



Classified Personnel Handbook

PREFACE

The purpose of the Classified Personnel Handbook is to provide employees with a resource for information concerning the personnel policies and procedures of the University System of Georgia and Bainbridge College. Interpretations and enforcement of policies in the handbook will be made by the Vice President of Business Affairs or the Human Resources Director. These policies are intended to create a contract between the College and its employees, and they are subject to change from time to time by the Board of Regents and Bainbridge College. Employees will be notified when such changes are made.

Some of the information contained within this handbook is condensed from, or otherwise found in, the Board of Regents Procedures Manual, Volume 3A Revised, Personnel Policies and Procedures, The University System of Georgia Insurance Booklets and/or Website (Indemnity, PPO, High Deductible, Dental, Life), the Group Benefits Plan Booklet, and the TRS Facts: A Member's Guide to the Teachers Retirement System of Georgia.

BAINBRIDGE COLLEGE

ACKNOWLEDGEMENT OF FACULTY/STAFF HANDBOOK

Be sure to read the Classified Faculty or Staff Handbook carefully. If you do not understand any portion of it, please see your supervisor or contact the Personnel Office to have your questions answered. You are to return this from, completely filled out, to your supervisor within ten (10) work days after receiving this handbook in order that it may be returned to the Personnel Office.

Please keep this handbook for future reference. It is to be returned if you leave the employment of the college.

Date Issued _____



I have carefully read the contents of this handbook and fully understand them. As a condition of my employment, I agree to faithfully abide by these policies. I further understand that any infraction of these rules may result in disciplinary action.

Signed _____

Position _____

Date _____

Department _____

This Employee is familiar with the rules to the best of my knowledge.

Supervisor _____

Date _____

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REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES

It continues to be the policy of Bainbridge College to implement affirmative equal opportunity to all employees, students, and applicants for employment or admission without regard to race, creed, color, sex, national origin, religion, age, veteran status, or disability. Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
- Treatment during employment
- Recruitment, advertising or solicitation for employment
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

The policy of this College is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans' Readjustment Act of 1974, as amended (#38 USC 2012), Section 503 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and their implementing regulations. It is the College's objectives to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualifications.

In conformance with the Federal regulations listed above, Bainbridge College does not discriminate against any employee or applicant for employment or against any student or applicant for admission in regard to any position for which the employee or student is qualified.

Responsibility for ensuring compliance and continued affirmative implementation of the policy is assigned to the Vice President of Business Affairs, as the

Affirmative Action Officer for the College. Periodic revision and review will be made for the purpose of measuring progress against these stated objectives as well as considering revision and updating.

This policy has my unequivocal support and I request all members of the staff, faculty and student body to join me in order to ensure that nondiscriminatory practices are followed at Bainbridge College.

A copy of the Bainbridge College Affirmative Action Program is available for inspection by any employee, prospective employee, student or prospective student in the Office of the Vice President of Business Affairs and the Bainbridge College Library between the hours of 8:00 AM and 5:00 PM, Monday through Thursday, except for official college holidays.

July 1, 2005

Dr. Thomas A. Wilkerson, President

DEFINITIONS

Classified Personnel

Professional and Administrative Personnel

All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of professional or administrative responsibilities, and who are not identified as Faculty, shall be designated as Professional and Administrative Personnel.

Staff

All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as Staff.

Types of Employment

Regular

Employees who are employed for a continuous period that is expected to exceed six (6) calendar months shall be known as “regular” employees. Regular positions with a work commitment of half-time or greater are benefits eligible.

Regular – Limited Term

Employees who are employed for a continuous period that is expected to exceed six (6) calendar months but whose positions are intended to have a limited term not to exceed three (3) years shall be known as “Regular -Limited Term.” This status may be used for situations where funding for the position is covered by sponsored or other non-state sources or allocated for a limited term as in the case of special projects and where employment is generally not intended to continue following the initial limited term

period. Regular – limited term positions with a work commitment of half-time or greater are benefits eligible.

Temporary

Employees who are not employed as “regular” employees are “temporary” employees. Temporary employees shall be employed for a period no longer than six (6) calendar months; however, such temporary employment may be extended up to an additional six (6) months if the appropriate employing supervisor or department head of the said institution of the University System needs the services of that individual subject to the approval of the human resources office of the institution. Once an individual has served as a “temporary” employee for a twelve month period he/shall not thereafter be employed as a “temporary” employee until a period of thirty calendar days has elapsed. Temporary positions are not benefits eligible.

Temporary – Occasional

Occasional employees are a subcategory of temporary. An individual with an “occasional” appointment works sporadically, but might work on a recurring basis, as needed, over a period longer than six (6) months. These individuals may work full-time or part-time for brief periods, but their total FTE over the course of a year should not exceed 49% of the time. Occasional positions are not benefits eligible.

Student Employees

All student employees shall be and are classified as “temporary”, and employment of student assistants shall not be subject to the re-employment restriction outlined in sections 3 & 4 above. See the policy on position classification for additional information on student employees.

CLASSIFIED EMPLOYMENT

Position Classification System

A position classification system has been developed and adopted to provide the basis for administering a personnel program in the University System. The classification system was designed to group positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay.

Provisional Employees

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 provided for in the policies covering Dismissals, demotion, and Suspension and Appeals. Refer to the Classified Employment section for further information on these policies.

Public safety employees are subject to the same provisional employment requirements as other classified employees, except that the six months 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 who specified training is mandated by state law and such training occurs after their employment.

Salary

Salaries are dependent upon many factors, such as knowledge, training, special skills and the responsibilities of the position. Constant effort is made to maintain a fair wage or salary range for each job.

Promotions

Salary advancement and promotions are based on merit. Whenever practicable, vacancies will be filled by promotion of present employees. A promotion is the shift of an employee from one position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the qualifications required by the new position.

Transfers

A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers must be based on mutual agreement between departments.

Terminations

Resignations

Employees who resign for any reason should give as much notice as possible. The minimum notice is two weeks, but a shorter period of time may be agreed upon in writing between the supervisor and the employee.

