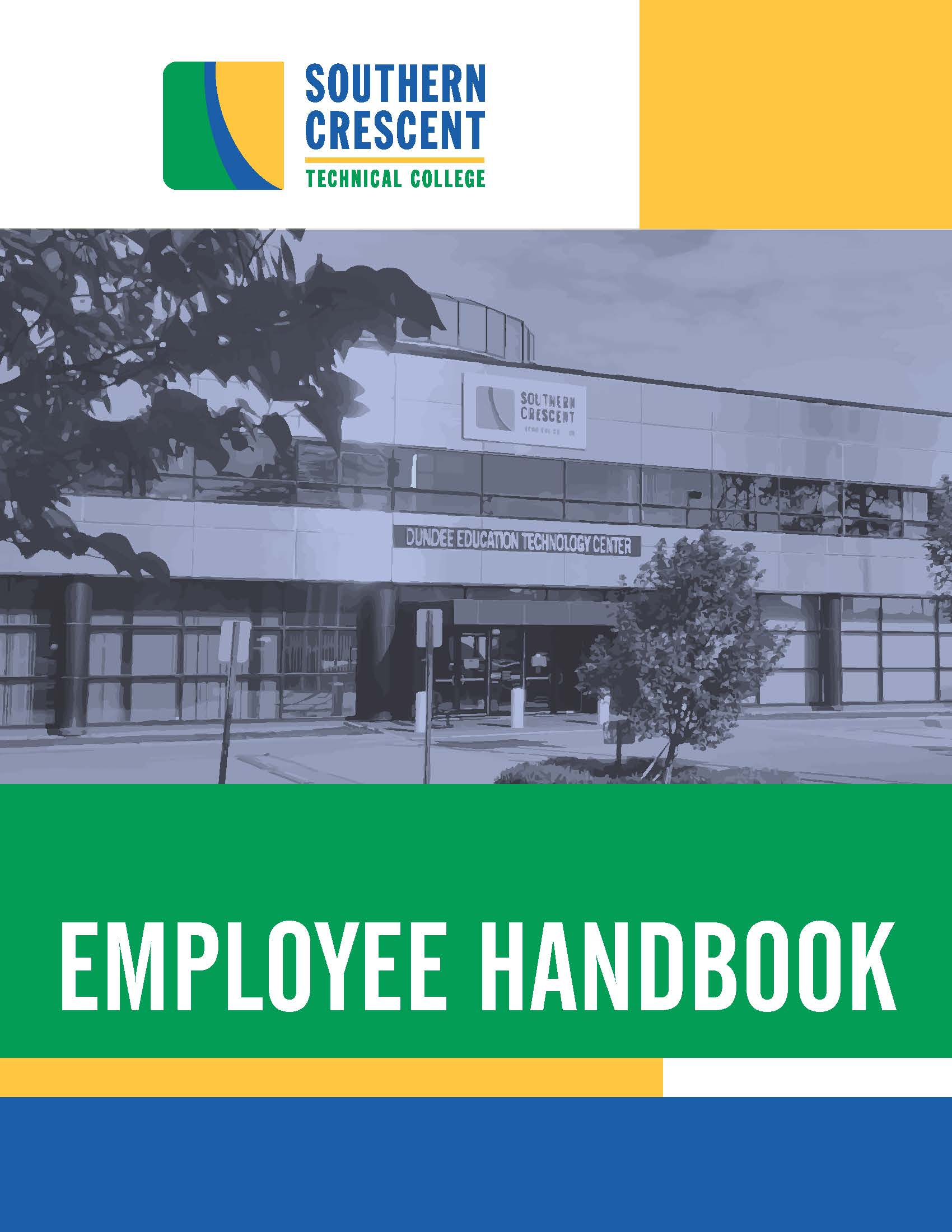
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**Employment Manual**



**Prepared By**

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**Note** The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Southern Crescent Technical College and any of its employees.

Southern Crescent Technical College at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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# INTRODUCTION

This document has been developed by the Human Resources Department in order for you to become familiar with Southern Crescent Technical College’s working conditions, key policies, procedures, and other benefits affecting your employment.

## Welcome

**Welcome to Southern Crescent Technical College! We are happy to have you as a member of our team!**

**Our Mission…**

Southern Crescent Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that delivers relevant technical education at the associate degree, diploma, and certificate levels and workforce training programs via traditional and distance learning formats that promote lifelong learning and impact economic development in the west central Georgia region that spans south of Atlanta and north of Macon.

**1.2 History**

2010 The State Board of the Technical College System of Georgia approved the merger of Griffin Technical College and Flint River Technical College

2010 The Commission on Colleges of the Southern Association of Schools and Colleges approved the consolidation of Griffin Technical College and Flint River Technical College

2011 On July 1, 2011 the two colleges officially became Southern Crescent Technical College

## 1.3 Administrative Organization

1. State Board of the Technical College System of Georgia

Southern Crescent Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. The State Board shall provide overall policies for the management of public post-secondary 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 State Board shall establish its guiding policies, subject to change from time to time, but all of which shall be in accordance with the established objectives and the trusteeship to the public. The policies of the State Board may be amended and/or adopted by the Board acting collectively at any meeting of the Board subject to the Board's bylaws.

*(Reference: TCSG Policy 2.1.3)*

1. The Commissioner

The Commissioner is responsible to the Board for the planning, development, and internal management of the Department's 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. The Commissioner reports to and serves at the pleasure of the Technical College System of Georgia.

*(Reference: TCSG Policy 2.2.1)*

1. Southern Crescent Technical College Board of Directors

Southern Crescent Technical College’s Board of Directors interprets State Board policies and provides supplemental policies to ensure that the needs of the citizenry, business, and industry in the Technical College's service area are met to the highest possible degree and in the most cost effective and efficient manner, within the guidelines of the policies and goals and objectives of the State Technical College System of Georgia. The Local Board of Southern Crescent Technical College establishes the college’s guiding policies, subject to change from time to time, but all of which shall be in accordance with the established objectives, the trusteeship to the public, and the policies of the State Board of the Technical College System of Georgia. The policies of Southern Crescent Technical College’s Board may be amended or adopted by the Local Board acting collectively at any regular meeting subject to bylaws.

*(Reference: TCSG Policy 2.4.1)*

1. Southern Crescent Technical College Administration

Southern Crescent Technical College has a president, an executive vice president and six vice presidents. Southern Crescent Technical College’s president is the Chief Executive Officer of the college and all 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 of the Technical College System of Georgia and the commissioner.

*(Reference: TSCG Policy 2.3.2)*

You may find a copy of Southern Crescent Technical College’s organizational chart by visiting the “About” section of <https://www.sctech.edu/>or by clicking the link below.

[**https://www.sctech.edu/about/organizational-charts/**](https://www.sctech.edu/about/organizational-charts/)

## Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Southern Crescent Technical College reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees. Policy updates/changes shall be published via electronic mail and maintained on the “manual” section of ***Tigernet*** and ***News Around the Crescent.***

This manual is not to be construed as an official publication of the Technical College System of Georgia. In case of any divergence from or conflict with the Policy Manual of the Technical College System of Georgia, the official publications or actions of the State Board of the Technical College System of Georgia shall prevail.



# EMPLOYEE DEFINITION AND STATUS

An “employee” of Southern Crescent Technical College is defined as any person who regularly works for the College on an hourly or salary basis.

## Employment Classification

# PURPOSE

# Provided an applicant meets all pre-employment hiring requirements outlined in applicable State Board Policies and TCSG Procedures, he/she may be appointed to a full-time or part-time position at the TCSG System Office or at 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.

# The Commissioner or a technical college president may offer employment contracts as provide by State Board Policy. No employment contract shall encompass a period to exceed twelve (12) calendar months. Adjunct faculty shall not be issued employment contracts; instead, terms and conditions of employment shall be outlined in a memorandum or letter of appointment which shall be provided to and acknowledged by each adjunct faculty member. No such appointment shall exceed a single academic term and adjunct faculty are not permitted to work between academic terms.

# If tenure was conferred on an employee prior to or at the time of conversion of a technical institute from operation by a local board of education to state control, he/she shall retain tenure unless he/she later accepts a promotion or transfers to a different position at his/her technical college or accepts a position at another technical college or the TCSG System Office. NOTE: the Technical College System of Georgia does not confer tenure upon its faculty.

# The employment status of those employees who remain members of the classified service shall be governed by State Personnel Board Rules as well as State Board Policies and TCSG Procedures.

# DEFINITIONS:

# Academic Term: a division of an academic year during which a technical college holds classes, e.g. a semester or mini-semester.

# Adjunct Faculty: a temporary, time-limited appointment. Professional credentials required for appointment as full-time faculty in a given academic program will also be required for appointment in this capacity in the same academic program. The employee’s appointment will be limited to a single academic term and corresponding terms and conditions of employment will be outlined in a memorandum or letter of appointment. Work entails the delivery of academic instruction for one or more assigned course(s) in one or more technical college(s) as provided in this Procedure.

# At Will: an individual considered to be employed “at will” may resign for any reason at any time or may be discharged for any reason not specifically prohibited by law and in a manner consistent with the provisions of applicable State Board Policies and TCSG Procedures.

# ERS Covered Employer: a state department of agency participating in the Employees’ Retirement System of Georgia. Included among participating agencies are the Technical College System of Georgia and its associated technical colleges.

# FICA – Medicare: the portion of FICA (Federal Insurance Contributions Act) tax dedicated to support Medicare

# FICA – OASDI: the Social Security portion of the FICA tax dedicated to Old Age, Survivors and

# Disability Insurance.

# Normal Retirement Age: with respect to service with the Technical College System of Georgia and membership in the Employees’ Retirement System or the Teachers Retirement System, attaining 30 years of creditable service (regardless of age) or after reaching age 60, having at least

# 10 years or more of creditable service.

# Professional Laboratory Assistant: a temporary, time-limited appointment reserved for individuals possessing appropriate professional qualifications to independently direct student instructional activities in support of teaching faculty in an assigned academic program. The appointment encompasses single academic term and corresponding terms and conditions of employment are outlined in a memorandum or letter of appointment.

# Seasonal Employee: under the Patient Protection and Affordable Care Act, a seasonal employee is defined as an employee in a position for which the customary annual employment (period) is six (6) months or less. NOTE: the term ‘customary” means that by nature of the position (held), an employee works for a period of six (6) months or less and that the period should begin each calendar year in approximately the same part of the year.

# TCSG Work Unit: the TCSG System Office, Quick Start Headquarters, Quick Start Regional Office or training center, or an associated technical college.

# TRS Covered Employer: includes colleges and universities associated with the Board of Regents; the State Department of Education; local Boards of Education; charter schools; RESA’s (Regional Educational Service Agencies); and, the Technical College System of Georgia and its associated technical colleges.

# VI. PROCEDURE:

# A. Categories of Employment

# Regular Appointment: Individuals hired in this capacity are considered full-time, benefits-eligible, receive a monthly or semi-monthly salary, and are expected to be employed for a continuous period of nine (9) or more calendar months. Regular appointments entail a work commitment of thirty (30) or more hours per week.

# An individual appointed to a full-time faculty position which encompasses a period of employment ranging from nine (9) to eleven (11) calendar months shall receive a pro-rated salary which covers a twelve (12) month period.

# A similar pay delivery process governs the transition of a currently employed faculty member from a twelve (12) month period of employment to a period ranging from nine (9) to eleven (11) months. These faculty members shall also receive a reduced monthly salary for twelve (12) months. However, any transition that is not voluntary on the part of the employee (e.g., in response to a shortage of funds) may only be accomplished through a reduction-in-force approved by the Commissioner as provided in TCSG Procedure 4.1.10p, Reduction in Force.

# Regular, Part-time Appointment: Individuals hired in this capacity (which may include faculty) receive a monthly or semi-monthly salary and have a work commitment of at least twenty (20) but no more than twenty-nine (29) hours each work week for a period of nine (9) or more calendar months. Individuals are not benefits-eligible, but are eligible for pro-rated leave accrual and, with limited exceptions, are eligible for membership in the Teachers Retirement System of Georgia as referenced in this procedure. Those individuals who are not eligible for membership in the Teachers Retirement System must participate in the Employees’ Retirement System of Georgia’s Defined Contribution Plan unless otherwise excluded by law.

# 3. Part-time, Hourly-Paid Appointments

# Appointments in this category encompass an indefinite period of employment and are limited to three defined position groups with other established conditions/criteria as follows:

# an individual may be appointed to a TRS covered, hourly-paid position with a work commitment of no more than nineteen (19) hours each week for an indefinite period;

# 2) an individual may be appointed to a TRS covered, hourly-paid position with a work commitment of at least twenty (20) but no more than twenty-nine (29) hour per week for an indefinite period provided the TCSG work unit assumes responsibility for the employer’s portion of the cost of the employee’s TRS membership. Accompanying TRS membership criteria requires an appointment to a one-half time or greater permanent position in which the employee works at least fifty percent (50%) of the hours required of a full-time position with a similar scope of work; or,

# 3) an individual may be appointed to a TRS non-covered, hourly-paid position (i.e., a non-supervisory custodial, maintenance, food service, or security position) may work no more than twenty-nine (29) hours each week for an indefinite period.

# NOTE: For purposes of implementing the provisions of this paragraph, the term “indefinite period” is defined as a continuous period of employment of nine (9) or more calendar months inclusive of breaks between academic terms.

# b. An individual hired pursuant to the provisions of Paragraph VI.A.3.a.1. or VI.A.3.a.3. are not benefits eligible, do not accrue leave, are not eligible for membership in the Teachers Retirement System of Georgia (TRS), and may not become a regular member of the Employee’s Retirement System of Georgia. Instead, the employee must participate in the Employee’s Retirement System of Georgia’s (ERS) Georgia Defined Contribution Plan unless otherwise excluded by law.

# c. An individual hired pursuant to the provisions of Paragraph VI.A.3.a.2. must participate in TRS as a condition of employment but, is not eligible for other benefits nor does he/she accrue leave.

# d. All similarly situated positions in a work unit (i.e,, all positions encompassing the same job title, which perform comparable duties and responsibilities, and which possess a comparable work hours commitment) should be established and maintained using the same employment category option identified in above.

# For example, all hourly-paid child enrichment center worker positions in a TCSG child enrichment center should be assigned to the same employment category.

# e. The indefinite period of employment differentiates appointments in Paragraph VI.A.3. from the various types of temporary, hourly-paid appointments referenced in Paragraph VI.A.4.

# 4. Temporary, Hourly-Paid Appointments An individual hired as a temporary employee in any of the six (6) identified categories is not benefits eligible, does not accrue leave, is not eligible for membership in the Teachers Retirement System of Georgia (TRS), and may not become a regular member of the Employee’s Retirement System of Georgia. Instead, the employee must participate in the Employees’ Retirement System’s (ERS) Georgia Defined Contribution Plan unless he/she is otherwise excluded by law.

# The following categories of temporary positions/appointments are based on the anticipated or definitive period of employment and/or limitations governing hours worked

# a. Temporary Category 1 (Time Limited Appointment) – an hourly-paid employee (including those in a TRS covered position) may work up to twenty-nine (29) hours per week for a period not to exceed nine (9) consecutive calendar months.

# 1) NOTE: if an emergency staffing situation exists which significantly impacts technical college operations, it is permissible for an hourly paid employee to exceed the twenty-nine (29) hour threshold for no more than three (3) work weeks during an academic term (or six (6) months for System Office employees).

# 2) When an employee has reached nine (9) consecutive months of service, inclusive of any break(s) between academic terms, the individual must be separated from employment. The individual may be considered for re- employment after a break of at least thirty (30) calendar days.

