by the Human Resources Director or Assistant Director/AA-EEO prior to implementation.

Promotions

A promotion occurs when an employee moves from one job to another with a higher level of difficulty. A pay rate increase is usually associated with a promotional move; however, the promotion may be from part-time to full-time, from no benefits to benefits eligible, or other non-monetary considerations. On-campus promotions may occur within a department or may involve a move to another department.

Demotions

A demotion occurs when an employee moves from one job to another with a lower level of difficulty. A pay rate decrease usually accompanies a demotion; however, the decrease may be delayed for a period of time at the convenience of the University. Demotion may also occur by a reduction of hours and subsequent loss of benefits. Appeal procedures are open to employees when demotions occur (see section on Grievances).

Transfers

A transfer is a non-promotional shift of an employee from one position to another in the University. An employee seeking another position on campus is not required to notify his/her current supervisor; however, in the event the employee is selected, a two-week notice of transfer is considered standard. Both supervisors must agree on a date less than the standard notice in order for the transfer to occur earlier. There can be no lapse in time from one position to the next in order for the employee to retain the original date of employment with the University and to assure that benefits such as insurance and retirement are not interrupted.

Employees transferring within the University or between institutions of the University System of Georgia transfer benefits and retain leave balances as long as there is no break in service. A break in service is any separation from full time benefits eligible employment which lasts more than 30 days. The Human Resources Department will work with transferring employees to assure that insurance coverage remains in effect and leave balances are transferred. The Board of Regents imposes certain regulations regarding annual leave hours that can be transferred between institutions in the system, which are detailed in the "Leave" section of this handbook.

Resignations

A two week notice prior to termination of employment is required in order to resign in good standing with eligibility for re-employment. When this is not possible, every effort should be made to work out a satisfactory termination date with the immediate supervisor's approval. Resigning employees must be actively at work on their last day of employment. Resignations should be in the form of a letter addressed to the immediate

supervisor with a copy forwarded to the Human Resources Department. The letter should state the date and reason for resignation.

When the work load permits, the terminating employee should use all accrued annual leave prior to termination. Please see "Leave" section for more information on use and pay-out of annual leave upon termination.

Terminating employees must clear with the Human Resources Department and an exit interview is conducted at that time. Time entry, when applicable, must be completed, keys turned in to Plant Operations, parking decals removed from automobiles, outstanding loans and/or fines paid, library books returned, etc. prior to leaving campus. Final pay will be submitted as normal and vacation payouts, if applicable, will be paid the following month of termination.

Employees Affected by Reorganization, Program Modification or Financial Exigency

Classified employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of an institution or his/her designee, shall not be governed by the procedures described in the section titled Dismissal, Demotion or Suspension of this manual nor in the section titled Appeals. Such employees shall, however, have the right of appeal to the Board of Regents as provided in *Article IX* of the *Bylaws* of the Board of Regents.

Involuntary Terminations

Employees who are terminated involuntarily shall be entitled to appeals procedures as outlined in the sections of this manual entitled Dismissal, Demotion, and Suspension; Appeals; and Grievances. Employees who are serving the provisional period shall not have appeal nor grievance rights except as provided in *Article IX* of the *Bylaws* of the Board of Regents.

Employees who are hired on a grant or outside agency contract that stipulates funding for a finite period of time shall have no appeal or grievance rights at termination of grant or contract. Employment is contingent on funding.

Retirement

Employees who are eligible for retirement benefits (see "Retirement" for more information on retirement eligibility) may apply for such retirement benefits based on salary and total years of service. Employees who apply and receive these benefits are considered retired.

WORKPLACE REGULATIONS & EMPLOYEE RESPONSIBILITIES

WORKPLACE REGULATIONS & EMPLOYEE RESPONSIBILITIES

Dress Code

The University does not prescribe a formal dress code; employees are expected to dress appropriately for their employment duties and responsibilities. However, individual supervisors may require certain modes of dress to protect the image, safety, or health of the University and its employees. Friday of each week is set aside as Spirit Friday, where employees are encouraged to wear CSU colors or CSU-branded spirit apparel, subject to standards set for the department and at the supervisor's discretion.