Resignations should be in the form of a letter addressed to the immediate supervisor with a copy forwarded to Human Resources. The letter should state the date and reason for resignation. The date should be worded, “at the end of the work day (month and date)”.

Terminating employees must clear with the Human Resources office. Human Resources' conducts an exit interview. Time sheets, when applicable, must be completed. All keys must be returned and any outstanding fines must be paid prior to receipt of the final paycheck. If it is not convenient for the employees to pick up his or her final paycheck, arrangements can be made to have it mailed. Employees will be paid for the balance of accrued annual leave however an employee will never be paid for more than 45 days accrued annual leave.

Dismissals, Demotion, and Suspension

- A. 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. Except under emergency circumstances when immediate action is necessary, such employees shall be fully and promptly informed of the charges, granted a reasonable opportunity to respond to the next higher authority prior to the contemplated action and advised of his or her right to appeal the adverse personnel action through administrative procedures, including a post action hearing.

When appropriate, a lower-level supervisor may suspend an employee with or without pay (not chargeable to accrued leave) pending pre-termination review by the immediate administrative supervisor.

- B. 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 set forth below. Such employee shall be required

- as a condition of re-employment following suspension to complete a drug abuse treatment and education program approved by the President of the College.
- C. An employee charged with or under indictment for a felony or a crime involving moral turpitude shall be suspended without pay unless, in the opinion of institutional authorities, there are extenuating circumstances, which dictate more lenient action. Employees charged with or indicted for other offenses may be suspended with or without pay pending final disposition of the charges or indictment. Suspension may be charged against accrued leave.
 - D. The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five 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.
 - E. Any such employee shall be entitled to the procedural protection of a hearing before the Board of Review convened pursuant to the "Appeals" policy of this manual upon request made within 15 working days following the adverse personnel decision of his immediate supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.
 - F. 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.

G. 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 a drug abuse and education program approved by the College President, 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. The employees work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a System employee 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.

Layoff

If the time should ever come when layoffs become necessary to Bainbridge College, if possible, sufficient notice will be given to the employee affected to enable him or her to seek employment elsewhere.

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 the College or his designee, shall not be governed by the procedures described in Section E of the Dismissals, Demotion or Suspension section of this handbook and the Appeals Procedure, both described in this handbook. Such

employees shall, however, have the right of appeal to the Board of Regents as provided for in Article IX of the Bylaws of the Board of Regents.

Appeals

Appeals Procedure

The President of the College shall within 10 working days after written request therefore, appoint, or have appointed in accordance with the approved and published grievance procedures, an impartial Board of Review to hear appeals from employees, excluding those employed in provisional status, when grievances cannot be resolved through normal administrative channels at the institution. This evidentiary hearing shall be informal in nature and 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. Attorneys may be authorized by the Committee Chairman to participate in the hearing if it appears that the hearing will in any way involve, or relate to, an indictment of, or the existence of any criminal charge against the grievant.

The recommendation of the Board of Review shall be forwarded to the President of the College for final decision. If the matter is not resolved to the satisfaction of the grievant, he or she 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. An advisor or an attorney may represent the grievant during the appeal process to the Board of Regents.

Appeals and Grievance Procedures for Allegations of Discriminations

All grievances concerning discrimination based on race, color, religion, sex, national origin, veteran status, or disability status shall be directed to the Affirmative Action (AA) Officer of the College (229-248-2520). The term “grievance” means an identified cause of distress giving reason for a complaint or dispute concerning the interpretation or application of a specific term or provision of employment. A grievance alleges a violation of right, privileges, or due process of one or more parties by an employing institution or system.

Upon receipt of a grievance, the AA Officer will discuss the grievance with the aggrieved party. Following the conference, the AA Officer will request a joint meeting with the aggrieved party and the department/division head concerned in an effort to negotiate an agreement between the two parties. Should this negotiation fail, a formal hearing will be convened upon the request of the aggrieved party. This process will follow the standard grievance procedures for employees. A copy of the College’s “Grievance Procedures for Faculty and Classified Employees” may be obtained from the Human Resources office. This policy describes in detail the formal procedures for handling grievances.

Workweek and Overtime

Workweek

Bainbridge College has established a standard workweek in accordance with the provisions of the Fair Labor Standards Act. The normal workday for regular employees consists of an eight hour period plus one hour for lunch. Regular employees are required to work 40 hours during the workweek unless employed for less than 40 hours. The workweek begins at 12:01 AM, Saturday and ends at midnight Friday. Employees are informed of their schedule by their immediate supervisor. Administrative offices normally open Monday through Friday from 8:00 AM to 5:00 PM.

- A. Hours Worked – covered employees will be paid for all hours worked in a workweek. Hours worked will include all time an employee must be on duty plus annual leave, sick leave, and holidays taken during the workweek.
 - a. Non-exempt employees traveling to and from meetings are authorized to include in hours worked any travel time that extends beyond the normal eight-hour workday.
 - b. In some cases it is necessary for a department to schedule employees to work a forty-day week consisting of designated hours other than the normal workday.
- B. Non-exempt employees may not volunteer to work over forty hours in a workweek, if the work to be performed is related to their normal duties. Volunteer work may only be permitted for non job-related activities. No special arrangements (agreements) are permitted between employees and supervisors that do not comply with this policy.
- C. Non-exempt employees traveling as a worker on a trip for student activities will be entitled to compensation for time actually worked. “On-call time” is not considered time worked, unless the employee is required to remain at a designated location or unless the employee’s freedom is otherwise significantly restricted. If the employee serves as a chaperon, the activity will be considered voluntary and will not be subject to compensation. Employees volunteering to serve as a chaperone will be required to take annual leave for the time away from normal duties.

Overtime

Overtime work will be authorized for employees who are not exempt from the provisions of the Fair Labor Standards Act only when the work is believed necessary by the employee’s supervisor and is authorized only by the appropriate member of the

President's immediate staff. Overtime should be approved in advance by the supervisor and should only be used when there is a real need for employees to work over the normal forty-hour workweek. It is intended that overtime work will be minimal; supervisors are expected to rearrange work schedules within the workweek whenever possible to avoid the accumulation of overtime.

