A Unit of the Technical College System of Georgia

Employee Handbook

As set forth in its student catalog, Augusta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Revised: August 26, 2019
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AUGUSTA TECHNICAL COLLEGE EMPLOYEE HANDBOOK

Augusta Technical College operates under the supervision of the State Board of the Technical College System of Georgia, serving the needs of business, industry, and the public in a five-county area in east central Georgia. Augusta Technical College is a unit of the Technical College System of Georgia (TCSG).

Augusta Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404) 679-4500, www.sacscoc.org for questions about the accreditation of Augusta Technical College. Interested constituents should contact the Commission (1) to learn about the accreditation status of the institution, (2) to file a third- party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Augusta Technical College and not to the Commission’s office.

This handbook is prepared for the convenience of faculty and staff at Augusta Technical College and is not to be construed as an official publication of the TCSG.

Statement of Equal Opportunity
The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.


The Technical College System and the Augusta Technical College are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical
college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines. (Reference State Policy 2.1.1.) The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

For information on Title IX, contact: Shannon Patterson, Title IX Coordinator, Augusta Campus-Building 100, (706) 771-4013, sbently@augustatech.edu; Joan Teresa Evans, Deputy Title IX Coordinator, Waynesboro Campus Library-Room #103, (706) 437-6806, tevans@augustatech.edu. For information on Equity/Title IX, students should contact Nichole Spencer, (706) 771-4035, nichole.spencer@augustatech.edu. For information on ADA/504, contact Karissa D. Wright, ADA/504 Coordinator, 706-771-4067, kdavis@augustatech.edu.

Administrative Organization
The State Board of the Technical College System of Georgia
The College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board provides overall policies for the management of public, postsecondary, technical and adult education to ensure that the needs of the citizenry, business and industry are met to the highest possible degree and in the most cost-effective and efficient manner. The Board shall provide overall policy guidance to the Commissioner of TCSG, who is responsible for the day-to-day operations on behalf of the Board. (Reference State Board Policy 2.1.3.)

The Commissioner
The Commissioner is responsible to the Board for the planning, development, and internal management of the TCSG staff, organization, and other resources to ensure the optimal development, planning, evaluation, and management of technical education programs designed to meet the needs of the citizenry, business, and industry in the most cost-effective and efficient manner. (Reference State Board Policy 2.2.1.)

Augusta Technical College Board of Directors
The Augusta Technical College Board of Directors interprets the State Board policies and provides supplemental policies to ensure that the needs of the service area are met. Responsibilities include reviewing and approving goals and objectives, short and long-range plans, facilities expansion, program additions and changes, and the annual budget before submission for approval by the State Board. (Reference State Board Policy 2.4.1.)

Augusta Technical College Administration
The College has a President and Vice Presidents. The President is the Chief Executive Officer of the College and all of its departments, and shall exercise supervision and direction and promote the efficient operation of the college. The President is responsible to the Commissioner for the operation and management of the College and for the execution of all directives of the State Board and the Commissioner. (Reference State Board Policy 2.3.2)

The Vice Presidents’ Areas of Responsibility:
- The Vice President of Administrative Services (VPA) is responsible for financial staff services, budgeting accounting and financial reporting, property management, maintenance, security, construction, vehicle management and transportation.
- The Vice President for Academic Affairs (VPAA) is responsible for the planning, managing, and
evaluating of the credit programs, general core and Learning Support classes, library and media services (Information Technology Center), assessment, and duplication.

- The Vice President for Student Affairs (VPSA) is responsible for admissions, financial aid, records, student organizations, career services and placement, and counseling services.
- The Vice President of Economic Development (VPED) is responsible for the provision of services that will enhance the economic development of business and industry to include customized, contract training services, QuickStart referral and collaboration, approving Retraining Tax Credits, managing the One-Stop Career Center, adult education services, and providing non-credit continuing education programs which enhance lifelong learning.
- The Vice President of Institutional Effectiveness and Research (VPIER) is responsible for evaluating the institution’s effectiveness and efficiency of programs offered, serves as the institution’s accreditation liaison, and manages professional development, grants, research and assessment and evaluation and planning activities.

Mission
Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that provides academic and technical education, customized business and industry training, continuing education, student support, economic development, and adult education services to its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties) at a competitive financial value. Associate of Science Degrees, Associate of Applied Science Degrees, diplomas, and technical certificates of credit are provided through traditional and distance delivery methods.

Goals
1. To provide competency-based associate degree, diploma, and technical certificate of credit programs to prepare students for employment.
2. To provide adult education services which prepares students for access to postsecondary education.
3. To contribute to the development of business, industry, and the community through customized education, continuing education, job training, and retraining.
4. To provide services and activities to support students in achieving student success as they pursue their educational, personal, and career goals.
5. To increase community awareness through marketing and public relations activities.

Objectives
1.1 Develop sustainable program offerings to meet service area employment demands.
1.2 Improve program quality through ongoing review, assessment and revision.
1.3 Improve student success outcomes (retention and completion rates) through course design enhancements, use of innovative resources, and advanced technology.
2.1 Provide pathways that encourage qualified adult education students to be dually enrolled.
2.2 Develop strategies to transition students from adult education into post-secondary programs.
3.1 Provide customized training programs and continuing education programs that meet the needs and interests of the local industry.
3.2 Support the economic development activities and initiatives of local and regional communities,
3.3 Promote industry and community awareness of the services available through the Economic Development Division.

4.1 Increase awareness of student support services, policies, and student activities.

4.2 Foster and promote student responsibility and engagement in his/her education, policies, and student activities.

5.1 Develop a comprehensive awareness strategy to promote the College mission.

Recommended by Augusta Technical College Board of Directors, April 2016. Approved by Technical College System of Georgia Board of Directors, May 2016

Augusta Technical College Timeline

1961 Augusta Area Vocational-Technical School was established by the Georgia State Board of Education in conjunction with the Richmond County Board of Education.

1963 The Richmond Area Vocational School was established.

1966 The two schools were combined to form Augusta Area Technical School.

1981 With the exception of the health occupations programs, which remained in a facility on Walton Way, the programs offered by Augusta Area Technical School were moved to one campus located off Deans Bridge Road.

1984 The first students graduated with an Associate of Applied Technology Degree (AAT).

1987 Augusta Area Technical School became a state school operated by the Georgia State Board of Technical and Adult Education. The State Board changed the school name to Augusta Technical Institute. The Augusta Technical Institute Foundation was founded to promote higher education by acquiring and administering cash, grants, and other funds to support scholarships, building projects, and other programs at Augusta Technical Institute.

1990 Augusta Technical Institute became Augusta’s leading provider of literacy education when the school accepted responsibility for the Office of Adult Education.

1991 Allied Health programs moved to the Deans Bridge Road campus when construction was completed on a new Health Sciences building.

1995 The Augusta Technical Institute Foundation launched The Power To Be Campaign, a major gifts campaign to provide furnishings and equipment for Augusta Technical Institute’s Thomson/McDuffie and Waynesboro/Burke Campuses, technology support, and funds for future land acquisition and capital construction.

1997 Plans were announced for the Waynesboro/Burke Campus. The Office of Adult Education was moved to the Augusta Campus. The Thomson/McDuffie Campus opened.

1999 Construction began on the Waynesboro/Burke Campus of Augusta Technical Institute. Plans for the Student Services/Classroom Building were announced for the Augusta Campus.


2001 Groundbreaking for the Student Services/Classroom Building was held on December 4, 2001.

2002 The 900 building was dedicated to Thelma “T” Ray Allgood.

2003 The Student Services/Classroom Building opened.

2004 The dedication of the Student Services/Classroom Building was held on April 29, 2004.

2005 Funds were appropriated for Columbia County Center.
2011 Columbia County Center opened.
2015 Military Center opened.
2016 Cougar Café opened.

Campus Information

<table>
<thead>
<tr>
<th>Augusta Campus Academic Divisions</th>
<th>Building</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences, Learning Support, and Professional Services</td>
<td>200/300 BLDG</td>
<td>706-771-4011</td>
</tr>
<tr>
<td>Allied Health Sciences and Nursing</td>
<td>900 BLDG</td>
<td>706-771-4175</td>
</tr>
<tr>
<td>Business, Public Services, and Early Childhood Care and Education</td>
<td>1400/500 BLDG</td>
<td>706-771-4049</td>
</tr>
<tr>
<td>Industrial and Engineering Technology</td>
<td>700/800 BLDG</td>
<td>706-771-4097</td>
</tr>
<tr>
<td>Cyber and Digital Education</td>
<td>800/1000</td>
<td>706-771-5731</td>
</tr>
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<table>
<thead>
<tr>
<th>Branch Campus Information</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomson Campus</td>
<td>706-595-0166</td>
</tr>
<tr>
<td>Waynesboro Campus</td>
<td>706-437-6801</td>
</tr>
<tr>
<td>Columbia County Center</td>
<td>706-651-7368</td>
</tr>
<tr>
<td>Georgia Cyber Center</td>
<td>706-771-4136</td>
</tr>
</tbody>
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OPERATIONAL POLICIES

Acceptable Computer and Internet Use

In making decisions regarding access to the Internet and use of its computers, the System considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The System expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from technical colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing technical college-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.).

