

NGCSU

EMPLOYEE

HANDBOOK

North Georgia College & State University Mission Statement

North Georgia College & State University develops and educates leaders through strong liberal arts, pre-professional, professional, and graduate programs. North Georgia College & State University is proud to be designated by the Board of Regents of the University System of Georgia and by the Georgia General Assembly as the Military College of Georgia and distinguished as a leadership institution of Georgia.

North Georgia College & State University provides an environment of academic excellence that develops leaders who respect all people, maintain high ethical standards, continue intellectual and personal growth, and serve the community, the state, the nation, and the world.

This mission is founded upon the following core values:

- * Courage - demonstrating the individual and institutional character required to translate thought into action under adverse or challenging conditions,
- * Integrity -cultivating in ourselves and in others the willingness and steadfastness to act honestly and ethically,
- * Loyalty - being faithful to the mission of the university,
- * Respect - acknowledging the dignity and worth of all beings and preserving the richness of our cultures and ecology,
- * Service - giving of oneself to enhance the life and richness of the university and all of its members, as well as the larger community,
- * Truth - searching for and honoring truth as it relates to academics, individuals, self, and society, and
- * Wisdom - making sound decisions in complex or ambiguous situations based on accumulated knowledge and experiences.

This Handbook is prepared for the convenience of NGCSU employees and does not represent a contract between NGCSU and employees. It summarizes current information regarding employment, benefits and the work environment, and NGCSU reserves the right to change the policies and procedures that underlie that information at any time and for any reason. This Handbook is not an official publication of the Board of Regents of the University System of Georgia. In the event of conflict between information in this Handbook and official NGCSU or University System of Georgia statutes, policies, bylaws or procedures, the statutes, policies, bylaws or procedures shall prevail.

This Handbook is available and will be updated on NGCSU's web site at <http://www.ngcsu.edu/adminsrv/hr/index.shtml>.

Please forward any comments, questions, or corrections to the Department of Human Resources, 102 Price Memorial Hall.

Table of Contents

I. EMPLOYMENT

- A. Equal Employment Opportunity
- B. Employment Categories
- C. Provisional Employment
- D. Salary
- E. Paychecks
- F. Working Hours and Overtime
- G. Inclement Weather
- H. Education and Training Opportunities
- I. Performance Evaluations
- J. Transfers and Promotions
- K. Resignation, Suspension and Dismissal
- L. Dispute Resolution
- M. Employment of Relatives
- N. Georgia Open Records Act
- O. Safety
- P. Drugs and Alcohol
- Q. Personal Conduct
- R. Children in the Workplace
- S. Outside Activities
- T. Sexual Harassment
- U. Personal Use of State Property

II. BENEFITS

- A. Holidays
- B. Leave
 - 1. Vacation Leave
 - 2. Sick Leave
 - 3. Educational Leave
 - 4. Military Leave
 - 5. Personal Leave
 - 6. Administrative Leave
 - 7. Miscellaneous Leave
- C. Retirement
- D. Health Insurance
- E. Dental Insurance
- F. Life Insurance
- G. Long Term Disability
- H. Tax Deferred Annuities (403b)
- I. Flexible Spending Accounts
 - 1. Dependent Care Flexible Spending Accounts

- 2. Health Care Flexible Spending Accounts
- J. Tuition Assistance
- K. Social Security
- L. Workers Compensation
- M. Unemployment Compensation

III. OTHER INFORMATION

- A. Campus Publication
- B. Auto Registration and Parking
- C. Telephones
- D. I.D. Cards
- E. Library
- F. Travel Expenses
- G. Solicitation
- H. State Charitable Contributions Program
- I. Athletic and Recreational Facilities and Events
- J. Dining Services

I. Employment

Equal Employment Opportunity

NGCSU is committed to the principle of equal employment opportunity in all aspects of campus life, including recruiting, training, transfer, promotion, compensation, and benefits. No employee or applicant will be discriminated against because of race, sex, age, religion, national origin, disability, or veterans' status.