- A. Overtime Work. The excess of hours in one week over forty for which a non-exempt employee is entitled to overtime pay. The rearrangement of work schedules within a forty-hour workweek so that an employee does not work over forty hours is not considered overtime work. Working over eight hours in one workday does not constitute overtime work unless the total hours worked for the week exceeds forty.
- B. Computing Overtime Pay. Overtime will be paid at a rate of one and one-half the employee's regular pay rate for each hour worked in a workweek in excess of forty (40) hours. All overtime earned will be paid to the employee.
- C. For purposes of overtime payment, each workweek stands alone; there can be no averaging of two or more workweeks.
- D. Eight Minute "Grace" Period. No overtime will be paid when an employee reports to work eight minutes early nor will pay be reduced when an employee is eight minutes late.
- E. Exemptions from Overtime Pay. Executive, administrative, and professional employees are excluded from the overtime provisions under the Fair Labor Standards Act. Exempt employees are paid on a fixed monthly salary.

Performance Evaluation

The University System of Georgia required that each classified employee be evaluated on his or her total performance no less than once every twelve months. The purpose of the performance evaluation is to assist in determining transfer, promotion, demotion, retention, supervisory assistance, and future employment references.

Bainbridge College has established a policy wherein all new classified employees will be evaluated by the immediate supervisor after the fifth month of employment.

Thereafter, an evaluation will be made at the end of each twelve-month interval, unless a situation warrants a special evaluation.

The following elements will be involved in evaluating performance: adjustment, capability, productivity, efficiency, and potential for departmental and institutional development. The supervisor or department head is not restricted to the foregoing as criteria for personnel evaluation. The continuation of employment of the employee will rest on the judgment of the supervisor or department/division head.

Employees are encouraged to discuss the evaluations with the supervisor if there are questions concerning the grading, and to write any comments they may wish to express in the designated areas.

The completed evaluations are reviewed by Human Resources and are retained in the Human Resources office. See Appendix for an example of a personnel evaluation form.

Employee's Enrollment for College Credit

When and if a regular employee enrolls for attendance in courses of instruction at the college, determination will be made by Human Resources as to whether such an individual will remain as a regular employee pursuing part-time learning experience or whether he or she will be designated as a student employee.

The course work requested should be taken outside of regularly scheduled work hours unless the course is not available during that time and no other eligible course in the employee's program of study is offered. The employee must have the approval of his or

her immediate supervisor to enroll in the course; the supervisor must verify that the employee's attendance at classes will not adversely affect department services or activities.

In accordance with Regents' policies (Section 402-04) employees of the University System may attend classes offered by the University System as auditors, but no credit will be awarded for such attendance. Employees interested in attending a class should contact the Admissions and Records Office for registration requirements.

Refer to the section on Tuition Assistance Program for information on tuition assistance.

Employee's Enrollment for Non-Credit, Continuing Education Classes

Employees are also permitted to attend non-credit classes on a space-available basis. The college will permit employees to attend job-related classes, as determined by appropriate supervisory authority, at a reduced rate or without payment of a fee. In order to administer this policy and remain equitable to all employees, the following guidelines will apply:

1. The space available provision will be strictly enforced. Any fee-paying student will be permitted in the class before a non-paying employee.
2. Fees will generally be waived for employees in job-related classes. However, there may be times when it is necessary to charge a fee, such as a class with an expensive instructor, The Director of Continuing Education will make these determinations.
3. The Director of Continuing Education will identify those classes that ***may*** be considered job-related to ***some*** employees. Employees wishing to sign up for one of those classes should submit a memo to their supervisor requesting permission to take the class as a job-related course. If the supervisor approves the request, the employee can present the written approval to Continuing

Education for registration. Examples of courses that may be considered job related for some employees are: Windows, Word, Excel, CPR, and CPR Re-Certification.

4. If a class is not identified by the Director of Continuing Education as job related and the supervisor feels that it should be, the supervisor can discuss and negotiate the matter with the Continuing Education Director. Supervisors should keep in mind that the rationale for classifying a course as job related will be subject to audit. If agreement cannot be reached concerning whether a course is job related the parties should contact the Vice President for Academic Affairs and the Vice President for Business Affairs for a determination.
5. Employees taking non-credit, job-related classes that meet during working hours may count the time as work time. Classes meeting after normal work time will not result in release time from work.

PERSONNEL PROVISIONS AND PROCEDURES

Nepotism: Employment of Relatives

No individual shall be employed in a department or unit under the supervision of a relative who has or may have direct effect on the individual's progress, performance, or welfare.

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

Conditions of Employment

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

1. The State Security Questionnaire and Loyalty Oath must be completed as required by the laws of the State of Georgia.
2. Federal and Georgia withholding tax forms must be completed.
3. Where applicable, application in the teachers Retirement System must be made, and group insurance, tax sheltered annuity, long-term disability, and other optional benefit forms must be completed.
4. Sexual Harassment and Right to Know training must be completed online.
5. When a person is to be employed for a period of 45 days or more, the rules and regulations of the State Personnel Board concerning the standards of medical and physical fitness for that job description shall be followed.
6. Form I-9 must be completed within three business days of a person being hired. The employee must provide original documentation that verifies the individual's identity and employment eligibility.
7. A full criminal background check must be performed prior to the employment of any employee.

Employee Orientation

Each new employee shall be responsible for reading and familiarizing himself/herself with the contents of the Classified Employee Handbook, and in particular with the following:

1. Personnel policies and procedures
2. Vacation and leave benefits
3. Insurance benefits
4. Retirement benefits
5. Duties to be performed and the conditions of employment including compensation thereof. The department head or supervisor will be responsible for explaining the duties and responsibilities of the job.

