



# AUGUSTA TECH

## EMPLOYEE HANDBOOK

A unit of the Technical College System of Georgia

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Revised March 2025

## **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 (SACSCOC) to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit. Questions about the accreditation of Augusta Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (<http://www.sacscoc.org>).

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**

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Augusta Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

For information on Title IX, contact: Shannon Patterson, Title IX Coordinator (employees), Augusta Campus-Building 100, 706-771-4013, [sbentley@augustatech.edu](mailto:sbentley@augustatech.edu); Amy Laughter, Title IX Coordinator (students), Augusta Building 1300, 706-771-4068, [amy.laughter@augustatech.edu](mailto:amy.laughter@augustatech.edu); or Campus Police at 706-771-4021. For information on ADA/504, contact Karissa D. Wright, ADA/504 Coordinator, 706-771-4067, [kdavis@augustatech.edu](mailto: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, Provost 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 Provost and Vice Presidents' Areas of Responsibility:

- The Provost is responsible for the planning, managing, and services (Information Technology Center), and assessment. The Provost is also responsible for Institutional Effectiveness and Research and 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.
- 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 Student Affairs (VPSA) is responsible for admissions, financial aid, records, military/veteran services, satellite operations, 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.

## **Vision, Mission Statement, Role and Scope, Core Values and Strategic Priorities**

### **Vision**

Augusta Technical College will be a nationally recognized academic institution that transforms lives, organizations, and communities through excellence, innovation, and partnerships.

### **Mission Statement**

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary academic institution that builds a skilled workforce and economically stronger communities through high-quality, innovative, and affordable career-advancing credentials.

### **Role and Scope Statement**

Augusta Technical College serves the constituents of the Central Savannah River Area (CSRA) by offering robust student support services and academic programs on campus and virtually through the delivery of associate degrees, diplomas, and technical certificates of credit. The College also provides on campus and virtual learning for adult education and workforce training (economic development) to foster individuals' lifelong learning pursuits and business growth within the CSRA region.

### **Core Values**

- Excellence
- Inclusiveness
- Innovation
- Integrity
- Responsibility

### **Strategic Priorities**

**Strategic Priority I - Student Success with an Equity Focus** Enhance academic programming to be recognized at the regional, state, and national levels for excellence.

**Strategic Priority II - Organizational Culture** Build organizational excellence through the growth and development of faculty, staff, and students.

**Strategic Priority III - Engaging Learning Environments** Build and modernize campuses, facilities, gathering spaces, grounds, technology, and infrastructure.

**Strategic Priority IV - Institutional Storytelling** Enhance institutional branding, messaging, and reputation via storytelling.

**Strategic Priority V - Community Engagement** Expand academic, community, and industry partnerships to support recruitment, development, and student placements.

## **Strategic Priorities and Tactics**

1. **Strategic Priority I** - Enhance academic programming to be recognized at the regional, state, and national levels for excellence.
  1. Improve completion rates for all students utilizing TCSG and national benchmark data.
  2. Develop innovative, market driven credit and non-credit programs of study.
  3. Develop a comprehensive, branded, nationally recognized transfer pathway program for students.

2. **Strategic Priority II** - Build organizational excellence through the growth and development of faculty, staff, and students.

1. Build a more diverse and equitable workforce.
2. Create strong professional development programs for faculty and staff.
3. Develop recognition and reward programs for faculty and staff.
4. Create a more engaging and inviting campus life experience for students.

3. **Strategic Priority III** - Build and modernize campuses, facilities, gathering spaces, grounds, technology, and infrastructure.

1. Develop a comprehensive and aspirational campus master plan.
2. Develop nationally recognized facilities while updating and modernizing current buildings, equipment, grounds, and entries across campuses.
3. Accelerate digital transformation to enhance culture, processes, and experiences.
4. Develop strategic themes and appropriate local programming for each satellite campus.

4. **Strategic Priority IV** - Enhance Institutional branding, messaging, and reputation via storytelling.

1. Embark on college rebrand and strategic marketing to influence perceptions.
2. Develop a comprehensive external & internal marketing and communication plan.
3. Engage the ATC Foundation to promote and grow resources to support student success.

5. **Strategic Priority V** - Expand academic, community and industry partnerships to support recruitment, development, and student placements.

1. Strengthen existing and develop new pathways for students access with local school districts, Fort Gordon, non-profit organizations, government, and business and industry.
2. Expand community partnerships and community partner recognition program(s) to celebrate strategic partners.
3. Enhance economic development impact in the region through corporate and community education.

*Recommended by Augusta Technical College Board of Directors, May 2021. Approved by Technical College System of Georgia Board of Directors, May 2021.*

## **Augusta Technical College Timeline**

- 1961**      Augusta Area Vocational-Technical School is founded
- 1963**      Richmond Area Vocational School is formed
- 1966**      The two schools combine to form Augusta Area Technical School
- 1981**      The current site near Deans Bridge Road becomes the Augusta campus
- 1984**      The first students graduate with an Associate Degree of Applied Technology
- 1985**      The Automotive Mechanics Program receives the Secretary of Education's Award of Excellence
- 1987**      Augusta Area Technical School becomes a state school operated by the Georgia Board of Technical and Adult Education, and the name is change to Augusta Technical Institute. The Augusta Technical Institute Foundation is formed
- 1988**      Credit enrollment exceeds 2,000
- 1990**      Augusta Technical Institute accepts the responsibility for the Office of Adult Literacy on Broad Street
- 1991**      Allied Health programs move to the Augusta campus
- 1995**      The Jack B. Patrick Information Technology Center opens. The Augusta Technical Institute Foundation launches a major gift campaign entitled The Power To Be, encompassing the Augusta campus and the projected Thomson/McDuffie and Waynesboro/Burke Campuses
- 1996**      Construction is completed on the Center for Advanced Technology. The Jack B. Patrick Information Technology Center is dedicated. Construction begins on the Thomson/McDuffie Campus
- 1997**      Credit enrollment exceeds 4,000. The Office of Adult Literacy moves to the Augusta campus. The Thomson/McDuffie Campus opens
- 2000**      Classes begin at the Waynesboro/Burke campus. Augusta Technical Institute's name changes to Augusta Technical College.
- 2001**      Groundbreaking for new Student Services Building 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 held (April 29).
- 2005**      Funds were appropriated for the Columbia County Center.
- 2006**      First planned gift established with the Augusta Technical College Foundation.
- 2007**      Groundbreaking for Columbia County Center
- 2008**      Ribbon cutting ceremony for the Emergency Medical Services Building.

- 2009** Columbia County Center building construction begins.
- 2010** Augusta Tech launches Nuclear Engineering Technology Program in partnership with Southern Company and Georgia Power.
- 2011** The Columbia County Center in Grovetown officially opens its doors to students.
- 2012** Augusta Technical College is named an "Achieving the Dream College". Augusta Technical College establishes Campus Police Department.
- 2018** Augusta Technical College is named a National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y), designated by the National Security Agency and Department of Homeland Security.
- 2020** First cohort of Operation Double Eagle was established in partnership with the Warrior Alliance organization.
- 2021** Established Advanced Manufacturing and Engineering Technology Night with the Augusta GreenJackets
- Established the Den of Distinction Alumni Hall of Fame, Convocation, Founder's Week and State of the College Address
- First institution in Augusta to offer the Georgia Film Academy certificate program through the economic development division
- Established an MOU Partnership with Augusta United Graduate Academy to offer academics to their program athletes
- Established the A.A.S. Culinary Arts Degree
- 2022** Institution completed first comprehensive rebrand.
- Rebranded academic divisions to academic schools.
- College received three \$1 million gifts from Augusta National, Knox Foundation, and Jim Hudson Automotive Group.
- \$2.3 million congressional dollars were awarded to college to establish an incubator/microenterprise center with the Downtown Development Authority of Augusta.
- The inaugural class of the President's Leadership Institute commenced.
- 2023** School of Health Sciences Campus at Piedmont Summerville Established.
- Co-established the \$1 million Piedmont Promise Nursing Scholarship program with Piedmont Augusta
- Opened TCSG's first student operated Security Operations Center (SOC) at the Georgia Cyber Center
- Established Cougar Camps (institution's first middle and high school summer camps)
- Augusta Technical College served as an anchor institution for the Biden-Harris Administration Workforce Hub.
- Dr. Jill Biden, First Lady of the United States, visited the Augusta Campus.
- Established the Paw Pantry Food Bank on Campus

The T.R. Reddy School of Advanced Manufacturing and Engineering Technology School was established after \$1 million gift.