Employment Categories

NGCSU categorizes employees as follows:

1. By duration of employment
 - a. Regular employees are hired for a continuous period of time that is expected to exceed six months (non-faculty) or one academic year (faculty).
 - b. Temporary faculty employees are hired for a period of time not to exceed one academic year.
 - c. Temporary non-faculty employees are hired for a period of time not to exceed six months.

2. By length of work week
 - a. Full-time faculty employees teach and accomplish other assignments that constitute a full-time workload as determined by the Vice President for Academic Affairs.
 - b. Full-time non-faculty employees work forty hours per week.
 - c. Part-time employees are scheduled to work less than that described in 2.a and 2.b above.

3. By status

- a. Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA), are not eligible for payment or compensatory time for overtime work, and are usually paid monthly.
- b. Non-exempt employees are covered by the provisions of the FLSA, are eligible for payments or compensatory time for overtime work, and are usually paid bi-weekly.

4. By function

- a. Faculty include 9-month and 12 month faculty members.
- b. Professional and Administrative employees are exempt non-student employees.
- c. Staff are non-exempt non-student employees.
- d. Student employees are NGCSU employees who are also full-time students.

C. Provisional Employment

All non-faculty employees are required to serve the first six months of employment in the University System of Georgia on a provisional basis to provide NGCSU an opportunity to evaluate the employee's performance. If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without the right of appeal or any of the procedural protections provided in the Personnel Policies of the University System of Georgia.

Salary

It is the objective of NGCSU to establish and maintain a compensation program that will:

1. Attract and retain qualified employees
2. Be internally equitable, reflecting the relative value of jobs
3. Be externally competitive
4. Reward employees on the basis of merit
5. Comply with Federal, State, and the Board of Regents laws and policies.

Subject to the availability of funds, salary increases for employees may be granted only at October 1st (for non-faculty employees) or at the beginning of the employment contract (for faculty employees), with the following exceptions:

1. Promotions involving transfer to a different job.
2. Stipends paid to employees who will serve in an “acting” capacity for more than six weeks in a higher-level position.
3. Employees serving in critical skill positions as defined by the Board of Regents.

Paychecks

Employees who are paid bi-weekly will receive 26 paychecks during the year, distributed every other Friday.

Employees who are paid monthly will receive paychecks on the 25th of the month. Non-faculty monthly-paid, and 12-month faculty employees will receive 12 paychecks during the year. Nine-month faculty employees will receive 10 paychecks during the year. August through May, (each for 10% of the annual salary) with no paycheck in June or July.) Faculty pay for summer teaching is in addition to regular paychecks.) Insurance premiums for 9-month faculty employees are withheld as follows:

- ½ of the annual premium during each month August through December

- 7/5 of 1/12 of the annual premium during each month January through May.

Paychecks may be delivered to campus departments, picked up at the Business office, or electronically deposited to employees' accounts. If a payday falls on a weekend or holiday, checks normally will be distributed on the preceding workday.

Working Hours and Overtime

Normal working hours at NGCSU are 8:00 a.m. to 5:00 p.m. Because of their missions, some departments may schedule some or all of their employees at other times to ensure that all responsibilities are met.

Exempt employees do not receive pay or compensatory time for overtime work. Non-exempt employees receive either pay or compensatory time at the rate of 1 ½ hours for each hour of overtime work. Overtime work for non-exempt employees must be authorized in advance by their managers.

Inclement Weather

In the event that inclement weather makes commutation to or from the campus dangerous, NGCSU may close. Notifications is made via the University web page and also on certain TV and radio stations. If the University does not close but an employee does not feel that travel is safe, he or she should notify the department manager and will be required to take vacation leave.