Disruptive Behavior

While supporting freedom of expression and peaceful dissent, the College, in the interest of orderly operation and the preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty member, administrator, or employee. Any of the foregoing, acting individually or in concert with others who clearly obstructs or disrupts, or attempts to obstruct any teachings, research, administrative, disciplinary or public service activity, or authorizes any such activity to be discharged, is considered by the college to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Vacations

Vacation time may also be referred to as “annual leave”. The terms may be used interchangeably.

1. Employees working full-time, other than temporary employees, shall be entitled to vacation at the rate of one and one-fourth (1 ¼) working days, or 10 hours,

per month for each of the first five years of employment, one and one-half (1 ½) working days, or 12 hours, per month for each of the next five years of employment, and one and three-fourths (1 ¾) working days, or 14 hours, per month for year after the completion of ten years of continuous service.

Employees, other than temporary employees, working on-half time or more but less than full-time shall earn and accrue vacation time in an equivalent ratio to their percentage of time employed.

2. Earned vacation may be accrued, and employees shall be compensated for vacation time upon termination of service from the college for any reason. Such compensation shall be based on information from the college's leave records. A terminating employee shall not accrue vacation leave after the last working day of his or her employment.
 - a. An employee will never be paid more than 45 days (360 hours) accrued leave upon termination of employment.
 - b. On December 31, each employee's leave record shall be adjusted to show no more than 45 days (360 hours) accrual.
 - c. As leave days are earned subsequent to December 31, they shall be added to the days remaining after adjustment. This means that the leave record of an individual employee may show more than 45 days of accumulated leave at times other than January 1. As leave days are used, they shall be subtracted from this accumulation.
3. Earned vacation shall be taken at times mutually acceptable to the employee and his or her immediate supervisor. This requires that annual leave be scheduled in advance and approved by supervisors.
4. Temporary employees, including student assistants, and regular employees working less than one-half time do not earn or accrue vacation time.
5. Employees that become sick while on annual leave are expected to record that time off as annual leave and not sick leave.

Holidays

Bainbridge College established twelve (12) official paid holidays each year. The holidays observed are:

- New Years Day
- Martin Luther King's Birthday
- Spring Holiday
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas day and three working days
- Unassigned Holiday (date may vary from year-to-year; usually taken around the Christmas Holiday)

A schedule of the dates that holidays will be observed will be published each year by the College.

Regular employees working twenty (20) hours or more per week are eligible for paid holidays. Temporary employees (including student assistants) and regular employees working less than twenty (20) hours per week are not eligible for paid holidays.

Employees who are required to work on a holiday or whose regular day off falls on a holiday will be given equal time off.

A terminating employee will not be paid for any official holidays occurring after the last **working day** of his or her employment. A new employee will not be paid for any official holidays occurring before the first working day of his or her employment. Employees on approved leave without pay will not be paid for an official holiday. Holidays are in addition to annual leave days.

Leave

Accumulating Sick Leave

- A. For all regular employees, sick leave shall be accumulated at the rate of one working day (8 hours) per calendar month of service. All regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for all employees shall be cumulative.
- B. A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his or her employment.

Sick Leave With Pay

- A. Sick leave may be granted at the discretion of the college and upon approval of the supervisor of an employee's absence of any of the following reasons:
 - a. Illness or injury of the employee
 - b. Medical or dental treatment or consultation
 - c. Quarantine due to a contagious illness in the employee's household
 - d. Illness, injury, or death in the employee's immediate family requiring the employee's presence. For the purpose of this policy, immediate family is defined as the spouse, children, and parents of the employee.
 - e. Death of an employee's mother-in-law, father-in-law, grandparent or grandchild.
- B. If sick leave is claimed for a continuous period in excess of one week (five working days), a physician's statement is required to permit further claim of sick leave rights by the employee-patient.
- C. If all sick leave has been used, annual leave may be taken, if available.

Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the college will continue its share of the costs for such a period. All other benefits are prohibited which otherwise would accrue to the employee.

Educational Leave Without Pay

The college may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to elect to continue his or her insurance benefit with institutional participation.

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 medical 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 twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

Family leave shall be granted to an eligible employee in the event of:

- A. The birth of the employee's child;
- 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; or

- D. A serious health condition of the employee, which renders him or her unable to perform the duties of his or her job.

With certain exceptions as indicated in the Family Leave Act (Georgia Laws 1992, p.1855; O.C.G.A. Title 45, Chapter 24), 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 institutional participation in the payment of premiums.

Military Leave With Pay

- A. Ordered Military Duty. For the purpose of this policy, ordered military duty shall mean any military duty in the service of the State of the United States, including but not limited to service schools conducted by the armed forces of the United States. Such duty, performed for a period or periods not exceeding a total of thirty (30) days in any one calendar year, shall be deemed “ordered military duty” regardless of whether the orders are issued with the consent of the employee.
- B. Leave of Absence. An employee who received orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) work days in any one calendar year and not exceeding eighteen (18) work days in any one continuous period of absence (as authorized by Georgia Law O.C.G.A. 38-2-278[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active pay.

- C. Emergency Leave of Absence. Notwithstanding the foregoing leave limitations of eighteen (18) days, in the event the governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty (30) days in any one continuous period of such State active duty services.
- D. Payment of Annual Leave. After an employee has exhausted his/her military leave, the college may pay the employee for his/her accumulated annual leave.

Maternity Leave

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

Miscellaneous Leave

A. 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 from the appropriate court.

B. Voting

Employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincides with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

C. Selective Service and Military Physical Examinations

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

D. Personal Leave

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

E. Other Leave

In the event of inclement weather or any emergency which requires absence of employee, the President may declare leave with or without pay as the President shall so determine.

Retirement

Teachers Retirement System of Georgia

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 will be furnished a publication entitled **TRS Facts, A Member's guide to the Teachers Retirement System of Georgia**. The publication provides information about contributions and benefits in the TRS.

A. Membership

All regular employees under age 60 at the college, who are employed one-half time or more are required to be members of the Teachers Retirement System of Georgia as a condition of employment. Temporary employees are not eligible for membership.