- **Computer Theft:** (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- **Computer Trespass:** unauthorized use of computers to delete or alter data or interfere with others’ usage;
- **Computer Invasion of Privacy:** unauthorized access to financial or personal data or the like;
- **Computer Forgery:** forgery as defined by other laws, but committed on a computer rather than on paper;
- **Computer Password Disclosure:** unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward;
- **Misleading Transmittal of Names or Trademarks:** falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal.
**Malware**: malicious software programs and applications designed to damage or cause other unwanted actions on a computer system.

The purpose of technical college-provided computers, computer systems, and Internet access is to facilitate the development of skills and enhance communication in support of research, education and workforce development. To remain eligible as users, employees’ and students’ use must be in support of and consistent with the objectives of the System. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on System or technical college-based computers or hosted services to be private. Electronic messages and files stored on technical college-based computers shall be treated like other technical college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, System and technical college officials are expected to cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems.

All information created, stored or transmitted by System or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

In addition to the computer crimes delineated in O.C.G.A. 16-9-93, the following uses of System or technical college-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group’s: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual’s password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any System or technical college computer or network;
- To willfully interfere with another’s authorized computer usage;
- To knowingly connect any computer to any of the System or technical college networks unless it meets technical and security standards set by the System;
- To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," Malware", or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results;
- To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization;
m. To conduct unauthorized not-for-profit business activities;

n. To conduct any activity or solicitation for political or religious causes;

o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information;

p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use;

q. To capture and/or record network traffic without authorization;

r. To knowingly transmit copyrighted material using peer to peer file sharing technology;

s. To knowingly evade Internet content filtering or other traffic monitoring tools using VPN, Proxy Services, Tor or similar technologies;

Occasional personal use of Internet connectivity and e-mail that does not involve any inappropriate use as described above may occur, if permitted by the college. Any such use should be brief, infrequent, and shall not interfere with the User’s performance, duties and responsibilities.

Users of System and technical college computers and computer systems are subject to the System’s policy on the development of Intellectual Property.

Users of System and technical college computers and computer systems or hosted services are subject to the System’s Information Security Standards. The System and technical colleges make no warranties of any kind, either express or implied, for the computers, computer systems and Internet access provided. The System and technical colleges shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The System and technical colleges shall not be responsible for the accuracy, nature or quality of information gathered through System or technical college-based computer hard drives or servers; nor for the accuracy, nature or quality of information gathered through System or technical college-provided Internet access. The System and technical colleges shall not be responsible for personal property used to access its computers or networks or for provided Internet access. The System and technical colleges shall not be responsible for unauthorized financial obligations resulting from provided access to the Internet.

The foregoing standards are equally applicable to employees of the System, wherever housed, and to employees and students of the technical colleges.

Penalties: Violations of these policies incur the same types of disciplinary measures as violations of other System or technical college policies or state or federal laws, including criminal prosecution.

Severe Inclement Weather

If the existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late or closing an office or work place early, employees directly affected by such conditions shall be excused from duty without loss of pay or use of leave.

As determined by the President, employees who are late in arriving to duty or request early release from duty because of severe weather conditions, and the office or work place shall observe normal hours, may be permitted to make up time lost from work, charge it to accrued compensatory time, or charge it to accrued annual leave. Otherwise, the time lost shall count as leave without pay.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing. (Reference State Policy 3.3.11.)
Human Resources

Recruiting
Vacant positions will be filled by selecting the best-qualified applicant on the basis of merit. The College conducts all recruitment activities in accordance with the Statement of Equal Opportunity and all other applicable laws, rules and regulations. All vacant positions must be posted. To post a position, the supervisor of the position will complete and submit a Request to Recruit form to the Pre-Employment Manager. The Request to Recruit will include signatures of the hiring Manager, Vice President, Vice President of Administrative Services, Director of Human Resources and the President. An updated job description must be attached to the Request to Recruit form.

HR obtains approval of advertising methods (internal and/or external). For difficult to fill positions, the hiring manager provides contact information for specialty publications/periodicals for posting. Advertising Avenues include: the Augusta Technical College website, community job fairs, TCSG Website, other colleges/institutions job fairs, veteran job fairs, staffing agencies job/career fairs, and specialty publications for difficult to fill positions.

All employment applications are completed online through the Augusta Technical College Applicant Management System.

Hiring Full-time
A selection committee will be approved by the President to screen the applicants. This committee is usually composed of a minimum of three (3) College employees, including the supervisor of the posted position. The committee should be diverse with regard to race and gender. The committee will review all applicants’ résumés and suggest candidates for interviews with the Vice President and President. Records should be kept of the selection process and the Human Resources Representative will review the records before the interview process. Applicants who do not meet the minimum qualifications will not be interviewed.

Hiring Part-time
Adjunct faculty must have the same academic and experiential credentials as their full-time faculty counterparts. The best-qualified applicants from the College’s human resources application pool will fill adjunct positions if possible. If necessary, adjunct positions will be advertised or posted through the Human Resources Specialist after approval by the appropriate Vice President.

Nepotism
Family relationship will constitute neither an advantage nor a deterrent to appointment and retention at the College provided the individual meets and fulfills the appropriate appointment and professional development standards and that the recruitment process is open and fair. For the purpose of this policy, the term “relatives” includes: spouse; biological or step parent(s); guardian (as defined by law); biological or step grandparent(s); biological, step, or half sister or brother; child/grandchild (including biological, adopted, foster, step child, legal ward, or child for whom an employee stands in loco parentis); aunt/uncle; niece/nephew; first cousin; or, immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or daughter-in-law or son-in-law.) General Provisions:

1) No individual shall be employed in a Central Office or Technical College Work unit which will result in the existence of a supervisor – subordinate relationship between the individual and any relative of the individual through any line of authority in the work unit. The term, “line of
authority’’ is defined as authority extending vertically through one or more organizational levels of supervision or management.

2) Relatives will not be employed or placed in a work environment in which fiscal checks or balances are among the assigned duties and responsibilities of the positions involved.

3) Relatives will not be placed in a working relationship in which the nature of the assigned duties and responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or a possible conflict of interest.

4) Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any position. (Reference State Board 4.3.2p.1)

Orientation
On the first day of employment, the immediate supervisor and/or designee should greet the new employees and orient them to their office area. The supervisor and/or designee may also tour the new employees around the campus and introduce them to as many people as possible. Each person in his/her chain of command should be introduced to him/her as soon as possible. Also, during the first days of employment, the new employee should have an Augusta Technical College ID card issued, a name tag ordered, and have an e-mail account started.

Employees must complete the online New Employee Orientation.

Forms and Documents Repository
The Forms and Documents Repository on the Augusta Technical College website provides faculty and staff access to the most up-to-date College-approved documents and forms. This secure site is accessible to all faculty and staff of Augusta Technical College through a link on the Augusta Tech website. Employees must use their login credentials to access the site.

Hours of Operation and Work Hours
   Monday through Thursday 8:00 am to 5:00 pm
   Friday 8:00 am to 3:00 pm

Working Hours
Full-time employees will be scheduled to work approximately 40 hours per week, exclusive of time off for meals. Many staff and faculty members work a flexible schedule with the approval of their supervisor. Supervisors will approve the change to a flexible schedule on the basis of needs, and the approved Compressed Work Schedule Form will be forwarded to the President’s Office each semester. The Compressed Work Schedule Form may be found in the Forms and Documents Repository on the Augusta Technical College website.

Adjunct faculty must complete time sheets for each class taught. These time sheets must be completed, signed, and submitted the last teaching day of the month. Failure to submit these forms on time could result in a delay in receiving a paycheck. Time sheets are available in the Forms and Documents Repository on the Augusta Technical College website.

Professional Development
Employees of Augusta Technical College are encouraged to continue professional growth by updating knowledge and skills. Annually, a professional development plan is developed by all full-time faculty and staff and approved by the immediate supervisor. The plan focuses on increasing knowledge and skills, not accomplishing tasks or work. The Professional Development Plan Form is available in the Forms and Documents Repository on the Augusta Technical College website. Documentation of professional development during the year must be completed during the plan year which is May 1 to April 30 of the following year.

The President must approve all employees’ professional development plans. If professional development hours are not completed and documented by April 30, the President has the right not to provide the employee a contract for the new fiscal year.

Faculty Development
TCSG established the Office of Faculty Development Services to facilitate state-wide training and professional development for faculty in the technical colleges. Activities include training for full-time or part-time instructors and technology training.

Full-time faculty are required to complete Faculty Development Phase I and II within the first two years of employment.

Parking
Faculty/Staff parking spaces are designated with the word “faculty” or “reserved” painted on the curb in front of the space. In order to use these spaces, all faculty/staff, including adjunct instructors, must have a faculty/staff parking permit clearly displayed hanging from the rear view mirror of their vehicle. To receive a parking permit, contact the Business Office.