Education and Training Opportunities

Many opportunities are available for employees to receive career-related education and training. Some examples are:

1. On-the-job training
2. Tuition Assistance
3. Faculty and Staff Development funds
4. On-campus seminars
5. On-campus workshops
6. Human Resources Development Library (books and videos)
7. Committee and task force membership
8. Temporary, acting and interim assignments

Performance Evaluations

The primary purpose of performance evaluation and development planning is employee development through structured interaction between manager and employee. An accurate job description should always be used as the basis for performance evaluations. The program is designed to maximize quality of performance and to provide a basis for salary recommendations under the NGCSU merit pay policy.

All employees are evaluated on the previous calendar year's performance by their immediate managers in January, February, or March of each year, in accordance with specific instructions provided by the Vice President for Academic Affairs (for faculty employees) and the Director of Human Resources (for non-faculty employees).

In an effort to provide comprehensive feedback to senior administrators regarding their performance and effectiveness, NGCSU also provides for anonymous subordinate evaluation of senior administrators once every three years by position title, on a staggered annual schedule.

Transfers and Promotions

Vacant regular positions are posed on campus for a minimum of one week prior to interviews being scheduled. Current NGCSU employees who wish to apply for posted positions must comply with the application procedures specified in the Position Vacancy Announcements and should advise their managers of their application. Managers of internal applicants will be consulted for reference checks by potential hiring managers. Typically, employees are expected to serve in their current position for a minimum of six months before applying for another position on campus.

Resignation, Suspension and Dismissal

Georgia is an “employment-at-will” state. This means that an employee or NGCSU may terminate the employment relationship at any time for any reason unless the employee is under contract for a specific duration (e.g., faculty academic-year contract). Except under circumstances when immediate action is necessary, an employee shall be promptly and fully informed of any allegations against him or her and afforded a reasonable opportunity to respond. Employees shall be advised of appeal rights if adverse action is subsequently taken.

Dispute Resolution

NGCSU is committed to providing access to internal processes, which have as their objective the prompt and fair resolution of employees concerns. Issues in conflict which involve alleged deviations from University policy, complaints of discrimination or sexual harassment, or employment-related interpersonal problems may be handled by use of one of the following options:

1. Direct discussion between the disputants
2. Escalation to management
3. Mediation
4. Formal grievance

NGCSU policy #885 provides details of procedures available for dispute resolution.

Employment of Relatives

No candidate for any NGCSU position shall be considered if employment would result in a superior-subordinate relationship between the candidate and a close relative (spouse, parent, child, sibling, or in-law of any of the foregoing) through any line of authority.

Georgia Open Records Act

As an employee of NGCSU, certain information maintained by the University about you and your employment record is considered to be a matter of public record and is subject to the Georgia Open Records Act. This means that any citizen of Georgia may request access to certain information contained in your personnel file without your knowledge or consent. Open Records requests are filed with the Department of Human Resources and, by law, that department must provide access to the requested information within a stipulated time frame. Although any medical information is excluded by law and cannot be accessed under provisions of the Open Records Act., all other employment information must be made available for review.

Safety

The State of Georgia has enacted legislation to protect you from the dangers of hazardous chemicals you may encounter in the workplace. NGCSU has developed a plan to assure that all employees receive training and information about hazardous chemicals present in their work areas. A copy of this plan may be available in your departmental office or in your work area, or can be obtained from the Environmental Health & Safety Coordinator. The plan requires all employees to be informed of the Right to Know Act and its provisions. The University offers this basic training to all new employees, and employees whose jobs involve the handling of hazardous chemicals must receive additional training in the safe use, storage, and disposal of the chemicals they use.