Adult Education Program was relocated to building 200 and Arts and Sciences was relocated to Building 900.

**2024**

Opened the College's Welcome Center on the Augusta Campus

Groundbreaking for Accelerate Augusta Microenterprise/Entrepreneurship Center

Awarded \$4.4 million from State of Georgia to establish a CDL Training Range in McDuffie County

Augusta Tech, Augusta National and First Tee of Augusta establish the Patch Project LLC to operate the Patch Golf Course.

Augusta Technical College's Foundation held a record-breaking year: over \$2.7 million raised for non-capital projects.

Established the college's first Nuclear Apprenticeship program with Savannah River Nuclear School (SRNS)

Held the state's first Global Cyber Summit

Established the second institutional institute: Greater Augusta Banking and Finance Institute

Established a ten-year sponsored program for Accelerate Augusta and ATC Financial Literacy with SRP Federal Credit Union

Obtained the college's decennial reaffirmation with SACSCOC

Launched the institution's first LPN to RN Cohort

Augusta Technical College hosted the Tri-College MLK Celebration on its campus for the first time.

The college's commencement ceremony was the last official event held in the old James Brown Arena.

## Campus Information

<b>Augusta Campus Academic Schools</b>	<b>Building</b>	<b>Contact</b>
School of Arts and Sciences	900/1400/ 800	706-771-4011
T.R. Reddy School of Advanced Manufacturing & Engineering Technology	700/800	706-771-4097
School of Business, Cyber, & Design	800/1400/ GA Cyber Center	
School of Health Sciences	Summerville/ Piedmont/900	706-771-4175
School of Public and Professional Services	300/400/500 1400/Basic Law Enforcement	706-771-4169
<b>Branch Campus Site Locations</b>	<b>Contact</b>	
Columbia County Site	706-651-7368	
Georgia Cyber Center	706-771-5754	
Thomson/McDuffie Campus	706-595-0166	
Waynesboro/Burke Campus	706-437-6801	

## Operational Policies

### Acceptable Computer and Internet Use

In making decisions regarding access to the Internet and use of its computers, the System considers its stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparing citizens and future employees. Therefore, 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 to point students to those resources that have been evaluated before use. While students shall be able to move beyond those resources to others that have not been reviewed by staff, they shall be provided with guidelines and lists of resources suited to learning objectives. Students and employees utilizing Technical College-provided Internet access are responsible for good behavior online, just as they are in a classroom or other areas 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.).

- a) Computer Theft
- b) Computer Trespass
- c) Computer Invasion of Privacy
- d) Computer Forgery

Procedure: 3.5.1p.1. Acceptable Computer Use [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

### **Severe Inclement Weather Procedures**

If the existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late or closing an office or workplace 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 workplace 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 workplace is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing.

Policy 3.3.7. Severe Inclement Weather [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **Human Resources**

### **Recruiting**

The College conducts all recruitment activities in accordance with the Statement of Equal Opportunity and all other applicable laws, rules, and regulations. The College shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or any other reason based on religious opinions or affiliations, race, color, national origin, disability, sex or age. All vacant positions will be filled by selecting the best-qualified applicant on the basis of merit.

Augusta Technical College is committed to efforts to maintain a qualified workforce reflecting the diverse community it serves/represents. Therefore, all vacant positions must be posted on the ATC website, and other outside resources as needed. The job announcement will announce the vacancy, qualifications, education, and requirements. All employment applications are completed online through the Augusta Technical College Applicant Management System EasyHR/BlueFin located on the Augusta Technical College website.

The Hiring Process of employees was developed to:

- Ensure that all applicants are screened appropriately for minimum qualifications;
- Ensure that all qualified applicants are interviewed and given equal and fair consideration;
- Protect Augusta Technical College and the Technical College System of Georgia from potential liability under EEOC;
- Other related reasons.

The hiring procedure is as follows:

- To post a position, the supervisor of the vacant and/or new position will complete and submit a Request to Recruit form to Human Resources (HR).
- The Request to Recruit will include the signatures of the hiring Manager, Vice President, Director of Human Resources, and Vice President of Administrative Services. An updated job description must be attached to the Request to Recruit form.

- Human Resources obtains approval of internal and/or external advertising methods from the completed Request to Recruit form. 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, TCSG website, Higher Ed Job platform, Indeed advertising platform, community job fairs, other colleges/institutions job fairs, veteran job fairs, staffing agencies job/career fairs, and professional/specialty publications for difficult to fill positions.
- The hiring manager contacts Human Resources to remove the posting from the website once the applicants have been screened. Applicants meeting minimum and preferred requirements will have priority of scheduling interviews.
- Hiring Manager notifies HR of potential candidates for interviewing.
- A selection committee will be approved by the Division Vice President for applicant screening. 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 Hiring Manger notifies HR of the interview date and time; as well as, determines the location of the interviews. The Hiring Manager and HR will coordinate the responsibility of contacting applicants for interviews.
- The Hiring Manager and HR coordinate interview questions.
- Interview questions and rating sheets are provided to the hiring manager from Human Resources.

#### **Hiring Full-time Only**

- The committee will review all applicants' résumés and suggest candidates for interviews with the Vice President.
- After the interviews have been conducted, the hiring manager returns the interview packet along with the score sheet to HR. Records are kept of the selection process in Human Resources.
- The Divisional Vice President will interview suggested candidates/finalists.
- The Divisional Vice President notifies HR of the candidate and employment offer status.

#### **Hiring Part-time Only**

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 Human Resources after approval by the appropriate Vice President.

- The committee will review all applicants' résumés and suggest a candidate(s) for hire.
- After the interviews have been conducted, the hiring manager will notify HR of the candidate for hire.
- The Certificate of Enrollment, official transcripts, and/or P.O.S.T certifications are sent to HR for qualified applicants.
- If applicable, candidates are scheduled for a Drug Screening and/or Physical Exam.

- If applicable, a contingent offer letter is extended.
- HR sends an email notification to applicant(s) to complete the Loyalty Oath for background purposes.
- Once the Loyalty Oath is completed, HR sends the candidate an email about the background request coming from Accurate Background.
- When the background results are received, HR flags the candidate for hire and sends an email to the candidate to complete employment documents. Other applicants are notified that the position is filled.
- Once the employment documents are completed, HR sends an email notification that the candidate is ready to begin employment and an anticipated start date is needed.
- Once the start date is given, the Recommendation to Employ is sent to the VP and the offer letter and Personnel Action Request (PAR) is created.
- HR submits the offer letter to the candidate and notifies the candidate of the first day of employment.
- **Full-time only:** The new hire is scheduled for orientation on typically the first day of hire.
- **Part-time only:** HR is notified when the employee reports for his/her first day of work.