# b. Temporary Category 2 (Intermittent Appointment) – an hourly-paid System Office or technical college employee in a TRS covered or non-covered position whose utilization and work assignments are of an occasional, sporadic, or infrequent nature based on his/her unique skill sets and/or the specific needs of the System Office or his/her employing technical college may work up to forty (40) hours in a given work week provided, however, that no System Office employee may work more than twenty (20) calendar days during any six (6) month period and no technical college employee hired in this capacity may work more than twenty (20) calendar days during any academic term.

# c. Temporary Category 3 (Fixed-Term Appointment) – an individual hired in this capacity is compensated on an hourly basis and has an appointment period not to exceed twelve (12) weeks. The individual may work up to forty (40) hours each week. At the conclusion of the established period, the employee must be separated from employment. The individual may be considered for re-employment after a break-in- service of at least six (6) calendar months. During the six (6) month period, the individual may not be reappointed in any capacity by the System Office or any technical college other than in a full-time, benefits eligible position as provided in Paragraph VI.A.1 (i.e., a Regular Appointment).

# d. Temporary Category 4 (Professional Laboratory Assistant Appointment) – an individual hired in this capacity is compensated on an hourly basis and may work no more than twenty-nine (29) hours each week during an academic term. Employment in this capacity shall encompass a single academic term and the accompanying terms and conditions of employment shall be outlined in a memorandum or letter of appointment.

# e. Temporary Category 5 (State of Georgia Retiree Appointment) – restrictions governing the appointment of a TRS or ERS retiree and the accompanying employment options are provided in Paragraph VI.D.1. and VI.D.2.

# f. Temporary Category 6 (Seasonal Appointment) – an individual hired in this capacity is compensated on an hourly basis; may work up to forty (40) hours each work week; and, may have a period of employment not to exceed six (6) months during any calendar year. Given the nature of the position held and the assigned duties and responsibilities, the corresponding employment period should reasonably begin (each year) in approximately the same part of the calendar year (e.g., summer employment in a TCSG child enrichment center or group day care home). When the period of employment ends, the employee must be separated and may not be reappointed in any capacity (by his/her employing technical college or any other technical college or the System Office) for six (6) calendar months. The only exception to the re- employment prohibition is an appointment to a full-time, benefits-eligible position as provided in Paragraph VI.A.1. (i.e. a Regular Appointment).

# NOTE: for those individuals serving in the capacity of head coach or an assistant coach in a TCSG intercollegiate athletic program (e.g., basketball, baseball, etc.) at a given technical college, he/she may not be re-employed until the following year’s sport’s season.

# 5. Adjunct Faculty Appointments

# a. An individual hired in this capacity may be compensated on an hourly basis or a lump sum payment basis. Any such appointment shall encompass a single academic term and the terms and conditions of employment shall be outlined in a memorandum or letter of appointment.

# b. Adjunct faculty are not eligible to participate in the Flexible Benefits Program, do not accrue leave, and are not eligible for membership in the Teachers Retirement System of Georgia. Instead, an employee must participate in the Employees’ Retirement System’s Georgia Defined Contribution Plan unless he/she is otherwise excluded by law. Adjunct faculty are not eligible to participate in the State Health Benefits Plan unless an employee qualifies for healthcare coverage by meeting the eligibility guidelines established in the Patient Protection and Affordable Care Act (ACA). In these instances, the employee will be offered State Health Benefit Plan coverage by his/her employing technical college.

# c. Adjunct faculty are eligible to work for more than one technical college during an academic term only with the written approval of each technical college president. Pay delivery for an adjunct faculty member working for more than one technical college is governed by the provisions of the TCSG Procedure: 4.3.2p6.- Other Employment. Additionally, adjunct faculty are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the accompanying Salary Basis Test.

# 6. Federal/College Work Study Student Appointments

# a. A student individual hired in this capacity is considered a “temporary” employee and must work no more than twenty (20) hours per week when enrolled as a student during any academic term. The student must be enrolled during the academic term.

# b. These individuals are not benefits eligible, and do not accrue leave. In addition, if applying the Student FICA Exception described below, they are specifically exempted from participation in the Georgia Defined Contribution Plan provided the appointment is consistent with applicable Internal Revenue Service (IRS) student exclusion criteria.

# c. The Student FICA Exception may apply to a student that has the status of a student as defined by IRS regulations. To have status as a student under these provisions, the individual must be pursuing a course of study (i.e., enrolled and regularly attending classes in pursuit of an educational credential) and his/her services as an employee must be incident to and for the purposes of pursuing the course of study. An individual is considered a student if education, not employment, is the predominant aspect of the individual’s relationship with the college. Student status for the FICA exception must be determined each academic term. In order for the exception to apply,

# i. The student must be enrolled at least half-time (6 credit hours), and

# ii. The student must not work between academic terms.

# B. Benefits Eligibility and Leave Accruals:

# 1. Regular Employees: are eligible to participate in the State Health Benefits Plan, the Flexible Benefits Plan, and earn leave at rates established in State Personnel Board Rules. Faculty members whose period of employment ranges from nine (9) to eleven (11) calendar months and whose salary is pro-rated over a twelve (12) month period shall not earn leave during the month(s) they do not work. These employees will, however, continue to have deductions taken for all benefits’ selections, including health care coverage under the State Health Benefit Plan.

# 2. Regular, Part-time Employees: are not eligible to participate in the State Health Benefit Plan or the Flexible Benefits Plan. These employees are eligible for pro-rated leave accrual consistent with applicable provisions of State Personnel Board Rules and shall be compensated for a state holiday based on the number of scheduled work hours on the day a holiday is observed.

# 3. Part-time, Hourly-Paid Employees: employees appointed pursuant to the provisions

# of Paragraph VI.A.3.a.1. or VI.A.3.a.3. are not benefits eligible and cannot participate in the State Health Benefit Plan or the Flexible Benefits Plan. They do not earn leave but are required to participate in the Employee’s Retirement System’s Georgia Defined Contribution Plan unless specifically excluded by law

# NOTE: Deductions will be taken for the Medicare portion of FICA. Employees appointed pursuant to the provisions of Paragraph VI.A.3.a.2. shall, as a condition of employment, become a member of TRS but are not eligible for other benefits nor do they accrue leave.

# 4. Temporary Employees: are not benefits eligible and cannot participate in the State Health Benefit Plan or the Flexible Benefits Plan. They do not earn leave but are required to participate in the Employees’ Retirement System’s Georgia Defined Contribution Plan unless specifically excluded by law. NOTE: deductions will be taken for the Medicare portion of FICA.

# 5. Adjunct Faculty: employees do not earn leave and cannot participate in the Flexible Benefits Plan, but are required to participate in the Employees’ Retirement System’s Georgia Defined Contribution Plan unless specifically excluded by law. NOTE: deductions will be taken for the Medicare portion of FICA. Adjunct faculty are not eligible to participate in the State Health Benefit Plan unless an employee qualifies for health care coverage by meeting eligibility guidelines established by the Patient Protection and Affordable Care Act (ACA). In these instances, the employee will be offered the opportunity to enroll in the State Health Benefit Plan.

# 6. Federal/College Work Study Student: these employees cannot participate in the State Health Benefit Plan or the Flexible Benefits Plan, they do not earn leave and are not required to participate in the Employees’ Retirement System’s Georgia Defined Contribution Plan. Provided these individuals meet the criteria established by the IRS for the Student FICA Exception, FICA-OASDI and FICA-Medicare deductions shall not be taken from their wages. NOTE: unlike Federal Work Study Student employees, College Work Study Student employees are subject to a deduction for the State Unemployment tax.

# C. Retirement System Membership Eligibility:

# 1. With limited exceptions, a regular employee is eligible, upon appointment, to become a member of either the Teachers Retirement System of Georgia (TRS) or, if his/her regular work week is at least thirty-five (35) in length, the Employees’ Retirement System of Georgia (ERS). As referenced in State Board Policy 4.9.1. and as provided in O.C.G.A.§ 20-4-25, an employee’s decision, once made, is irrevocable during his/her tenure of employment with the Technical College System of Georgia. Faculty members whose period of employment is nine (9) to eleven (11) calendar months in length and whose salary is pro-rated over a twelve (12) month period shall continue to have deductions taken for retirement during the month(s) they do not work but remain in pay status.

# 2. A regular, part-time employee in a TRS covered position is eligible, upon appointment, to become a member of TRS. NOTE: the employee’s decision to elected membership in TRS is irrevocable during the tenure of employment with the Technical College System of Georgia. Individuals employed in a TRS non-covered position must, as a condition of employment, participate in the Employee’s Retirement System’s Georgia Defined Contribution Plan unless excluded by law.

# 3. Hourly-paid employees appointed to a position covered by the provisions of option VI.A.3.a.2. must become a member of TRS as a condition of employment. All other part- time hourly paid employees as well as temporary employees, and adjunct faculty must, as a condition of employment, before members of the Employee’s Retirement System’s Georgia Defined Contribution Plan unless excluded by law.

# D. Hiring Restrictions Involving a State of Georgia Retiree

# 1. Employees’ Retirement System of Georgia (ERS) Retiree

# a. an ERS retiree who returns to employment in a full-time, TRS-covered position with a TCSG work unit (including those individuals who were employed with a TCSG work unit at the time of their retirement) may elect to become a member of TRS.

# b. if an ERS retiree elects to become a member of TRS as provided in Paragraph VI.D.1., his/her ERS retirement benefits/allowance will be suspended if he/she works more than 1,040 hours during a calendar year.

# c. an individual who retires at or after his/her Normal Retirement Age may not return to work during the calendar month following his/her retirement.

# d. an individual who retired under ERS’ Early Retirement provisions (i.e., prior to the Normal Retirement Age) is not permitted to return to work for two (2) calendar months after his/her retirement. The TCSG work unit must certify that there is no agreement in place with the employee prior to his/her retirement date to return to employment.

# e. Pursuant to the provision of O.C.G.A. §47-2-110(4):

1. it is the responsibility of a retired ERS plan member to notify a TCSG work unit of his/her retirement status prior to accepting a position;
2. any TCSG work unit that employs a ERS retiree must notify the ERS Board of Trustees, in writing, within thirty (30) days after employment is accepted of the name of the retiree and the number of hours the individual is projected to work annually;
3. if a retiree works more than 1,040 hours in any calendar year, the TCSG work unit must notify the ERS Board of Trustees as soon as this information is known;
4. any TCSG work unit that fails to provide the required notification outlined above must reimburse ERS for any benefits wrongly paid; and,
5. if the retiree fails to notify a TCSG work unit of his/her retirement status and is subsequently employed and the work unit becomes liable to ERS for the inappropriate payment of retirement benefits, the retiree shall hold the work unit harmless for all liability incurred.

# f. If an ERS retiree is rehired in a position with a work obligation that averages thirty (30) or more hours per week for a period of more than three (3) months, he/she must be offered health benefits as an active employee. In this circumstance, State Health Benefit Plan Rules require the employee premium to be taken from the employing TCSG work unit payroll rather than from the retiree’s pension. Additionally, the employing TCSG work unit will be responsible for the employer portion of the health insurance premium regardless of whether the employee elects coverage as an active employee.

# 2. Teacher’s Retirement System of Georgia (TRS) Retiree

# a. before returning to work in a TRS-covered position, a TRS retiree must have a break-in-service of at least one (1) calendar month.

# b. as provided in the TCSG Procedure 4.9.1p. governing Retirement, a TCSG employee who retires on a service retirement with TRS is prohibited by the provisions of O.C.G.A. §47-3-60(m) and corresponding TRS plan guidelines from returning to full-time employment with a TCSG work unit and becoming a member of ERS.

# c. a retiree from another TRS-covered employer may return to work with a TCSG work unit in a full-time salaried position and may become a member of the Employees’ Retirement System of Georgia provided the individual works a minimum of thirty-five (35) hours per week. Employment under these circumstances will not jeopardize the individual’s TRS retirement benefits. Additionally, the individual must elect ERS membership within thirty (30) days of beginning employment.

# d. a TRS retiree may be employed by a TCSG work unit in one of the following capacities:

# i. Part-time Employment

# A retiree may work in a salaried position provided he/she receives no more than 49% of the normal monthly contracted salary/compensation for the position held and works no more than 49% of the full-time status of the position; or,

# A retiree may work in an hourly paid position provided: he/she receives no more than 49% of the salary/compensation that would normally be paid if he/she worked on a full-time basis in the position and, his/her “hours worked” in a given calendar month does not exceed the maximum number of hours threshold for that month as established by TRS.

# ii. Temporary Employment

# A retiree may return to temporary employment in a full-time capacity for no more than three (3) months in a fiscal year provided the retiree is paid at the normal salary/compensation for the position held. NOTE: the three (3) months do not have to be worked consecutively.

# iii. Adjunct Faculty

# Pursuant to TRS plan guidelines, a retiree may serve as adjunct faculty (e.g., an adjunct instructor) at the historical rate of pay for the academic area of assignment and, as applicable, consistent with the utilization restrictions outlined in the TRS Procedure governing Institutional Staff Work Assignments (TCSG Procedure 4.1.8p.).

# e. As provided in this procedure, TRS retirees must have a break-in-service of at least one (1) calendar month before returning to employment with a TRS-covered employer. If a TCSG work unit employs a retiree during the calendar month immediately following the individual’s retirement, the work unit must reimburse TRS for that month’s benefit; however, if the retiree fails to notify the TCSG work unit of the effective date of his/her retirement, the retiree will be required to reimburse the work unit for these monies.

# f. if a retiree is appointed to a TRS-covered position with a TCSG work unit and works one-half time or more (with the limited exception outlined in Paragraph VI.D.2.d.2), his/her TRS pension will cease. If a retirement benefit is stopped, the retiree can elect to suspend or terminate his/her retirement benefit as provided in TRS plan guidelines. If the retiree does not elect to suspend or terminate his/her benefit, termination of the retirement benefit by TRS is the default position taken.

# VII. RECORD RETENTION:

# All employment related documents collected pursuant to this procedure shall be maintained in a manner consistent with Georgia Archive’s Retention Schedule for State Government Paper and Electronic Records.

*(Reference: TCSG Procedure: 4.1.4p)*

***2.2 INSTRUCTIONAL STAFF WORK ASSIGNMENTS***

**PURPOSE:**

Each technical college shall develop institutional teaching/workload and overload compensation guidelines within the parameters of this procedure; applicable state and federal laws, rules, and regulations pertaining to compensation and employee benefits; and all standards set forth by accrediting bodies. Any subsequent exceptions to the established guidelines may only be approved by the technical college president or his/her designee and documented and explained. NOTE: neither this procedure nor any college guidelines shall create an employment contract between an employee and his/her employing technical college or the Technical College System of Georgia.

**DEFINITIONS:**

**Adult Education Teacher**: full- or part-time employee who teaches adult education for a technical college. Teachers are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

**Continuing Education/Economic Development Instructor**: full- or part-time employee who teaches non-credit courses for continuing education or in conjunction with the Economic Development Division of a technical college. Instructors are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

**Faculty, Adjunct:** a temporary, time-limited appointment. Professional credentials required for appointment as full-time faculty will also be required for appointment in this capacity in the same academic program. Employment encompasses a single academic term and corresponding terms and conditions are outlined in a memorandum or letter of appointment.

**Faculty, Full-time**: employees who teach credit courses for a technical college and work forty (40) or more hours per week for a pre-determined period between nine (9) and twelve (12) months each academic year. Faculty are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test.

**Podium Time**: the actual elapsed time spent by an instructor or actual clock time spent in class from a faculty perspective - generally used in individualized instruction classes with students from multiple classes sitting together simultaneously. Podium time is not multiplied by the number of classes run simultaneously.

**Preparatory Time**: the time spent by part time instructional staff on related tasks outside the classroom including but not limited to preparing for class, setting up labs, grading papers, answering student questions, assessing student performance, and developing tests or other materials for class. Office hours and attendance at required meetings are excluded from this time.