Household Changes

Employees are encouraged to update personal data through the employee self-service portal when changes occur in their lives such as: marriage, divorce, birth, death, name change, address change, or financial changes that would affect tax deductions.

Gratuities

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

Outside Activities/Consulting & Political

Any outside occupation, pursuit, or endeavor that interferes with the regular and punctual performance of duties is discouraged. If outside activities interfere with regular work attendance or quality of work, employment could be terminated. Before considering self-employment, salaried work, or accepted positions of responsibility outside the University, employees should discuss plans with their supervisor to determine if such activities might interfere with or be in conflict with University employment. Approval of the department head is required prior to making commitments for conduct of such activity.

It is inappropriate for University personnel to manage or enter political campaigns while on duty to perform services for the University, or to hold elective political office at the state or federal level while employed by the University.

Please see Board of Regents policy, or contact the Human Resources Department, for more information.

External Business Transactions — State Regulations

Section 45-10-26 of the Official Code of Georgia Annotated requires that all public officials and employees disclose prior to January 31 of each year all business transactions occurring during the previous calendar year which the public official or employee has transacted with the State of Georgia and any agency of the State of Georgia for himself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest. Failure to disclose such business transactions will subject the public officer or employee or business to a civil fine not to exceed \$10,000.00, restitution to the State of Georgia of any pecuniary benefit received as a result of such violation, and, in the case of appointed public officials and employees, removal from office or employment.

A copy of the State Business Transaction Disclosures Report, form and instructions may be obtained from the Vice President for Business and Finance.

Disruptive Behavior

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

Internal Investigations

An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by the University when directed to do so by the immediate supervisor or such other persons who have been given investigative authority by the president of the University. Failure to cooperate fully may be grounds for adverse personnel action, including possible termination of employment.

Dismissal, Demotion and Suspension

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

The employee shall be informed in writing of the reason(s) for the action taken and granted a reasonable opportunity (not less than 5 working days) to respond to the next highest authority prior to the effective date of the action provided, however, that under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted or suspended, with or without pay, by the immediate supervisor pending a review by the next highest authority.

Any such employee shall also be entitled to the procedural protection of a hearing before an impartial Grievance Panel (see Grievance Procedures).

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Progressive Corrective Action Procedures

When possible and appropriate, a series of progressively serious corrective actions designed to improve performance should be taken prior to dismissal. The steps outlined below are meant to provide examples and guidelines only. Depending on the nature of the infraction, it may be more appropriate to increase or decrease the number of steps outlined below.

Under progressive corrective action procedures, verbal counseling is generally recommended as the first step depending upon the nature of the infraction. Counseling involves a discussion between a supervisor and an employee about a work performance problem. If the problem is not resolved through verbal counseling, further action should be taken in the form of a verbal discussion and warning of corrective action to include expected plan outcomes.

Should initial counseling, followed by a corrective action plan, not resolve the problem, a written plan may be prepared by the supervisor. This plan is discussed with the employee, signed by both the supervisor and the employee, and a copy is placed in personnel files. The employee may make a written response to the plan and have this response placed in the file.

Should the problem not be resolved with the first written plans of corrective action, the supervisor may consider a written warning. The next step may be suspension or possible discharge.

An employee terminated for deliberate malfeasance (i.e., theft, assault, deliberate and serious violation of University rules or policies, or serious insubordination) shall have no right to notice (excepting the five day appeal mandated by Board of Regents policy).

Termination for cause shall be the responsibility of the immediate supervisor; however, prior to termination, the supervisor shall notify both their immediate supervisor and the Director of Human Resources of the impending dismissal.

Employees have the right to appeal terminations as outlined in the Grievance section of this handbook.

Infractions Requiring Corrective Action Procedures

The University shall have the right to use corrective measures or summarily discharge an employee. Each case shall be evaluated on its own circumstances and the supervisor must ascertain that the requirements for fair treatment are satisfied before terminating an employee. [See Progressive Corrective Action Procedures for outline of suggested steps to assure fair treatment].