### **Nepotism**

It is the position of the Technical College System of Georgia (TCSG) that relatives of current System employees may only be employed consistent with the provisions of this policy. In turn, the System will take appropriate measures to avoid any situation in which a family relationship may interfere with the effective and efficient operation of any System work unit, including its Technical Colleges. Therefore, the continued employment and/or future promotional opportunities of related employees, as well as those of a prospective employee, may be prohibited entirely or limited by these same guidelines. For 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, stepchild, 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, daughter-in-law or son-in-law).

#### General Provisions

1. No individual shall be employed in a System Office or Technical College work unit, resulting in 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 where 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 System position.

### **Consensual Relationships**

Augusta Technical College and the Technical College System of Georgia (TCSG) are committed to maintaining learning and work environments that are as free as possible from conflicts of interest and favoritism.

Augusta Technical College and TCSG expressly prohibits consensual relationships between a faculty or staff member and any student that he/she instructs, advises, supervises, or evaluates; a supervisor and any employee he/she directly or indirectly supervises/manages within all work units (s) under his/her span of control (i.e., line of authority); or, any Technical College employee and a dually-enrolled high school student.

By establishing these policy parameters, the TCSG hopes to avoid the problems/situations referenced above and insulate students and employees from the potential consequences of an inappropriate subordinate/superior party relationship.

Further, the TCSG hopes to ensure that all members of the TCSG community are treated with dignity and respect without regard to factors that are not relevant to that person's assigned duties and responsibilities and work performance or student's academic achievement.

Procedure 4.3.2p2. Consensual Relationships [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

### **New Employee Orientation**

Each new full-time employee is provided an in person new employee orientation to the philosophy, purpose, and operational procedures of the College by a Human Resources Representative. In addition, the immediate supervisor and/or designee of the College conducts a departmental/divisional orientation to acclimate employees with the College's procedures. Each new part-time adjunct faculty and staff is provided a new employee orientation to the philosophy, purpose, and operational procedures of the College by an immediate supervisor and/or designee of the College. A new employee orientation video is available to all employees on the Human Resources section of the College website.

### **Hours of Operation and Business Hours**

Augusta Technical College is operational from 8 a.m. to 10:00 p.m. However, normal business hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday. All work units shall be adequately staffed during official business hours to provide necessary services to employees, officials, the public, and, as applicable, current and prospective students.

### **Work Schedules**

All full-time employees at Augusta Technical College are required to work a minimum of 40 hours per week

exclusive (not including) of time off for meal periods.

To ensure adequate staffing in all areas of the College during normal operating hours and to ensure that all employees meet the 40 hour per week requirement, supervisors may establish individual work schedules.

Employees should adhere to the Augusta Technical College's *Policies and Procedures Manual: Working Hours, Overtime, and Compensatory Time* as outlined in the Augusta Technical College's *Policies and Procedures Manual*. (Reference State Policy 4.2.1.)

### **Dress Code for Employees**

Local: 4.1.L. Augusta Technical College Policy Employee Dress Code [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **Categories of Employment**

Provided an applicant meets all pre-employment hiring requirements outlined in applicable State Board Policies and TCSG Procedures, they may be appointed to a full-time or part-time position at the TCSG System Office or a Technical College in one of the following employment categories: Regular Appointment; Regular, Part-time Appointment; Part-time Hourly-Paid Appointment; Temporary Appointment; Adjunct Faculty Appointment; or Federal/College Study Student Appointment.

Procedure: 4.1.4p. Categories of Employment [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **Terminations, Demotions, and Separations from Employment “At Will” Employees**

All employees are "at will" employees except classified employees. At will employees are members of the unclassified service. At will employees may be suspended, demoted, or separated at any time for any reason, except those in violation of law. In accordance with sound human resource management, managers are encouraged to use progressive discipline, if appropriate, before demoting or separating an at will employee. The demotion or separation of an at will employee is not appealable.

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.

Procedure: 4.4.2p. Adverse Employment Actions [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **Probationary Period**

All newly hired Augusta Technical College full and part-time salaried employees are under a probationary period of twelve (12) months of service. During the twelve (12) month period of probation, supervisors will observe the performance of the newly hired employee's ability to perform the job, punctuality, attendance, and interest in continuing employment with the College. Probationary employees may be released at any time during the probationary period. An employee not working under the terms of an employment contract is considered to be in a probationary status and may be released for any reason not specifically prohibited by law. If released, the action is not subject to review.

## **Positive Discipline**

It is the goal of Augusta Technical College (ATC) to emphasize quality and excellence in all aspects of System operations. As such, the Positive Discipline process is designed to promote an elevated 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. In addition, the Positive Discipline process focuses on practical and timely decision-making coupled with individual responsibility and accountability.

The Positive Discipline process emphasizes an employee's responsibility and accountability for his/her behavior and actions by communicating an expectation of change and improvement in a respectful, non-threatening way while maintaining concern for the seriousness of the situation. Key aspects include recognizing and encouraging superior performance, correcting performance problems through coaching and counseling, building commitment to high work standards and safe work practices, and promoting excellence in the delivery of services.

There are two types of positive discipline:

**Informal Discussions**

<p>Positive Contact</p>	<p>A Positive Contact is a discussion between a manager and an employee for the purpose of recognizing and acknowledging good performance. The discussion may or may not be formally documented in a memo to the employ</p>	<p>A positive contact is used to recognize an employee who has performed some part of his or her job particularly well. It is also appropriate for someone who has measurably improved his or her performance, has maintained fully acceptable performance for a significant period of time, or has performed some part of his job, "above and beyond the call of duty."</p>
<p>Informal Coaching/Casual Conversations</p>	<p>Informal Coaching refers to the casual, brief, unrecorded, impromptu, day-in / day-out conversations between managers and employees to solve problems or improve performance on the spot. They are not formally documented; the only written record may be just a note in a supervisor's calendar or performance diary.</p>	<p>Informal coaching is typically the only performance improvement action ever required for the majority of employees. It is used to make immediate minor corrections or adjustments in an individual's performance or behavior.</p>
<p>Performance Improvement Discussion</p>	<p>A Performance Improvement Discussion is a serious, planned-for discussion between a manager and an employee about the need to improve performance. It is not a formal step of disciplinary action. It is documented using the Performance Discussion Worksheet. The worksheet will be retained by the supervisor and will not be placed in or become part of the individual's formal personnel file unless problems continue. The supervisor may also confirm the discussion in a memo to the individual.</p>	<p>A performance improvement discussion is appropriate any time a supervisor believes that an employee should be performing an element of the job more effectively, or needs to improve his/her attendance record, or is not following one of TCSG's rules, procedures, or expectations. It may or may not have been preceded by informal conversations or coaching discussions.</p>

**Formal Discussions**

Reminder 1	The Reminder 1 is the first step of the TCSG formal discipline procedure. It consists of a conversation between a supervisor and an employee about a problem that must be solved. The transaction is documented by the supervisor's completing the Discussion Worksheet, which is retained by the supervisor in the productivity file. It is active for 6 months.	A Reminder 1 is appropriate when a supervisor decides that an issue of job performance, attendance or conduct requires formal notification to the employee of the need to change. It may or may not have been preceded by a Performance Improvement Discussion about the issue.
Reminder 2	The Reminder 2 is the second step of the TCSG formal discipline system. It consists of a discussion about a problem followed by the supervisor's writing a memo to the employee formally documenting the discussion and the need for immediate correction. It is active for 9 months.	A Reminder 2 is appropriate when a supervisor decides that earlier Reminder 1's have been unsuccessful in bringing about a performance improvement. A Reminder 2 is also appropriate when a situation arises which by itself is sufficiently serious to justify a second step disciplinary conversation.
Decision Making Leave	The Decision Making Leave is the final step of the TCSG discipline system. It consists of a discussion with an employee about a problem followed by the employee's suspension from work on the following day. On the day of suspension, the individual must decide either to solve the immediate problem and make a total commitment to acceptable performance, or decide to resign. To indicate TCSG's hope that the employee will decide to change and stay, the employee will be paid for the Decision Making Leave day. It is active for 12 months.	The Decision Making Leave is appropriate when earlier Reminders 1 and/or 2 have been unsuccessful in bringing about a performance improvement. The Decision Making Leave is also appropriate when a situation arises which is sufficiently serious in and of itself to justify a final step disciplinary transaction, regardless of whether any earlier disciplinary steps have been taken.