Identification Cards
College-issued identification cards (ID cards) serve as a method to identify employees of Augusta Technical College. These identification cards are also used to identify faculty at clinical and internship sites associated with individual programs of study. Employees may obtain ID cards in the Security Office located in the 100 Bldg.

Dress Code for Employees
The Administration of Augusta Technical College expects all employees to dress and groom themselves in a manner which inspires respect from students, parents, peers and the public. It is the responsibility of all employees to serve as role models for students and present a positive, professional image in language, behavior and dress. The mode of dress or grooming shall not be disruptive to the educational environment of Augusta Technical College, as determined by the President.

All personnel working within school and administrative buildings during normal business or instructional hours shall dress in accordance with the following guidelines:

Appropriate Attire Examples
- Appropriate attire for male employees: Classroom settings: Collared shirts; khakis or dress slacks with belt, suits, sweaters, sport coats, and business appropriate shoes with socks. Lab settings: Lab coat or safety clothing as approved by industry, safety shoes; no tie. Clothing should be in good condition.
• Appropriate attire for female employees: Suits, slacks, skirts of modest length and appropriate size, dresses, sweaters, blazers, pant suits, business appropriate shoes. Lab settings: Lab coat or safety clothing as approved by industry, safety shoes. Clothing should be in good condition.
• Shoes: Employees should wear shoes that provide support and protection. In the classroom business appropriate shoes should be worn. In the labs, no open toed shoes should be worn.

Exceptions
• Unless otherwise directed by a supervisor, employees are expected to wear appropriate shirts and pants without tears or holes during working hours. No open-toed shoes/sandals of any kind are authorized for wear by maintenance, grounds and custodial. Safety toed shoes mandated by OSHA regulations are required for wear by employees in certain job classifications.
• School Spirit Days: Supervisors may designate a “spirit day” or “casual Friday” which will necessarily constitute an exception to these guidelines. Acceptable attire worn on these days may include clean blue jeans without tears or holes, non-collared shirts or sweatshirts with the college logo or school colors, or other items deemed appropriate by the supervisor.

Prohibited Attire Examples
• Clothing which causes distraction within the learning or working environment is prohibited. Examples include but are not limited to:
  • Tight or extremely short or ill-fitting (loose, baggy or long) pants: Undergarments which are visible while standing, sitting or bending.
  • Tight fitting see-through, mesh or low cut tops including tube tops. All tops must have some method of attachment over the shoulders or around the neck.
  • Extremely loose or tight fitting tank tops should not be worn unless over another shirt which should be long enough to tuck into pants or skirts.
  • Any writing on clothing specifically excluding apparel manufacturer trademarks or logos.
  • Hats, caps, or bandanas worn during the school day.

Conditions of Employment and Contracts
The President may offer contracts to professional staff. The President has the authority to renew or not renew contracts. As used in this policy, the term “non-renewal” means the discretionary non-renewal of a contract, as opposed to termination or dismissal for cause. If the President decides not to renew a contract, the employee must be notified in writing by May 31. Contracts are usually written for one year, beginning and ending with the fiscal year July 1 to June 30; however, shorter period contracts may be issued. Short-term contracts may be terminated as long as the employee is given at least 14 days’ notice. During the contract period, the job duties or job title may be changed at the discretion of the President (Reference State Policy 4.1.6.)

Terminations
Probationary employees may be released at any time during the probationary period. Temporary and non-contract employees may be released at any time without cause. Full-time or part-time employees may be released at any time for failure to conform to applicable State Board or local board policies and procedures. Documentation will be maintained on any employee being considered for possible termination. Employees may be laid off due to a shortage of work or funds causing a necessary reduction in force (RIF). An employee who resigns for any reason should give the supervisor as much notice as possible; the minimum notice is two weeks. (Reference State Policy 4.4.2p.)
Ethical Responsibilities

Staff and faculty of the College are expected to act professionally at all times. All state employees are expected to maintain high ethical standards in the conduct of their personal and professional affairs, including all aspects of their dealings with businesses, the local communities, and other governmental agencies. All employees are expected to conform their behavior to the standards set forth in O.C. G.A. 16-10-1 “Abuse of Governmental Office,” “Ethics in Government Policy” Executive Order, and in the policies established by the State Personnel Board, as to gifts and favors, outside employment, use of privileged information, political activities, use of State property, and relationships with other employees or students. (Reference State Policy 4.3.2p.1.)

Unlawful Discrimination, Harassment and Retaliation in Employment

The College prohibits unlawful discrimination, harassment and retaliation in accordance with the Statement of Equal Opportunity. Students, faculty, and staff who engage in discrimination, harassment, and retaliation on the College premises, or at a college-sponsored activity will be subject to disciplinary action.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

The College will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.

Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated.

Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment. (Reference State Policy 4.3.1.)

Grievance Procedure Policy


The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all federally financed programs,
educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

Children on Campus
Employees and students may not bring or permit their children or other dependents to be present at their worksite, classroom, laboratory, or clinical site. Under extraordinary circumstances, employees may obtain the President’s permission to bring a child on campus. This prohibition does not apply to brief, informal visits by an employee’s child, as long as the visits are infrequent and are not distracting. (Reference State Policy 4.3.2p.7.)

Positive Discipline
The College is dedicated to a non-punitive approach to employee discipline and a process designed to correct performance problems as they arise. Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety. The disciplinary process is designed to promote a high level of employee discipline by correcting performance problems as they arise, building genuine employee commitment to the organization, and encouraging and promoting the development of effective working relationships between supervisors and their subordinate staff. The Positive Discipline process focuses on effective and timely decision-making coupled with individual responsibility and accountability. (Reference State Policy 4.4.1)

Employee Complaint Resolution
Augusta Technical College is committed to the fair and equitable treatment of all employees and encourages employees to bring their concerns forward without fear of reprisal. Prompt reporting, open, honest communications and timely processing of complaints are vital to facilitating an effective resolution. If an employee has a complaint, please refer to the Augusta Technical College’s Complaint Resolution Procedure. (Reference State Policy 4.4.3.)

Complaints relating to harassment or discrimination on the basis of race, color, national origin, sex, age, disability, religious or political affiliation, and/or veteran’s status shall be filed and resolved pursuant to the Unlawful Harassment Procedure. (Reference State Policy 4.3.1.)

Performance Evaluations
Supervisors are responsible for documenting, evaluating, and rating the performance of each employee they supervise. The process will include the periodic review and annual rating/evaluation of all employees, excluding short term, temporary employees. Supervisors must assign a summary rating, reflective of overall performance, to each evaluation, in compliance with the rating scale currently supported by the state. Evaluations are conducted using a five-point rating scale, in alignment with the rating scale currently supported by the Department of Administrative Services Human Resources Administration. Evaluation instruments are developed based on the job description of the employee, to objectively evaluate the employee. Professional staff will be asked to perform a self-evaluation. The evaluation by the supervisor will be maintained in the employee’s personnel file. (Reference State Policy 4.4.4.)

Performance evaluations must be acknowledged and signed by the employee and the immediate supervisor. Additional levels of supervisory approval may be required by the technical college president.
Leave Requests

Employees may request leave to attend meetings or in-service for the College using the Institutional Business Leave Request Form. Leave may also be requested for illness, personal reasons, annual or vacation, jury duty, and/or military leave using the Leave Request Form. All leave request forms should be approved at least two weeks in advance, with the exception of sick leave. A copy of all signed forms should be returned to the employee before any leave is taken.

If travel funds are not requested on the Institutional Business Leave Form, the supervisor and Vice President must sign the leave form. If travel funds are requested, the President and Vice President for Administrative Services must also sign the leave request form. The President must also sign all Vice Presidents’ and Direct Reports’ leave request forms. All signed forms should be returned to the employee before any leave is taken. The employee should maintain copies of leave forms until the travel and all reimbursements are complete.

If institutional travel is outside the College’s Service area or travel funds are requested, the President must also approve the leave request. If the travel is to another state, an Out-of-State Leave Form must also be completed, except for Aiken or Edgefield counties in South Carolina, which are considered local. Originals of signed forms are to be maintained by the supervisor with the exception of documents signed by the President.

All leave request forms are located in the Forms and Documents Repository on the Augusta Technical College website.

Sick Leave

Sick leave will accumulate at the rate of 1¼ days for each month of service for full-time employees. Any unused sick leave may be carried forward from one fiscal year to the next until a total of 720 hours is accumulated. Any unused hours beyond 720 hours will be recorded but may be used only in the event of a catastrophic illness. Forfeited sick leave may be applied toward retirement.

Employees may use sick leave for dental or medical care, illness, accident, or exposure to contagious disease for themselves or members of their immediate family. “Immediate family” includes the employee’s spouse, child, parent, brother and sister, grandparent, or grandchild including active step and in-law relationships; as well as, any other person who resides in the employee’s household and is recognized by law as a dependent of the employee. (Reference State Policy 4.5.2p4.)