Following is a list of work-related infractions that would precipitate corrective action to include, in excessive or extreme cases, termination. The list is not meant to encompass every situation wherein disciplinary action will be required by supervisors. It is meant only to provide examples and guidelines.

1. Failure to perform assigned duties
2. Failure to maintain acceptable standards of work quality and/or productivity
3. Failure to maintain acceptable, professional standards of conduct
4. Failure to adhere to established safety policies and procedures
5. Rude or discourteous actions toward students, visitors, or other employees
6. Failure to notify supervisor of absence, unauthorized or unjustified absence, excessive tardiness, abuse of sick leave, or excessive absence. Three consecutive days absent without notification will be considered job abandonment.
7. Unauthorized absence from assigned work area, including leaving work early without permission.
8. Presence in an unauthorized area at any time.
9. Failure to conform to an established uniform dress or equipment policy in those departments that require it.
10. Interfering with the work performance of another employee.
11. Actions that attempt to obstruct or disrupt any teaching, research, administrative, or public service activity or any other activity authorized to be discharged or held on property owned or operated by Columbus State University.
12. Misuse of University equipment or property, to include misuse of telephone, fax services, and computer equipment.
13. Willful damage of Columbus State University equipment or property
14. Theft of State property or property belonging to another person
15. Falsification of institutional documents or records, including applications for employment
16. Insubordinate or willfully disobedient acts toward the supervising authority
17. Consumption of, possession of, or being under the influence of alcohol while working
18. Possession, consumption, or being under the influence of illegal drugs
19. Possession of a weapon on a Columbus State University campus (This includes a licensed weapon whether concealed or in open view. Certified law enforcement officials acting under published police agency policies are the only exceptions.)
20. Sexual harassment in the form of unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature, as defined in Columbus State University Policy

21. Intentional action which impedes or prohibits fairness or equal opportunity as defined in CSU's Equal Opportunity Policy
22. Acceptance of additional payment in any form from any source for work performed in the employ of Columbus State University for which payment has been or will be made by the payroll
23. Commission of a criminal act on or off property owned or operated by Columbus State University as evidenced by conviction of any felony or conviction of a misdemeanor charge if the misdemeanor is materially related to the employee's job.

Grievance Procedures

A grievance is a work-related problem or condition which an employee believes to be unfair, inequitable, and which impacts the employee's status in the workplace. The University has established a formal grievance procedure for handling the wide variety of problems that may occur. If you believe you have a legitimate complaint, you should discuss it immediately with your supervisor. If this initial contact does not serve to resolve the matter, the complaint should then be referred to the head of the academic or administrative unit for review. If this next level still does not serve to resolve the matter, the complaint will then be referred through the chain of command to the appropriate vice president. This process must be initiated within 30 calendar days of the objectionable action or occurrence. Mediation may be arranged by the Human Resources Director if both principals voluntarily agree to the process of mediation and if appropriate. Mediation involves a trained, neutral mediator who guides the two principals to discuss their issue(s) and determine a solution of their mutual construction and agreement. The mediator will assist the parties to write any agreement that may be reached. The mediator is not a judge or an advisor. Mediations may result in an increased understanding of a situation, consensus or compromise concerning the complaint, the dropping of the complaint, or no agreement. All possibilities remain within the joint control of the two principals.

Complaints that cannot be resolved through the administrative structure of the employing unit or academic department, or through mediation, should be submitted to the appropriate official for further efforts to achieve an informal settlement. Employees alleging discrimination on the basis of race, color, religion, national origin, sex, age, disability or veteran status should contact the Equal Opportunity Office. Classified employees having personnel grievances should contact the Human Resources Department.