**Performance Management**

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.

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.

**Ethical Responsibilities**

All Augusta Technical College employees are expected to maintain the highest ethical and professional standards while carrying out their official duties, responsibilities, and associated professional obligations. All employees must work solely for the public good while striving to maintain public trust.

Policy 4.3.2. Ethics and Standards of Conduct for Employees [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

### **General Provisions pertaining to Gifts, Honoraria, and Expenses**

As provided in the Governor's Executive Order establishing a Code of Ethics for Executive Branch Officers and Employees, all employees of state government must work solely for the public good, striving vigilantly to avoid even the appearance that their actions are motivated by private or personal interest. State employees should use their powers and resources to further the public interest and not for any financial or other personal benefit, other than their established hourly or salaried compensation and, as applicable, employer-provided benefits. State employees should not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision; and, State employees must avoid any conduct, whether in the context of business, financial, or social relationships, which might undermine the public trust, whether that conduct is unethical or lends itself to the appearance of ethical impropriety.

Procedure: 4.3.2p3. Gifts, Honoraria, and Expenses [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

### **Unlawful Discrimination, Harassment and Retaliation in Employment**

Augusta Technical 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.

Procedure 4.3.1p. Unlawful Discrimination, Harassment and Retaliation in Employment [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **Complaint Resolution/Grievance Procedure**

Augusta Technical College and the Technical College System of Georgia (TCSG) is committed to the fair and equitable treatment of all employees and encourages employees to bring their work-related concerns forward without fear of reprisal. Prompt reporting, open, honest communications, and timely processing of employee complaints are vital to facilitating an effective resolution.

The purpose of this procedure is to establish a uniform process for the resolution of employment concerns not addressed by the Unlawful Harassment Procedure or other specific complaint resolution process. It shall be followed by employees of the System Office and the technical colleges. The process is intended to encourage communication between the parties involved, either directly or through an intermediary, to facilitate a mutual understanding of and appropriately address any policy or safety issues. Employees and their respective supervisors are encouraged to make reasonable efforts to resolve complaints prior to utilizing the formal Employee Complaint Resolution Procedure.

No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, businesslike manner, or for participating in an established complaint resolution process. Anyone who intentionally supplies false or misleading information in connection with a complaint or anyone who attempts to or actually harasses, intimidates, or retaliates against an employee for using the Employee Complaint Resolution Procedure or for providing information in connection with a complaint will be subject to disciplinary action or dismissal.

While this complaint resolution process is provided to employees as a mechanism for expressing concerns about employment, it is not intended to alter in any way the employment at-will relationship between the TCSG and its at-will employees or those employees working under the terms of an employment contract, if applicable.

## **Holidays**

Georgia law provides for the recognition and observance of thirteen (13) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance.

Holidays will normally be observed on the dates designated by the Governor; however, if the date of a holiday's observance will impact the continuity of instructional delivery to students in a technical college, one or more holidays may be observed later in the same calendar year consistent with a college's approved academic calendar.

Augusta Technical College is statutorily required to follow State Personnel Board policies regarding leave and holidays. These rules provide the value of a state holiday is equivalent to 8 hours; therefore, a state

holiday occurring on a designated workday results in an 8-hour absence. The requirement that staff use leave and/or FLSA compensatory time (by non-exempt employees) is consistently followed by all state agencies who utilize non-standard work hours such as a 4/10 work schedule or 4/9's and a 4 work schedule. Additional, annual or personal leave will be required on holidays for all non-standard work schedules.

An employee who works any combination of an alternative/modified work schedule in a 7-day work period must do one of the following for each state holiday:

- Use annual or personal leave for the remaining hours needed to complete a non-standard work schedule.

- A non-exempt employee may use accumulated FLSA compensatory time if available to complete a non-standard work schedule. (Exempt employees are not eligible for compensatory time)

Supervisors are responsible for ensuring accurate leave is reported in Time and Labor and/or to Human Resources.

### **Leave Policies and Procedures**

Leave shall be administered in accordance with Rule 18 of the State Personnel Board, except as modified by System procedures. TCSG shall administer leave in compliance with state and federal law including the Family and Medical Leave Act.

Eligible employees are appointed to a full- or part-time salaried position in a TCSG work unit and who is eligible for State of Georgia-sponsored benefits as provided in the TCSG procedure governing Categories of Employment. Within the parameters of this procedure, an individual appointed to a full-time position has a work commitment of thirty (30) or more hours per week. An individual appointed to a part-time position has a work commitment of at least twenty (20) but no more than twenty-nine (29) hours each week.

#### **General Provisions**

1. An employee serving in a salaried position in a TCSG work unit with a regular work commitment of twenty (20) or more hours each week is eligible to accrue annual and sick leave as provided in this procedure.
2. Individuals who are not eligible to accrue leave include: temporary, hourly-paid employees; adjunct faculty members; part-time salaried employees with a work commitment of less than twenty (20) hours per week; and, employees receiving service retirement, disability retirement, or involuntary separation benefits.
3. An eligible employee who has accumulated more than 120 hours of sick leave as of November 30 of any calendar year is eligible to convert up to twenty-four (24) hours of sick leave to personal leave as provided in Paragraph VI.D. NOTE: after the conversion an employee's sick leave balance must remain at or above 120 hours.
4. A full- or partial day absence from work will be charged to available annual, sick, or personal leave only on the day(s) in which an eligible employee would otherwise work and receive pay.
5. In the event a TCSG work unit opens late, has an early release, or is closed for an entire work day due to such factors as inclement weather or other emergency situation, an employee on an existing period of approved leave or who was absent from work and whose request for leave had been previously approved in writing (e.g., a leave request form or by e-mail) or verbally (e.g., a telephone conversation) shall not have the authorized amount of leave reduced for such an occurrence.
6. An employee who is away from his/her regular worksite on official business is in work status and shall not be charged leave for time away from the worksite.
7. Leave cannot be used before it's accrued or converted.
8. Annual, sick, and personal leave may be requested in increments no smaller than a quarter-hour/fifteen (15 minutes) minutes.
9. When a break-in-service occurs (e.g., a resignation, dismissal, etc.), an employee shall be paid for all accrued but unused annual leave as provided in Paragraph VI.B.4. Absent the possible exception of a service retirement, all accrued but unused sick leave as well as all forfeited leave is lost unless the employee returns to State service at a later date in a position eligible to earn leave.
10. If an employee returns to State service following a break-in-service, the employee's sick and

forfeited leave balance(s) from his/her previous period of employment may be used for retirement purposes provided the provisions of Paragraph VI.J. are met. Additionally, the sick leave balance may be restored under the limited conditions outlined in Paragraph VI.I.