Drugs and Alcohol

Employee misconduct related to alcohol or other drug abuse will not be tolerated. The unlawful manufacture, distribution, sale, use, or possession of illegal drugs by NGCSU employees is prohibited by Board of Regents policy. Violation of this policy will result in appropriate disciplinary sanctions, including referral for legal prosecution. As a condition of employment, University employees agree to abide by the terms of this policy and to notify NGCSU of any criminal drug conviction no later than five working days after the conviction.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Personal Conduct

As an NGCSU employee, you are expected to demonstrate reasonable effort and productivity as well as adhere to published rules and regulations and to accept customs and standards of courtesy, conduct, and cooperation. The following are examples of actions which are unacceptable to the University and which may result in disciplinary action or discharge:

- Failure or being unfit to perform assigned duties
- Conviction of a felony or crime involving moral turpitude
- Bringing discredit to the University
- Insubordination
- Negligence
- Falsifying records, reports, or information
- Theft
- Misuse of telephone or computer services

- Intoxication or drinking on the job
- Failure to report an absence or reason for an absence
- Taking unauthorized leave
- Habitual absence or tardiness
- Discourteous or disruptive behavior
- Unauthorized absence from assigned work area
- Interfering with the work performance of another employee
- Wasting materials
- Willfully damaging equipment or property
- Willfully violating safety regulations
- Gambling
- Sleeping while on duty
- Using or selling illegal drugs on University premises
- Job abandonment
- Willfully violating law or policy prohibiting discrimination
- Any other misconduct interfering with performance of duties

Children in the Workplace

Extended or regular visits by employees' children in the workplace are not allowed in order to prevent disruptions to normal University operations and for the safety of the children.

Outside Activities

Any outside occupation, pursuit, or endeavor that interferes with the regular and punctual performance of University duties is discouraged. If outside activities interfere with regular work attendance or work quality, University employment could be terminated. Before engaging in activities outside of the University, you should discuss your plans with your manager to determine if such activities might interfere with or be in conflict with your University employment. It is inappropriate for University personnel to manage or enter political campaigns while on duty to perform services for the University, or hold elective political office at the state or federal level while employed by the University.

Sexual Harassment

NGCSU is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law and Board of Regents' policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, and regardless of the sex of the other party, from sexually harassing any other member of the University community. Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status; or
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working and/or learning environment, or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

- Physical Assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation
- Sexual advances, physical or implied, or direct propositions of a sexual nature
- Inappropriate or unnecessary touching or rubbing against another
- Sexually suggestive or degrading jokes or comments, or remarks of a sexual nature about one's clothing and/or body

- Preferential treatment in exchange for sexual activity
- Inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another person
- Remarks speculating about a person's sexual activities or sexual history, or
- Remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose

Personal Use of State Property

Property owned by NGCSU will be used only for University purposes. No NGCSU employee shall permit such property to be removed from campus for personal use. Use of NGCSU vehicles for personal use is likewise prohibited.

II. Benefits

Holidays

NGCSU observes 12 paid holidays each year. A schedule of the holidays is published each year by the University. A terminating employee shall not be paid for any holidays occurring after the last working day of his or her employment.

Leave

1. Vacation Leave

Regular, full-time, we-month employees earn Vacation leave in accordance with the following table:

Faculty	14 hours per month
Non-faculty (first five years of service)	10 hours per month
Non-faculty (second five years of service)	12 hours per month
Non-faculty (over ten years of service)	14 hours per month

Full-time 9-month faculty, temporary employees, and regular employees working less than half-time do not earn Vacation Leave. Regular 12-month employees working half-time or more, but less than full-time, earn Vacation Leave in a ration equivalent to the percentage of time employed. When the effective date of employment is on or before the 5th day of the month, employees earn Vacation Leave for that month. Vacation Leave may be accrued up to a maximum of 360 hours.

Employees will be paid for unused accrued Vacation Leave up to a maximum of 360 hours upon termination from the University for any reason. Terminating employees will earn Vacation Leave for their last month of employment only if their last day of work coincides with the last workday of the month. Terminating employees do not accrue Vacation Leave after the last working day of employment.

Earned Vacation Leave can be taken at times mutually acceptable to the employee and his or her manager.