**PROCEDURE:**

**A. Staffing Guidelines:**

1. Technical colleges will employ a sufficient number of qualified individuals to train and educate students in a variety of certificate, diploma, and degree programs, as well as in course(s) associated with adult education and continuing education. An employee may be employed in a full- or part-time instructional/teaching capacity as provided in the TCSG Procedure: 4.1.4p., governing Categories of Employment. In addition to classroom, lab or, as applicable, clinical instruction, full-time faculty members may be assigned duties associated with student advisement.

**NOTE:** All full-time faculty members shall work a minimum of forty (40) hours each week. Incorporated in the hours worked standard are such activities as: classroom, lab, clinical, or online instruction; student advisement; holding office hours; class preparation time; committee assignments; and, any other duties and responsibilities which support the college mission and the needs of its students.

2. Adjunct faculty and part time instructional staff may not work more than twenty-nine (29) contact hours or Work Load Units (WLUs) per week. Should an unforeseen staffing shortage occur during the semester, an employee may work 30 workload units/hours or more per week with prior written approval from the college president, provided the average workload units/hours are less than 30 per week during the annual measurement period.

This exception may only occur one semester per measurement period per employee. Hours worked will be determined based on the established equivalency formula for the type of

class scheduled according to the following categories:

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

b. clinical, internship, and practicum courses which are primarily associated with health programs but also in some technical programs: these courses require no preparatory time; therefore, one contact hour equals one WLU.

c. Lab 2 classes, Lab 3 classes, any course that is considered individualized instruction: for these courses one contact hour equals one WLUs.

d. CTDL 1020, CTDL 1030, CTDL1050, AND CTDL1060: for these courses, one contact hour equals one WLU.

e. Adult Education classes: preparatory time for these courses will be included in hours worked recorded on time sheet records.

f. Continuing Education classes: preparatory time for non-credit courses will be recorded on time sheet records;

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

**B. Teaching Assignments**

Faculty may be assigned to teach credit and/or non-credit courses in their area(s) of expertise as part of their primary teaching load. Assigned courses may be taught during the day, evenings, weekends or, in an online or clinical environment. Teaching assignments may include teaching at one or more campus/site locations, or any combination thereof, and may

include a combination of face-to-face and online instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

**C. Teaching Loads**

In assigning teaching loads, technical colleges may consider the following productivity parameters: the type of class (lecture, lab, clinical, internship, etc.); accreditation standards; number and type of preparation; advisement load; section or class size; time and location of class(es); budgetary considerations; assigned number of credit hours; overall annual teaching load; type of appointment/employment (full-time salaried, part-time salaried, or adjunct faculty); and, other documented and consistently administered/approved considerations.

**D. Office Hours and Other Assigned Duties and Responsibilities**

1. To afford students the opportunity to meet with faculty for advisement purposes as well as for assistance with coursework, all full-time faculty members shall establish and maintain a schedule of office hours which meets (or exceeds) college requirements.

2. Each full-time faculty member shall notify his/her students of these office hours and shall post his/her office hours in a location that is readily available to and easily accessed by

his/her students.

3. Full-time faculty may also be responsible for curriculum development, committee assignments, and other instructional-related duties and responsibilities as assigned.

**RECORD RETENTION:**

All records associated with instructional staff work assignments (e.g., faculty workload) shall be maintained for three (3) years.

*(Reference: TCSG Policy 4.1.8p)*

**Federal/College Work Study Student**

An individual hired in this capacity is considered a “temporary” employee and must work no more than 20 hours per week when enrolled as a student during any academic term.

The employee must pursue a course of study (i.e., enrolled in and regularly attending classes in pursuit of an educational credential) and his/her services (i.e., employment) must be incident to and for the purpose of pursuing the course of study. An individual is considered a student if education, not employment, is the predominant aspect of the employee’s relationship with the college.

The employee is not benefits’ eligible and does not accrue leave and is specifically exempted from participation in the Georgia Defined Contribution Plan.

**Professional Laboratory Assistant**

An individual hired in this capacity is compensated on an hourly basis and may work up to forty (40) hours per week. Employees are not benefits eligible, do not accrue leave, are not eligible for membership in the Teachers Retirement System of Georgia, and may not become a regular member of the Employee’s Retirement System of Georgia. Instead, an employee *must* participate in the Employees’ Retirement System’s Georgia Defined Contribution Plan unless he/she is otherwise excluded by law.

*(Reference: TCSG Policy 4.1.4p)*

## EMPLOYMENT POLICIES

**3.1 Equal Employment Opportunity**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.  The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Eben Risper, Assistant Director of Student Support Services, [eben.risper@sctech.edu](https://southerncrescent-my.sharepoint.com/personal/qiana_sims_sctech_edu/Documents/Desktop/eben.risper@sctech.edu), 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, 770-228-7382

ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, [teresa.brooks@sctech.edu](https://southerncrescent-my.sharepoint.com/personal/qiana_sims_sctech_edu/Documents/Desktop/teresa.brooks@sctech.edu), 501 Varsity Road, Building 100 Room 103, Griffin, GA 30223, 770-228-7258

Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu), 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224

Title IX/Equity and ADA/Section 504, (Employee complaints) Beth Burns, Director of Human Resources[, beth.burns@sctech.edu](https://southerncrescent-my.sharepoint.com/personal/qiana_sims_sctech_edu/Documents/Desktop/,%20beth.burns@sctech.edu), Human Resources, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, 770-229-3454.

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, [xenia.johns@sctech.edu](https://southerncrescent-my.sharepoint.com/personal/qiana_sims_sctech_edu/Documents/Desktop/xenia.johns@sctech.edu), 501 Varsity Road, Dundee Education Technology Center, Room 115, Griffin, GA 30223, 770-228-7348

## 3.2 Affirmative Action/Diversity

Southern Crescent Technical College shall take affirmative action to recruit and hire qualified individuals who are members of federally designated minority groups and/or women and who are underrepresented in the workforce of the relevant hiring division. Southern Crescent Technical College shall notify organizations providing employment assistance to racial minority groups, women, and/or persons with veterans’ status and/or disabilities of employment vacancies, and; shall otherwise notify those organizations of the College's Equal Opportunity and Affirmative Action policies.

Job vacancies shall be filled by selecting the best qualified applicant on the basis of merit, whether the applicant is an existing employee or from outside Southern Crescent Technical College.

Southern Crescent Technical College shall encourage its employees to refer candidates who are members of underrepresented groups for existing and future job openings.

[Employment Center](https://www.easyhrweb.com/JC_SouthernCrescent/JobListings/JobListings.aspx)

*(Reference: TCSG Policy 4.1.1p1)*

## 3.3 Americans with Disabilities Act

Southern Crescent Technical College shall comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Southern Crescent Technical College will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability. Those who have been witness to discrimination or other improper acts of discrimination regarding persons with disabilities should report their observation to the office listed below:

**Title IX/Equity and ADA/Section 504 Coordinator**

Elizabeth Burns, Director of Human Resources

Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223

(770)229-3218

[Beth.Burns@sctech.edu](mailto:Beth.Burns@sctech.edu)

Serving students attending classes at the Griffin Campus, Butts County Center and the Jasper County Center

*(Reference: TCSG Policy 4.6.2p)*

## 3.4 Immigration Law Compliance

The Immigration Reform and Control Act requires Southern Crescent Technical College to verify the identity and employment eligibility of new employees. It is unlawful to knowingly hire or recruit an alien unauthorized to work in the United States or any individual without complying with these identity and employment eligibility verification requirements.

Southern Crescent Technical College is a registered participant in the federal work authorization program commonly known as E-Verify. The College utilizes the program to verify employment eligibility of all individuals hired on or after July 1, 2007.

**TCSG Federally Issued User ID: 46318**

**Date of Authorization: June 29, 2007**

*(Reference: TCSG Policy 4.1.2)*

## 3.5 Selective Service Registration

The Military Selective Service Act stipulates that the applicant present proof of having registered with the Selective Service System, when the selected candidate for employment is a male between the ages of eighteen (18) and twenty-six (26) or, instead, to present proof of being exempt of such service. According to this statute, such proof must be presented within fifteen (15) calendar days of the contingent offer of employment.

If proof is not provided by specific deadlines, the offer of employment will be withdrawn from the applicant or the employee will be separated from employment with Southern Crescent Technical College.

(*Reference: TCSG Procedure 4.1.1p3)*

## 3.6 Recruiting and Hiring

Southern Crescent Technical College is an affirmative action/equal opportunity employer. We are committed to promoting a diverse workforce that is representative of the people of the communities we serve and to providing maximum opportunity for internal mobility within the organization.   
  
All vacant positions must be posted. Human Resources approves and posts all job announcements. Job announcements are posted a minimum of five days on the college’s website. Job vacancies may be posted internally or externally. Internal job announcements are open only to current SCTC employees. External job announcements are open to all qualified applicants.

Part-time employees and adjunct faculty may not be promoted to a full-time position unless a job announcement has been posted and a search conducted.

Each applicant's experience, training, and education will be measured against the posted minimum and/or preferred job qualification. An applicant who does not submit a timely application or whose application does not meet the posted minimum and/or preferred job qualifications shall not be interviewed or otherwise considered for the posted vacancy.

All applicant screening is performed by a Human Resources Representative and not by the Hiring Manager.

Hiring Managers are responsible for interviewing applicants. A hiring panel of no less than three members should conduct the interviews. Normally, each applicant interviewed should be asked the same questions and responses noted and rated by the interviewer(s). Records should be retained for a period of three(3) years of the search and selection process. It is the Hiring Manager's responsibility to ensure that these records are sent in a timely manner to the Human Resources Representative for retention.

During the interview process, care should be exercised to avoid questions that are not job-related. Pre-employment medical examinations or immunizations may not be required unless pre-approved by Human Resources.

*(Reference: TCSG Policy 4.1.1)*

## 3.7 Employee Background Check

Southern Crescent Technical College will conduct a post-offer, job-related background investigation. The investigation shall include a post-offer criminal history records check and, as applicable, a post-offer credit history records check; a fingerprint records check; a motor vehicle records check; and a pre-employment drug test. These activities must be successfully completed before a hiring decision is finalized.

All current employees are required to report any post-employment arrest and the subsequent disposition of any pending charge (e.g., conviction, dismissal, etc.) to his/her immediate supervisor and/or reviewing manager no later than two (2) business days following the date of arrest or final disposition.

*Reference TCSG Policy 4.1.9p*

## 3.8 Criminal Records

After making an offer of employment, a criminal record check is performed to protect Southern Crescent Technical College’s interest and that of its employees and clients. A thorough background investigation, including criminal history records check shall be conducted on the recommended candidate for any full or part time position with SCTC before a hiring decision is finalized.

*Reference: (TCSG Policy 4.1.9p)*

## 3.9 Offers of Employment

Approvals are required before making an offer of employment. Offers of employment are conditional upon completion of an employment application, satisfactory reference checks, execution of the State's loyalty oath and, where required by Director of Human Resources, certification of the employee's medical and physical exams form.

## 3.10 Retention of Records

## Human Resources must retain all records of the search and selection process for a period of three (3) years. It is the responsibility of the Hiring Manager to ensure that these records are complete.

## 3.11 Anniversary Date

The first day you report to work is your official anniversary date. This anniversary date is used to compute the following benefits:

* Leave Accrual
* Health Benefit Eligibility
* Retirement Eligibility

## 3.12 New Employee Orientation

A formal welcoming process, or “employee orientation,” is conducted by Human Resources and includes an overview of the College’s policies, procedures and benefits. New employees may view the orientation presentation by visiting the “Office of Human Resources” section on sctech.eduor by clicking the link below.

* [**Full-Time Employees**](https://libguides.sctech.edu/new_emp_orientation_FT)
* [Part-Time Employees](https://libguides.sctech.edu/new_emp_orientation_PT)

**3.13 Employment of Presidents**

The purpose of this procedure is to govern the appointment and employment of college presidents. As “at will employees, technical college presidents work directly for and at the pleasure of the Commissioner. Presidents whose employment will be continued beyond the time period identified in their letter of appointment will be provided a new letter of appointment. Conversely, any president whose employment will not be extended will be provided written notice of this decision pursuant to the provisions of this procedure.

The Commissioner’s decision not to extend a president’s employment beyond the time period identified in his/her letter of appointment or his/her decision to end a president’s employment before the time period identified in the letter of appointment is final and not subject to review. Presidents are not covered by the TCSG Positive Discipline procedure.

When a president’s position becomes vacant, the Commissioner may elect to fill the position utilizing a formal search process or through a direct appointment. In either instance, the name of the selected candidate will be brought to the State Board of the Technical College System of Georgia (State Board) for approval. The Commissioner may appoint an individual to serve as interim president on a temporary basis until the position is filled as provided above.

Any president who plans to leave employment with the Technical College System of Georgia before or at the expiration of the employment period outlined in his/her letter of appointment should provide the Commissioner with written notice a minimum of thirty (30) calendar days prior to the effective date of his/her departure.

*(Reference: TCSG Procedure 2.3.1.p)*

## 3.14 Personnel Records and Administration

Human Resources maintains your official personnel file. Southern Crescent Technical College shall comply with [Georgia's Open Records Law](http://www.ganet.org/cgi-bin/pub/ocode/ocgsearch?number=50-18-70&Code_Number_Submit=Begin+Search) and other state laws concerning the maintenance, viewing and inspection of official personnel files.

Documents that are included in the official personnel file include, but are not limited to: hiring materials, performance-related documents and requests for personnel/payroll actions and staff development. All active personnel files are stored in a secured location within the office of Human Resources. Some employee records are maintained electronically and are accessed by Human Resources only.  
  
Documents that are maintained **SEPARATELY** from your official personnel files include, but are not limited to: medical information, back ground, credit and criminal records screenings, I-9 information, garnishments and employee grievances.

You may review your personnel file by submitting a request to Human Resources. Please allow a reasonable amount of time for the department to provide you with a review of your file.

*(References: TCSG Policy 4.1.7)*

## 3.15 Change of Personal Data

Any change in your name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported, in writing, without delay to Human Resources. All forms needed to complete any change in your personal data can be found by visiting the “documents’ section of [***Tigernet***](https://tigernet.sctech.edu/documents/)or by clicking the link below.

* [**Name or Address Change Form**](https://tigernet.sctech.edu/documents/?tab=Forms&category=Human+Resources&file=Name+or+Address+Change+Form.pdf)

## 3.16 Personal Property

Southern Crescent Technical College assumes no risk for any loss or damage to personal property. Therefore, it is recommended that you have personal insurance policies covering the loss of personal property left at the office.

Contact Campus Police to report any loss or damage to personal property.

## 3.17 Lost and Found

SCTC’s Police Department is responsible for any items that are lost and/or found around any campus and/or center. Any lost or found items should be turned into the officer on duty. An officer can be reach via the Campus Police Dispatch. The telephone number is 770-467-4491 or by radio if you have one located in your area. You can also contact the “on duty” officer for your campus. The telephone number for the “on duty” officer on the Griffin campus is 770-883-6032. The telephone number for the “on duty” officer on the Flint is 678-603-5979.  Please do not place items in the mailbox.

## 3.18 Safety

As a part of an ongoing effort to maintain a safe environment on campus, Southern Crescent Technical College has developed and maintains a campus security program that conforms to federal and state law.

Southern Crescent Technical College is concerned about the safety and security of all students, faculty, staff and visitors. The College is committed to providing a safe and protected environment so that all members can pursue the College’s educational mission. Since the total preclusion of crime from this or any campus is not possible, the College has put into effect policies and procedures as precautionary measures to protect campus members.