### **Supervisor's Responsibility for Monitoring of Leave Balances**

It is the responsibility of supervisors to monitor leave balances of employees. Supervisors should verify an employee's leave balances in Team Georgia-Employee Self Service before agreeing to approve any leave requests. When an employee takes leave, the supervisor should check the amount of leave the employee has available. The supervisor should contact the Human Resources Office as soon as it becomes apparent that the employee will not have sufficient leave to cover an absence. Leave cannot be taken before it is accrued.

### **Sick Leave**

All full-time employees accumulate sick leave at the rate of ten (10) hours per calendar month if the employee worked at least eighty hours per pay period. An eligible employee can earn up to a maximum of 720 hours of sick leave. Any sick leave accrued in excess of 720 hours is forfeited at the close of business of the business on the last day of the month. It is the employee's responsibility to contact their supervisor or request approval when absent.

An employee should contact his/her immediate supervisor or other designed work unit official as soon as possible when sick leave is needed. It is permissible for another individual initiate this contact when an employee is incapacitated or otherwise unable due to illness or injury. NOTE: a TCSG work unit may, based on established organizational and business needs, establish additional protocols/practices an employee must follow to request sick leave.

After receiving approval from the immediate supervisor or other designated work unit official to be absent from work, an employee may use sick leave for absences due to:

1. personal illness or disability;
2. exposure to a contagious disease when being present at work would potentially endanger the health of others;
3. dental or medical care;
4. dental or medical care, illness, accident or death in the employee's immediate family which requires his/her presence.
5. during the adoption process when the employee's presence is required due to a child's health-related issues; and,
6. a death in the employee's immediate family. NOTE: sick leave used for this purpose is limited to a period not to exceed five (5) days unless the employee is under the care of a health care provider due to a serious health condition.

Immediate Family: an 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.

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 workload 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.

### **Family Medical Leave**

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. FMLA leave may be taken for the following reasons:

1. birth of a child or to care for/bond with a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of an employee's serious health condition that makes him/her unable to perform his/her job (up to 12 weeks);
5. to care for a covered servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks).
6. to manage certain qualifying exigencies arising because the employee's spouse, son, daughter, or parent is on active duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks).

Employees must 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.

### **Parental Leave**

Eligible employees may take paid parental leave for one of the following qualifying life events listed below. Paid parental leave is not charged against an employee's accrued leave.

- b. birth of the employee's child
- c. placement of a minor child for adoption with the employee
- d. placement of a minor child for foster care with the employee

In order to be eligible, an employee must meet one of the criteria listed below. Rehired retirees of the Employees' Retirement System of Georgia are not eligible for paid parental leave:

- a. If salaried, the employee must have six continuous months of employment with an employer in the executive, legislative or judicial branch of state government or a local board of education.
- b. If hourly, the employee must have worked 700 hours in the six months immediately preceding

the first requested parental leave date for an employer in the executive, legislative or judicial branch of state government or a local board of education.

Note: The State of Georgia is considered one employer for the purposes of paid parental leave, therefore, an employee may meet eligibility requirements through service with one or more employing entities.

An eligible employee may take a maximum of 120 hours of paid parental leave in a rolling 12-month period. The rolling period will be measured backward from the first date of leave taken. The amount of leave in a rolling 12-month period cannot exceed 120 hours, regardless of the number of qualifying events that occur during that period and regardless of transfers between employing entities. Each TCSG work unit is responsible for conducting due diligence to ensure an employee has not exhausted the 120-hour allotment prior to approval of paid parental leave.

Paid parental leave is not available for prenatal appointments or absences due to medical conditions during pregnancy.

Paid parental leave may be requested in increments no smaller than a quarter-hour/fifteen (15) minutes.

If an employee eligible for paid parental leave is also eligible for leave under the federal Family and Medical Leave Act, the employee will be required to use paid parental leave concurrently with FMLA leave taken for the same purpose.

Paid parental leave may be taken in a continuous block or intermittently, provided it is taken concurrently with FMLA leave designated for the same purpose, if the employee is eligible for FMLA leave.

Paid parental leave may be taken at any point during the 12 months immediately following the qualifying event, provided it is taken concurrently with FMLA leave designated for the same purpose, if the employee is eligible for FMLA leave.

A TCSG work unit may require employees to submit appropriate supporting documentation for the use of paid parental leave. Any required supporting documentation shall be the same as that required for the use of FMLA leave taken for the same purpose.

Any paid parental leave remaining 12 months after the initial qualifying event shall not carry over for future use.

Unused paid parental leave has no cash value and will not be paid out at the time of an employee's separation from employment.

### **Donated Leave**

An eligible Augusta Technical College employee may request that other Augusta Technical College employees donate accrued annual, sick or personal leave for use by the recipient as sick leave.

The donation of leave is voluntary. Donated leave can only be used by recipients for absences that qualify for sick leave. Donated leave cannot be requested or used by employees who are on contingent leave of absences without pay.

To be eligible to solicit and receive leave donations, an employee must:

1. Have been continuously employed by a state agency for at least twelve (12) months in a position entitled to earn and use leave immediately preceding the request to solicit leave donations;
2. Have used all accrued and forfeited leave and all available compensatory time;

3. Have been on authorized leave without pay for forty (40) consecutive hours prior to receiving donated leave;
4. Use the donated leave while absent ONLY for the sick leave purposes for which the donations were solicited (i.e., due to personal illness or disability of a spouse, child, parent, brother, sister or any other person who resides in the employee's household and is recognized by law as a dependent of the employee);
5. Not have been on an attendance plan or illness for which Workers' Compensation benefits may be received or a disability incurred while committing a felony or assault; and
6. Work in the same business unit (Technical College or Central Office) as the donor employee.

### **Leave of Absence Without Pay (LWOP)**

Employees who are eligible for leave benefits may submit written requests for Regular or Contingent Leave of Absences Without Pay for specified periods. Leave of Absences Without Pay may be granted or denied at the discretion of authorized officials.

Leave of Absence Without Pay, if granted, should be for short periods of time, unless there are unusual circumstances that support an extended period of time. Leave of Absences Without Pay do not include brief absences charged to Short-term (Other) Leave Without Pay (30 calendar days or less).

When absence from work is due to an event qualifying for leave under the Family and Medical Leave Act, employees should be placed on Family and Medical Act Leave (with or without pay) prior to placement on Regular or Contingent Leave of Absence Without Pay. If leave under the Family and Medical Act has been exhausted or is otherwise not available, employees may request Leave of Absence Without Pay. NOTE: Approved Leave of Absences Without Pay do not cause a break in continuous service.

Employees who are eligible for leave benefits must submit a written request to their immediate supervisor before going on Leave Without Pay. The written request must state the following:

- Type of Leave of Absence Without Pay (Regular or Contingent) desired
- The reason for the Leave of Absence Without Pay
- The start date
- The return date
- Any other relevant information (e.g., statement from attending health care provider).

If Regular Leave of Absence Without Pay is granted, the position which the employee occupied or a position of equal grade and pay, is held for the employee's return. At the expiration of the Regular Leave of Absence Without Pay, the employee will be reinstated without loss of any rights if the employee has complied with the terms and conditions outlined in the notice of approval.

If Contingent Leave of Absence Without Pay is granted, the position, which the employee occupied, is not held. The employee is entitled to reinstatement only if a "suitable vacancy", as defined in the notice of approval, is available at the expiration of the leave.