B. TRS Policy – Age 60

Under certain conditions, persons who have attained age 60 and who qualify under either of two specific provisions of Georgia HB 277 may decline membership in TRS. The two provisions are:

1. The individual has attained age 60 and first became a teacher on or after July 1, 1987.

OR

2. After attaining age 60 and having previously withdrawn employee contributions from TRS, they again enter the teaching profession on or after July 1, 1987.

The election to decline membership in TRS is irrevocable and shall preclude membership in TRS at any time thereafter. Also, any person failing to exercise the right provided by this legislation within 90 days after becoming a teacher shall become and remain a member of TRS as a condition of employment.

C. TRS Contribution and Tax Deferral of Contribution

Members of the Teachers Retirement System contribute 5% of their gross salary to the system by payroll deduction. Under provisions of Georgia HB 277, the 5% member contribution is sheltered from federal income tax and state of Georgia income tax. This means that the employee's TRS contribution will be treated as a tax-exempt contribution. The contribution will not become taxable until the funds are withdrawn upon the employee's retirement or when the employee requests a refund of contributions upon termination of employment.

D. Eligibility for Teachers Retirement Benefits

- a. Service Retirement: Members may retire after the completion of thirty (30) years of creditable service, regardless of age, after completing ten (10) years of creditable service and attainment of age 60, or after the completion of twenty-five (25) years of creditable services and attainment of age 55.
- b. Disability retirement: Employees are eligible for retirement under the provision of the Teachers Retirement Law if the employee has at least 9 ½ years of creditable service and is permanently disabled.

E. Survivor Benefits

Employees with less than ten (10) years of service: In the event of death before retirement and with less than ten years of creditable service, a lump sum refund of the employee's contributions and interest will be paid to the designated primary beneficiary(ies).

Employees with ten or more years of service: In the event of death before retirement and after ten (10) or more years of creditable service, the employee's beneficiary(ies) will receive either a monthly benefit for life or a lump sum refund of the member's contributions and interest. (The member's choice on a beneficiary form will determine if the surviving beneficiary(ies) is/are to receive a monthly benefit for life or a lump sum settlement of contributions and interest).

F. Withdrawals

Members whose employment at the college is terminated may withdraw their accumulated contributions, plus all interest credited to their account. The application for the withdrawal of contributions can be obtained from Human Resources.

Permissive Retirement Age

All employees of the University System subject to the provisions of the Teachers Retirement Law are subject also to the rules, regulations and policies of the Teachers Retirement System regarding permissive retirement.

Employment Beyond Retirement

When a person has retired from the University System and is receiving benefits from the Teachers Retirement System or the Employees Retirement System, employment in the University System in any capacity without prior approval of the Board of Regents is prohibited. In no event shall part-time employment be considered if compensation for

the part-time service, together with benefits being paid from the Teachers Retirement System (TRS) or the Employees Retirement System (ERS) exceeds the compensation the individual was earning at the time of retirement.

For further information refer to the [TRS Facts](#) booklet or contact Human Resources.

Insurance

Group Life Insurance

Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees of the University System who work one-half time or more. The University System, as employer, shall pay the premium on the basic amount of life insurance, which shall be \$25,000. This amount of insurance is designated "basic life insurance" and the maximum premium therefore shall be established by the Board. In addition, "supplemental life insurance" may be offered to these same employees with no employer participation in the premiums. Group life insurance for dependents of these employees shall be made available to them in amounts which shall be established from time to time by the Board. There shall be no employer contribution to the dependent life insurance premiums.

Group Health Insurance

Hospitalization, surgical, medical and major medical benefits shall be made available to regular employees of the University System, working one-half time or more. These benefits shall also be made available to dependents of the same employees. The University System shall pay that portion of the cost of such insurance as shall be designated from time to time by the Board.

The employee must make election for the health and dental insurance within thirty-one days after the date of employment or coverage cannot be obtained until the next open

enrollment period. Likewise, employees who fail to enroll their dependents within thirty-one days after the first dependent becomes eligible cannot obtain dependent coverage until the next open enrollment period. The Regents Central Office establishes the open enrollment period. The only exception to this IRS rule is when you have a change in family status. If you have a change in family status you may add to, change, or stop your coverage.

Long Term Disability Insurance

All regular employees who work twenty (20) hours or more per week are eligible for participation in the long-term disability protection plan, which provides employees with a monthly income should they become disabled while employed at the college.

Employees can select one of two options in the plan:

Option One: Benefits begin on the 91st day of disability

Option Two: Benefits begin on the 151st day of disability

The employee pays the total cost of this coverage and participation is voluntary.

The employee must make election for the LTD insurance within thirty-one days after the date of employment otherwise medical evidence of insurability will be required, subject to acceptance by the insurance company.

Supplemental Health Insurance

All regular employees who work twenty (20) hours or more per week are eligible for participation in the supplemental health insurance plan available through the American Family Life Assurance Company (AFLAC). The primary coverage available with AFLAC is a cancer insurance plan. In addition, a supplemental intensive care plan, accident plan, dental plan, and a dreaded disease rider to the cancer plan are available. This benefit may be made available to the dependents of the same employees. The employee pays the total cost of this coverage. Participation is voluntary.

The employee must make election for supplemental health insurance within thirty-one days after the date of employment; medical evidence of insurability will be required, subject to acceptance by the insurance company. Employees who fail to enroll within the first thirty-one days of employment cannot obtain coverage until the next open enrollment period.

Retired Employees

Career employees of the University System who immediately retire from the University System under the criteria established by the Teachers Retirement System (even though they may not be members of the Teachers Retirement System) shall remain eligible to continue as members of the basic and dependent group life, health and dental insurance benefits. In order to qualify for this benefit, the retiring employee must have ten (10) years of continuous service to the state of Georgia of which the final two (2) years of such continuous service must have been to the University System of Georgia.

Disabled Employee Insurance

Employees who become permanently and totally disabled under the criteria established by the Teachers Retirement System of Georgia and also have at least ten (10) years of service with the University System, even though they may not be members of the Teachers Retirement System, shall remain eligible for employee and dependent group health, dental, and life insurance benefits. The University System shall continue to pay its portion of the cost of group insurance for disabled career employees.