Employees who must call in sick should call their supervisor as soon as possible, before the scheduled time to report to work and assist in providing a plan to cover their responsibilities while they are out. The supervisor must approve the sick leave; and a certificate of absence form must be completed, signed by the supervisor, and forwarded to Human Resources with the monthly payroll.

Full-Time Faculty members should reference the Augusta Technical College’s Policies and Procedures Manual regarding leave. Faculty who must call in sick should contact their Dean and division’s Administrative Support Assistant as soon as possible before the scheduled time to report to work and assist in providing a plan to cover their responsibilities while they are out. All other leave should be requested in advance.

Adjunct instructors are compensated for completed instructional contact hours. Classes must meet as scheduled. If it becomes necessary to miss a class, the Department Head or Dean or Director must be
called as soon as possible to arrange for the class to be covered. Instructors are to write “Absent” beside the date(s) of the absence(s) on their time sheet so that the business office can account for that time.

An employee will not generally be required to provide documentation for the use of fewer than seventeen (17) hours of sick leave in a thirty (30) calendar day period, unless he/she has demonstrated excessive or abusive use of sick leave to include placement on an attendance plan.

Excessive or abusive use of sick leave is considered a pattern of intermittent, short-term sick leave usage. Potential examples include, but are not limited to:

1. frequent use of sick leave in conjunction with holidays or scheduled days off (e.g., Mondays or Fridays);
2. frequent use of sick leave when scheduled for an undesirable work assignment, during a peak work load period, etc.;
3. initiating a request for sick leave for an absence for which annual leave has previously been denied;
4. frequent occurrences of illness during the workday;
5. peculiar and increasingly improbably excuses;
6. repetitive use of fewer than seventeen (17) hours of sick leave in a thirty (30) day period; or,
7. an absence after receiving prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance or, prior placement on an attendance plan.

Other policies and information concerning sick leave are reported in the state policies. (Reference State Policy 4.5.2p4.)

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

Employee Eligibility  To be eligible for FMLA leave, an employee must have worked at least 12 months for any State of Georgia agency, department, board, bureau, etc., in the preceding seven (7) years with the exception of any break-in-service occasioned by the fulfillment of an employee’s National Guard or Reserve military service obligation. Note: the time served performing the military service must be counted in determining whether the employee has been employed for at least 12 months by the employer, but this provision does not provide any greater entitlement to the employee than would be available under the Uniformed Services Employment and Reemployment Rights Act (USERRA); and, have worked at least 1,250 hours for any State of Georgia agency, department, board, bureau, etc., during the 12-month period immediately preceding the date FMLA leave is to begin except that an employee returning from fulfilling his/her National Guard or Reserve military obligation shall be credited with the hours-of-service that could have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service. Additionally, an individual re-employed following military service has the hours that would have been worked for the employer added to any hours actually worked during the previous 12-month period to meet the 1,250 requirement. Note: to determine the hours that would have been during the period military service, the employee’s pre-service work schedule can generally be used for such calculations.
**Annual Leave**

Annual leave will accumulate for full-time employees at the following rate:

- Up to 5 years of service – 1 ¼ days per month
- From 5 to 10 years of service – 1 ½ days per month
- Ten or more years of service – 1 ¾ days per month

Annual leave should be requested on a leave request at least two weeks in advance. A copy of the leave form signed and approved by the supervisor and Vice President must be returned to the employee before the leave is taken. If the Vice President denies the leave, the employee has the right to appeal to the President.

The College’s annual calendar will provide the number and dates of the scheduled vacation and holidays. Each employee is responsible for determining whether sufficient annual leave has been earned before taking annual leave.

Faculty should not request annual leave when classes are in session; however, faculty may request annual leave during this time if there are extenuating circumstances. These circumstances should be detailed in a letter to their supervisor and attached to the leave form. Because employees with various years of service accumulate a different number of annual leave days, some employees may have to work on days that are scheduled for annual leave.

Additional information concerning leave should be attained from the Business Office. Employees may accumulate up to a maximum of 360 hours of annual leave. (Reference State Policy 4.5.2p4.)

**Personal Leave**

Employees who have accumulated more than 120 hours (15 days) of sick leave may convert up to 24 hours of sick leave to personal leave each year, usually in December. Personal leave is converted and used during the calendar year, from January to December. Any personal leave not used by December 31 will lapse. Requests for personal leave must be submitted on an official leave form at least two weeks in advance. (Reference State Policy 4.5.2p4.)

**College Travel/Institutional Business Leave**

When an employee must travel for college business or in-service, a *Institutional Business Leave Request Form* should be completed as soon as possible. If the meeting is in another state, an out-of-state leave form must also be completed.

**Jury Duty**

All employees will be allowed leave without loss of pay and without deduction of any amount of compensation for the purpose of attendance at any court as a juror, or when ordered to attend a judicial proceeding, unless they are litigants, defendants, or other principal parties or have any other personal or familial interest in the proceedings. As soon as the official notice is received, the employee should attach a copy of the notice to a leave request form and have it approved by his/her supervisor and Vice President. (State Policy 4.5.2p3.)

**Military Leave**

Employees who are required to report for active military duty must request military leave and give as much advanced notice as possible. A leave request form and a copy of the military orders must be included in the employee’s official personnel file. (State Policy 4.5.2p6.)
Employee Compensation and Benefits

Compensation Information
Employees are paid on the last working day of the month. Salaried employees are paid for the current month. Hourly employees are paid a month lag. Therefore, an hourly employee must work a month and will be paid the next month for hours worked the prior month.

**Hourly employees will not receive a paycheck during the month of July (due to fiscal year end close).**

All paychecks are direct deposited into your financial account. Please note that your first paycheck and the first paycheck following any changes made to your direct deposit account will result in a paper paycheck. Payroll checks can be picked up from Human Resources.

Direct Deposit
As a condition of employment, all Augusta Technical College employees must elect direct deposit as their method of payment. Deposit of pay may be made to a checking or savings account. Employee must have a personal checking or savings account in a bank participating in the Federal Reserve System program. Certain paychecks will not be automatically deposited and will be available for pick up on the last working day of the month. These checks include the:

1) first check following enrollment
2) first check following a change, such as a change in banks
3) last check upon termination of employment
4) any check that is not produced at least 3 regular work days prior to the pay date (Reference State Policy 4.9.8p.)

The employee’s responsibility to ensure the Human Resources Department has your correct direct deposit information on file. If your financial institution changes, you must notify Human Resources immediately. Failure to notify Human Resources may result in your pay being delayed. Questions regarding direct deposit requirements should be directed to the Human Resources Office.

Employee Self Service
Register for Employee Self Service (ESS), ESS allows access to view your paychecks, view leave balances, update your personal information such as address, phone number, W-4, G-4, and direct deposit, and order W-2’s when necessary. You can access this website by using the following link [https://route88.state.ga.us](https://route88.state.ga.us)

To navigate to the State’s Employee Self Service logon page, make sure your pop-up blocker is turned off.

- Enter your User ID (your Employee ID Number).
- Your initial Password is your Social Security Number without dashes. Follow the prompts and criteria to set up your password for future use. On the TeamWorks Menu, select Self Service

Insurance
All full-time employees are eligible to participate in the flexible benefit program available through the State of Georgia flexible benefits programs. The programs may include legal, dental, life, disability, and vision insurance; deferred compensation programs and so-called flexible spending accounts that permit certain health related and child care expenses to be paid by employees out of pre-tax dollars.
Insurance coverage through the flexible benefits program can be changed only once a year unless extenuating circumstances arise. Information concerning coverage and claims are available in the Human Resources.

Employee Retirement

As a condition of employment, all full-time and part-time employees must become members of a retirement system. As provided in O.C.G.A. §20-4-25, an employee’s decision to elect membership in TRS or ERS is irrevocable during the tenure of his/her employment with the Technical College System of Georgia, a technical college, or any other associated TCSG work unit. (Reference State Policy 4.9.1)

All individuals appointed to a temporary, part-time, hourly-paid position as well as adjunct faculty must, as a condition of employment, become a member of the Georgia Defined Contribution Plan unless exempted by law and/or Employees’ Retirement System of Georgia plan guidelines.

With limited exceptions, all individuals appointed to a salaried, benefits-eligible position shall, as a condition of employment, elect membership in either the Teachers Retirement System of Georgia (TRS) or the Employees’ Retirement System of Georgia (ERS). NOTE: membership in TRS or ERS is governed by eligibility requirements outlined in state law and in accompanying TRS and ERS plan guidelines.

An employee who encumbers a TRS non-covered position (e.g., a non-supervisory custodial, maintenance, or food service position) is ineligible for membership in the Teachers Retirement System; therefore, the employee shall become a member of the Employees’ Retirement System if otherwise eligible.