Request for Leave of Absence Without Pay will be reviewed and determinations made based on the following:

- Reasons for the Leave of Absence Without Pay
- Amount of time requested
- Employee's documented performance, behavior and attendance records
- Needs of the organization

- Employee's years of service

### **Annual Leave**

Eligible full-time employee shall accrue annual leave at the end of each established pay period provided he/she is in pay status for at least eighty (80) hours as follows:

<u>Length of Service</u>	<u>Hours Earned</u>
0-5 years (0-60 months)	10 hours per month
5-10 years (61-120 months)	12 hours per month
10 years and over (121 months +)	14 hours per month

Faculty and/or employees involved in direct classroom instructional activities should restrict annual leave requests 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, Vice President and President for approval.

The length of service will be computed from current continuous, unbroken service within the Technical College System. The length of service shall begin the first day the employee actually reports to work. Three hundred and sixty (360) hours of annual leave may be accumulated before any hours are forfeited.

### **Personal Leave**

Employees who have accumulated more than 120 hours of sick leave as of November 30 of any year are eligible to convert up to 24 hours of sick leave in excess of 120 hours to personal leave. This conversion must be made no later than December 31 of that year for use in the following year.

### **Educational Support Leave**

Education Support Leave may be used by a parent or non-parent who desires to support public, private and home school achievement through any level of education, within the state of Georgia, from pre-kindergarten/early care and learning through higher education.

Eligible employees can utilize a total of eight (8) hours of education support leave in a calendar year, inclusive of education support leave taken while working for another state agency during the same calendar year. Education support leave may be requested in increments no smaller than a quarter-hour/fifteen (15) minutes.

Educational Support Leave can be used for activities only directly related to student achievement and academic support within the state of Georgia. Related activities include, but are not limited to: attendance at parent/teacher conferences; participation in classroom activities such as reading to a class or presenting on career day; tutoring students; proctoring examinations; attending award and recognition ceremonies or graduation exercises; participating in field day activities or field trips; and, attending open house functions.

### **College Travel/Institutional Business Leave**

In the event an employee is required to travel for college business or in-service, an Institutional Business Leave Request Form should be completed as soon as possible. However, if travel is required in another state, an Out-of-State Leave Form must also be completed. These forms may be accessed through the college intranet/Etrieve system.

### **Court Leave**

An eligible employee subpoenaed/summoned to appear in court as a witness or otherwise required to attend a judicial proceeding by any Federal, State or Local Court shall be placed on paid court leave

and receive their full salary.

An eligible employee will not receive paid leave to appear in court as a witness or when required to attend a judicial proceeding when he/she:

1. is charged with a crime;
2. is a plaintiff or defendant;
3. voluntarily appears as a witness absent a subpoena;
4. is a witness in a case arising from or related to his/her outside employment or outside business activity; e. is testifying for a fee as an expert witness; or,
5. has a personal or familial interest in the proceeding.

An eligible employee who is not eligible for paid court leave may request annual leave, personal leave, as applicable, FLSA Compensatory Time or leave without pay to attend a judicial proceeding.

After receiving written notice of his/her required appearance in a judicial proceeding (e.g., through a subpoena, summons, or other court order or process), an employee must provide his/her immediate supervisor and Human Resources Director (or designee) with a copy of the written notice. Additionally, the employee must complete a leave request form stating the reason of the requested leave.

### **Voting Leave**

All Augusta Technical College employees are encouraged vote in primary and general elections at the local, state, and national level. However, if the polls are not open either two (2) hours before or two (2) hours after an employee's scheduled work hours, the difference in time may be granted as leave with pay for voting purposes.

### **Military Leave**

Pursuant to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) as well as corresponding State Personnel Board Rules and state law, eligible TCSG employees ordered to perform military duties as defined in this procedure are eligible for paid and/or unpaid military leave to include going to and returning from such service.

A covered employee must (to the extent possible) provide written or verbal notification to his/her immediate supervisor, his/her reviewing manager, or other designated work unit official as soon as he/she is aware of upcoming military service that will result in an absence from work. This information should include, if known, the anticipated date of release from military service. Notice may also be provided by an officer of the appropriate uniformed services branch. A copy of the military orders must be included in the employee's official personnel file in Human Resources.

A full-time salaried employee with a work commitment of forty (40) hours per week) who is ordered to perform military duties will be provided paid (military) leave for up to one-hundred forty-four (144) hours in a Federal fiscal year (i.e., October 1st through September 30th).

### **Compensation/Direct Deposit Information**

All personnel will be paid on the last working day of the month according to state schedules. If the last day of work is a Thursday but the last working day according to state schedules is Friday, payday will be Friday or the last working day of the month. Inquiries about paychecks and direct deposit should be directed to Human Resources.

### **Payroll Deduction**

The State Board authorizes the use of payroll deductions for all employees. The Commissioner shall approve the kinds and number of payroll deductions allowed.

## Direct Deposit

It is the policy of the State of Georgia that all employees paid by the PeopleSoft HCM central payroll system administered by the State Accounting Office (SAO) be required to use direct deposit to receive payroll related payments.

As a condition of employment, all newly hired or rehired employees are required to enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the tenure of employment.

Prior to enrolling in direct deposit, a newly hired or rehired employee will be paid by paper check. All paper checks will be mailed by the State Accounting Office on the designated payday and will be dated the date of the designated pay date.

The following checks will not be automatically deposited into an employee's account:

- a. The first check following enrollment in the direct deposit program.
- b. The first check after an employee authorizes any change to his/her personal account, including a change of banks or financial institutions.
- c. The last check generated before an employee's departure from Augusta Technical College.
- d. Annual Leave Pay
- e. An off-cycle paycheck

Note: If a paper check is confirmed, processed and placed in the mail for US postal deliver, it is the College's practice to await seven (7) business days to Void and Reissue a replacement paycheck, as our office does not print paychecks.

## Weekly Hours/Employee Compensatory Time

Augusta Technical College complies with the Fair Labor Standards Act (FLSA). Employees who are not exempt from the provisions of the FLSA shall be compensated for all hours worked over 40 during any regular workweek.

Whenever possible, supervisors shall schedule work so that employees, who must work more than the normal number of hours during a particular day, will be given compensatory time during the remainder of the work week and thereby keep the total number of hours worked to 40 or less.

The Commissioner and each Technical College President shall establish procedures and protocols for ensuring that all System employees are properly classified as exempt or nonexempt and for minimizing the amount overtime that is required to be assigned.

## Timesheets

All full-time non-exempt employees, all part-time employees, and federal work study students will fill out a weekly online timesheet in Employee Self Service. Adjunct Faculty are exempt and do not complete a weekly timesheet.

## Employee Self Service

All Augusta Technical College employees are provided access to Employee Self Service (ESS), ESS allows access to view paychecks, leave balances, and update personal information such as address, phone number, W-4 form, G-4 form, and direct deposit account information, as well as, view and order W-2's when necessary. Employee Self Service can be accessed at <https://hcm.teamworks.georgia.gov>.

To navigate to the State's Employee Self Service login 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

### **Health Insurance and Flexible Benefits**

Eligible employees who are scheduled to work at least thirty (30) hours per week for a minimum of nine (9) continuous months are authorized to participate in the health insurance and flexible benefits programs. Employees whose scheduled work hours fall below thirty (30) hours per week are generally no longer eligible for these benefits.

1. An exception may occur when work hours decrease due to a disability.
2. Employees who become ineligible due to a qualifying reason may elect to continue coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

### **Flexible Benefits**

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.

Any employee who works at least thirty (30) hours a week and is expected to work for at least nine (9) months is eligible for the Flexible Benefits Program.

Some employees, such as temporary, contingent, and student employees, however, are not eligible.

Employees may also participate in Board approved Tax Shelter Annuity Plans. Currently, these include those offered by Georgia Merit System, Travelers' Insurance and VALIC.

### **Retirement**

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.