Faculty and staff members have the responsibility to familiarize themselves with the safety plan as it pertains not only to general school safety, but classroom safety in particular. In general, faculty and staff are to conscientiously perform their jobs in a safe manner, follow job safety instructions; and report to their dean or supervisor in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions.

A police or security officer is on campus at all times. Any incidents, whether of a safety or security nature, should be recorded on an incident report form, which can be obtained from Campus Police.

The Safety Committee and Safety Plan Procedures can be found by visiting [***Tigernet***](https://tigernet.sctech.edu/documents/)or by clicking the links below.

* [Safety Committee Procedure](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Safety+and+Security&file=Safety+Committee+Procedure.pdf); [Safety Plan Procedure](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Safety+and+Security&file=SCTC+-+Safety+Plan+2016-2017.pdf)

A copy of the Emergency Evacuation Route for each campus/center can be found by visiting the “Facilities Maps” section of [***Tigernet***](https://tigernet.sctech.edu/documents/) or by clicking the link below

* [Facility Maps](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Facility+Maps&file=Evacuation+Plan+-+Griffin+Campus.pdf)

## 3.19 Blood Borne Pathogens

The Exposure Control Plan for Southern Crescent Technical College is designed to provide the faculty, staff and students with recognition of tasks, procedures and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing in the performance of their instructional duties or activities.

a. Occupational Exposure to Blood Borne Pathogens and Policy 3.4.1p3

b. Occupational Exposure to Air Borne Pathogens/Tuberculosis

Governs the actions of faculty and students in occupational training programs and courses when performing tasks, procedures or activities which have the potential for accidental exposure to either blood borne or air borne pathogens.

(*Reference TCSG Procedure 3.4.1p3)*

## 3.20 Hazard Communication

The State Board of the Technical College System of Georgia (SBTCSG), along with its technical colleges and work units, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors.  SBTCSG Policy II.D.  Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to ensure that information about the dangers of all hazardous materials used are known by all affected individuals.  This Hazard Communication Program Plan (HCPP) is established to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. This HCPP provides guidance for training regarding the contents of the Occupational Safety and Health Administration (OSHA)  Hazard Communications Standard, 29 CFR 1910.1200 (along with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 [O.C.G.A. §45-22-1 to §45-22-12](http://www.lexis-nexis.com/hottopics/gacode/default.asp) as well as the Georgia [Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq](http://www.state.ga.us/rules/index.cgi?base=300/3/19).  To this end, the HCPP is maintained, reviewed, exercised and updated at least annually to ensure compliance and protection for employees and studentsSCTC’s commitment to helping employees work safely with the chemicals that are used in the workplace.

Many chemicals can cause injury or illness if not handled properly. We want you to be able to work safely with hazardous chemicals while at work. Working with chemicals can be done safely if you have an understanding of the potential hazards and know how to protect yourself from those hazards.

To protect yourself on the job always:

 Identify chemical hazards by reading labels and the MSDS before you start a project.

 Follow warnings and instructions, or ask your supervisor if you have any doubt.

 Use the correct personal protective equipment (PPE).

 Practice sensible, safe work habits.

 Learn emergency procedures for your work area and campus.

Your supervisor has the responsibility to inform you of any tasks in your work area that involve the presence of hazardous chemicals as well as the location and availability of the written hazard communication plan, the chemical inventory, and the MSDS. The most important element in making any safety and health program successful is a commitment at every level of our organization.

*(Reference: TCSG Procedure 3.4.1p4)*

## 3.21 Employees Requiring Medical Attention

Workers' Compensation is an accident insurance program that may provide you with medical care, rehabilitation, and income to compensate for lost wages when you are injured on the job. It may also provide financial payments to your dependents if you are involved in a job-related injury which is terminal.   
  
The Workers' Compensation Program covers all full-time, part-time, salaried, and hourly wage employees. This program is administered by Southern Crescent Technical College, the Department of Administrative Services (DOAS), Risk Management Services, Workers' Compensation Unit.  
  
You, or in the case in which you are incapacitated, your representative shall, immediately upon the occurrence of a work-related accident, or as soon thereafter as practical, notify your immediate supervisor. If your 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 occurred may result in loss of workers' compensation benefits.   
  
It is the supervisor's and/or campus police’s responsibility to notify Human Resources of all on-the-job injuries requiring medical care or lost time from work. Such notice should be given within 24 hours or as soon as possible.

If, as a result of a work related injury or illness, you require immediate medical attention, you should proceed to the nearest emergency medical care facility or call 911 for assistance. Following your emergency admission, service or procedure, you or your designated representative must notify AmeriSys Managed Care of your injury by calling ***678-781-2848 or 800-900-1582***.

If you require additional care contact AmeriSys Managed Care at 678-781-2848 or 800-900-1582 and speak to a Case Manager who will assist you in selecting an authorized treating physician. Your authorized treating physician will then evaluate your treatment plan and make further recommendations.

DOAS Risk Management is responsible for paying all *authorized* medical treatment and/or other benefits that may become due. If you need to speak with someone in Risk Management you can call them at 404-656-6245 or 877-656-RISK (7475) and select Option#3.

You are required to undergo a drug/alcohol screening if you are involved in an accident which requires medical attention and/or significant property/vehicle damage.

Southern Crescent Technical College posts the Notice of Workers' Compensation coverage and its Panel of Physicians as required by law.   
  
*(Reference: TCSG Policy 4.9.9p)*

## 3.22 Visitors in the Workplace

You are not allowed to bring or permit your children or other dependents to be present at your worksite, absent extraordinary circumstances. You must obtain your supervisor's permission before bringing such persons to your work area. Supervisors shall refuse permission if the person's presence is likely to create an unsafe or unproductive work situation.   
  
Generally, such requests should be limited to emergencies in which you have no other viable child care solution. This prohibition does not apply to brief, informal visits by your children or other dependents, as long as such visits are infrequent and are not distracting or disruptive, or pose any safety, insurance and other business hazards. Only authorized visitors are allowed in the workplace.

All individuals who conduct business on any SCTC site should sign-in with the receptionist or security officer to obtain a visitor ID. Normally, these are issued daily, but may grant a weekly or monthly ID dependent upon the length of the individual’s assignment. Visitors/potential students will be escorted to the visitor’s check-in area to receive a visitor’s badge. Unauthorized personnel will be escorted off premises by campus police.

Contractors will be issued badges that allow access to buildings for the execution of their contract only. It shall be the responsibility of the vendor representative to return badges at the end of each day unless a long-term ID has been approved.

When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in, obtain a visitor’s badge and sign out at the main receptionist station.

*(Reference: TCSG Policy II.D.4)*

## 3.23 Identification Badges

All faculty and staff will be issued an SCTC photo ID badge upon employment. Human Resources shall facilitate and coordinate this effort during orientation. Display of badges is strongly encouraged while on any college campus or center. Additionally, you may wear your name badge in a visible location between the shoulder and waist. Failure to adhere to these guidelines may subject you to removal from the campus or center until such time that you can present proper ID.

Any misplaced, damaged, or worn badges should be replaced immediately by reporting to Human Resources on either campus location to acquire a new one. Repeated circumstances may be subject to a replacement fee.

You must return your identification badge to Human Resources upon termination of employment.

The ID badge is the property of the college. It must be displayed at all times, and is non-transferable. The ID badge must be presented and/or surrendered upon request by a college official; failure to do so, or lending the badge to anyone, is considered misuse and may subject you to positive disciplinary actions.

## 3.24 Employment of Relatives

Relatives of current employees may only be employed consistent with the provisions of this policy. The college will take appropriate measures to avoid any situation in which a family relationship may interfere with the effective and efficient operation of the college. 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 the purpose of this policy, the term “relatives” includes: spouse; biological or step parent(s); guardian (as defined by law); biological or step grandparent(s); biological, step, or half sister or brother; child/grandchild (including biological, adopted, foster, step child, legal ward, or child for whom an employee stands in loco parentis); aunt/uncle; niece/nephew; first cousin; or, immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law).

**General Provisions**

1. No individual shall be employed at the college which will result in the existence of a supervisor – subordinate relationship between the individual and any relative of the individual through any line of authority in the department/division. The term, “line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management.

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

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

4. You should not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any position.

*(Reference: TCSG Policy 4.3.4)*

## 3.25 Defense and Indemnification

In accordance with [O.C.G.A. § 45-9-1](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=45-9-1&Code_Number_Submit=Begin+Search) and [O.C.G.A. § 45-9-4](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=45-9-4), any department or Technical College employee, including any member of the State Board or a local board, who is exposed to personal liability for damages arising out of the performance of their duties or in any way connected therewith shall be indemnified against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement.

In order to qualify for defense and indemnification, the board member, officer or employee shall promptly advise the President of Southern Crescent Technical College and/or his designee in writing upon being served with any summons, complaint, process, notice, demand or pleading. Such notice shall include the date the employee was served and the method of such service. If employee or former employee fails to cooperate completely with the defense of any such matter, then the employee or former employee shall forfeit any right to indemnification.

When approved by the Attorney General, Southern Crescent Technical College shall provide for the reimbursement to an officer, official or employee who is required to maintain a professional license for reasonable legal fees and other expenses incurred in the successful defense of a charge arising out of the performance of his or her official duties in proceedings before a professional licensing board, disciplinary board or commission.

The State Board of TCSG reserves the right to provide legal counsel for the benefit of any officer, official or employee, current or former, and to negotiate, settle or otherwise manage the defense of any action, suit, or proceeding on the employee's behalf.

The State Board of TCSG authorizes to provide for the liability insurance coverage or contracts of indemnification for Southern Crescent Technical College and employees as provided by [O.C.G.A. § 45-9-4](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=45-9-4)(a).

*(Reference: TCSG Policy 4.9.6)*

## 3.26 Weather-related and Emergency Closings

Decisions regarding conditions affecting SCTC shall be made by the president and/or his designee. Notice of closings or delayed openings shall be made through the college’s emergency alert system, SCTC website and/or appropriate media outlets.

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather. If it becomes necessary to close or delay opening a campus and/or center during the day and/or evening, an announcement will be made via the college’s emergency alert system, the SCTC website and provided to the appropriate media outlets.

If the existing or imminent weather conditions are sufficiently severe to warrant a campus and/or center closing, opening, opening late or closing early, employees directly affected by such conditions shall be excused from duty without loss of pay or use of leave.

College and/or center closures or delayed openings will be announced through the college’s emergency alert system,SCTC Social Media sites, SCTC website, and by area media outlets as follows:

* Atlanta - TV - WSB Channel 2
* Atlanta – TV - WXIA Channel 11
* Atlanta – TV – FOX Channel 5
* Atlanta – TV – CBS Channel 46
* Griffin - WEKS Radio – 92.5 FM
* Thomaston- WTGA Radio – 101.1 FM

The college’s emergency alert system will notify you of emergencies and/or hazardous weather conditions that will cause a campus/center closure. Since Southern Crescent Technical College serves a large geographic area and since conditions may vary on occasion, you should use your own judgment regarding travel conditions.

In case of an emergency and/or hazardous weather conditions, (tornado or severe thunderstorm) notification will be provided on campus. The emergency action plan posted in each classroom, hallway and laboratory provides recommended actions to be taken. Locations of the safest area are displayed on the plan.

# STANDARDS OF CONDUCT

**I. PURPOSE:**

The Technical College System of Georgia is committed to the pursuit of organizational excellence as it provides quality technical, academic, and adult education as well as customized business and industry workforce training to the citizens of Georgia.

To achieve this mission and to be good stewards of the resources that have been entrusted to the Technical College System of Georgia, all employees must conduct themselves in a manner which reflects high ethical standards, integrity, honesty, accountability, dedication to the public trust and, which conforms to state and federal law, State Board policies and TCSG procedures, and applicable gubernatorial Executive Orders.

In carrying out their assigned duties and responsibilities, all employees must also avoid even the appearance of ethical or financial impropriety, partiality, prejudice, favoritism, improper influence, as well as placement of self-interests above public interests.

It is the obligation of all employees to familiarize themselves with and follow State Board Policies and TCSG Procedures. Failure to adhere to these directives and/or state and federal law will subject an employee to disciplinary action consistent with the provisions of the State Board Policy on Positive Discipline and the TCSG Procedure on Adverse Employment Actions.

## General Guidelines

1. Pursuant to the provisions of O.C.G.A. §16-10-2, Technical College System of Georgia employees shall not directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. For compliance purposes, employees shall follow the guidelines established in Governor Deal’s March 30, 2017 Executive Order on Ethics and all provisions of TCSG procedures governing Ethical Responsibilities and Gifts, Honoraria, and Expenses.
2. The Technical College System of Georgia expects all employees to provide a workplace and learning environment where all employees, current and prospective students, contractors, volunteers, and all visitors to a TCSG work unit or technical college are treated with dignity and respect. Additionally, the TCSG expressly prohibits the harassment or discrimination of any individual by a TCSG employee because of the individual’s age, color, disability, gender, genetic information, national or ethnic origin, citizenship status, political affiliation or belief, race, religion, or status as a veteran of the Vietnam era or as a disabled veteran. (See TCSG Procedure Unlawful Harassment of Staff). Any employee who violates these guiding principles through his/her behavior or conduct will be subject to disciplinary action up to an including dismissal. NOTE: the practices of the Technical College System of Georgia with respect to its stated mission and strategic initiatives will not discriminate against any individual on this basis of his/her citizenship status except in those special circumstances mandated by law to include compliance with the federal Immigration Reform and Control Act as it pertains to employment.
3. Employees are encouraged to participate in the political process; however, as public employees, there are restrictions placed on these activities as outlined in the TCSG procedure governing Political Activities and Election Campaigns. All employees should review these restrictions and must ensure that their TCSG activities remain separate and distinct from their individual political activities/ actions. It must always be clear in these pursuits that an employee acts as a citizen and not as a representative of the TCSG. Further, employees must not use TCSG resources, including computer and network systems and work time, to promote a political position or candidate and/or to engage in a political campaign or personal activities.
4. The TCSG reserves the right to conduct reasonable, job-related searches (to include those associated with an internal investigation) of/on state property including, but not limited to, desks, work areas, state-issued computers, laptops, tablets, cellular phones, etc. An employee’s electronic mail messages, internet usage, and all information created, transmitted, downloaded, received or stored on TCSG devices may be reviewed for any job-related reason pursuant to guidelines outlined in the TCSG Procedure governing business e-mail archiving, retention, and investigations. Employees should not assume that they have an expectation of privacy or confidentiality in such messages, data, or information, whether or not such information is password protected or, that deleted messages, data, information or previous internet use has been removed from a device.
5. Employees shall fully cooperate with any inquiry or internal investigation conducted by TCSG or, as applicable, any other state agency.
6. Employees assume personal responsibility and accountability for their actions at all times and must avoid any activity or behavior that might hinder their ability to fulfill assigned job responsibilities. Additionally, employees must avoid any activities/behavior that would bring discredit upon or adversely affect the organization’s ability to carry out its mission.