All grievances which cannot be resolved through informal efforts and which fall within the subject matter jurisdiction of the University Grievance Committee shall be referred to the appropriate Grievance Coordinator. A Grievance Panel will be appointed and, within the parameters of the grievance policy, agreed upon by all parties. The Grievance Panel will conduct a formal hearing and provide a recommendation to the President, who renders a final decision. An appeal of the President's decision in a hearing before the Grievance Panel is made to the Board of Regents of the University System of Georgia. Instructions for complying with the Regent's appeal policy will be outlined in the President's written decision. This evidentiary hearing shall not be conducted under strict rules of evidence or procedures applicable to proceedings in the Superior Courts of Georgia. Normally, attorneys are not authorized to participate in the hearing; however, the grievant may select an advisor other than an attorney to assist and advise the grievant at the hearing.

Please contact the Human Resources Director for further information.

Appeals

If a grievance is not resolved at the institutional level with the final decision of the President, the grievant may file an application for review, in writing, to the Board of Regents within 20 calendar days following the written decision of the President. This appeal shall state the decision complained of and the redress desired and shall be filed and processed in accordance with the provisions of Article IX of the Bylaws of the Board of Regents. The grievant may be represented by an advisor or an attorney during the appeal process to the Board of Regents.

Safety Rules

A safe and sanitary working environment is the responsibility and concern of every employee at Columbus State University. Job safety measures differ greatly depending upon the unit and its function; however, general safety procedures are everyone's responsibility. Should an accident occur involving physical harm to an employee or student, the Columbus State University Department of Public Safety may provide assistance in securing medical facilities. The immediate supervisor will complete Workers' Compensation procedures as outlined in the Workers Compensation section. If a student is involved, the Student Health Clinic should be notified.

A training program about hazardous chemicals in the workplace called "Right to Know" is conducted for employees at Columbus State University. Employees will be scheduled to view this training video during orientation.

Intellectual Property

Columbus State University's policy on intellectual property comprises an extensive document covering all matters related to the subject, including definitions of terms and guidelines for establishing ownership, distribution of income, settling of disputes, confidentiality, collaboration, obligations, and others. It is imperative that students, faculty and staff respect the legal guidelines for creating and using intellectual property in the United States, taking into account the issues of copyright, plagiarism, information piracy, and fair use.

LEAVE POLICIES

LEAVE POLICIES

General Leave Policies

All leave accrual rates are determined by Board of Regents and are standard throughout the University System. For each leave category, part-time benefits-eligible employees earn leave on a pro-rata basis. Leave accrues while an employee is on paid leave, but does not accrue if an employee is on unpaid leave.

Sick Leave

Sick Leave With Pay

For all regular full-time employees of the University, sick leave shall be accrued at the rate of one working day (8 hours) per calendar month of service. Part-time employees will earn sick leave on a pro rata basis according to the percentage of full time the employee works. Sick leave for all employees shall be cumulative and carry certain benefits toward retirement. See Retirement section for more information. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and 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 which requires the employee's presence. Immediate family, for the purposes of this leave category is defined as: spouse, parent, brother, sister, child, stepchild, stepparent, grandparent, grandchild, parent-in-law, son/daughter-in-law, foster parent, or legal guardian. Any exceptions must be submitted in writing and approved by the Director of Human Resources.
5. To take care of a newborn or newly adopted child of the employee.
6. Personal catastrophe experienced by an employee.

If sick leave is claimed for a continuous period in excess of five working days, a physician's statement is required to permit further claim of sick leave pay. The physician's statement or other statement evidencing the birth or adoption of a child shall verify the employee-patient is under the care of an attending physician, or is otherwise eligible for sick leave rights, the date the employee-patient was placed under the care of an attending physician, the date the employee-patient was released to return to work, and any work-related restrictions or limitations. If sick leave is requested to provide care for an immediate family member, a physician's statement is required to show the need for the employee's presence and the duration of this need. The statement shall be sent to the Human Resources Department with a copy to the immediate supervisor.

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

Upon movement of an employee between institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee to continue his/her group insurance benefits, with the institution continuing to participate in the premium cost for such period. All other benefits are prohibited which

otherwise would accrue to the employee. Sick leave without pay status requires the approval of the appropriate Vice President and is forwarded to Human Resources for final approval from the President.