Employees who are employed in a position that requires 35 hours per week for a minimum of nine (9) continuous months a year are required to become members of ERS as a condition of employment, unless they are eligible to make a selection of retirement membership.

- Employees who are sixty (60) years of age or older at the time of employment may elect not to participate in the Employees' Retirement System and/or Teachers' Retirement System by completing the required paperwork.
- Employees in positions set up for retirement benefits (ERS eligible positions) may remain contributing members if their scheduled work hours fall below thirty-five (35) hours per week if they remain on the same ERS eligible position or move to another ERS eligible position provided there is no break in continuous service.

*NOTE: If TRS members scheduled work hours fall below 20 hours per week they will not remain TRS eligible.*

- Employees who move to positions set up for fewer than thirty-five (35) hours per week, or whose current positions are reduced to fewer than thirty-five (35) hours per week, may not be able to retain membership in the Employees' Retirement System. Prior to these actions, employees should discuss potential effects on retirement benefits with their Human Resource/Personnel representative or the Employees' Retirement System.
- Part-time, temporary, hourly, seasonal employees, who are not eligible for membership in the Employees' Retirement System and Teachers' Retirement System, may be required by law to participate in the Georgia Defined Contribution Plan, which is administered by the Employees' Retirement System.
- Re-employed retired employees from TRS and ERS do not contribute to the Employees' Retirement System, Teacher Retirement System or to the Georgia Defined Contribution Plan. TRS and ERS retirees have legally defined limitations on the income they can earn; the excess of which will reduce or eliminate monthly benefits.
- Eligible employees who are scheduled to work at least twenty (20) hours or more for a minimum of 9 continuous months a year in covered positions are generally eligible to be members of the Teachers' Retirement System. Covered positions include teachers, administrators, supervisors, clerks, teacher aides, secretaries, and paraprofessionals. Other persons eligible for TRS membership include supervisors and managers in the school lunchroom, maintenance, warehouse and transportation departments.

**An employee retiring should follow these steps:**

Step 1- An employee must file an online application or application for retirement with ERS at least thirty (30) calendar days but no more than ninety (90) calendar days before his/her projected retirement date. When an application is received less than thirty (30) days prior to the designated effective date, there will be a one-month delay in the member receiving his/her first benefits check.

An employee must apply for a service retirement online via his/her TRS personal account. After initiating an online application, a member has forty-five (45) days to complete the application. If not completed within this time frame, the member must begin the process again.

In addition to the online application, a member must also complete additional steps which are outlined in the TRS Member Guide. An application for a service retirement must be received by TRS no later than the end of the month in which the retirement is to become effective and no earlier than 180 days (6 months) in advance of the anticipated effective date. NOTE: TRS recommends that a member considering retirement begin the process six (6) months prior to the planned retirement date.

Step 2 - Notify Augusta Technical College President in writing regarding retirement plans.

Step 3 - As Human Resources is notified a representative will contact you to conclude the necessary paperwork regarding insurance, ATC Clearance Form, retirement, and to answer any questions.

Step 4 - Return the completed ATC Clearance Form to Human Resources Office, so there will be no delay in the processing of final paychecks.

**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.

### **Advanced Degree Attainment for Full-Time Employees**

Augusta Technical College (ATC) encourages and supports the efforts of full-time faculty and staff who pursue advanced degrees after at least one-year of initial employment by the College. Full-time is defined as an employee who receives a monthly salary, is expected to be employed for a continuous period of nine (9) or more calendar months with a work commitment of 30 or more hours per week and is eligible for leave accrual, retirement, and insurance benefits.

The College recognizes the hard work and effort necessary to further educational goals and realize the increased benefits for our students. Employees who are considering such efforts and expect to receive increased compensation upon completion, must complete the Advanced Degree Attainment form, located in the Forms Repository on the Augusta Technical College website.

### **Employee Arrest and Disposition/Conviction**

All employees are required to report any post-employment arrest, as well as the subsequent disposition of the pending charge(s) (e.g., conviction, plea of nolo contendere, dismissal, etc.), to his/her immediate supervisor or reviewing manager no later than two (2) business days following the arrest and, later, the final disposition. NOTE: Applicable provisions of the federal Drug-free Workplace Act of 1988 pertaining to work done under federal contracts or grants stipulate that Augusta Technical College must notify the appropriate federal funding agency of a criminal drug statute conviction (by a covered employee) occurring in the workplace within ten (10) days after receiving notice of the conviction.

Pursuant to the provisions of O.C.G.A. § 45-23-4(a), any employee convicted for the first time of a drug-related criminal offense shall be suspended without pay for a period of not less than two (2) months and are allowed to return to duty only after completion of a drug abuse treatment and education program licensed under the provisions of Chapter 5 of Title 26 and approved by the Augusta Technical College. Pursuant to the provisions of O.C.G.A. § 45-23-6, additional disciplinary action may be delivered up to and including dismissal from employment.

Pursuant to the provisions of O.C.G.A. § 45-23-4(b), any employee convicted for a second or subsequent time of a drug-related criminal offense shall be dismissed from employment and shall be ineligible for other public employment for a period of five (5) years from the date of the most recent conviction.

NOTE: Disciplinary action for positions covered by the Drug-free Workplace Act of 1988 must be taken no later than thirty (30) days following notification of the conviction. An employee's failure to provide notification of an arrest, conviction, or final disposition of an outstanding charge may result in the

delivery of disciplinary action up to and including dismissal from employment.

### **Workers' Compensation**

All full- and part-time Augusta Technical College employees are eligible for Workers' Compensation benefits administered through the Georgia Department of Administrative Services' (DOAS) Risk Management Division. Workers' Compensation coverage begins on an individual's first day of employment.

Work Related injuries or illness arising out of and in the course of employment is a compensable work-related claim. If an employee is injured while performing assigned duties and responsibilities during assigned work hours, he/she is covered under the Workers' Compensation program. NOTE: injuries sustained while an employee engages in unassigned duties or during personal activities, breaks, or lunch periods may not be covered. Additionally, injuries that occur during an employee's normal commute to and from work, as well as those resulting from an employee's willful misconduct are not covered.

Augusta Technical College utilizes Amerisys, Inc. as its Workers' Compensation/Managed Care Organization (MCO). Human Resources will assist injured employees when filing a claim. Once a claim has been filed and a claim number has been established, the employee must contact the MCO for assistance in selecting a physician, scheduling an appointment, and obtaining follow-up care.

Each employee or his or her representative shall, immediately upon the occurrence of a work-related accident or as soon thereafter as practical, notify their supervisor and Human Resources. If the immediate supervisor is unavailable, notice should be given to the next available supervisor within the chain of command. Failure to report an accident within thirty (30) days after the accident occurs may result in loss of Workers' Compensation benefits.

The supervisor must complete an Augusta Technical College incident report and submit to Human Resources to file immediately. Human Resources will contact Amerisys, Inc. to report the incident if medical attention is required.

In the case of an emergency, the injured employee should seek emergency care from the nearest hospital emergency room. However, all follow-up care must be rendered from a physician on the "Panel of Physicians" (MCO) listed on the Workers' Compensation Notice. Failure to seek treatment for job related injuries from this "Panel of Physicians" (MCO) may jeopardize payment of medical bills under Workers' Compensation, and the employee may be personally liable for the bills.

One change from one physician on the panel to another physician on the panel may be made without permission; however, further changes in treatment require the permission of the employer, the Department of Administrative Services, or the State Board of Workers' Compensation.

### **Panel of Physicians**

Augusta Technical College has enrolled with the certified Workers' Compensation Managed Care Organization (WC/MCO) listed below to provide all the necessary medical treatment for workers' compensation injuries. The effective date is shown below:

Name of WC/MCO: AMERISYS, INC.