**B. Collection and Use of Privileged or Confidential Information**

1. While performing assigned duties and responsibilities, employees may have access to a wide variety of sensitive, privileged, and/or legally protected information, documents, files, records, etc. Any employees authorized to access and use such information in the performance of his/her job may do so only for a legitimate job-related reason as these records are the property of the TCSG. Any such access for personal use or use by others is strictly prohibited. NOTE: any request for public records (as that term is defined in O.C.G.A. §50-18-70 et seq.) shall be managed pursuant to the provisions of the TCSG procedure governing the Open Records Act.
2. Pursuant to the principles outlined above, all employees shall refrain from any breach of confidentiality, falsification, fabrication, destruction, inappropriate and/or unacknowledged collection or other misuse of TCSG data, information or records pertaining to, but not limited to, students, employees, or operations and administration.
3. Supervisors and managers are responsible for the oversight of the information, data, documents, and records under their span of control and for ensuring their subordinate employees comply with these expectations for the protection and appropriate use of such information.
4. In the course of performing assigned duties and responsibilities, electronic transmissions are generally performed using TCSG information systems and equipment. Electronic entries and/or approvals must only be performed by those employees who have been authorized to carry out such functions/activities. To safeguard the confidentiality of this information, employees are prohibited from sharing their passwords with co-workers or individuals not associated with the TCSG. NOTE: this prohibition does not extend to an employee’s participation in an internal investigation or in response to a supervisory or managerial directive.
5. The Social Security Number of a student or current/prospective employee may only be collected when this information is specifically required to complete a designated transaction or activity. All collected personal identifying information of a student or a current/prospective employee (including Social Security Numbers) must be maintained confidentially and securely. This information may not be accessed by, shared with, or released to anyone without a job-related reason to do so.
6. Employees shall not knowingly use their position in any manner which may result in financial or other benefit – directly or indirectly – for themselves, their relatives, or any individual with whom they are personally or financially involved.

**C. Duty to Disclose**

1. Employees are required to report any post-employment arrest and the subsequent disposition of any pending charge (e.g., conviction, dismissal, etc.) to their immediate supervisor and/or reviewing manager no later than two (2) business days following the date of arrest and final disposition. Supervisors must then notify the Director of Human Resources or president immediately. Failure to comply with these notification provisions will be grounds for disciplinary action up to and including dismissal from employment.
2. As referenced in the Driver Qualification Procedure, an employee who may possibly drive on state business must disclose any license expiration, suspension, or revocation to his/her immediate supervisor (or, in the absence of his/her supervisor, another college or System Office official) no later than the business day following the formal notification of the license action by the Georgia Department of Driver Services or comparable agency/department in his/her State of Residence. An employee who operates a vehicle frequently or infrequently on state business is required to report any traffic offense referenced in the Driver Qualification procedure to his/her immediate supervisor (or, in the absence of his/her supervisor, another college or System Office official) no later than the business day following receipt of the citation. Lastly, employees who receive a citation, ticket, or warning for any traffic offense while operating a vehicle on state business must also notify his/her immediate supervisor (or, in the absence of his/her supervisor, another college or System Office official) no later than the next business day. Failure to comply with these notification provisions will be grounds for disciplinary action up to and including dismissal.
3. A newly hired employee is required to disclose any conviction and/or pending charge(s) on the State Security Questionnaire/Loyalty Oath form. NOTE: This provision applies to current employees who transfer between TCSG work units if the form is utilized in the transfer process.
4. Written statements and all information provided by an applicant/prospective employee/current employee on an employment application or State Security Questionnaire/Loyalty Oath form will be deemed to have been made under oath pursuant to the provisions of O.C.G.A. §16-11-14.
5. An applicant/prospective employee/current employee who falsifies or misrepresents information on an employment application, a State Security Questionnaire form, or on any other hiring document/form including, but not limited to, criminal history information, educational achievement (e.g., degree[s] obtained), military service, or prior work history may have an employment offer withdrawn. Any current employee may, in addition, be subject to disciplinary action up to and including dismissal.

**D. Financial and Business Transactions**

1. Employees engaged in fiscally-related activities must use sound business practices when receiving cash, making deposits, ordering goods and services, when initiating/managing financial transactions, etc. Employees are responsible for ensuring that all financial transactions are accomplished pursuant to local college procedures, applicable laws, rules, regulations, and State Board policies and TCSG procedures.
2. Employees participating in financial or business transactions, including vendor selection and contract management/oversight, must safeguard their ability to make objective, fair, and impartial decisions and must not accept any benefit which 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.
3. Pursuant to the provisions of O.C.G.A. §45-10-22 et seq. and as provided in the TCSG procedure governing Other Employment (TCSG Procedure 4.1.1p6.):
   1. It is unlawful for a full-time employee, for himself/herself or on behalf of any business, or for any business in which the employee or member of his/her family has a substantial interest, to transact any business with any work unit/technical college associated with the Technical College System of Georgia; and,
   2. It is unlawful for a part-time employee, for himself/herself, or on behalf of any business, or for any business in which such employee or member of his/her family has a substantial interest to transact any business with any work unit/technical college associated with the Technical College System of Georgia except for:
      1. Any transaction made pursuant to sealed, competitive bids;

2. Any transaction when the amount of a single transaction does not exceed $250.00 and when the aggregate of all such transactions does not exceed $9.000.00 in a calendar year;

3. Any transaction involving the lease of real property to or from any agency if such transaction has been approved by the State Properties Commission; or,

4. The purchase of surplus state property at auction.

**E. Weapons and Explosive Compounds**

The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus or work site is governed by Georgia state law.  All employees are expected to comply with these statutes.

Employees who violate any provision of Georgia law with respect to firearms, weapons, or explosive compounds are subject to disciplinary action, up to and including dismissal, and may be subject to criminal prosecution. Questions pertaining to the applicable statutes may be directed to the technical college’s Campus Police, TCSG’s General Counsel, or Legal Services Officer.

**F. Activities and Conduct**

1. An employee’s possession and/or use of illegal drugs or alcohol in the workplace (to include any clinical internship/externship site) is incompatible with the mission of the Technical College System of Georgia (TCSG) and, as such, is expressly prohibited. The TCSG fully complies with the Federal Drug-free Workplace Act of 1988, the Drug-free Public Workplace Act of 1990, as well as applicable State Personnel Board Rules pertaining to a Drug and Alcohol Free Workplace. Authorized exceptions to the general prohibitions regarding alcohol are outlined in O.C.G.A. §3-8-6 and the accompanying State Board policy II.C.6 pertaining to the service and use of alcohol in a technical college’s business/conference center, as well as O.C.G.A. §3.3.21.1.(b) pertaining to the possession/use of alcohol for educational (i.e., instructional delivery) purposes.
2. It is expressly prohibited for any employee to possess/transport alcoholic beverages or illegal drugs in a state vehicle and/or to consume such while traveling in a state, leased/rental vehicle or, a personal vehicle used in conjunction with official state business upon which the state is providing or could provide a mileage reimbursement.
3. All employees are subject to work-related reasonable suspicion, post-accident, return-to-duty, and follow-up testing for alcohol and/or drugs. Any such testing will follow the guidelines established in State Personnel Board Rule 21 and, as applicable, the provisions of the TCSG procedure governing Drug and Alcohol Testing. Additionally, all employees in safety sensitive positions as well as those that encompass high risk work, are subject to pre-employment drug and/or random alcohol and/or drug testing.  NOTE: as provided in State Personnel Rule 21, an employee involved in a non-DOT regulated accident is subject to drug and alcohol testing if he/she causes or contributes to a loss of work time injury that requires medical attention away from the worksite or an accident that results in more than $2,000 in damage to State property (e.g., a traffic accident involving a state vehicle, a work-related accident involving equipment such as a fork lift, etc.).
4. As provided in the procedure governing Workplace Violence, any violent act or threatening or disruptive behavior, language, or communication in any form is expressly prohibited. Employees shall not engage in prohibited behavior or conduct against another individual in any TCSG worksite or at any sanctioned off-site function. This prohibition for employees extends to any off-duty setting when the act is directed to a work-related contact or otherwise bears a relationship to work.
5. Audio and Video Recordings:
   1. Unless described in the paragraph below or when authorized in writing by the Commissioner, General Counsel, or President, employees are prohibited from initiating any audio or video recording by a smartphone or any other electronic device or camera in any TCSG work unit while performing assigned duties and responsibilities or while participating in a work-related meeting or conversation. Before authorizing such recordings, a President should consult with the TCSG General Counsel.
   2. Employees acting within the scope of their assigned job duties may make an audio or video recording of a/an:
      1. Presentation, lecture, demonstration, or other related activity in furtherance of an instructional, training, or educational purpose:
      2. College or public-related gathering or ceremony;
      3. Event or activity for marketing or public relations purposes provided any necessary authorization from participants has been received;
      4. Student-centered investigations, hearings, proceedings conducted by a technical college as part of a disciplinary hearing, a Title IX inquiry, or other such authorized purpose;
      5. Official investigative activity of P.O.S.T. certified campus police officers;
      6. Activity captured by college/facility security cameras or body cameras worn by P.O.S.T. certified campus police officers during the performance of their official job duties, and;
      7. Scene of an accident or the involved individuals in order to document potential personal injury, property damage, or conditions of the environment in which the accident may have occurred.
6. All employees are responsible for reporting any suspected criminal or administrative misconduct by another employee, student, volunteer, visitor, vendor, or contractor to include the alleged theft of state property, funds or resources or, fraud, waste, or abuse relating to or involving the operations of the TCSG System Office or an associated technical college. All such reports of suspected irregularities or possible fraudulent activities/transactions should be reported to an employee’s immediate supervisor, reviewing manager, staff member of the Office or Human Resources, or other designated System Office or technical college official, to include the TCSG General Counsel. Supervisors receiving such reports are required to notify the college president or designated System Office personnel. Additionally, no employee will be subjected to harassment or retaliation for reporting any such concern. NOTE: any such report shall be promptly reviewed, investigated, and/or referred to the appropriate official(s) for further action as outlined in applicable State Board policies or TCSG procedures.
7. Pursuant to applicable provisions of O.C.G.A. § 19-7-5 a TCSG employee or a volunteer providing services in a TCSG work site who has reasonable cause to believe a child under the age of 18 had been abused must report or cause a report of the abuse to be made to a child welfare agency [e.g. the Department of Human Services’ Division of Family and Children Services (DFCS)] within twenty-four (24) hours of becoming aware of the abuse. If requested, the oral report may be followed by a written report.
   1. An employee or volunteer who is required to report child abuse because he/she attends to a child pursuant to his/her duties (as an employee or volunteer) at a technical college must immediately notify the college president or his/her named designee (e.g., a child enrichment center director) of any suspected abuse. The president or designee is required to report or cause a report to be made within the twenty-four (24) hour period. Additionally, any person or official required to report a suspected case of child abuse and who knowingly and willfully fails to do so within the stipulated twenty-four (24) hour period may be charged criminally for his/her inaction.
   2. Oral reports may be made by calling the DFCS Child Protective Center at 1-955-GACHILD/1-855-422-4453. Reports are taken 24/hours a day, 7 days a week. In an emergency situation, contact can be made to a local police department/agency or by calling 911.
8. As provided in the TCSG procedure governing Consensual Relationships (4.1.1p2..), the Technical College System of Georgia expressly prohibits consensual relationships between:
   1. A faculty or staff member and any student that he/she instructs, advises, supervises, or evaluates;
   2. A technical college employee and a dually-enrolled high school student; or,
   3. Supervisors and managers and their subordinate employees (i.e., any employee that he/she directly or indirectly supervises/manages) through any line or authority and within all work unit(s) under the supervisor’s or manager’s span of control. NOTE: any employee who desires to enter into a relationship prohibited by this specific sub-paragraph must notify the Commissioner, technical college president, or other System Office or technical college official of the potential relationship and request that one or both of the affected employees be considered for reassignment to avoid a conflict with these provisions;
9. The Technical College System of Georgia encourages employee interest and involvement in civic, community, and professional affairs; however, in the pursuit of these activities, an employee shall not consider or portray himself/herself a representative of the TCSG unless specifically authorized to do so by his/her immediate supervisor or other official.
10. While the TCSG is not typically concerned with activities/actions of employees during non-work time, off-duty conduct becomes a concern when it negatively impacts TCSG operations or reflects unfavorably on the agency or state government. Any such conduct may result in the delivery of disciplinary action up to and including dismissal.

**VII. RECORD RETENTION:**

All employment-related documents and/or employee acknowledgement statements will be maintained in an employee’s official personnel file or may be maintained and retained in an electronic format consistent with the State of Georgia Archive’s Retention Schedule for State Government Paper and Electronic Records.

## Attendance and Punctuality

Southern Crescent Technical College expects you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your work, projects and/or assignments by the end of designated work hours.

## Work Schedule

All full-time employees are scheduled to work 40 hours per week exclusive of time off for meals. Violations, such as habitual tardiness and/or absenteeism shall be considered cause for positive disciplinary actions.

The president and/or his/her designee are authorized to vary work schedules of employees on an individual basis as necessary for the efficient operation of the division/department or college. A copy of the work schedule for each individual shall be maintained in Human Resources.

All full-time instructors shall work a minimum of 40 hours each week (i.e., each established 4 and ½ -day work period).  The standard work period for all employees is a fixed period of seven (7) consecutive calendar days beginning Saturday thru Friday. The minimum working hour’s requirement includes authorized time-off for approved leave as well as designated State holidays.  Meal periods are unpaid and shall not be considered “hours worked” for the purpose of meeting this obligation. Instructors may be required to work additional hours, as necessary, to meet college objectives or needs of students, without further compensation.

A full-time instructor’s optimal teaching assignment will include **25** instructional hours (i.e., direct student contact instructional hours) supplemented by indirect instructional support activities each work week as required and shall be assigned by the Dean and/or Vice President of Academic Affairs.

Direct student contact instructional activities are defined as those in a traditional or non-traditional classroom, laboratory, or clinical setting.

Authorized indirect instructional activities may include such activities as:  student advisement; class preparation; evaluation of instructional-related project(s) or assignment(s); supervising program(s); registration; job development and placement activities; recruitment; professional growth and development; consultation with industrial and community representatives; maintenance of instructional equipment; curriculum design, development, and/or revision; accreditation activities; instructional committee activities, advisory committee meetings; recordkeeping; student-related activities; and, any other authorized instructional or college-related activity, such as graduation.

*(Reference: TCSG Policy 4.2.2 and TCSG Policy 4.1.8)*

## Absence and Tardiness

From time to time, it may be necessary for you to be late or absent from work. Southern Crescent Technical College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is your responsibility to contact your immediate supervisor if you will be absent or late. See related information on Leave Benefits – Section 7 of the employee handbook.

## Unscheduled Absence

Absence from work for three (3) or more consecutive days without notifying your immediate supervisor or Human Resources will be considered a voluntary resignation.

## Meal and Break Periods

Most employees are allowed a half-hour lunch break generally between the hours of 11:00 a.m. and 2:00 p.m. Employees are encouraged to stagger lunch times to insure that adequate coverage is provided at all times in their department.

## Drug Free Workplace

Southern Crescent Technical College [SCTC} is committed to providing a working and learning environment that ensures the productivity of TCSG employees as well as the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and technical college campuses. To this end, SCTC, shall be drug-free pursuant to the provisions of the federal Drug-free Workplace Act of 1988, the Drug-free Public Work Force Act of 1990, and applicable State law.

All SCTC employees, both permanent and temporary, full- and part-time, are covered by these provisions. It is expressly prohibited for any SCTC employee to engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances (as defined in O.C.G.A.§16-13-21) while performing state business, e.g., while performing assigned duties and responsibilities on State premises or worksites, while traveling in a State, leased or rental vehicle, or a personal vehicle upon which the State is providing or could provide a mileage reimbursement, while traveling commercially, etc.

**NOTE:** *An employee’s use of another person’s prescription drug(s)/medication(s) is prohibited as this activity is illegal under Georgia laws.*

The prohibition regarding the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs/controlled substances also extends to all non-working hours regardless of location as these activities clearly impact an employee’s ability to perform his/her public duties. For purposes of this policy, the term “illegal drug” includes, but is not limited to, marijuana/cannabinoids (THC), cocaine, amphetamines/ methamphetamines, opiates, or phencyclidine (PCP). Pursuant to applicable State Personnel Board Rules, the unauthorized use of legally prescribed drugs that may adversely affect job performance or safety is also prohibited.