2. Sick Leave

a. Sick Leave with Pay

Regular full-time employees and temporary full-time faculty who work an entire academic year earn Sick Leave at the rate of eight hours per month. Nine-month employees do not earn Sick Leave while not working during the summer. Regular part-time employees working half-time or more earn Sick Leave in a ration equal to their percentage of time worked. Temporary employees (except for temporary full-time faculty who work an entire

academic year) do not earn Sick Leave. Sick Leave accumulates without a maximum limit and may be granted at the discretion of the University and upon approval by the manager for any of the following reasons:

- Illness or injury of the employee
- Medical or dental treatment or consultation
- Quarantine due to a contagious illness in the employee's household
- Illness, injury or death in the employee's immediate family requiring the employee's presence

If Sick leave is claimed for a continuous period in excess of three days, a physician's statement is required to permit further claim of Sick Leave.

b. Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued Vacation Leave may be granted Sick Leave Without Pay for a period not to exceed one year. Such approved Sick Leave Without Pay shall allow the employee the right to elect to continue his or her group insurance benefits and the University will continue its share of the cost for such period.

c. Family Leave Without Pay

Any employee who has been employed on a full-time basis for at least twelve months is eligible for twelve work-weeks of Family Leave Without Pay, with University participation in the payment of group insurance premiums, for:

- Birth of the child of the employee
- Placement of a child with the employee for adoption
- A serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence
- A serious health condition of the employee, which renders him or her unable to perform job duties.

3. Educational Leave

Employees who have been continuously employed as full-time employees at NGCSU for at least three years may be granted an Educational Leave. If the employee possesses at least a Masters Degree, the Leave may be with pay; however the employee shall be required to reimburse the University for all compensation received while on the Leave if he or she does not return to NGCSU for at least one year of service after the termination of the Leave. Employees without at least a Masters Degree may be granted an Educational Leave Without Pay for periods not to exceed one year at a time, with the University participating in the payment of group insurance premiums.

4. Military Leave

An employee who receives orders for active military duty shall be entitled to Military Leave. The first 18 days (30 days if ordered to State active duty as a member of the National Guard) of such duty in a calendar year shall be with pay. Thereafter, the Military Leave will be without pay.

5. Personal Leave

An employee who has been continuously employed in a full-time position at NGCSU for at least three years may be granted Personal Leave without pay for a period not to exceed one year. The employee shall be required to exhaust all accrued Vacation Leave prior to any such leave. Employees on Personal Leave shall have the right to elect to continue group insurance benefits, but the employee shall pay both the employee's and the University's share of the insurance premiums.

6. Administrative Leave

Administrative Leave is a discretionary leave declared by the President of NGCSU and affects only those employees scheduled to work that day or portion of the day.

7. Miscellaneous Leave

a. FLSA

When exempt employees are absent from work for less than one scheduled workday and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on FLSA Leave with pay for the period of absence.

b. Court Duty

Upon presentation of official orders from the appropriate court, Court Duty Leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness.

c. Voting

When an employee's normal working hours coincide with voting hours, the employee shall be granted Voting Leave as stipulated by his or her manager for the purpose of voting.

d. Selective Service and Military Physical Examinations

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

Retirement

Regular non-faculty employees of NGCSU are required to participate in the Teachers Retirement System of Georgia (TRS). Regular faculty members (and temporary faculty members who are employed at least half-time for an entire academic year) have the option to participate in TRS or the Optional Retirement Plan. Contributions are made by both the employee and the University. An employee is eligible to retire (a) with 30 years of service, or (b) at age 60 with at least ten years of service. TRS also allows early retirement (at a reduced amount) at any age with at least 25 years of service. Disability retirement is possible for employees participating in TRS who are permanently disabled and have at least 9 ½ years of service. TRS retirement income is based on a formula (2% x number of years of service x average of highest two consecutive years of salary). The Optional Retirement Plan

allows employees to invest in financial products of four companies and retirement income is based on the accumulation in those investments.