Maternity Leave

Disability due to pregnancy shall be considered as any other disability and is subject to applicable sick leave provisions.

Family Leave

Family Leave is available to employees who have been employed on a half-time basis or greater for at least 12 months. Employees are eligible for up to 12 work weeks of 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 the employer, may do so exclusive of the 12 weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

Family leave is granted in the event of:

- A. The birth of a child of the employee
- B. The placement of a child with the employee for adoption
- C. A serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence
- D. A serious health condition of the employee which renders the employee unable to perform the duties of his or her job

With certain exceptions as indicated in the Family Leave Act, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his or her employee benefits during the period of leave with payment of Columbus State University's share in the payment of premiums. Approval by the Director of Human Resources must be requested on the appropriate form, which can be obtained from Human Resources. A comprehensive FMLA information policy can be found in Human Resources or by accessing the Human Resources website.

Annual Leave

Earned annual leave may be accrued up to a maximum of forty-five (45) working days (360 hours). Full-time employees earn annual leave time at the rate of 10 hours per month for the first five years of employment, 12 hours per month for the next five years, then a maximum rate of 14 hours per month after completion of ten years continuous service. Part-time, benefits-eligible employees earn leave on a pro rata basis.

Leave time shall be taken at times mutually acceptable to the employee and his/her supervisor. Leave time may not be granted in advance or in excess of accruals, except after an employee has been employed for one year. A maximum of two days of annual leave may be advanced in extenuating circumstances. This exception must have the approval of the supervisor and the Director of Human Resources

At the beginning of each new calendar year annual leave balances will be carried over but will not exceed the 45 day (360 hour) maximum. Employees who have accrued more than the maximum will have their balance reduced to 360 hours on January 1. (Note: since balances are reduced only on January 1 each year, leave balances may exceed 360 hours during the year.)

Faculty members employed on an academic year (nine month) basis do not earn annual leave time. Faculty members changing from a fiscal year contract to an academic contract should take accrued leave prior to the

end date of the fiscal year contract. Such faculty members may request payment of accrued leave (subject to the forty-five (45) day maximum); however, that payment amount will not be considered in the retirement system's formula to calculate benefits.

Upon a move between University System institutions with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than twenty (20) days, the employee may elect one of the following options:

- A. Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
- B. Payment of accrued vacation leave greater than twenty (20) days by the institution from which the employee is moving. The total accrued vacation for which the employee may be paid shall not exceed twenty-five (25) days.

Depending upon the needs and workload of the department, a terminating employee shall use accrued annual leave prior to date of termination. In exceptional cases when the work load does not permit use of leave, and with the approval of the Department Head, an employee may be compensated for annual leave time up to, but not exceeding, forty-five (45) days. The number of hours accrued shall be based on the institutional leave records, and the number of hours paid at termination shall be at the discretion and approval of the Department Head/Immediate Supervisor. A terminating employee must be actively employed on the last working day of the month to accrue leave for that month.

Administrative Leave

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

Military Leave

Military leave is limited to ordered military duty performed by a member of the armed forces in the service of the State of Georgia or the United States. This includes performance of military duty and traveling to and from such duty.

Employees may take military leave with pay for no longer than 18 work days in any calendar year or one continuous period. An exception to the 18-day maximum will be made if the Governor of Georgia declares a state of emergency and orders an employee to State active duty as a member of the National Guard. In this case, military leave with pay will not exceed 30 work days in any calendar year or one continuous period. An employee on military leave for longer than 30 work days must take military leave without pay. (For part-time benefits eligible employees, paid leave will be in an equivalent ratio to percentage of time employed.)

Subject to the terms, conditions and limitations of the plans for which an employee is eligible, health insurance benefits will be continued for the full term of the military leave absence.

Every reasonable effort will be made to return the employee to his/her previous position or a comparable one. The employee will be treated as though he/she was continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

The employee shall be required to submit a copy of his/her orders to active duty.