Pursuant to applicable provisions of TCSG’s Drug and Alcohol Testing Procedure 4.2.23p., all applicants for and current SCTC employees in safety sensitive positions as well as positions that encompass high risk work including those identified health sciences faculty positions with responsibility for the supervision of students in a public or private clinical/internship/externship setting, are subject to pre-employment drug and random drug and/or alcohol testing. Additionally, all SCTC employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up testing for drugs and/or alcohol.

An employee’s violation of this policy and/or applicable provisions of TCSG’s Drug and Alcohol Testing Procedure 4.8.1p.will result in the delivery of disciplinary action up to and including dismissal from employment.

**Alcohol Testing and Results**

An employee who refuses to submit for alcohol testing shall be dismissed from employment. An employee whose test results reflect the presence of alcohol will be subject to disciplinary action up to and including dismissal from employment.

**Drug Testing and Results**

An employee who refuses to submit to drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) shall be dismissed from employment.

Any applicant for a SCTC position who is currently employed with another State of Georgia agency/entity and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) will not be employed in any capacity by SCTC; and, any applicant for a SCTC position not currently employed by the State of Georgia and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) will not be employed in any capacity by SCTC. Further, the individual will be disqualified from state employment for a period of two (2) years pursuant to the provisions of O.C.G.A§ 45-20-111(b).

**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 the SCTC 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 SCTC. 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.

**Assistance**

SCTC is willing to assist employees with alcohol and/or drug related difficulties. An employee must, however, advise his/her immediate supervisor, reviewing manager, human resources, in writing, of his/her need for assistance prior to notification of a required alcohol/drug test and prior to an arrest for an alcohol/drug-related offense. SCTC provides an Employee Assistance Program to assist eligible employees with alcohol and/or drug-related difficulties. An employee may also seek assistance through his/her health insurance provider.

*(Reference: TCSG Policy 4.8.1)*

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

**I. PURPOSE:**

This procedure aims to ensure that all the Southern Crescent Technical College employees are provided with an environment free of unlawful discrimination, harassment, and retaliation.

Employee complaints of sexual harassment by another employee, which is a form of sex discrimination, should be processed under TCSG Procedure 4.3.1p2.

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

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated expeditiously and confidentially to the extent provided by law.

Southern Crescent Technical College will not tolerate retaliation for having filed a good-faith complaint of unlawful discrimination or harassment or for providing any information in an investigation. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, 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).

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 that does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, including dismissal from employment.

**II. PROCEDURE:**

A. Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of Southern Crescent Technical College.

2. Supervisors must take ongoing proactive steps to ensure their work environments are free from discrimination, unlawful harassment, and retaliation and to educate their staff on appropriate conduct.

3. All current and future employees must read and become familiar with the Statement of Equal Opportunity and other employment-related policies and procedures.

4. As a condition of employment, all employees (current and future) are required to read and sign the employee acknowledgment of this procedure which will become a permanent part of the employee’s personnel record.

5. Any employee, student, contractor, or volunteer with questions concerning this Procedure should direct those questions to the college’s Title IX Coordinator or Human Resources Director.

7. The President should ensure that employees receive appropriate training on identifying, preventing, and reporting sexual harassment.

B. Reporting and Management Action

1. All employees are required to report allegations of unlawful discrimination, harassment, retaliation against themselves or others, and other possible policy violations.

a. Allegations of unlawful discrimination, harassment, or retaliation may be reported by employees within their chain of command or may bypass the typical chain of command and report an allegation/suspicion directly to the Human Resources Director.

b. Complaints can be expressed in writing, by telephone, or in person.

2. Supervisors who have reason to believe that unlawful discrimination, harassment, and/or retaliation may exist shall immediately inform the President or Human Resources Director.

3. Other than reporting the information and discussing it with the investigator, employees must keep it confidential unless release is approved or final action has been taken according to this Procedure.

4. Employment-related unlawful discrimination, harassment, or retaliation complaints received by the Title IX Coordinator shall be immediately reported to the Human Resources Director.

5. The President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation to prevent further discrimination or harassment or to facilitate the effectiveness of

an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.

6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. *NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action*.

7. The President may refer any allegation of unlawful discrimination, harassment, and/or retaliation to the Human Resources Director, the System Office Human Resources Director or Office of Legal Services for investigation.

C. Investigations

1. All complaints shall be investigated thoroughly and should be completed within

45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

Pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint.

Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation instead of investigation. Mediations must be conducted by a qualified objective-third party not employed by the college.

2. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or writing. Best efforts will be made to interview all witnesses identified by the parties.

3. Conduct that does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures, and any such violations should be included in investigative findings.

4. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

D. Review and Disposition

1. The investigator and the President should consult with the Office of Legal Services when determining whether or not the facts support a finding of unlawful conduct.

2. If the investigation results do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed, and the parties notified of such.

3. Suppose the investigation results support a finding of unlawful harassment, discrimination, retaliation, or any other policy violation. In that case, the President shall promptly take necessary action to ensure the conduct is not repeated. Actions may include but are not limited to mandating training, issuing disciplinary actions, or dismissal from employment.

4. The complainant and the respondent will be notified in writing of the investigation results, provided, however, that if disciplinary action is to be

initiated due to the investigation, neither party will be notified until all disciplinary actions are taken

**ACKNOWLEDGMENT STATEMENT**

**UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION**

As an employee of Southern Crescent Technical College, I understand that any form of unlawful discrimination or harassment (including sexual harassment) will not be tolerated. Therefore, I declare that I have read or will read and will fully comply with the Statement of Equal Opportunity issued by the State Board of the Technical College System of Georgia and all procedures relating to Unlawful, Discrimination, Harassment, and Retaliation in Employment, as well as the Standards of Business Conduct. All policies and procedures may be found in the State Board Policy Manual located at tcsg.edu or may be located in a college Employee Handbook.

I understand I am required to immediately report any act or allegation of discrimination or harassment (including sexual harassment) to my supervisor and/or the Office of Human Resources; and that I may also make such reports to the President or the TCSG Office of Legal Services, I acknowledge the expectation that I will cooperate fully with any investigation.

If I am or become a supervisor, I understand that I am prohibited from making any sexual advances, welcome or unwelcome, toward any subordinate. I further acknowledge that retaliation against any individual who reports or participates in an investigation of unlawful harassment or discrimination will not be tolerated.

Employee's Signature

Date Signed

Employee's Printed Name

Employee's ID#

Record Retention: Retain permanently in the personnel file. (Revised September 20, 2022)

*(Reference: TCSG Procedure 4.3.1p)*

## Sexual Harassment Policy

It is the purpose of this procedure to ensure that all students and employees of Southern Crescent Technical College are provided access to a safe educational environment free from any discrimination on the basis of gender. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal.  Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

SCTC strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. SCTC will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

A. Administration and Implementation

1. SCTC has designated one or more officials to serve as Title IX Coordinators. (Reference SCTC Employment Policy 3.1.)
2. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.
3. The Human Resources Director will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct amongst employees.
4. SCTC will provide sexual harassment and sexual violence prevention training to employees as required by Violence Against Women Act (VAWA) and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
5. Employees may contact ESPYR at 855-584-3855 or espyr.com for a list of local sources for counseling, support and advocacy. Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. Reporting and Management Action

1. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director.
2. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are encouraged to express complaints in writing to ensure all concerns are addressed.
3. All allegations of sex discrimination and sexual misconduct on one of SCTC’s college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees.
4. SCTC may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other complaints about the same individual, and the respondent’s right to receive information about the allegations if the information is maintained as an “education record” under FERPA. SCTC must inform the complainant if the request cannot be granted and the reasons for the denial.
5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.
6. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. SCTC must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
7. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
8. Interim protective measures may be imposed by the President or the Human Resources Director, Title IX Coordinator, before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college’s programs and activities. Interim protective measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the System-wide investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.

The System-wide investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.

Either the complaining party or the respondent may challenge the System-wide investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.

1. The investigation should be completed within 30 business days of the receipt of the complaint by the system-wide investigator. The investigator will notify the parties and the Title IX Coordinator in writing (typically by email) if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint by the System-wide investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure.  The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president’s decision will be final.
3. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
5. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present.  However, the advisor may not speak on behalf of the party.
6. The System-wide investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Investigations and summary findings will be documented appropriately.
7. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
8. A report of investigation will be provided to the college’s Title IX Coordinator within five (5) days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act (“VAWA”) do not constitute a violation of FERPA.
9. If the System-wide investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college’s Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent’s willingness to accept responsibility, previous college response to similar conduct, and the college’s interests in performing its education mission.  Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college’s Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure may not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing, which may be sent via email, of his/her final determination, including any change in the result of the findings.

In accordance with its [Statement of Equal Opportunity](http://www.dtae.org/dtaepolicy/docs/03-01-01.html), Southern Crescent Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal laws.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and;

(1) When submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life;

(2) Submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or

(3) Such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity. Examples of conduct that violate this policy include, but are not limited to, the following:

1) Physical assault.

2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.

3) Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of a sexual nature about one's clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose.

4) 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 humiliate another.

5) Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that serve no medical or academic purpose.

Anyone who believes they may have been a victim of improper harassment is encouraged to seek resolution promptly through the established informal and formal procedures of Southern Crescent Technical College. Those who may have been a witness to harassment should report their observations to the appropriate office listed below.

**Title IX/Equity and ADA/Section 504**

Beth Burns, Director of Human Resources

Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223

(770)229-3218

[Beth.Burns@sctech.edu](mailto:Beth.Burns@sctech.edu)

Serving employee complaints on any campus/center

*(Reference TCSG Policy 6.1.2P)*

## Violence in the Workplace

It is the intent of this policy: (1) to create a safe educational environment; (2) to prohibit the carrying of weapons within school safety zones as prohibited by law; (3) to create an awareness of this policy and related penalties; (4) to establish definitions; and (5) to establish procedures for disposition of violations.

**Definitions**

**"School safety zone"** means in, on, or within 1,000 feet of the college campus/centers or of any public gathering by Southern Crescent Technical College.

**"Weapon"** includes any gun, any knife having a blade of three or more inches, any bludgeon-type weapon, any nun chukka, any throwing star, any stun gun or laser. This definition shall exclude any of these instruments used for classroom work authorized by an instructor. For a full list of prohibited weapons, see [O.C.G.A. §16-11-127.1(a) (2))](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=16-11-127.1&Code_Number_Submit=Begin%2BSearch)

**"Public gathering"** means and includes, but is not limited to, any function or event of or at any Technical College, its campus, satellites, buildings, vehicles or involving its employees or students. Such buildings include any public-owned, -leased or -operated building which houses any governmental or educational functions on or off campus.

It is unlawful for any person to carry or to possess or have such person's control while within a school safety zone or at a Technical College building, function, or property or on a bus or other transportation furnished by any Technical College any weapon or unlawful explosive compound ([O.C.G.A. §16-11-127.1](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=16-11-127.1&Code_Number_Submit=Begin%2BSearch)).

1. The provisions of this prohibition shall not apply to those individuals who are **specifically exempted by law**. [O.C.G.A. §16-11-127.1(c) and (d)](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=16-11-127.1&Code_Number_Submit=Begin%2BSearch).

Unless otherwise allowed by law, it is unlawful for an individual to bring, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering. ([O.C.G.A. §16-11-127](http://www.ganet.state.ga.us/cgi-bin/pub/ocode/ocgsearch?number=16-11-127)).

Southern Crescent Technical College shall post signage notifying those who enter its property that weapons are prohibited.

Southern Crescent Technical College is responsible for ensuring that this policy is implemented and to develop procedures to inform employees and students on a routine basis of the following:

1. The implications of State law prohibiting weapons on campus or at public gatherings;   
  
2. Possible penalties to be imposed upon employees or students who violate this weapons policy; and

3. Reporting procedures to notify appropriate law enforcement agencies of potential violations.

*(Reference TCSG Policy 3.3.10)*

## Confidential Information and Nondisclosure

Southern Crescent Technical College treats personal information about you as confidential and respects the need for protecting your information by enforcing secure information handling procedures on the part of all those whose job duties involve gathering, retaining, using or releasing personal information about employees. SCTC collects and retains only such personal information, as needed to effectively conduct business, maintain security and administer its employment and benefit programs. SCTC takes appropriate steps to ensure that personal and job-related information about you is accurate, complete and relevant for its intended purpose. SCTC expects all employees granted access to such information, in order to carry out the functions of their job, to strictly protect the confidentiality of information to which they may have access and to abide by this policy. Failure to adhere to these guidelines may result in loss of security access to such records and subject the offender to appropriate positive disciplinary action up to, and, including dismissal from employment.

*(Reference: TCSG Student Records Policy* [*34 C.F.R. §99.1 - §99.67 - Family Educational Rights and Privacy*](http://www.access.gpo.gov/nara/cfr/waisidx_00/34cfr99_00.html) *and* [*Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g)*](http://www4.law.cornell.edu/cgi-bin/htm_hl?DB=uscode20&STEMMER=en&WORDS=1232g+&COLOUR=Red&STYLE=s&URL=/uscode/20/1232g.html)*)*

## Ethical Standards

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

Employees must avoid even the appearance of impropriety or conflict of interest in an effort to ensure that their official actions are not motivated by private or personal interests. This includes all aspects of their interactions with our students, other employees, and the System’s business, community, and state and local government partners.

While performing their assigned duties, all employees are expected to adhere to federal and state law, all State Board policies and TCSG procedures, the Code of Ethics of Government Service outlined in O.C.G.A. § 45-10-1, and all provisions of the Governor’s March 30, 2017 Executive Order establishing a Code of Ethics for Executive Branch Officers and Employees.

Any employee whose position is funded by or whose position utilizes federal funds is subject to relevant federal conflict of interest regulations.

**PROCEDURE:**

**A. General Provisions:**

1. Employees must safeguard their ability to make objective, fair, and impartial decisions and, therefore, should not accept any 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.
2. Employees must avoid any conduct, whether in the context of business, financial or social relationships, which may undermine the public trust, whether that conduct is unethical or lends itself to the appearance of ethical impropriety.
3. In carrying out their official duties and responsibilities, all employees must work solely for the public good, striving vigilantly to avoid even the appearance that their actions are motivated by private or personal gain.
4. Employees are responsible for familiarizing themselves with and adhering to the policies and procedures contained in the State Board Policy Manual located at <https://tcsg.edu/tcsgpolicy/tcsg_policy_manual.pdf>.
5. The Commissioner of the Technical College System of Georgia is fully responsible to the Office of the Governor for system-wide compliance with the Executive Order.
6. The Deputy Commissioner, Assistant Commissioners, and College Presidents are responsible for compliance with the Executive Order within their respective areas of responsibility. To ensure compliance, employees should be required to execute an Acknowledgement of Understanding of their responsibilities outlined in State Board Policy and TCSG procedures governing ethics and standards of conduct. (See Attachment 4.3.2p1.a2.).

**B. Conflicts of Interest:**

1. Employees shall make every effort to avoid even the appearance of a conflict of interest. An appearance of a conflict of interest exists when a reasonable person would conclude from the circumstance that the employee’s ability to protect the public interest or perform public duties is compromised by personal interests. An appearance of a conflict of interest could exist even in the absence of a true conflict of interest.
2. An employee shall recuse himself or herself from any proceeding in which the employee’s impartiality might reasonably be questioned due to his/her personal or financial relationship with a participant in the proceeding. A “participant” includes, but is not limited to, an owner, shareholder, partner, employee or agency of a business entity involved in the proceeding. If the employee is uncertain whether the relationship justifies recusal, the employee shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee will be permitted to participate. If the affected employee is the person presiding, then the vice chair or other substitute presiding officer shall make the determination.
3. Employees shall not directly or indirectly ask, accept, demand, solicit, seek or receive a financial or other benefit for themselves or for others in return for being influenced in the discharge of their official duties and responsibilities.
4. A conflict of interest may also arise in situations in which an employee engages in an outside activity/business activity which, while not necessarily incompatible, inconsistent, or impermissible in conjunction with his/her official duties and responsibilities may, nevertheless, interfere with the employee’s ability to properly perform his/her official duties.
5. Questions regarding situations or circumstances which may result in an actual or perceived conflict of interest should be directed to the System Office’s General Counsel or Ethics Officer.
6. Any employee of a TCSG technical college which accepts federal research monies and whose position is funded by or whose position utilizes such funds are subject to relevant federal conflict of interest regulations as promulgated in CFR 45 and CFR 602.
7. Any employee engaged in activities or transactions with other countries are required to comply with all relevant anti-corruption laws including the federal Foreign Corrupt Practices Act. Regulated transactions with other countries include but may not be limited to gifts to foreign officials, travel and entertainment expenses, facilitating payments, and political/charitable donations.