Temporary and part-time (less than 50%) employees must participate in the Georgia Defined Contribution Plan (GDGP), a state-mandated retirement program for temporary, seasonal, and part-time employees who are not eligible for membership in state retirement programs for regular employees. Certain categories of temporary employees are exempt from participation in GDGP: non-resident alien employees with a J1, J2, or F1 visa status; employees who are bona fide independent contractors with the University; and employees who are students currently enrolled in and attending a University System college or university. Employees contribute 7 ½% of salary to GDGP and the University does not contribute. GDGP members who terminate employment or become ineligible for GDGP may apply for a refund of contributions and interest.

Health Insurance

Employees are eligible to participate in either of two health insurance plans offered by the University – an Indemnity Plan and a Preferred Provider Option (PPO) Plan. Both Plans provide major medical coverage, including diagnosis and/or treatment of illness, injury or medical conditions. Benefits include physician, hospital, surgical, disease state management, pharmacy benefit management, mental health/substance abuse treatment, and transplant services.

Coverage options include (1) Employee only, (2) Employee plus one dependent, and (3) Family. An open enrollment period is Details of plan provisions and current premium rates are available from the Department of Human Resources.

Dental Insurance

All regular employees who work half time or more are eligible to enroll in the University System Dental Plan. The employee pays 100% of the premium, which is deducted from payroll checks before federal, state, and FICA taxes are applied. After a \$50 per person annual deductible, the Dental Plan provides two cleanings and checkups per year and 80%

reimbursement for covered dental expenses up to \$1000 annual maximum per-person reimbursement. It also provides a limited amount of orthodontic coverage. Interested eligible employees must enroll within 31 days following employment. There are no open enrollment periods.

Life Insurance

The University offers a group life insurance program to its regular employees who work at least half-time. \$25,000 of life insurance is automatically provided at no charge to all eligible employees. Employees may also purchase additional supplemental life insurance (in the amount of one, two, or three times annual salary) and/or dependent life insurance (\$10,000 per eligible dependent). Premiums for supplemental coverage are determined by age. No evidence of insurability is required for supplemental or dependant coverage if application for such coverage is made within 31 days of employment. Accidental death and dismemberment benefits may be added to both basic and supplemental life insurance. Employees who leave the University before retirement may convert all or part of their group insurance to individual policies at a premium rate based on age at the time of conversion. Application for conversion must be made 31 days following termination and are permitted without evidence of insurability.

Long Term Disability

Long Term Disability insurance is designed to replace 60% of an employee's salary in the event of a disability, beginning after 90 days of becoming disabled. Coverage is voluntary and the employee pays the total premium, which is based on the employee's salary.

Tax-Deferred Annuities (403b)

NGCSU offers its employees the opportunity to invest a portion of their salaries in a tax-deferred annuity program. Under this savings program, authorized by Section 403b of the Internal Revenue Code, all contributions and earnings are exempt from federal and state taxes until withdrawn,

typically at retirement. NGCSU will accept annuity contracts from company licensed to sell tax-deferred annuities in the State of Georgia.

Flexible Spending Accounts

Dependent Care Flexible Spending Accounts

Employees with regular dependent care expenses may contribute pre-tax dollars through payroll deductions to a special account and then be reimbursed for expenses, which include work-related babysitting, or day care. Employees may enroll within 31 days following employment, within 31 days following a change in family status, or during the open enrollment period each year.

Health Care Flexible Spending Accounts

The University offers a plan that can help employees pay their out-of-pocket medical expenses while increasing disposable income. With this plan, employees never pay taxes on the money set aside for health care expenses. Eligible expenses include deductibles, coinsurance, and expenses that are not covered by other health insurance plans. Employees may enroll within 31 days following employment, within 31 days following a change in family status, or during the open enrollment period each year.

Tuition Assistance

NGCSU provides tuition remission or reimbursement for up to three career related courses per semester after six months of regular full-time employment.

Social Security

NGCSU employees participate in the Social Security Program. The contribution under this program is shared equally by the employee and the University. The amount of contribution and the benefits received are established by the U.S. Congress. Student assistants and graduate assistants are exempt from Social Security. Non-immigrant aliens may be exempt in accordance with the provisions of their visas.