Other employees who are disabled based on the same criteria may remain in the group health, dental, and life insurance programs for a period of twenty-four months with full University System participation in the cost. The inclusion in the group may continue

after the twenty-four month period, but the University System participation in the cost shall cease.

Dependent of Deceased Employees, Deceased Retired Employees, or Disabled Employees

The dependents of an employee who dies while in active service or the dependents of a retired employee (either of whom was eligible for retirement under the criteria established by the Teachers Retirement System and who has at least ten years of service with the University System, even though he/she may not be a member of the Teachers Retirement System) may remain in the group life, health and dental care insurance programs with the University System participation in the cost.

The dependents of other active, retired, or disabled employees may remain in the group life, health and dental insurance programs for a period of no more than twenty-four consecutive months after the death of the employee, with full coverage participation in the cost. Inclusion in the group may continue after the twenty-four month period but University System participation in the cost will cease.

In no event will the spouse of the deceased be eligible to continue in the group after remarriage of the surviving spouse. Dependent children may remain in the group until they become eligible for another group benefit plan.

Coverage After Termination

When an employee's life insurance, health and/or dental care insurance ends because his or her employment ends, the employee has the option to continue coverage without a health examination or without providing evidence of good health.

- A. Life Insurance: Employees may convert the group life insurance to an individual life insurance policy within 31 days after the employee's coverage ends. In

addition, the employee's spouse can convert the dependent coverage to an individual policy within 31 days after the employee's dependent life coverage ends.

- B. Health and/or Dental Insurance: Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the employee and the employee's covered dependents may have the option of continuing coverage under the health and dental benefits plan for a period of time by paying the required premiums. The cost for continuing health and/or dental care coverage will be based on the plan's current cost. However, the employee will pay the full cost of the premium, plus a 2% administrative charge. There will be no employer participation in the cost.

Time Report Forms

All classified employees are required to complete a time report form.

Biweekly Payroll: All hourly paid classified employees are required to complete a time report form for each bi-weekly pay period. Plant Operations personnel will use time clock cards. Information from the time clock card is transferred to the biweekly time report.

Monthly Payroll: Personnel paid on a monthly basis file a record of sick and annual leave taken by memorandum. Memorandums must be submitted to Human Resources by the 5th of the following month.

FOR MORE INFORMATION ON BENEFIT OFFERINGS AT BAINBRIDGE COLLEGE, PLEASE VISIT OUR WEBSITE AT WWW.BAINBRIDGE.EDU.

Payroll

Payroll payment options available include direct deposit, pay cards, and check.

Employee's participating in direct deposit should use the HR Self Service System to make any changes in bank/depository information.

1. Check Distribution

Payment to all monthly classified employees is made on the last working day of the month. Biweekly employees receive 26 payments per year, every other Friday. If the payday occurs on a holiday, the payment is normally issued on the preceding day.

2. Payroll Deductions

The following payroll deductions may be found on the employee's check stub:

- Federal Withholding Tax
- State Withholding Tax
- FICA (Social Security/Disability)
- FICA/MED (Medicare)
- Teachers Retirement
- Tax Sheltered Annuity*
- Health Insurance*
- Dental Insurance*
- Long-term Disability Insurance*
- Life Insurance (Supplemental and/or Dependent)*
- AFLAC*
- Flexible Spending (Health Care and/or Dependent Care)*
- Savings Bonds*
- State Charity Fund*

Notification of Personnel/Payroll Changes

Employees are responsible for making any changes to their permanent record such as changes in marital status, address, telephone number, number of dependents, beneficiary information, insurance, bank information, etc., through the use of the HR Self Service portal.

Workers' Compensation

All employees of Bainbridge College are covered under the provisions of the Workers' Compensation Act. This act provides protection for employees and his/her dependents in the event of injury or death of the employee while performing services for the College.

Employees who sustain an injury, regardless of how small, are required to report the injury to their supervisor at once. If the supervisor is not available, contact should be made with Human Resources. Determination will be made concerning the advisability of first aid or additional medical treatment.

Social Security/Disability

All employees at the college, except those specifically excluded under the agreement with the Employees' Retirement System of Georgia, participate in the Social Security/Disability Program. The following employees are not covered by Social Security/Disability: employees working less than half-time and student employees. All employees, with the exception of student employees enrolled in 6 or more credit hours, are covered by Social Security/Medicare.

The employee and the College share the contributions under this program equally. The amount of the contribution and the benefit received are established by the United

States Congress. The employee's portion of the contribution is handled as a payroll deduction.

Tuition Assistance Program

The tuition assistance program is available to full time benefits-eligible employees of the USG who have successfully completed at least six (6) months of employment in a benefits-eligible position, *as of the date of the TAP application deadline for the desired academic semester.*

Process

- An employee will be required to go through the regular student admissions process, prior to applying for TAP; and
- An employee must complete a TAP application for each semester in attendance.

Maximum Credits

- An employee may seek approval to enroll in up to eight (8) academic semester credit hours for each of the three designated semester periods: Fall Semester, Spring Semester, and Summer Semester.

TAP Application Deadlines

- The following University System of Georgia TAP application deadlines will apply to all University System of Georgia institutions: (If any of these dates fall on a holiday or on a weekend, the application deadline will be the last business day prior to the dates identified.)

Fall Semester	July 15th
Spring Semester	November 15th
Summer Semester	April 15th

Distance Learning and Web-Based Courses

- TAP participants may enroll in distance learning and web-based courses offered by the University System of Georgia. If the tuition for these courses is greater than the System-approved normal tuition amount, USG institutions may elect to waive only that portion of the tuition that does not exceed the System-approved normal tuition amount. An employee will be responsible for paying the remainder of the tuition cost.