**C. Nepotism/Employment of Relatives:**

1. A Southern Crescent Technical College employee shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member to an office or position with the System Office or an associated technical college.
2. State Board Policy 4.3.4 governing the employment of relatives defines the parameters in which the relative of a current employee may be appointed to a System Office or a technical college position.

**D. Dual Employment/Board Service:**

1. No employee shall serve for compensation as a corporate officer or director of any for-profit or publically held company. Voluntary, pro bono services on behalf of a non-profit organization is permissible provided such service would not have the potential to create a conflict and does not impair the employee’s ability to discharge his/her public duties fully, faithfully, and impartially**.**
2. Pursuant to the Executive Order, the Commissioner may not have ongoing dual employment.
3. All full and part-time employees must request and receive approval to engage in other employment pursuant to the provisions of TCSG Procedure 4.3.2p6.

**E. Lobbying:**

1. Pursuant to the Executive Order, state agencies are not permitted to contract with any person to provide lobbying, as that that term is defined in O.C.G.A.§ 21-5-70(5).
2. Employees shall decline to communicate on official government matters with any lobbyist who was a public officer within the preceding one-year period.

**F. Gifts, Honoraria and Expenses**

Ethical responsibilities governing gifts, honoraria and expenses are addressed in TCSG Procedure 4.3.2p3.

VII. **RECORD RETENTION:**

All records developed in response to the Executive Order shall be maintained for a minimum of four (4) calendar years. Employee Acknowledgement statements, if required by colleges, shall be maintained in personnel files or may be maintained in electronic format consistent with the State of Georgia’s Secretary of State’s Records Retention Schedule.

*(Reference: TCSG Procedure 4.3.2p1)*

## Dress Code Procedure

You may potentially offer customer services at any time; therefore, this procedure applies to all employees of Southern Crescent Technical College, inclusive of part-time employees as well as student interns and work-study students.

Southern Crescent Technical College (SCTC) employees are expected to set an appropriate, positive example of professionalism in both behavior and dress for students. In keeping with this expectation, all employees should dress and groom themselves in a manner which inspires respect from students, parents, peers, and the public. The style of dress or grooming shall not be disruptive to the educational or work environment of Southern Crescent Technical College.

All employees working on SCTC campuses, centers or representing the College during normal business or instructional hours shall dress in accordance with the following guidelines:

**Appropriate, Normal Work Attire:**

1. **Clothing for male employees:**

All settings except those noted below: Collared shirt with or without tie, three-buttoned polo-style shirt, cotton trousers or khakis, dress slacks, suit, sweater, sport coat, blazer professional attire and/or uniforms appropriate for profession represented.

1. **Clothing for female employees**:

All settings except those noted below: Suit, dress slacks, dresses that are not revealing or provocative, skirts of modest length and appropriate size, sweater, blazer, pant suit, collared shirt, three-buttoned polo shirt, blouse (with or without collar), tailored Capri’s and gauchos, cotton trousers or khakis, professional attire, and/or uniform appropriate for the profession represented.

1. **Clothing exceptions for male and female employees in lab settings:**

Lab coat, uniforms, or safety clothing as approved by industry, no tie. Clothing should be in good condition. Employees who are involved in maintenance-type activities may wear clothing that is deemed appropriate for assigned duties.

1. **Footwear for male and female employees:**

Employees should wear shoes that provide support and protection and that meet industry standards for safety. In all general classroom and office settings, business appropriate shoes should be worn. Such shoes may also include dress sandals. In lab settings, employees must not wear open-toed shoes. No open-toed shoes or sandals of any kind are authorized for wear by maintenance, grounds, or custodial staff. Safety-toed shoes mandated by OSHA regulations are required for wear by employees in certain job classifications.

1. **Business Casual Days**.

The College will observe business casual day on Fridays, in which a collared shirt with College logo may be worn with khakis or other acceptable attire.

1. **Other Special Days.**

Business casual attire may also be worn on other “special days” as designated.

* 1. a “special occasion” or “dress-up” day, which would necessitate that employees deviate from “normal work attire” to include for males, a tie, sport coat, blazer, or suit and for females, a dress, suit with skirt or slacks as appropriate. Cropped pants are not appropriate on dress-up days.
  2. a designated “clean-up or work day” during which it would be necessary to conduct rigorous and potentially soiling types of work. On such days, employees may wear coveralls, dark-colored blue jeans, t-shirts, or other protective attire suitable for the task to be accomplished. On such approved days, all employees involved should dress in the same manner for the task to be performed. (For example, dark-colored blue jeans and college t-shirts may be chosen as the “uniform” to be worn by all members of the clean-up team.)
  3. a “casual” or “spirit” day, during which acceptable attire may include dark-colored blue jeans without tears or holes, non-collared shirts or sweatshirts with the college logo or school colors, or other items deemed appropriate by the Office of Human Resource or the Office of the President.

**Name Badges:** Employees must wear their name badges while on college campuses and/or centers and should also wear them when on college-approved business outside of the college. Name badges must be clearly visible.

**Perfume / Cologne:** Please be considerate of others and conservative in your application when using perfume or cologne, as many employees and customers have allergies to such strong fragrances.

**Prohibited Attire Examples:**

1. Clothing which causes distraction within the learning or working environment is prohibited. Examples include but are not limited to:
   1. Tight or extremely short or ill-fitting (loose, baggy, or long) pants: Undergarments which are visible while standing, sitting, or bending.
   2. Tight fitting, see-through, mesh or low-cut tops include tube tops. All tops must have some method of attachment over the shoulders or around the neck.
   3. Provocative clothing which includes tops with thin straps, low necklines, and strapless or reveals the midriff.
   4. Extremely loose or ill-fitting tank tops should not be worn.
   5. Exercise apparel, including yoga pants, Spandex, or Lycra pants.
   6. Sweatshirts, sweatpants, or t-shirts, except when specifically required by job assignment or approved as part of a special day.
   7. Leggings or shorts worn as pants.
   8. Any writing on clothing that is obscene, racist, sexual, or offensive.
   9. Tattoos detracting from a professional image anywhere on the body which are obscene, advocate sexual, racial, ethnic, or religious discrimination, or are of a nature that tends to bring discredit to the College must be covered at all times.
   10. Beach-type shoes such as flip-flops, shower shoes, or plastic shoes are not appropriate at any time.
   11. Shoes with excessively high heels, which reasonably present a safety hazard to the wearer, as in the case of shoes with heels 5 inches or greater.
   12. “Barefoot” or “minimalist-type” athletic shoes with individual toes.
   13. Hats, unless approved by supervisor for personal or work-related reasons

***PLEASE NOTE:*** *The Dress Code Procedure is subject to change at any time.*

**Responsibility**

It is important to maintain personal hygiene and a professional appearance at all times. It is everyone’s responsibility to make a positive impression on all customers of SCTC. While the day-to-day maintenance of this procedure is the responsibility of every employee, it will be the responsibility of each departmental manager and/or divisional vice president to ensure compliance with both the spirit and the letter of this policy for their respective divisions.

You will be sent home and directed to return to work in proper attire if you appear for work inappropriately dressed. Under these circumstances, you will not be compensated for time away from work.

## Use of Equipment

You will be provided with the equipment needed to perform your job. This equipment should not be used for personal use, nor removed from the physical confines of Southern Crescent Technical College— unless it is pre-approved by your immediate supervisor and/or divisional vice president. Upon separation from the college, you must return all college provided equipment on or before your separation date to the office of Human Resources.

*(Reference: SCTC Policy 4.28)*

## Use of Computer, Internet and Cellular Phones

In making decisions regarding access to the Internet and use of computers, SCTC considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College 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 the College to Internet resources should be structured in ways that point students to those resources that have been previously evaluated. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Employees utilizing SCTC’S provided Internet accesses are responsible for good behavior on-line just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia

**Computer theft**-including theft of computer services, intellectual property such as copyrighted material, and any other property.

**Computer trespass**-unauthorized use of computers to delete or alter data or interfere with others' usage.

**Computer invasion of privacy**-unauthorized access to financial or personal data or the like.

**Computer forgery**-forgery as defined by other laws, but committed on a computer rather than on paper.

**Computer password disclosure-**unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward.

**Misleading transmittal of names or trademarks-**falsely identifying you or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal.

*(References: TCSG Policy 3.3.4p & 3.3.5)*

**Use of Cellular Phones**

Personal calls shall not be charged to State provided cellular phones. Employees must use their personal phones or other personal resource for this purpose. State provided cellular phones and internet access is intended for public business. Employee use of the internet and cellular phones may be recorded and monitored. No employee is permitted to use or access the internet for pornographic, obscene, or other improper purposes.

Also the use of personal phones within the workplace should be kept to a minimum.

## Smoking Policy

Smoking of any kind is not permitted inside any facility of Southern Crescent Technical College. Smoking may take place only in designated smoking areas.

## Alcohol and Substance Abuse

The federal Drug Free Workplace Act of 1988 was enacted to ensure that work done under federal contracts or grants is performed in a drug free work environment. In addition to prohibiting all employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, Southern Crescent Technical College prohibits all employees from engaging in such illegal activity at all times and all places. Such activity, even during non-working hours, clearly affects an employee's ability to perform public duties.

No employee may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity shall be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violations occurred at the workplace or elsewhere, the employee or others must notify the President in writing of each conviction within five days of the conviction.

**Actions upon Conviction**

Any employee who is found guilty of a violation any criminal drug statute for actions occurring in the workplace shall no later than 5 days after such conviction notify their immediate supervisor who shall notify the President. Southern Crescent Technical College shall notify the appropriate federal funding agency within 10 days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, Southern Crescent Technical College shall with respect to any employee so convicted:

1) Take appropriate personnel action against such employee up to and including termination.

2) Require such employee to participate in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. See [Georgia’s Drug-Free Public Work Force Act of 1990.](http://www.gms.state.ga.us/rules/rule26.asp)

The President, in conjunction with Human Resource and the employee’s immediate supervisor, shall maintain a drug free awareness program that shall inform employees of the following:

1) The dangers of drug abuse in the workplace and elsewhere.

2) Any available drug counseling, rehabilitation, and employee assistance programs.

3) Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

***(Reference: TCSG Policy 4.8.1)***

## Gifts

Objectivity and integrity are essential qualities for employees. If Southern Crescent Technical College is to carry out its mission of providing quality technical education, adult education, continuing education, and customized business and industry workforce training to the citizens of Georgia, then you must maintain the highest levels of integrity and objectivity when performing your duties. You should make every reasonable effort to avoid the appearance of a conflict of interest.

You, or any other person on your behalf, shall not directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence your performance or failure to perform any official action. Such action is a felony under **O.C.G. A. § 16-10-2**.

You are prohibited from knowingly accepting directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes. **(O.C.G.A. § 21-5-70(6)** and **O.C.G.A. § 45-1-6(a) (5) (b)**). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. You may accept a gift on behalf of the college subject to a written request to the president. You shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy, a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value. A gift shall not include:

1. Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds $100 per person;
2. Food, beverages, and registration at group events to which substantial numbers of Department employees are invited;
3. Food, beverage, or expenses afforded employees, relatives or others that are associated with normal and customary business or social functions or activities;
4. Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the President, or his/her designee;
5. Promotional items generally distributed to the general public
6. Textbooks, software, and instructional materials to be reviewed by faculty only if accepted by the faculty member on behalf of Southern Crescent Technical College;
7. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;
8. Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession;
9. Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in Georgia statutes, nor a student, nor a live work client at Southern Crescent Technical College; or

10. Gifts from Technical College foundations or other separately incorporated, charitable entities.

**Report of Expense Reimbursement by a Third Party Organization**

As provided in the Gifts, Honoraria, and Expenses Procedure, if a third party organization is paying expenses for a TCSG employee to attend a meeting, training, etc, the participating employee must complete a report and forward it to the TCSG Ethics Officer no later than thirty (30) calendar days after participation in the identified training/activity and/or the associated expenses paid.

A copy of the President or his/her designee’s written approval for participation in the training/activity (e.g., the TCSG Authorization for Out-of-State Travel Form) should be attached to the completed report.

Employee Name**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of meeting/training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of organization providing reimbursement/payment for associated travel expenses:

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Does the Organization have a current contract with the Technical College/System Office for the delivery of goods or services? Yes\_\_\_\_\_ No \_\_\_\_\_

**Expenses Paid by the Organization:**

Lodging: \_\_\_\_\_\_\_\_ Registration Fee: \_\_\_\_\_\_\_\_

Meals: \_\_\_\_\_\_\_\_ Other Expenses: \_\_\_\_\_\_\_\_

Transportation: \_\_\_\_\_\_\_\_

TOTAL Expenses: \_\_\_\_\_\_\_\_

NOTE: Other Expenses must be identified and itemized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Reference:* TCSG Policy 4.3.2p3)

## Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time except for pre-approved solicitation for fund raising efforts. Pre-approval must be received from the president and/or his designee and postings shall be approved by the vice president of student affairs.

## Complaint Procedure

The president is committed to ensuring an environment for everyone that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and that is free from illegal or inappropriate conduct. Southern Crescent Technical College expects standards of professional behavior that exceeds those minimally prescribed by law.   
  
In an instance of perceived violation of Southern Crescent Technical College policies, procedures, standards of professional conduct or state or federal law, you may file a complaint, which shall be resolved as set forth in this policy and procedures.

Retaliation, in any form, against individuals bringing grievances is prohibited and will subject the offender to disciplinary action up to and including termination. In many instances, it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action, up to and including dismissal from employment.

*(Reference: TCSG Policy 4.4.3.)*

## Positive Discipline

It is the goal of Southern Crescent Technical College to emphasize quality and

excellence in all aspects of college operations. As such, the SCTC’s Positive Discipline process is designed to promote a high level of employee discipline by correcting performance problems as they arise, building genuine employee commitment to the organization, and encouraging and promoting the development of effective working relationships between supervisors and their subordinate staff. The Positive Discipline process focuses on effective and timely decision-making coupled with individual responsibility and accountability.

The Positive Discipline process emphasizes an employee’s responsibility and accountability for his/her own 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 good 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.

Unacceptable behavior, conduct and/or attendance which does not lead to immediate dismissal may be dealt with in any of the following manners: (1) Oral Reminder, (2) Written Memo of Expectations and Concerns, (3) Decision Making Leave/Paid Leave, (4) Termination, (5) Other. Prior to taking adverse action, managers must consult Human Resources.

The Positive Discipline process emphasizes an employee’s responsibility and accountability for his/her own 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 good 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.