Information on retirement benefits is available in Human Resources. Employees may also contact their retirement system for information. If a member ceases to be employed, the amount contributed to the system may be withdrawn or left in the system to accrue benefits subject to the system rules. (Reference State Policy 4.9.1)
### Employee Benefits

| Employees Retirement System of Georgia | [www.ers.ga.gov](http://www.ers.ga.gov) | 404-350-6300 or 1-800-805-4609 |
| Teachers Retirement System of Georgia | [www.trs.ga.gov](http://www.trs.ga.gov) | 404-352-6500 or 800-352-0650 |
| Flexible Benefits | [GaBreeze.ga.gov](http://GaBreeze.ga.gov) | 877-342-7339 Toll-free, Monday – Friday 8:00 am – 5:00 pm EST |
| State Health Benefit Plan | [https://myshbpga.adp.com/shbp/](https://myshbpga.adp.com/shbp/) | 800-610-1863 |
| Path2College | [www.path2college529.com](http://www.path2college529.com) | |
| PeachCare for Kids | [dch.georgia.gov/peachcare-kids](http://dch.georgia.gov/peachcare-kids) | 877-427-3224 |

### Workers’ Compensation

All employees of the College are covered under the worker’s compensation laws of the State of Georgia. Employees injured on the job who go to a physician other than the physicians on the Workers’ Compensation Board will be required to pay their own medical expenses. Employees who need emergency treatment should go to the emergency room of the hospital of their choice; however, follow-up treatment must be performed by one of the approved workers’ compensation physicians.

Employees will be given the option of choosing one of the following methods of compensation of benefits during absence from work as a result of a job-related injury: Workers’ compensation benefits only, or full salary, but charged each day absence against accumulated sick leave. Once sick leave benefits expire, workers’ compensation benefits will begin. (Reference State Policy 4.9.9.)

### Employee Assistance Program (EAP)

Augusta Technical College and the Technical College System of Georgia (TCSG) believe the health and wellbeing of all our employees is of critical importance. The State of Georgia has contracted with Espyr, an independent firm, to provide employee assistance services for full-time employees, and their immediate families.

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP
counselors are licensed mental health professionals, and all have a master's degree or doctorate in their field of expertise.

The EAP program is free, confidential, and accessible 24/7, with your right to privacy protected within the bounds of the law. Espyr will not disclose who uses the Employee Assistance Program. To take advantage of the EAP, contact Espyr by calling 855-584-3588 or you may securely request services from the website at www.espyr.com. Enter SOG2015 in the Employee Portal as your password.

Continuing Education
Employees who wish to continue their education at the College during normal work hours should follow the steps below:

1) Submit a letter with detailed course information to their immediate supervisor for approval.

2) The request, once approved by the immediate supervisor, should be forwarded to the appropriate Vice President and President for approval.

3) The request must be approved by the Vice President and President at least six weeks prior to the beginning of the semester the employee wishes to enter.

4) Once approvals have been received, the employee must meet with their immediate supervisor to arrange their schedule for the semester.

Employees are encouraged to register for evening or weekend classes if possible. This will eliminate, in most cases, the need to rearrange work hours.

Tuition will be exempt for an employee who has been approved to take Augusta Technical College coursework which is job related, whether during or outside of regular work hours; however, if an employee is eligible for financial aid, tuition will not be waived. Employees, who take coursework outside their regular work hours, and request to have their tuition waived, must have approval from their immediate supervisor, appropriate Vice President, and the President that the coursework is job related.

College Practices
College Meetings
The President will usually call a staff and faculty meeting once a semester. Faculty and staff are strongly urged to attend, however, no classes should be canceled or offices left unattended unless a mandatory meeting is called. Other staff and faculty meetings may be announced as needed.

Committees
Faculty and staff members may be asked to serve on committees. These committees will serve to gather information, solve problems, or develop standards of operation.

Motor Vehicle Use Program
Augusta Technical College employees may have work assignments that involve driving a vehicle to accomplish state business. The College maintains a fleet of vehicles, rents vehicles, and authorizes the use of personally owned vehicles to support these assignments. Vehicles can be reserved by completing a Request for Use of State Vehicle Form in the Forms and Documents Repository on the Augusta
Technical College website and forwarding it to the Business Office for approval. Employees must ensure that all of the conditions stated on the form are understood before signing and submitting the request. Vehicle availability can be determined by contacting Elaine Keller, Assets/Facilities Manager, at 706-771-4039.

The use of rental and personally owned vehicles will be authorized in accordance with State Accounting Office Guidelines. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, Augusta Technical College requires that all employees comply with the procedures outlined in this policy while driving on state business in a state vehicle, rental vehicle or personal vehicle. Additional information on this topic can be found in the Augusta Technical College’s Policies and Procedures Manual.

Augusta Technical College employees may have work assignments that involve driving a vehicle to accomplish state business. The College maintains a fleet of vehicles, rents vehicles, and authorizes the use of personally owned vehicles to support these assignments. Vehicles can be reserved by completing a Request for Use of State Vehicle Form in the Forms and Documents Repository and forwarding it to the Business Office for approval. Employees must ensure that all of the conditions stated on the form are understood before signing and submitting the request.

The use of rental and personally owned vehicles will be authorized in accordance with State Accounting Office Guidelines. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, Augusta Technical College requires that all employees comply with the procedures outlined in this policy while driving on state business in a state vehicle, rental vehicle or personal vehicle.

Purchasing
Employees should refer to their direct supervisor for current purchasing policies.

SECURITY AND SAFETY

Emergency Contacts/Campus Security
In the event of an emergency, employees should dial 911 from a cell phone or 9 then 911 from a campus phone. Augusta Technical College is patrolled by county or state uniformed officers. Call one of the following numbers to contact campus police:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augusta</td>
<td>706-771-4021</td>
</tr>
<tr>
<td>Thomson</td>
<td>706-595-0166</td>
</tr>
<tr>
<td>Waynesboro</td>
<td>706-437-6801</td>
</tr>
<tr>
<td>Grovetown</td>
<td>706-651-7368</td>
</tr>
</tbody>
</table>

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the college community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the College’s pursuit of its educational objectives.

Augusta Technical College has established a campus police department with full-time and part-time police officers. The Augusta Technical College Police Department is POST recognized, and the campus officers have the legal authority to make arrests and issue summons.
Uniformed officers provide police protection for safety and protection. Questions, problems, or special needs, should be directed to the Vice President Administrative Services. Faculty and staff are expected to provide assistance and cooperation to the officers. Faculty, staff, and adjunct faculty should have their college identification card visible and available for verification at all times.

Faculty and staff shall not interfere with the special duty officers in the performance of their duties. If there is a concern regarding enforcement of rules, the Vice President Administrative Services should be contacted.

Statistics concerning the occurrence on campus of criminal offenses reported by special duty officers will be published annually in September. This information is available in the Library, the Business Office, and on the College web page.

Tobacco Use
Augusta Technical College is a smoke-free environment; therefore, there shall be no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) on campus.

Alcohol, Drugs, and Narcotics
The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on State of Georgia property or at College sponsored events.

Weapons on Campus
Augusta Technical College is designated as a school safety zone. This means that weapon possession is restricted by GA law. The text of the law (O.C.G.A. 16-11-127.1) is listed below:

16-11-127.1. Carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school

(a) As used in this Code section, the term:

(1) "Bus or other transportation furnished by a school" means a bus or other transportation furnished by a public or private elementary or secondary school.

(2) "School function" means a school function or related activity that occurs outside of a school safety zone and is for a public or private elementary or secondary school.

(3) "School safety zone" means in or on any real property or building owned by or leased to:

(A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and

(B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

(4) "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from
metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

(b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Except as provided for in paragraph (20) of subsection (c) of this Code section, any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than $10,000.00, by imprisonment for not less than two nor more than ten years, or both.

(3) Any person convicted of a violation of this subsection involving a dangerous weapon or machine gun, as such terms are defined in Code Section 16-11-121, shall be punished by a fine of not more than $10,000.00 or by imprisonment for a period of not less than five nor more than ten years, or both.

(4) A child who violates this subsection may be subject to the provisions of Code Section 15-11-601.