Workers' Compensation

All employees of the University are covered under the provisions of the Workers' Compensation Act. This act provides protection for employees in the event of injury or death while performing services for NGCSU. Employees who incur an on-the-job injury should immediately notify their supervisor so that the necessary paperwork may be completed in 5 days as required by law. If medical attention is needed, employees must seek treatment from a physician listed on the "Panel of Physicians" which is posted on NGCSU bulletin boards. In the case of an emergency, employees should seek treatment from the nearest hospital emergency room.

Unemployment Compensation

NGCSU employees are covered under the Georgia Employment Security Law, commonly known as Unemployment Compensation. This law was enacted to provide a source of economic security when an employee becomes unemployed through no fault of his own or her own. The Act helps the employee get through a trying period of involuntary unemployment. Eligibility for benefits is determined by the local office of the Georgia Department of Labor.

III. Other Information

Campus Publications

The Digest is a newsletter of the faculty and staff of NGCSU, which is, published bimonthly during the Fall and Spring semesters by the Office of Public Information. The North Georgia College & State University Voice is a student-run newspaper serving the students, faculty and staff of NGCSU and is published weekly during the Fall and Spring semesters. Both publications are available in many campus buildings.

Auto Registration and Parking

New employees will be asked to complete a Vehicle Registration Application at the Public Safety Office. A parking decal will be issued which shows the permit number and assigned parking area. The employee will be required to display the permit on the rear view mirror while on campus.

Telephones

On-campus telephones may be reached by dialing the last four numbers of the telephone number.

Local telephone exchanges (216, 265, 340, 864, and 867) may be reached by dialing 9 and then the 7-digit number.

Toll-free long distance numbers (e.g. 1-800) may be reached by dialing 9 and then 1 and then the area code and phone number.

Other long distance numbers are reached using the GIST network operated by the Georgia Department of Administrative Services. The GIST network is accessed by dialing 8 followed by the area code and phone number.

New campus telephone service or modifications to existing lines may be requested by sending an email message to Tom Fox, Director of Materials management, at tinfox@ngcsu.edu . The message must include the telephone number, a description of the work to be performed, a point of contact, and the account number to be charged.

I.D. Cards

An Employee Information form must be completed in Human Resources and a copy of it is taken in person to Room 317 of the Student Center to have the photo I.D. Card made. I.D. Cards are required for admission to campus events and program, use of University facilities, and check cashing privileges. Dependents eligible for I.D. Cards are the employee's spouse and unmarried children under the age of 19 (or to the age of 25 if a full-time student at an accredited school). Dependents under age 18 must be accompanied by a parent or guardian for admission or use of facilities.

Library

Stewart Library provides print and electronic resources for the campus community. Housing a small, on-site computer lab and additional workstations with access to the online catalog, to the Internet, and to the University System GALILEO project (a collection of indexed and full-text journal references), the library provides entrance to the so-called "information age" of the 21st century. Data may also be identified and retrieved from monographs and traditional reference titles, from microform collections, and from video titles. Open more than 85 hours per week; the library's resources are available at times convenient for the on-campus user. The online catalog, periodical databases, and instructional/directional WEB pages are available to on-campus and off-campus users via the Internet. Specialized information is available through the government depository collection and much of that data is also available in electronic format. Stewart Library's WEB pages describe many resources in the campus library, explain library services, and offer ready-reference help through email contact.

Travel Expenses

Employees who are required to travel for the benefit of the University are entitled to travel expense reimbursement as follows:

1. Transportation
 - a. Mileage is reimbursed at 28 cents per mile, based on the most economical route considering time and distance. Odometer readings are required.
 - b. Airfare is reimbursed at State contract pricing or lower cost. A receipt is required.
 - c. Other reasonable ground transportation will be reimbursed. Receipts are required.

2. Meals
 - a. Meal maximums are \$28 per day in normal cost locations and \$36 per day in high cost areas. Receipts are not required.
 - b. When overnight lodging is not required, meals are reimbursed on a per meal basis as provided in the detailed travel regulations.