Grade Requirements

- An employee must receive a grade of "C", or better, in each approved TAP course. The employee must furnish a copy of his/her grade(s) to the TAP Coordinator of the "home institution".
- An employee who receives a grade of "D", or below, in an approved TAP course will be ineligible to participate in the program for one semester. In an instance such as this, the TAP participant will not be personally responsible for repayment/reimbursement this course.
- An employee, who receives an "Incomplete" in an approved TAP course, will have until the end of the following semester to complete the coursework and submit his/her final course grade to the TAP Coordinator of the "home institution". An employee must do this to continue participating in the TAP program the next academic semester.

Other Restrictions and/or Conditions

- TAP is a supplemental educational assistance employee program. An employee who is eligible for Pell Grants must apply his/her Pell Grant monies toward tuition and fees *before* receiving a TAP waiver.
- If an employee withdraws from an approved TAP course prior to its completion, the employee will be ineligible to participate in TAP for one semester.

- Eligibility for TAP participation *does not guarantee admission* into all University System of Georgia degree programs:
- An employee must follow the policies and procedures of the "teaching institution" in which he/she enrolls to be formally accepted as a TAP participant for limited-slot enrollment programs. Upon receiving approval to participate in a limited-slot enrollment program from the "teaching institution", the course(s) should be listed on the TAP application.
- Participation in the TAP program does not guarantee continued employment with the University System of Georgia.

REGULATIONS

Appearance

Employees of Bainbridge College are expected to dress appropriately for the position they hold. Most employees meet the public in connection with their duties and their appearance and actions will have an effect on the total image of the College.

Attendance

All employees are advised of their work hours when they are employed.

In order for the College to maintain a smooth and consistent operation, one of the criteria necessary is that employees be conscientious in all areas of their work. It is necessary for each employee to report to work at the designated time and remain on duty in accordance with his or her work schedule.

Each employee, or the representative of the employee in case of an emergency, must notify his or her supervisor when he or she is unable to report to work. Prompt notification is essential. If for some reason the supervisor cannot be reached, a call should be placed to the Human Resources office.

Breaks

The policy of the college is to permit a fifteen minute break at mid-morning and mid-afternoon. There may be times when it will not be feasible for the employee to take a break due to the work assignment. Employees who work in an area which needs to be covered at all times should make certain that someone remains in the area while they are away from their desk.

Employees are expected to be considerate and stay within the time limit specified above.

Employees are not allowed to 'save' their break times up and take the two fifteen-minute breaks together at one time, nor are they allowed to 'add' the break times onto their lunch period to extend their lunch period. Employees are also not allowed to use the break periods to leave early when a break has been missed.

Canvassing and Soliciting

Canvassing, the placing of signs and posters for the purpose of solicitation, chain letters and collections for any purpose, and the sale of tickets or merchandise are prohibited on college premises.

Conduct

It would be impossible to operate an organization efficiently without some system of rules and regulations by which to govern behavior. Listed below are some of the violations which would necessitate disciplinary action or discharge.

- Failure to report to work.
- Habitual tardiness in reporting to work.
- Excessive absenteeism.
- Intoxication when reporting for duty or while on duty.
- Sleeping while on duty.
- Theft.
- Using or selling narcotics.
- Antagonism toward other employees or supervisors.
- Failure to perform assigned duties in an acceptable manner.
- Failure to notify supervisor promptly when unable to report to work.
- Willful violation of safety regulations.

- Improper care or use of property or equipment.
- Rude or discourteous behavior.
- Unauthorized absence from assigned work area.
- Entering an unauthorized area at any time.
- Insubordination.
- Repeated garnishments of salary.
- Falsifying records, reports, or any information.
- Interfering with the work performance of another employee.

Conflict of Interest

An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her College obligations and his or her outside activities.

Cooperation in Internal Investigations

An employee of the college shall cooperate to the fullest extent possible in any internal investigation conducted by his/her employment unit when directed to do so by his or her supervisor or such other person who has been given investigative authority by the President of the College. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

Garnishment of Pay

Bainbridge College considers that acceptance and settlement of just and honest debts to be a mark of personal responsibility. Upon receipt of a garnishment subpoena, the named employee will be counseled and requested to clear the matter. Repeated instances of default payment by employees will be considered sufficient grounds to terminate for cause.

Gratuities

Employees of Bainbridge College will 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.

Outside Activities

Occupational

- A. Employees shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual discharge of official duties.
- B. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided that activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
- C. For all activities, except single-occasion activities, the employees shall report in writing through official channels the proposed arrangement and secure the approval of the President, or a designated representative, prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.
- D. Outside Employment within the University System of Georgia: Employees are prohibited from working for other institutions within the University System of Georgia unless certain conditions and procedures are met. If a situation develops where another institution is seeking the services of a Bainbridge College employee, the employee must discuss the circumstances with and obtain the approval of the Vice President of Business Affairs.

Political

As responsible and interested citizens in a democratic society, employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities have been adopted:

- A. Employees may not manage or take an active part in a political campaign that interferes with the performance of duties or services for which compensation is received from the University System.
- B. Employees may not hold elective political office at the state or federal level.
- C. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- D. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or System.

Parking

Employees and students are expected to comply with the traffic and parking rules and regulations as published in the college's parking regulations. A copy of the parking

regulations can be found on the college's website at www.bainbridge.edu. Parking decals are available at the cashier window in the business office.

Personal Use of State Property

Personal property owned by an institution shall be used for institutional purposes. No employee in the University System shall permit property to be removed from the campus of an institution for use on either a rental or loan basis for personal use. (BR Minutes, 1949-50, p. 109).

Purchase of Goods or Services

No employee is permitted to purchase goods or services for personal use through the college channels, nor shall any employee permit any college property to be removed from the campus for private use.

No employee is authorized to make purchases for the College without specific authorization from the Vice President of Business Affairs or the College's buyer.

Safety

Safety is the responsibility and concern of each employee. The prevention of accidents on the job is largely a matter of individual care and alertness to hazardous situations. Employees should report to their immediate supervisor any conditions or situations that may appear to be potentially dangerous. The supervisor should then report it to Security and the Vice President of Business Affairs or the Plant Director for further investigation.