Holiday Leave

The Board of Regents allows for 12 official holidays (on standard eight-hour work day basis or 96 holiday hours) each year. A calendar of approved holidays will be issued each year. Currently recognized holidays are: New Year's Day, Martin L. King Jr.'s Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving (2 days), and December Holidays (5 days).

The employee must be actively at work or on approved paid leave the working day before and after the holiday in order to be paid for the holiday.

Part-time benefits-eligible employees are entitled to Holiday pay on a pro-rata basis.

FLSA Leave

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

Other Leave

Court Duty

Court duty leave with pay shall be granted to a full-time regular employee for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. Personal litigation time, either in court or in consultation, must be taken as Annual Leave time. A copy of the notice from the court should be forwarded to the Payroll Office along with the Leave Request Form.

Voting

Employees of Columbus State University are encouraged to execute the 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 with pay by his or her immediate supervisor for the purpose of voting. The employee should make every attempt to vote before or after normal working hours.

Personal Leave

At the discretion of the President of the University, 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.

Educational Leave Without Pay

Regular full-time employees may request educational leave without pay for up to one year. Approval is at the discretion of the President of the University. The University allows educational leave to encourage professional development. Employees are permitted to continue employee benefits while on educational leave.

PAYROLL POLICIES AND PROCEDURES

PAYROLL POLICIES AND PROCEDURES

Pay Policy Changes

Columbus State University reserves the right, whether in an individual case or more generally, to alter, reduce, or eliminate any pay practice, policy or benefit, in whole or in part, without notice.

Pay Schedules

Professional/administrative (monthly) personnel are paid each month on the last working/banking day of the month.

Bi-weekly personnel and student employees are paid every other Friday.

Pay Deductions

Certain deductions to include taxes and retirement contributions are required by law. Contributions are also required for employees who elect to participate in University sponsored benefit programs such as health, dental, supplemental life, cancer and intensive care insurance, and long-term disability insurance. Other voluntary deductions may include credit union, tax sheltered annuities, and flexible spending accounts. For personnel paid on a bi-weekly basis, it is CSU's policy to deduct half of the premiums for elected benefits from the first paycheck in the month and half from the second. In the instances where bi-weekly personnel receive three paychecks during one month, only Teachers Retirement System contributions and taxes are deducted from the third paycheck.

Pay Deposit Options

In accordance with the Required Electronic Transfer of Funds policy, Columbus State University employees are required to accept all payroll-related payments by direct deposit.

Withholding Pay

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

Garnishment of Pay

The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Repeated instances of default in payment in the form of garnishments by employees of the University System, after appropriate counseling, may be sufficient grounds for termination.

Extra Compensation Policies

Extra Compensation Policy

In those instances where it is not possible for a faculty or professional staff member to be reassigned from his/her University duties to undertake sponsored projects, extra compensation may be paid to the faculty or professional staff members who participate in the approved activities only if all the following conditions approved by the Board of Regents are met:

- A. the work is carried in addition to normal full-time duties;
- B. no qualified person is available to carry out the work as a part of his/her normal work load (this restriction does not apply to non-credit continuing education events);
- C. the work produces sufficient income to be self-supporting and;
- D. additional duties must not be so heavy as to interfere with the performance of regular duties.

Extra Compensation Rate and Approval

Extra compensation may be offered for faculty/professional staff workload not to exceed 1.10 EFT per fiscal year (July 1 - June 30). Non-credit continuing education remuneration is not included as part of the 1.10 EFT of base salary restriction for faculty, but is to be included for professional staff. Faculty and staff may earn up to \$7,500.00 each fiscal year in support of non-credit continuing education.

Prior to performing any work, approval to pay extra compensation to faculty and professional staff must be obtained by written request. This request should be initiated by the budgeting unit needing the service for which it will pay, and directed to the dean of the college, or division director, in which the faculty or professional staff member is assigned. The request must be approved by the faculty/staff member's department chair or unit head, dean/director, the Director of Institutional Grants (in the case where funding is coming from extramural grant(s)), the appropriate vice president, and the Vice President for Business and Finance. Participation in non-credit continuing education events needs only the immediate supervisor's approval.