Mailing Address: 200 Piedmont Ave., SE, Suite 1208 West, Atlanta, GA 30034

Geographical Service Area: Statewide

Name of Contact Person: Triage Unit

Phone Number of Contact Person: 1-877-656-7475 (1-877-656-RISK)

Address of Contact Person: 200 Piedmont Ave., SE, Suite 1208 West, Atlanta, GA 30034

24-Hour Toll-Free Phone Number: 1-877-656-7475 (1-877-656-RISK)

### **Drug-Free Workplace Policy**

Augusta Technical College and the Technical Colleges System of Georgia is committed to providing an environment that ensures the safety and well-being of all employees, students, and campus visitors to the College; protects employee and student property; and prohibits influences that may have a detrimental effect upon the orderly, safe, and efficient operation of the College.

All Augusta Technical College employees are prohibited in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances, to include prescription medications prescribed to someone else. All employees are prohibited from the use of illegal drugs of any form during non-working hours regardless of location. The possession/transport of alcoholic beverages or illegal drugs in a state vehicle, a state-sponsored leased or rental vehicle, or a personal vehicle upon which the state is providing/could provide mileage reimbursement is prohibited.

ALL positions are subject to reasonable suspicion, return-to duty, and follow-up drug/alcohol testing.

Note: Safety sensitive/high-risk positions are subject to pre-employment and random drug/alcohol testing.

### **Tobacco-Free Campus**

Augusta Technical College is a designated tobacco-free institution. Tobacco includes any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks, strips, pellet, etc.).

Smoking or use of other tobacco products is prohibited on all Augusta Technical College campuses; owned or leased properties, and campus-owned, leased, or rented vehicles. This includes but is not limited to all College sidewalks, parking lots, landscaped areas, and recreational areas; at lectures, conferences, meetings, and social and cultural events held on property of Augusta Technical College. Smoking is also prohibited in the interior of all buildings and vehicles owned or operated by Augusta Technical College.

Violation of this policy may result in disciplinary action under the provisions of the State Board Positive Discipline Policy for employees and the provisions of the Student Code of Conduct for students.

### **Employee Assistance Program (EAP)**

Augusta Technical College and the Technical College System of Georgia (TCSG) believe the health and the wellbeing of all employees is of critical importance. The Technical Colleges System of Georgia (TCSG) has contracted with Epyr, an independent firm, to provide employee assistance services for full-time employees, and their immediate family members. The Employee Assistance Program (EAP) is both a self-referral and management alternative which provides confidential, short-term assessment, counseling, intervention or, as applicable, referral services at no cost to full-time employees. Part-time employees are not eligible.

Covered employees/individuals in need of counseling or other services/treatment beyond the scope of the TCSG contract and/or other specialized inpatient/out-patient services will be referred to an

appropriate provider or facility by the EAP provider. The covered employee/individual will bear all costs associated with the receipt of such services/treatment. A management referral to or an employee's voluntary or mandatory participation in the Employee Assistance Program is not an alternative for a formal step of the TCSG Positive Discipline process, which is designed to address an employee's job performance, behavior/conduct, or attendance deficiencies when such intervention is warranted.

The EAP is **free, confidential, and accessible 24/7**, with your right to privacy protected within the bounds of the law. Espyr does not disclose employees who utilize the Employee Assistance Program. To take

advantage of services provided by EAP, contact Espyr by contacting 855-584-3588 or you may securely request services from the website at [www.espyr.com](http://www.espyr.com). Enter SOG2015 in the Employee Portal as your password.

### **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 planned year which is May 1 to April 30 of the following year. The State of Georgia requires all employees to complete additional mandated Professional Development each year. The Human Resources office will notify employees of the required training.

### **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 "reserved" painted on the pavement. To use these spaces, all faculty/staff, including adjunct instructors, must have an employee parking permit clearly displayed hanging from the rear-view mirror of their vehicle. To receive a parking permit, contact the Campus Police.

### **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 should contact the Campus Police to obtain an ID Card.

### **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.

Procedure 4.3.2p7. Children in the Workplace [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **College Practices**

### **College Meetings**

All employee meetings occur periodically throughout each semester. The office of the president will provide the date and time of the meetings. 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.

### **Curriculum Committee**

Augusta Technical College is committed to adhering to the policies and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Curriculum Committee collaboratively evaluates proposed new program, program closures, and curriculum changes to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The committee monitors proposed changes to college curricula, processes, and procedures for consistency with the College and the Technical College System of Georgia policies and procedures. Additionally, the Curriculum Committee determines if changes are substantive in nature, reviews proposed instructional sites, and reviews terminations of programs with applicable teach-out plans. A substantive change, as defined by SACSCOC, is a significant modification or expansion of the nature and scope of an accredited institution. Additional substantive changes are identified in the SACSCOC Substantive Change for Accreditation Institutions of the Commission on Colleges Policy and Procedures. In accordance with this policy, Augusta Technical College will notify and seek approval, when required, from SACSCOC prior to initiating any substantive change. The committee is comprised of the Provost, Associate Vice President of Academic Affairs, Deans, Faculty, and representatives from Student Services, Distance Education, and Economic Development. The Committee meets monthly or as needed. (Reference Augusta Technical College Substantive Change Reporting Policy 2.3.5L)

### **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 Etrieve Central page 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*.

## **Purchasing**

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

## **Intellectual Property**

In order for the College to utilize to the best and fullest extent all works produced for it and all works provided for its use, students, faculty, and staff producing or providing work for the College must represent and warrant 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.

Policy 3.2.1. Intellectual Property [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

## **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 Augusta Technical College uniformed officers. Call one of the following numbers to contact campus police:

<b>Campus</b>	<b>Phone Contact</b>
Augusta	706-771-4021
Grovetown	706-651-7368
Thomson	706-595-0166
Waynesboro	706-437-6801

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 for 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 Police Officers in the performance of their duties. If there is a concern regarding enforcement of rules, the Vice President for Administrative Services should be

contacted.

Statistics concerning the occurrence of criminal offenses reported to Campus Police Officers and occurring within the College's Clery geography will be published annually by October 1. This information is available in the Library, the Business Office, and on the College web page.

### **Tobacco Use**

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

Local: 3.3.3L. Augusta Technical College Policy Tobacco Use [Policies and Procedures - Offices and Administration Overview - Augusta Technical College](#)

### **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:

**(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 lawful weapons carrier who violates this subsection shall be guilty of a misdemeanor. Any person who is not a lawful weapons carrier 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 lawful weapons carrier 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 lawful weapons carrier 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 lawful weapons carrier 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;

**(11)** The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon;

**(12)** 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;

**(13)** Public safety directors of municipal corporations;

**(14)** State and federal trial and appellate judges;

**(15)** United States attorneys and assistant United States attorneys;

**(16)** Clerks of the superior courts;

**(17)** 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;

**(18)** Constables of any county of this state;

**(19)** 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

**(20)**

**(A)** Any lawful weapons carrier 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:

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

**(ii)** Not apply to any preschool or childcare space located within such buildings or real property;

**(iii)** 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;

**(iv)** 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 "Dual Enrollment 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; and

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

**(B)** Any lawful weapons carrier 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 lawful weapons carrier 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, Kristi Flowers, at 706-771-4192. If requested, a hard copy of this ECP will be provided free of charge within three business days of request.

### **Hazardous Materials**

The Hazard Communication Program (HCP)/Right to Know (RTK) Coordinator, Chief of Police, can be contacted at (706)771-4021. The Coordinator is responsible for preparing, implementing, and monitoring the hazard communication program; 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.