(c) The provisions of this Code section shall not apply to:

(1) Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;

(2) Participants in organized sport shooting events or firearm training courses;

(3) Persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;

(4) Persons participating in law enforcement training conducted by a police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;

(5) The following persons, when acting in the performance of their official duties or when en route to or from their official duties:

(A) A peace officer as defined by Code Section 35-8-2;

(B) A law enforcement officer of the United States government;
(C) A prosecuting attorney of this state or of the United States;

(D) An employee of the Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such department or correctional agency or facility to carry a firearm;

(E) An employee of the Department of Community Supervision who is authorized by the commissioner of community supervision to carry a firearm;

(F) A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20; and

(G) Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof; provided, however, that this Code section shall not apply to any extent to persons who are provided for under Code Section 16-11-130;

(6) A person who has been authorized in writing by a duly authorized official of a public or private elementary or secondary school or a public or private technical school, vocational school, college, university, or other institution of postsecondary education or a local board of education as provided in Code Section 16-11-130.1 to have in such person's possession or use within a school safety zone, at a school function, or on a bus or other transportation furnished by a school a weapon which would otherwise be prohibited by this Code section. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid;

(7) A person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10, when such person carries or picks up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school or a person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10 when he or she has any weapon legally kept within a vehicle when such vehicle is parked within a school safety zone or is in transit through a designated school safety zone;

(8) A weapon possessed by a license holder which is under the possessor's control in a motor vehicle or which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school, or when such vehicle is used to transport someone to an activity being conducted within a school safety zone which has been authorized by a duly authorized official or local board of education as provided by paragraph (6) of this subsection; provided, however, that this exception shall not apply to a student attending a public or private elementary or secondary school;

(9) Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;

(10) Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon;

Community supervision officers employed by and under the authority of the Department of Community Supervision when specifically designated and authorized in writing by the commissioner of community supervision;

Public safety directors of municipal corporations;

State and federal trial and appellate judges;

United States attorneys and assistant United States attorneys;

Clerks of the superior courts;

Teachers and other personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle;

Constables of any county of this state;

Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person's control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term "electroshock weapon" means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or taser as defined in subsection (a) of Code Section 16-11-106; or

Any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided, however, that such exception shall:

Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;

Not apply to any preschool or childcare space located within such buildings or real property;

Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Code Section 20-4-37;

Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Code Section 20-2-161.3;
(v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;

(vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16-11-129; and

(vii) Only apply to the carrying of handguns which are concealed.

(B) Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this paragraph shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of $25.00 and not be sentenced to serve any term of confinement.

(C) As used in this paragraph, the term:

(i) "Concealed" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

(ii) "Preschool or childcare space" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20.

(d) (1) This Code section shall not prohibit any person who resides or works in a business or is in the ordinary course transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, that it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property or a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code section.

(e) It shall be no defense to a prosecution for a violation of this Code section that:

(1) School was or was not in session at the time of the offense;

(2) The real property was being used for other purposes besides school purposes at the time of the offense; or

(3) The offense took place on a bus or other transportation furnished by a school.
(f) In a prosecution under this Code section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area of the real property of a school board or a private or public elementary or secondary school that is used for school purposes or the area of any public or private technical school, vocational school, college, university, or other institution of postsecondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county. This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.

(g) A county school board may adopt regulations requiring the posting of signs designating the areas of school boards and private or public elementary and secondary schools as "Weapon-free and Violence-free School Safety Zones."

(h) Nothing in this Code section shall in any way operate or be construed to affect, repeal, or limit the exemptions provided for under Code Section 16-11-130.

If you know of anyone who is in violation of this law while on campus please let the campus Police Department know immediately.

For more information on the GA Campus Carry Law, visit https://www.augustatech.edu/about-us/campus-carry.cms

Blood and Air Borne Pathogens
The Exposure Control Plan for Augusta Technical College is designed to provide the faculty and students with recognition of task, procedures, and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing the risks in the performance of their instructional duties or activities.

Employees or students who engage in tasks or activities which are designated as Category I or II (as outlined in the Exposure Control Plan), as well as their occupational area, are considered to be “covered” by the parameters of the ECP, including part-time, temporary, contract and per-diem employees.

All covered employees and covered students will receive an explanation of this ECP during their initial training or academic experience, as well as a review on an annual basis. All covered employees and covered students can review this ECP at any time while performing these tasks or activities by contacting the Exposure Control Coordinator, Dr. Kristie Searcy, at 706-771-4160. If requested, a hard copy of this ECP will be provided free of charge within three business days of request.
Hazardous Materials
The Hazardous Chemicals Communications Coordinator, Chief Mike Anchor, can be contacted at (706) 771-4021. The Coordinator is responsible for preparing, implementing, and monitoring the hazard communication plan; provide training in the area of hazardous chemicals for all employees on an annual basis; and maintaining a master log of all training activities for three years. This plan and training are to safeguard the health and safety of the employees when working in contact with or in proximity to hazardous chemicals.

FACULTY INSTRUCTIONAL DUTIES

Semester and Academic Calendar
The educational programs of Augusta Technical College shall operate on an annual semester calendar, which will consist of three semesters (Fall, Spring, and Summer). Associate degree, diploma, and technical certificate of credit programs are offered beginning in August (Fall Term), January (Spring Term), and May (Summer Term). Fall and Spring terms consist of 75 class days or the equivalent. Summer term consists of 50 class days or the equivalent. The College Academic Calendars are published on the Augusta Technical College website.

The Augusta Technical College Operations Calendar and Academic Calendars are available in the Forms and Documents Repository on the Augusta Technical College website.

Office Hours
Faculty are required to be available to students during non-instructional hours (office/planning) for student academic advisement and/or counseling unless conducting approved business away from their office area.

Instructors must post office hours on their office doors before the start of each term. If the office door is inside a lab or classroom, the office hours should also be posted outside the classroom or lab, visible to students.

Syllabus
The syllabus will contain the course number and title; course description (include hours, credits, pre- or co-requisites); course CRN; class location (omit for online); class time (omit for online); contact information (instructor name, phone number, email, office hours); competencies and student learning outcomes; textbooks, supplies, or tools; evaluation and grading procedures, college grading matrix; work ethics; attendance policy (varies for online and hybrid); make-up policy (optional); course outline and assignments; disabilities and counseling policy; statement on career services; warranty statement; honesty pledge; and EOE statement. Syllabi templates are available from the Deans. A syllabus must be given to all students in a class on the first day of the course.

The syllabus, including the grading system, should not be altered during the term. It is a contract by which the students and instructor must abide. If the syllabus must be changed, the change must be given in writing to students with an explanation of why the change had to occur. All faculty teaching the same course, including online and hybrid courses, should utilize the same syllabus, textbook, and grading system; exceptions must be approved by the Dean.
Classroom and Labs
The instructor is responsible to prepare the classroom or lab before a class begins. All seating arrangements, preparation for audiovisuas or multimedia presentations, and copies of handouts or tests should be completed prior to the class starting time.

Class Rosters
Course Rosters are available through SmartWeb. If an instructor does not have a SmartWeb username and password, he/she should contact the Dean or supervisor. To create a class roster, instructors will log-in to SmartWeb, select the Banner Web Tab, then select Faculty, Summary Class List, and the correct term. At this point, a pull-down menu will appear with all your classes listed.

Course rosters list all students in a course who have registered for the course. Instructors must use up-to-date rosters when checking attendance and enrollment. Because there is a drop-add period at the beginning of the each semester which allows students to add or drop classes without faculty signatures, it is mandatory that instructors check rosters at least once a day during this drop-add period to be aware of changes to class rosters. The instructor should validate the most up-to-date roster available in SmartWeb; any students not appearing on the roster should be sent to the admissions office after class.

First Day of Class - Lecture and Web Enhanced Classes
Instructors are required to maintain accurate attendance/course participation records beginning with the first day of the semester. Attendance/course participation records are the basis on which “census reports” are completed.

At the beginning of each semester, an email will be sent to all faculty from the Office of Student Records which includes specific instructions and dates for completing census reports throughout the semester (No-Shows, Withdrawals, etc.). It is mandatory that faculty follow the directives outlined in the email for completing these census reports.

The syllabus for a class should be duplicated and ready for distribution on the first day. Sometimes preliminary testing or performance evaluations for base-line information are completed on the first day of class.

First Day of Class - Online and Hybrid Courses Policies
Online courses must be ready for students to access the first day of the semester. The course syllabus and assignment calendar need to be posted as well as instructions on how to begin and navigate the online course. An assignment must be posted for the first week of class to document student participation. For online classes, students’ academic submission within the first week of the semester constitutes attendance.

Following that, participation is based on a weekly assignment submission. Documentation of student participation is necessary for the completion of census reports required throughout the term.

Online courses must be ready for students to access the first day of the semester. The instructor should meet the first scheduled day of a hybrid class to review syllabi and give a course orientation. Instructors should also give a Learning Management System (LMS) orientation since some students will be new to an LMS environment. During that first class meeting, it will be important to stress the requirements of completing assignments in a hybrid course. Students will be assigned work each week which will be equivalent to the hours posted as online for that course. The syllabus and course assignment calendar need to be posted online indicating which assignments will be due online and which will be covered in
class. The student must participate online and attend class in order to be successful in the course. Hybrid attendance policies are set by the departments.

Prior to the first day of the semester, hybrid and online course self-review forms must be completed by the instructor, submitted, and approved by the Distance Education Department.

Student Attendance Policy
Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first seven calendar days of each semester. Monitoring attendance beyond the seventh (7th) day is at the instructor’s discretion.

Students are expected to be punctual and attend all classes for which they are registered. Course participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and maintaining contact with their instructor. Logging into the online class does not establish student enrollment and participation in the course.

Academic Standards
Faculty shall develop and implement systems for evaluation of students. Evaluation of students is based on tests, observations, records, interviews, homework, projects, and/or other competency-based evidence of student performance. There should be enough evaluation instruments, e.g. tests, performance checklists, papers, and other assignments, to adequately assess the mastery of the competencies by the students. These evaluation instruments should test the material covered in the class. Evaluation instruments should be fair and valid. Grades must be calculated based on the grading system listed on the course syllabus.

