

# **Conditions of Employment**

## **Summary**

The university's human resources policy on conditions for employment at Columbus State University.

## **Purpose**

To provide guidance on conditions for employment at Columbus State University.

## **Policy**

### **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.

## **Teachers Retirement System Application**

If applicable, employees must complete an application for membership for the Teachers Retirement System of Georgia. See the Benefits Section for details concerning the Teachers Retirement System.

## **Background Investigation**

Employees in designated departments responsible for money, property, or facilities are required to have a criminal records check through the Columbus State University Department of Public Safety. Certain employees responsible for handling funds as part of their daily activities are required to have a credit check. Generally, employees applying for positions responsible for money, property or facilities will be subject to criminal records checks prior to being offered the position, and generally, employees applying for positions handling funds as part of their daily activities will be subject to both criminal records and credit checks prior to being offered the position. Internal candidates whose background/credit check does not meet University standards will not be offered the position applied for.

## **Related USG Policy**

USG Human Resources Administrative Practice Manual

## **Last Update**

7/26/18

## **Responsible Authority**

CSU Human Resources