Restrictions

The policies of a sponsoring agency shall govern extra compensation when they are more restrictive than the above Columbus State University policy.

BENEFITS

BENEFITS

Columbus State University offers healthcare, dental, vision, life coverage, and other benefits options. Benefits eligible employees have thirty (30) days in which to elect benefits coverage for themselves and their eligible dependents. All benefit options will be effective on the first day of the month following an employee's hire date. If an employee is hired on the first day of the month; benefits will be effective on the date of hire. All USG employees are covered by workers' compensation, and certain employees also qualify for Social Security participation.

Please contact OneUSG Benefits Connect at 844-587-4236 or the Human Resources Department for more details.

Workers' Compensation

The Georgia Workers' Compensation Act covers all employees of Columbus State University. This Act provides protection for the employee in the event of injury or death while performing services for CSU. If an accident occurs while on the job, the employee involved must report the accident immediately to his/her supervisor regardless of whether medical treatment is required. If medical treatment is necessary, the employee is required to receive it from a physician on the approved panel of physicians. See the Workers Compensation Panel of Physicians. Panels are posted throughout the University or employees may contact Human Resources for information. Medical care may be received in the nearest Emergency Room only in the case of a life-threatening injury or an injury occurring after normal office hours.

There is a seven-day waiting period before Workers' Compensation will pay lost-time benefits, and any available sick leave or vacation leave can be used during that time. If sick or vacation leave is not available, the first seven days will be without pay. If the employee is out of work for 21 consecutive days following the injury, Workers' Compensation will reimburse at the allowable rate for the first seven days missed. Workers' Compensation provides benefits of 66 2/3% of the employee's average earnings up to a maximum benefit. All injuries/accidents reported to supervisors are forwarded to the Workers' Compensation representative in the Human Resources Department immediately. The report is forwarded to the Department of Administrative Services for processing through Human Resources.

Social Security

All employees of CSU, except those specifically excluded under agreement with the Social Security Administration, are covered by the Federal Social Security Act. Payroll deductions are made for the employee's share of the cost of this insurance, with the University paying a matching share.

Unemployment Compensation

Columbus State University employees, with the exception of student employees and graduate assistants, are covered under the Georgia Employment Security Law, commonly referred to as Unemployment Compensation. The law was enacted to provide a source of security when employees become unemployed through no fault of their own. The local office of the Georgia Department of Labor (DOL) determines eligibility for benefits upon termination. Employees should obtain a completed Separation Report from the Human Resources Department to notify the DOL of the terms of the separation.

Employee Assistance Program

Columbus State University has contracted with The Pastoral Institute to offer individual and/or family counseling, workshops and group support to our benefits-eligible employees. These services are free (limit of 6 sessions or workshops per individual or 12 for family) and confidential. Workshop schedules and informational pamphlets are available in the Human Resources Department.

Fitness Facilities

Columbus State University employees holding a valid ID card may use the fitness facilities located on campus. These facilities include the outdoor tennis/racquetball courts, the Student Recreation Center (contract and fee required), and indoor track in the Lumpkin Center Gym. Dependents holding a valid dependent ID may use the outdoor courts.

Parking Services

Every vehicle that parks on campus will be required to display a valid CSU parking permit or visitor's pass. Visitor parking spaces will be monitored to prevent students, faculty, and staff from parking in these reserved spots to avoid purchasing a decal. Parking in these visitor spots requires registration with Parking Services. This permit requirement also includes parking in all university owned lots, decks, and parking spaces on CSU's River Park campus. Decals can be purchased at the new parking office on the first floor of Illges Hall.

The current annual cost of the parking permits will be \$45 for students, \$90 for faculty/staff, and \$180 for reserved parking decals. Hang tag fees are payable by check, credit card, or money order only.