Faculty will allow students to review all tests and other evaluations and will give back evaluations to students in a reasonable time. Instructors will allow feedback and provide remedial or enrichment instruction. For documentation purposes, instructors should keep test papers, projects, etc., for two subsequent semesters after the final grade is submitted.

Final Grade Roster and Final Grades
During the week of final week of classes, full-time and adjunct instructors will receive an email from the Office of Student Records with specific instructions for entering Final Grades.

Instructors will enter final grades into SmartWeb. To enter grades, instructors will log-in to SmartWeb, select the Banner Web Tab, then select Faculty, Final Grades, and the correct term. Utilizing a pull-down menu, the correct grade will be entered for each student in a class. Grades for credit courses should be recorded based on the grading system listed below.

Instructors must proofread final grade rosters carefully before submitting.
### Grading System for Academic Grades

#### Program Courses

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>0-59</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>Not Computed</td>
</tr>
<tr>
<td>AC</td>
<td>Articulated Credit</td>
<td>Not Computed</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not Computed</td>
</tr>
<tr>
<td>EX</td>
<td>Exempted/Credit by Exam</td>
<td>Not Computed</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Passing</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

#### Learning Support Courses

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>90-100</td>
<td>0</td>
</tr>
<tr>
<td>B*</td>
<td>80-89</td>
<td>0</td>
</tr>
<tr>
<td>C*</td>
<td>70-79</td>
<td>0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69</td>
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<tr>
<td>F*</td>
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</tr>
<tr>
<td>WF*</td>
<td>0-59</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>AU</td>
<td>Audit/Warrant</td>
<td>Not Computed</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
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</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Passing</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

### Work Ethics Teaching and Grades

Full-time and adjunct faculty are required to teach work ethics in occupational courses. Work Ethics forms are available in the Forms and Documents Repository on the Augusta Technical College website. Students will also receive a work ethics grade at midterm and before final exams each semester. The grades will range from 0 to 3. These grades will not affect the academic grade point average. This grade will be printed on the Student Progress Reports and Transcripts. These grades are designed to evaluate and encourage good work habits. The instructor should review the midterm and final work ethics grades with students.

#### WORK ETHICS GRADE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>2</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>1</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>0</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

(A Work Ethics Evaluation Form is available in the Forms and Documents Repository on the Augusta Technical College website)
Code of Conduct
All students attending Augusta Technical College must abide by the Student Code of Conduct listed in the Student Handbook and Wellness Guide. Students violating the code of conduct are subject to disciplinary procedures including dismissal from a class, suspension, or expulsion. Faculty members witnessing a student violating the code of conduct should report the incident immediately to the Vice President for Student Affairs, Campus Security, or their supervisor.

Food and Drinks
Faculty should not allow students to eat or drink in any area of a building other than a snack bar, cafeteria, or designated areas.

Student Advisement
One of the most effective ways of retaining students (or preventing drop out) is effective student advising. The advisor is usually one of the faculty members in the program of study. As soon as possible, even before the students enter the first term at the College, the advisor should contact the students and orient them to their chosen program, either individually or as a group.

As the first term is the most common time for students to drop out, the advisor should maintain contact with the students during the first few weeks of the first semester and, if needed, assist the students with the adjustment of attending school.

Faculty will use TCSG’s Early Alert Management System (TEAMS) when a student begins to have problems with grades and attendance or problems outside of school with family or work. This collaborative web-based early intervention referral process is designed to identify and sustain students who may be at risk of withdrawing or failing. The goal of TEAMS is to timely recognize and intervene on recurring attrition concerns and, in turn, enhance academic performance, retention, and on-time degree completion at our college. TEAMS training is required for all full-time faculty. Contact Shanan Glenn, Student Navigator, at 706-771-4199 or sglenn@augustatech.edu for questions concerning TEAMS or for training.

Students will be advised each term and assisted in registering for the next term’s classes. The advisor should also act as an advocate for students in helping them through financial aid, graduation, employment, and other processes.

FERPA
The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. Instructors/advisors should become familiar with FERPA guidelines. A FERPA Consent Form is available in the Forms and Documents Repository on the Augusta Technical College website.

Faculty Load
Faculty perform instructional duties in a variety of delivery modes (e.g. lecture, hybrid, online, web enhanced, labs, clinical, and practicums) and other related duties depending on the needs of the College within the 40-hour work week. For non-lab General Education, a teaching load is 18 to 21 credit hours per semester in instruction; this workload will equate to a typical teaching load of 42 credit hours for fall
Forms and Documents Repository on the Augusta Technical College website and spring semesters. For all other faculty (e.g. Health, Science, Business, Technical, and Personal Services), a teaching load is 25 to 28 contact hours per week in instruction; this workload will equate to a typical teaching load of 56 contact hours for fall and spring semesters. Summer semester loads may be reduced to 15 to 18 credit hours for non-lab General Education or 21 to 25 contact hours for all other faculty. As determined by supervisors, summer assignments will be distributed to ensure that faculty maintain the 40-hour work week.

Deans have the responsibility of managing and assigning faculty loads. Faculty loads may vary depending on budget, instruction type, course enrollment, number of preparations, other assigned duties, or circumstances affecting the course, program, or College. For example, faculty loads may be reduced due to extra duties such as serving on accreditation committees, developing courses, or completing a project agreed upon by the supervisor. If enrollment of a course (or courses) assigned to an instructor is fewer than 10 students, faculty load may be increased. If a situation exists where it would be impossible to provide a faculty load at the designated levels above, the faculty supervisor, with approval from the Vice President for Academic Affairs, may assign appropriate duties to fulfill the faculty's 40-hour work week, which may include course instruction at other campus locations.

Faculty may be assigned to teach individualized or distance learning classes. Although classes are not scheduled during a specific time, online courses are given the same consideration as traditional sections in calculation of instructional load if online course enrollment is adequate (i.e., student enrollment of 10 or above).

All faculty non-instructional hours will be devoted to planning, professional development, curriculum development, student advisement, course preparation, professional development, faculty meetings, accreditation, or other institutional business. Faculty are required to be available to students during non-instructional hours (office/planning) for student academic advisement and/or counseling unless conducting approved business away from their office area.

In order to adequately manage the resources of the College to meet the needs of students and programs, courses taught may be assigned during the day, evening, and/or weekend at any of the College’s campuses or other off-campus locations. A maximum of two Letter of Appointment agreements (up to 10 contact hours) per semester may be allowed for full-time faculty. The Vice President for Academic Affairs shall have the right to amend a teaching schedule.

Adjunct Faculty Workload Procedure
As part of the Technical College System of Georgia (TCSG), the College adheres to TCSG Procedure 4.1.8p. for adjunct faculty and part time instructional staff workload. Adjunct faculty and part time instructional staff may not work more than twenty-nine (29) contact hours or Work Load Units (WLUs) per week. Should an unforeseen staffing shortage occur during the semester, an employee may work 30 workload units/hours or more per week with prior written approval from the college president, provided the average workload units/hours are less than 30 per week during the annual measurement period. This exception may only occur one semester per measurement period per employee. Hours worked will be determined based on the established equivalency formula for the type of class scheduled according to the following categories:

a.  Lecture classes: for these courses one contact hours equals 2.25 WLUs.

b. Clinical, internship, and practicum courses which are primarily associated with health programs but also in some technical programs: these courses require no preparatory time; therefore, one contact hour equals one WLU.
c. Lab 2 classes, Lab 3 classes, any course that is considered individualized instruction: for these courses one contact hour equals one WLUs.
d. Adult Education classes: preparatory time for these courses will be included in hours worked recorded on time sheet records.
e. Continuing Education classes: preparatory time for non-credit courses will be recorded on time sheet records;

NOTE: For any continuing education course taught by adjunct faculty, the preparatory hours will be recorded on time sheet records. These hours will be combined with any workload units/hours worked for credit classes in order to determine health insurance eligibility under the Affordable Care Act

Laboratory Management
Faculty of each program that incorporates laboratory work into its curriculum will develop and implement a written laboratory management process that will be disseminated to program students and faculty as necessary. Written laboratory management plans should reflect institutional policies regarding safety, liability, and laboratory operation.

The laboratory management plan should be consistent with the relevant program-specific standard guidelines for laboratory management; the goals and objectives of the program; and the instructional usefulness of student laboratory experiences. Laboratory management plans should also be designed to meet student needs in learning program competencies and to comply with stressed safety practices. In addition, laboratory management plans should require that safety instruction precede laboratory instruction and should establish required safety tests.

Laboratory management plans should be developed using input from program faculty, advisory committee members, and, when possible, students. All laboratory management plans should be evaluated annually and revised, as needed.

Field Trips
Field Trips can be an important component of a student's educational experience, and the use of such out-of-classroom experiences by Augusta Technical College is encouraged when appropriate. Field trips must be program/course-related or club/organization-related. Students will not be required to participate in field trips. An alternate plan related to the curriculum must be developed for credit students not attending the planned field trip.