Employees injured on the job should report the injury to their supervisor at once. Refer to the section on Workers' Compensation for further information.

Telephone Use

Employees create an image for their department or division by their telephone manners. Quite often the only contact an individual has with the College is through communication by telephone.

Employees should answer the telephone promptly, identifying the department or division. If an employee encounters a caller whom he or she is unable to assist, the employee should make every effort to help the caller by transferring the call to someone who can assist the person.

The telephone lines are for the purpose of conducting the business of the college, and it is necessary that the lines be kept open. Incoming and outgoing personal calls should be kept to a minimum and they should be very brief.

Charges for long distance calls must be for college business. Personal long distance calls cannot be charged to the college. No third party calls are allowed unless it is an emergency.

Withholding of Pay

Units of the University System are authorized to withhold paychecks or deduct from paychecks amounts owed by employees of the institutions for any fine, fee, or penalty or other financial obligation(s) to the institution of employment.

AFFIRMATIVE ACTION POLICIES

Sexual Discrimination Policy

The policy of Bainbridge College prohibits the use of sex preference when advertising and/or recruiting. No positions exist at the College for which any bona fide occupational requirement is based on sexual gender. However, there are positions that do have physical qualifications as prerequisites that are job related and are neither based on sex not utilized to provide a basis for not hiring applicants of a particular sex. The use of sex preference in all employment practices at the College is prohibited. Marital and/or parental status are not factors in employment or in consideration of employment at the college.

Bainbridge College complies with all state and federal laws, rules, orders and regulations and complies with federal laws affecting discrimination when conflicts occur with state or local laws.

The policy of this college in regard to leaves of absences applies equally to all employees regardless of gender. Employees availing themselves of maternity leave are permitted to work as long as verified medically by competent medical authority and can return to work in the same manner. No mandatory time limits exist for maternity or any disability leave. Employees using maternity leave are reinstated at such time as they are medically certified to return to work in their regular position. The College's policies do not permit any penalties on reinstatement.

The retirement benefits of Bainbridge College are offered to all employees on an equal basis.

Salaries are determined on the basis of comparable wage rates for similar positions at other colleges and apply to all positions regardless of the sex or race of the person filling

the position. The rate of pay is based on the actual job duties, the responsibilities of the position, and the quality of job performance.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Religious and National Origin Discrimination

The policy of Bainbridge College is that no person employed at the College or being considered for employment will be discriminated against in any manner because of his or her religious or national origin. Further, the College recognizes the various religious

practices and special days associated with each religion, and provides appropriate leave time to all employees for participation in their respective observances.

Compliance With The Vietnam Era Veterans Readjustment Assistance Act of 1974

It is the policy of the College to insure that all Vietnam Era and/or disabled veterans who are current employees of the College or applicants for employment are afforded equal opportunity in maintaining a present position and/or being considered for a position provided they are qualified. The policy includes all aspects of employment: hiring, promotion, demotion or transfer, recruitment, advertising, layoff or termination, equal pay and other compensation, and selection for training. The College also aggressively seeks the employment and advancement of the veterans covered under this act.

Drug Free Work Place

The work environment of Bainbridge College will be drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place. Employees are expected to arrive at work drug free and remain drug free while at work.

As a condition of employment, each employee will abide by the requirement of the above policy and will notify the Vice President of Business Affairs of any criminal drug statute arrest and/or conviction (or plea of “nolo contendere”) for the violation occurring in the work place. Such notification will be no later than five days after such arrest, conviction or plea.

Violations of the above policy will be considered acts of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in suspension or termination of employment.

Compliance with Section 503 of the Rehabilitation Act of 1973

It is the policy of the College to insure that all handicapped persons who are current employees of the College or applicants for employment are afforded equal opportunity in maintaining a present position and/or being considered for a position provided they are qualified. The policy includes all aspects of employment: hiring, promotion, demotion or transfer, recruitment, advertising, layoff or termination, equal pay and other compensation, and selection for training. The College aggressively seeks the employment and advancement of handicapped individuals. This policy of insuring equal opportunity for handicapped individuals includes students.

AIDS Policy

It is the policy of the College to provide academic programs, support services, and social/recreational activities to all eligible individuals. In the event that a student, faculty member, or staff member is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), or there is clinical evidence of infection with the Human Immunodeficiency Virus (HIV), they shall retain the right to these programs, services and activities. Students and employees of the college who may become infected with the AIDS virus will not be excluded from enrollment or employment or otherwise restricted unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the college community.

No admissions restrictions will be applied, and no effort will be made to identify a person with AIDS during the admissions process.

Individuals with AIDS are expected to seek expert medical advice about their health condition and are obligated to conduct themselves responsibly in the interest of protecting others.

SERVICES

Bookstore

The Bookstore is owned and operated by Barnes & Noble, Inc. Various supplies and books can be purchased and/or ordered from the Bookstore, which is located in the Student Center.

Campus Security

The College provides security 24 hours per day, seven days per week. Any personnel observing unsafe or suspicious situations should notify security, the Director of Plant Operations, and/or the Vice President of Business Affairs.

Check Cashing

The College will cash courtesy checks for employees for the sum of \$30 or less. All returned checks are subject to a returned check fee of \$25.00 per check.

Identification Card

College employees should obtain a College faculty/staff identification card through the College ID office located in the Student Center.

Library

Library facilities are available to all employees. Employees will find that Bainbridge College has a wide selection of books, periodicals, and reference materials.

Lost and Found

The Business Office maintains a lost and found service. Items found on campus should be turned over to his office.

Mail Service

Due to the heavy flow of official mail handled by the mail room, it is requested that all personal mail be sent to the employee's home address. Outgoing personal mail will be permitted if the employee furnishes their own supplies and postage. College supplies and postage cannot be used for personal mail.

Food Service

Food service is located in the Student Center. Hours of operations are posted in the food service area. Vending machines are located throughout the campus with a variety of snacks and beverages.

APPENDIX



Organizational Chart – Bainbridge College