3. Lodging – Lodging is reimbursed at actual cost and must include a detailed receipt showing full payment.

4. Miscellaneous Expenses – Other items of expense that may be reimbursed are listed in the detailed travel regulations.

The detailed travel regulations are available on the following website:

<http://www2.state.ga.us/departments/audit/m&lq/travlreg.htm>

Solicitation

The orderly and efficient operation of NGCSU requires certain restrictions on solicitation of employees and the distribution of materials and information on campus.

No lists of NGCSU employees should be made available to anyone outside of NGCSU except as may be required by law. No off-campus generated material will be placed in campus mailboxes except that which is sent through the U.S. mail services.

Personal solicitations or information distributions by an employee should not be permitted if they interfere with or interrupt other employees engaged in work.

Employees may make specific appointments to meet salespeople in campus offices. However, employees are not authorized to obligate NGCSU to any acquisition that requires processing through normal procurement channels. Prior approval of the Vice President for Business and Finance or his delegate is required for any solicitations or marketing on campus, other than by regularly authorized auxiliary enterprises. Non-employees have no presumptive right to enter campus, including parking lots, for the purpose of soliciting or distributing any material to NGCSU employees or students. Violations should be reported to Human Resources, who will involve Public Safety as appropriate.

State Charitable Contributions Program

In the fall of each year, NGCSU participates in the State Charitable Contributions Program, affording employees the opportunity to help strengthen our community by financially supporting health, welfare, educational, and environmental programs through payroll deductions or one-time contributions.

Athletic and Recreational Facilities and Events

WELLNESS CENTER & POOL

The NGCSU Wellness Center and indoor swimming pool are available for use by all employees of the University. The Wellness Center offers a wide variety of strength-training machines, free weights, treadmills, stationary bicycles, and other aerobic equipment. The Center employs a full-time director and a large staff of student assistants trained in providing individual consultations related to establishing and maintaining a personal wellness plan. Fitness testing is available by appointment. The indoor pool is 25 meters in length with the water temperature maintained at approximately 80 degrees year-round. Swimming lanes are designated for those persons wishing to workout by swimming laps. A certified lifeguard is on duty at all times during the pool's hours of operation.

OTHER RECREATION FACILITIES

Other recreation facilities (tennis courts, gymnasium, golf putting green, walking track) are available for employee use when they are not reserved for student and athletic events. Rules and regulations concerning use of each facility are posted at each respective facility. Failure to follow a facility's rules and regulations will result in removal from the facility.

DEPENDENT USE OF FACILITIES

Employee dependents are allowed to use NGCSU's recreation facilities, but dependents below the age of 18 must be accompanied by a parent or guardian. Dependents under the age of 14 are not allowed to use the Wellness Center; dependents between the ages of 14 and 17 may use the Wellness Center if accompanied by a parent or guardian.

IDENTIFICATION

All persons wishing to use the Wellness Center and the pool are required to present a valid NGCSU identification card upon entering each facility. If requested, identification must be presented when using other facilities. Identification cards may be obtained through the Department of Student Affairs.

INFORMATION

To receive current hours of operation or other information about the NGCSU recreation facilities, please call the following numbers:

Wellness Center	706-864-1458
Swimming Pool	706-867-2702
Other Facilities	706-864-1758

Dining Services

Dining facilities on campus are operated by a private contractor – currently ARAMARK – and are available for use by all employees. The Dining Hall offers a large choice and variety of meals three times a day with employees receiving a discount. The Snack Bar offers grill and sandwich items as well as snacks. Chick-fil-a is also available at the Snack Bar. Employees may also use the Convenience Store located on the ground floor of Lewis hall.

Payment at each dining area may be made in cash or by purchasing a “Declining Balance Account” from the Dining Hall. Money is put into this account and the amount of each transaction is automatically deducted from the account each time it is used. An initial amount of \$25.00 starts the account and additional amounts may be added as needed.