Absent extraordinary circumstances, no personal vehicles shall be used by any department personnel for the transporting of students on field trips. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

Field trip transportation offered by Augusta Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards.

Field trip participants are expected to conduct themselves in conformance with policies established by Augusta Technical College and the directives of any applicable faculty/staff or club sponsors or other applicable college-approved and designated supervisor attending the activity.

Field trips do not include clinical, internship, observation, or apprenticeship, or cooperative experiences, which are assigned as a part of the program course curriculum.
Augusta Technical College ensures that all field trips participants are insured against risks of accidents in an amount to be determined.

**Field Trip Procedure:**

1. A separate Field Trip Request form for each field trip must be submitted and approved two weeks prior to the day(s) the field trip will occur. For academic/course-related field trips, the Academic Dean and the Vice President for Academic Affairs or appropriate Vice President must approve the field trip. For student clubs/organizations and activities (i.e. GOAL, Skills USA), the Director of Student Activities and the Vice President for Student Affairs must approve the field trip. A Leave Request Form, along with an Out-Of-State Travel Request, if applicable, must be submitted with the Field Trip Form.

2. Each field trip participant must complete an Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization Form. These forms must be attached to the Field Trip Request Form.

3. The faculty/staff member will need to contact the Business Office to obtain a state vehicle if possible.

4. If a state vehicle is not available, the faculty/staff member must submit a requisition for a vehicle rental that will meet the field trip transportation needs.

5. In case of emergency during hours 8:00 a.m.-4:30 p.m., please contact the Vice President of Administrative Services at (706) 771-4840. Emergency contact telephone numbers of the Dean/Director of Student Activities and Vice President of Administrative Services during evening hours and information concerning emergency care will be provided to Augusta Technical College faculty member(s) by their Dean (or appropriate faculty/staff member) before the participants’ departure.

**FACULTY ADMINISTRATIVE DUTIES**

**Department Heads**

Each program or program cluster has a Department Head responsible for communication and organization of the department. The Department Head manages departmental budget and expenditures. The Department Head may provide information to the supervising dean/coordinator/director for instructor evaluations, equipment needs, and staff development activities. The Department Head, as designated by the dean, may also assist in the development of the annual plans, instructor guidebooks, final exams, and instructional technology. The Department Head may also prepare the term schedule of classes, assign instructors to classes, and assist in accreditation and PAR visits. The dean may also assign other duties to Department Heads. Some Department Heads are designated as Chairs, due to the large size of their departments.

**Advisory Committees**

Each program will have an Advisory Committee that meets two times each year. The Advisory Committee provides expert support for the each program area and will be made up of representatives from business and industry, employers, former graduates of the program, and representatives from similar programs in high schools and universities. There should be representation from all five counties.
in the Augusta Technical College service area, if possible. The program faculty and Dean will be ex-officio members.

An agenda for the Advisory Committee meeting will be sent to the members prior to the meetings. Minutes will be kept of each meeting and distributed to the members prior to the next meeting. An annual roster of the advisory committee will also be kept on file. The chairperson must be an official of the committee; however, the recorder may be an ex-officio member.

Each year, the Advisory Committee will develop a Program of Work, which outlines the goals and activities that the advisory committee hopes to accomplish during the year. The minutes will reflect progress toward the Program of Work. Copies of the meeting minutes and the Program of Work will be promptly forwarded to the Dean.

Reimbursement for Advisory Committee meetings costs should not exceed $10 per person (tips and sales tax are not reimbursed).

State Consortia
There is an Instructional Faculty Consortium Committee (IFCC) for each program area. The full-time instructors from each college in the consortium should attend IFCC meetings. Each represented college will have one vote in an IFCC meeting. Additional information, e.g. meeting dates and proposed agendas, on this topic can be found on the State KMS website.

State Standards and Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs
The Technical College System of Georgia curriculum programs are standardized based on business and industry requirements across the state. Standards are designed to prepare students for careers in specific professions. The student learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

State standards are available at the associate degree, diploma, and technical certificate of credit levels and can be found on the TCSG website. Information on the structure/creation of associate degree, diploma, and technical certificate of credit programs can be found in the Augusta Technical College’s Policies and Procedures Manual.

Augusta Technical College Warranty for Degree, Diploma, and Technical Certificate of Credit Graduates
The TCSG has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each program of study and allow Augusta Technical College to offer its business partners the following guarantee.

As a demonstration of our confidence in the quality of our technical college programs, the Technical College System of Georgia (TCSG) warrants every graduate of our technical college programs offering a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide.
Faculty Advisory Council

The College has a Faculty Advisory Council to ensure the participation and jurisdiction of the faculty in academic affairs. Membership will be made up of full-time faculty of the College.

Purpose

In recognition of the wide collection of talent and experience available at the College in the form of its faculty, the purpose of the Faculty Advisory Council shall be:

- to provide a means whereby the faculty may effectively make contributions to the decision-making process of the College. The faculty will act in an advisory capacity to the president to facilitate planning and the implementation, assessment, and evaluation of programs and services to the College. Council members will also act in a review capacity for new program proposals and changes to current programs.

The Council will serve to increase the effectiveness of planning, research, problem solving, and decision-making processes through a participatory, pro-active approach. Aligned with the mission of the College, the Council will provide for communication between faculty and administration to promote offering quality educational programs and services for students.

Refer to Augusta Technical College’s Policies and Procedures Manual concerning the Faculty Advisory Council.

Course Resource Repository

A resource repository will be developed and maintained for each course taught at the College. The Department Heads/Chairs will ensure each Course Resource Repository contains an up-to-date copy of the state standard course guide; a syllabus; student handouts/assignments sheets, electronic links, etc.; lesson plans or flowcharts; assessment instruments; remediation and enrichment material; and a
recommended list of audiovisuals, software, multimedia tools, or other technology resources.

Intellectual Property
In order for the College to utilize to the best and full extent all works produced for it and all works provided for its use, students, faculty, and staff producing or providing work for the College warrants that such works:
- do not violate any law;
- do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and,
- do not libel, defame, or invade the privacy of any person or firm.

Additional information on this topic can be found in the Augusta Technical College’s Policies and Procedures Manual.

Student Instructor Evaluations
Students evaluate courses and instructors during the last two weeks of the term using the CampusLabs anonymous online evaluation process. All consolidated evaluation reports are available for review by the instructor, designated supervisor, Vice President for Academic Affairs, and the President. The instructor’s supervisor may require the faculty member to sign an evaluation summary to be included in the faculty’s yearly evaluation process. If a pattern of concern occurs with an instructor related to evaluations, the designated supervisor will schedule a conference with the instructor. If no resolution is determined, the designated supervisor will inform the Vice President for Academic Affairs.

Distance Education Instructors
All faculty members teaching or developing distance education courses must meet the same criteria for academic and professional preparation as those instructors teaching courses delivered in traditional formats. Any faculty member teaching an online, hybrid, or web-enhanced class must complete basic Learning Management System (LMS) training and other training courses as appropriate. In some instances, third party vendor certifications may be required as well as the appropriate academic credential. All instructors are required to provide students with contact information and this information should be located on the course syllabus.

For more information concerning distance education and/or training, refer to the Distance Education Manual in the Forms and Documents Repository on the Augusta Technical College website.

Institutional Effectiveness
The College utilizes an institutional effectiveness system in which systematic evaluation, planning, and budgeting is completed by each instructional program and administrative and educational support unit. This system includes developing an annual Institutional Effectiveness (IE) Plan and completing the annual TCSG Performance Accountability System (PAS).

Annual Institutional Effectiveness Plan
Each instructional program and administrative and educational support unit completes an annual IE Assessment Plan. Each plan is based upon the College mission and goals. The annual IE Assessment Plans are used as indicators for measuring whether the College is fulfilling its mission and goals and providing adequate services to students and the community.
Performance Accountability System (PAS)
TCSG requires the College to annually measure performance and plan for continuous quality improvement by completing the PAS. Each division and department completes a PAS evaluation, planning, and budgeting document every year.

In-House Evaluation
To self-monitor the instructional division’s adherence to the TCSG state standards, every three years an in-house evaluation may be performed for identified instructional programs. A team composed of the Vice President for Academic Affairs, Vice President for Student Affairs, the Senior Vice President for Institutional Effectiveness and Research, and the appropriate Dean evaluate each program in the safety, status of equipment, quality of instructional materials, and satisfaction of students.

Duplication
The Duplication Center is located in the 800 Building on the Augusta Campus. Reproduction requests should be sent through campus mail but may be dropped off during open hours. Instructors will need to complete a Duplication Request Form, attach it to the material to be copied, and send the form and original to the Duplication Center. An Access Code number is needed to complete the duplication request form and is available from the division secretary. A Duplication Request Form is available in the Forms and Documents Repository on the Augusta Technical College website.

A copy machine is located in or near the division’s Administrative Support Assistant’s office that can be used for orders of 15 copies or less. Larger orders should be sent to the duplication center for reproduction.