Bookstore

The CSU Bookstore offers a variety of university souvenirs, apparel, gift items, cards, software, and office supplies along with textbooks for students. The Bookstore is located on the first floor of the Davidson Student Center. Discounts on selected merchandise are available to employees holding a valid ID card.

Flower Fund

Flowers are sent to employees under the following circumstances:

- Home illness with confinement of more than a week (over seven days), under doctor's care*
- Hospital or nursing home confinement of at least three days*

*Flowers will be sent for each new confinement separated by a period of at least three months.

Flowers are sent upon the death of an employee or of a member of the employee's immediate family – spouse, child, parent (foster parent or guardian), brother or sister. Upon request of the immediate family, a contribution may be made to a designated charity in lieu of sending flowers. Rather than wiring flowers long distance, the University will contribute to a charity designated by the family. All flowers or contributions are sent with a card signed: Faculty and Staff of Columbus State University.

It is the responsibility of the employee's department chair or supervisor to notify the Human Resources Department in cases of illness or death as outlined above.

Food Service

ARAMARK Service Food Corporation operates a cafeteria and full-service deli for students, faculty, and staff. The cafeteria is located in the Davidson Student Center and the deli is located in Howard Hall. Both offer breakfast, lunch and dinner during regular semesters. Food service hours are reduced during semester breaks and holidays when classes are not in session.

A snack bar is located in Jordan Hall and offers limited snack and fast food items. Vending machines for cold drinks and snack foods are located in most buildings.

Libraries

The Columbus State University's Simon Schwob Memorial Library offers multiple resources, research, and leisure publication services to students, faculty, staff and retirees. A valid ID card is required to utilize library facilities.

Lost and Found

The Department of Public Safety maintains a lost and found service. Items found on campus should be turned in to this office. Lost or stolen items should be reported to this office.

Campus Mail Center

The Campus Mail Center operates and is located in University Hall. On-campus mail delivery requires only the employee's name and office location. The Postal Services Office will meter off-campus mail. Certain services for business related mail such as certified mail and overnight delivery may be accommodated by contacting the Postal Services Office. Personal mail must be stamped and mail-ready prior to depositing in collection areas. Faculty and staff members can purchase stamps, shipping supplies, envelopes, etc. as well as ship packages through either UPS or USPS. The lobby is open 24 hours a day for outgoing mail drop off.

Tuition Assistance Program

Full-time, benefits-eligible employees, who have been employed by a University System of Georgia Institution for at least six months prior to the first day of the semester/term, are eligible to participate in CSU's Tuition Assistance Program (TAP). The program provides tuition assistance in the form of tuition waiver for eligible employees attending CSU or other University System of Georgia institutions and reimbursement for attendance at other approved institutions.

Employee participation in TAP is subject to space availability. The employee's request must be approved by his/her supervisor and the TAP Coordinator. Class attendance must not adversely affect department services or activities. Continuing education courses are not covered under this program. Under this program, employees may have tuition waived for up to three academic credit courses (or 9 semester hours, whichever is less) per semester/term on a space available basis.

Please contact the Human Resources Department for information concerning application procedures and additional information regarding this benefit.

Non-Resident Fee Waiver

Benefits-eligible employees, their spouses and dependent children who are non-residents of the State of Georgia may have non-resident tuition fees waived by completing a request form each semester. Forms may be obtained in the Human Resources Department and must be completed prior to registration.

Additional Educational Opportunities

Continuing education courses are available through the Center for Continuing and Professional Education located in the Elizabeth Bradley Turner Center. In some instances, fees may be discounted. Other educational opportunities include computer training offered through University Information & Technology Services and the Center for Online Learning.

Notice to All Employees:

This handbook neither implies nor establishes a contract between Columbus State University and the employee. Columbus State University retains the right to change, modify, suspend, interpret, or cancel in whole or in part of the published or unpublished personnel policies or practices of Columbus State University without advance notice, in its sole discretion, without having to give a cause or justification to any employee. Recognition of these rights and prerogatives is a term and condition of employment and continued employment.