General Provisions:

* 1. The Positive Discipline process covers all employees working under the terms of an employment contract. Also included are all full-time and part-time salaried employees in an "at will" employment status who have been continuously employed with the Southern Crescent Technical College for more than twelve (12) calendar months. Salaried employees in an "at will· employment status who have worked for less than twelve (12) calendar months, as well as temporary employees, hourly-paid employees, adjunct faculty, technical college presidents, and other employees who report directly to the Commissioner, Deputy Commissioner or Chief Operating Officer are excluded from coverage.
  2. The Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety.
  3. Each Southern Crescent Technical College supervisor and manager is responsible for communicating college rules, practices, and expectations consistent with the guidelines set forth in this policy.
  4. Neither the Positive Discipline policy nor this accompanying procedure is considered an explicit or implied contract between the college and any employee or group of employees. The college reserves the right to adapt, modify, or abandon the policy and procedure at any time for any reason, with or without advance notice to any employee.
  5. Every individual initially appointed to or promoted into a supervisory or managerial position is expected to complete Positive Discipline Training within ninety (90) days of assuming his/her position. Southern Crescent Technical College will conduct Positive Discipline training courses at regular intervals to ensure that all newly appointed or promoted supervisors and managers complete the training within the expected timeline.
  6. A summary of the steps and activities associated with the Positive Discipline Process is outlined in the attached TCSG Performance Management Matrix' (Attachments: 4.4.1p.a1 and 4.4.1p.a2.).

Informal Discussions:

"Positive Contacts” are designed to recognize good performance and serve to encourage staff to continue to perform their assigned tasks in an exemplary manner. Employees can be recognized informally (e.g., "pat on the back"), placing an employee on a special committee, providing expanded training opportunities, etc.) or more formally with written commendations (notes to the employee with copies to the President, etc.). All supervisors and managers are expected to review the performance of subordinate employees regularly and conduct Positive Contact discussions when appropriate. Positive contacts and other forms of recognition should be noted in an employee's productivity file.

"Informal Coaching" serves to informally advise an employee of the need to improve in one or more specific areas. Generally, the outcome of a coaching session is not documented in a formal memorandum to an employee; however, supervisors are encouraged to make a note of this activity in an employee's productivity file.

"Performance Improvement Discussions" are more serious conversations about performance problems before the need for a formal step of disciplinary action arises. A supervisor will prepare the Pre-Meeting Checklist portion of the Discussion Worksheet (Attachment: 4.4.1p.a3.) before the meeting. During the meeting, the supervisor will inform the employee that this is an informal discussion (i.e., not one of the three formal steps of disciplinary action) and seek to gain the employee's agreement to change and correct the problem. Following the meeting, the supervisor will document the discussion using the Post-Meeting Summary portion of the Discussion Worksheet (Attachment: 4.4.1p.a4.). He/she will provide the employee with a copy of the Post­ Meeting Summary and a copy will be maintained in the employee's productivity file. The supervisor will provide positive feedback when improvement occurs and document the improvement on the supervisor's copy of the Discussion Worksheet.

Formal Disciplinary Action:

The formal levels of disciplinary action (i.e., Reminder 1, Reminder 2, and Decision Making Leave) represent increasingly serious and/or repetitive infraction(s) of established policies, rules, guidelines, and/or directives:

*Reminder* 1: After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet document.

During the meeting the supervisor will inform the employee that this meeting is a Reminder 1, the first formal step of TCSG's Positive Discipline Process. The supervisor will seek to gain the employee's agreement to change and return to fully acceptable performance.

Following the Reminder 1, meeting the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet. A copy of the Pre-Meeting Checklist portion of the Discussion Worksheet will be provided to the employee and the employee will be asked to sign the supervisor's copy to confirm that the discussion took place. A copy of the Discussion Worksheet

will be maintained in the employee's productivity file. A Reminder 1 remains active for 6 months.

*Reminder* 2: Generally, there are three (3) situations/circumstances which may cause a supervisor to conduct a Reminder 2 discussion:

• when a problem arises within a six (6) month period following the

issuance of an earlier Reminder 1 in the same category, or

• after an employee has received a maximum of three (3) Reminder 1s for unrelated problems within a period of six (6) months, or

* when a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.

After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During the meeting, the supervisor will inform the employee that this meeting is a Reminder 2, the second formal step of the Positive Discipline Process. The supervisor will again (or for the first time) seek to gain the employee's agreement to change and return to fully acceptable performance. Following the Reminder 2 meeting, the supervisor will complete the Post­

Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (using Attachment: 4.4.1p.a5.) advising the employee of the Reminder 2 transaction. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the memorandum will be forwarded to the supervisor's manager. A Reminder 2 remains active for nine (9) months. Consistent with provisions of Paragraph V.I., the affected employee may request a review of the Reminder 2.

Decision-Making Leave (DML):Generally, three situations may cause

a supervisor to conduct a Decision Making Leave transaction with an

employeeunder his/her supervision:

* when a problem arises within a nine (9) month period following

the issuance of an earlier Reminder 2 in the same category, or

* after an employee has received a maximum of three (3) Reminder 2s for unrelated problems within a period of nine (9) months, or
* when a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.

After consultation with his/her immediate supervisor, the HR Coordinator/Director, and manager of the college the supervisor will prepare for the Decision Making Leave transaction by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During these discussions, the parties will determine the day on which the employee will be suspended from work and the manner in which the employee's work will be covered on that day.

On the day of the meeting the supervisor will tell the employee that he/she is being placed on a Decision Making Leave, the final step of the Positive Discipline process. The supervisor will advise the employee that immediately after the meeting concludes, he/she is to leave the workplace. Additionally, the employee should be instructed to spend the following day at home making a final decision about whether he/she can solve the immediate problem that triggered the Decision Making Leave and commit to maintaining fully acceptable performance in every area of his/her job or, instead, to resign and seek employment elsewhere.

The employee will be told that he/she will be paid for the day of Decision Making Leave and that if he/she returns with a commitment to solve the problem and maintain fully acceptable performance and another problem requiring disciplinary action arises, he/she will be dismissed.

Upon returning to work, the employee must advise his/her supervisor as to whether he/she has decided to solve the problem and commit to fully acceptable performance in every area, or, instead, resign. If the employee chooses to resign, a corresponding personnel action will be generated. If the employee decides to continue his/her employment, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (Attachment: 4.4.1p.a6.) formally advising the employee of the Decision Making Leave transaction, including the notification that any further problem(s) requiring the delivery of formal discipline will result in his/her dismissal. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the document will be sent to the supervisor's reviewing manager and, manager of the college or System Office program area.

A Decision Making Leave remains active for twelve (12) months. An employee may request a review of the Decision Making Leave by following the provisions of Section V., Paragraph I.

An employee who has been placed on Decision Making Leave is not eligible to receive a performance-based salary increase during the performance plan year in which the disciplinary action was initiated.

Dismissal:

A dismissal normally occurs when the progressive steps of discipline outlined in the Positive Discipline Process have failed to bring about a correction in an employee's performance, conduct, behavior, and/or attendance. A dismissal is the appropriate action when a disciplinary problem reoccurs within the twelve (12) month active period of a Decision Making Leave or when a single offense is so severe that any other disciplinary action would not be an appropriate remedy.

The decision to dismiss a college employee reporting directly to the president must be approved by the Commissioner or designated manager. The decision to dismiss a technical college employee must be approved by the president. Presidents and/or college Human Resources Directors should consult with the Office of Legal Services or the TCSG Office of Human Resources prior to dismissing a covered employee.

The decision to dismiss a covered employee must be communicated (to the employee) in writing and include the proposed effective date as well as the right to review process outlined in Paragraph Vl.l.

Skipping Disciplinary Steps

The Positive Discipline steps outlined in this policy are not required to be followed in sequence. Should an employee commit a serious offense, the employee may be placed on a Reminder 2 or Decision Making Leave. Additionally, if a pattern of repeating problems after the end of an active period of disciplinary action, progression to a more serious step of the Positive Discipline Process may be warranted.

Repeating Disciplinary Steps:

Generally, policy infractions or performance problems are classified into three broad categories: (1) attendance, (2) work performance, and (3) behavior/conduct. If an employee experiences problems in an unrelated area, he or she may receive more than one Reminder 1 or Reminder 2.

The maximum number of Reminder 1's that may be active at one time is three, with no more than one in each category. Should another performance problem occur in a category after an employee has previously received a Reminder 1, or after an employee has received three Reminder 1's in different categories within a period of six (6) months, the next step is a Reminder 2.

The maximum number of Reminder 2's that may be active at one time is also three, again with no more than one in each category. Should another performance problem occur in a category within nine (9) months after an employee has previously received a Reminder 2 in that category, the discipline level will escalate to Decision Making Leave.

Because the Decision Making Leave requires a total performance decision on the employee's part, an employee may receive only one such transaction in a twelve (12) month period. If a performance problem that would normally result in the delivery of formal discipline (i.e., Reminder 1, Reminder 2, or Decision Making Leave) occurs within the twelve (12) month period, the appropriate action is dismissal. However, the appointing authority or designee may consider any extenuating or mitigating circumstances before making a decision to dismiss an employee. Any such decisions should be made after consultation with the TCSG Office of LegalServices or the TCSG Office of Human Resources.

Note: If an employee is on an active Reminder 2 and experiences a disciplinary problem in an unrelated category, it is not appropriate to place the employee on a Reminder 1 for that offense since he or she is already at the Reminder 2 level. In this case a second Reminder 2 would be the appropriate sanction.

Deactivation of Disciplinary Action:

The purpose of deactivation of disciplinary action is to recognize and encourage improved performance. If an employee maintains fully satisfactory performance during the active period of the respective disciplinary level, the employee may request the appropriate supervisor to remove the record of discipline. It is the employee's responsibility to request that the record of disciplinary action be removed. It is the supervisor's responsibility to acknowledge the employee's improvement and arrange for the removal of the documentation upon the employee's request.

Upon being notified by the employee that the active period has been completed (Reminder 1-6 months; Reminder 2- 9 months; Decision Making Leave -12 months, the supervisor will note that the disciplinary action has been deactivated on all records in the employee's productivity file. The supervisor will also advise all individuals who were initially notified of the taking of the disciplinary action that the active period has been completed and that the disciplinary action has been deactivated.

If another disciplinary problem arises with an individual who has completed the active period for a previous disciplinary offense, the response to the new disciplinary transaction will be the same as that taken with an employee who has never had any disciplinary offenses.

Performance Management Program:

The Positive Discipline process and the System/technical college performance management process are closely linked. As such, the employee's performance appraisal rating will be influenced if the individual is on an active step of formal discipline.

Review Procedure

*Reminder 2:* A technical college employee who has been issued a Reminder 2 may request a review of the decision by the appropriate Vice President, or by the President if the Vice President participated in the review and approval of the disciplinary action. For staff in the System Office, the request for review will be directed to the appropriate Assistant Commissioner, Executive Director or, as applicable, the Commissioner.

To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Reminder 2 Memorandum. The employee's response may be in writing, in person, or both. The designated reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. This decision of the reviewing official will be final.

*Decision Making Leave:* A technical college employee placed on a Decision Making Leave may request a review of the action by the President or his/her designee if the President participated in the review and approval of the Decision Making Leave. For staff in the System Office, the request for review will be directed to the Commissioner's Designated Reviewing Official. To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Decision Making Leave Memorandum. The response may be in writing, in person, or both. The reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. The reviewer may repeal or modify the Decision Making Leave. The decision of the reviewing official will be final.

*Dismissal*: A Southern Crescent Technical College employee covered by the provisions of this policy and who has been notified of his/her proposed dismissal may request a review of this action by the Designated Reviewing Official. To request a review, an employee must notify the Designated Reviewing Official, in writing, within three (3) business days after receipt of the dismissal notice. The request should contain information and, as applicable, supporting material(s) which documents why the proposed dismissal should not be imposed. Any request for review that does not comply with these provisions will not be considered.

The Designated Reviewing Official will provide the employee with a written response no later than ten (10) business days following receipt of the review request. If a review is requested consistent with these provisions, the proposed effective date of the dismissal will be delayed until the final determination is issued. During this time period, the employee will remain in or be initially placed in a suspension with pay status. The decision of the Designated Reviewing Official in these matters is final.

NOTE:The Positive Discipline Process does not permit third party

Representation in these matters.

*Crisis Suspensions*

A "crisis suspension" (i.e., a suspension with pay) is not a formal level of disciplinary action.

A crisis suspension may be used when an employee's inappropriate behavior is so serious that immediate removal from the workplace is necessary. Some examples are theft, threat of violence, destruction of college property, reporting to work under the apparent influence of alcohol or drugs, insubordination, and arrest. Additionally, an employee may be placed on suspension with pay in conjunction with an internal investigation initiated in response to a workplace complaint or when an employee's actions/behaviors may impact his/her ability to effectively perform his/her assigned job duties.

In these circumstances, the appointing authority or designee will notify the employee that he or she is being suspended with pay pending investigation for alleged misconduct and is being temporarily relieved of duty. This conversation is immediately followed bythe delivery of written notification (of this action) using Attachment: 4.4.1p.a7. Additionally, the employee shall be required to leave Southern Crescent Technical College property immediately.

The investigation should be completed as soon as possible and appropriate disciplinary action initiated if findings are substantiated.

**Status**

This Positive Discipline policy is not to be considered an explicit or implied contract between Southern Crescent Technical College and any employee or group of employees. The college reserves the right to adapt, modify or abandon this policy at any time and for any reason, with or without notice to any employee.

**VII. RECORD RETENTION:**

Records created or collected pursuant to this procedure shall be maintained in accordance with the Georgia Archive's Retention Schedule for State Government Paper and Electronic Records.

*(Reference: TCSG Policy 4.4.1)*

## Crisis Suspension

An employee who commits any serious violation of Southern Crescent Technical College’s policies, at minimum, will be suspended immediately with or without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

## Transfer Policy

It is recognized as a good practice for Southern Crescent Technical College to employ administrators and faculty members from other technical colleges in the system. The preferred practice is for such employment to begin at the start of a new fiscal year and/or academic term. Prior to an offer being made under these circumstances, the new employer shall contact the current or prior employing technical college for an employment reference.

When employment is to begin at a time other than the start of a new fiscal year and/or academic term, the goal of this procedure is to not disturb the instructional program or orderly operation of another technical college, yet, to allow faculty and administrators to pursue their professional goals. Accordingly, any formal offer of employment shall be made contingent upon the employee fulfilling all contractual obligations or obtaining the consent of the current employer. Once the current employer is notified of the employee’s desire to move to another technical college, the current employer shall act promptly to obtain a replacement and, once a replacement is secured, consent to move shall be granted.

*(Reference: TCSG Policy III.B)*

## Employee Assistant Program

Southern Crescent Technical College (SCTC) recognizes the need to assist employees with addressing concerns that can adversely impact their personal and work lives as well as interfere with their job performance or negatively affect the workplace. As a resource to covered employees, SCTC provides a comprehensive Employee Assistance Program (EAP) through a contract provider organization. The program is both an employee benefit and a management tool designed to build and maintain a quality workforce. Participation in an EAP neither protects an employee from warranted disciplinary action nor jeopardizes an employee’s job or career advancement.

Counselors may be contacted 24 hours a day, 7 days a week for emergencies by calling 855-584-3855.

When scheduling an appointment, call during normal office hours (M-F 8:00 am. – 5:00 pm.) for personal assistance. For more information about the employee assistance program please go to the following website: www.espyr.com

*(Reference: TCSG Policy 4.9.4)*

## Outside Employment/Business Transactions

You may seek and obtain additional employment, provided that the other employment does not:

a. interfere or conflict with your ability to effectively perform your assigned duties and responsibilities for SCTC;

b. violate any applicable federal or state law, regulation, or SCTC and/or TCSG State Board policies; and,

c. creates the appearance of a conflict of interest with college employment.

d. complete the request for other employment document and receive approval

from immediate supervisor and president.

[Request for Other Employment form](https://tigernet.sctech.edu/documents/?tab=Paper+Forms&category=Human+Resources&file=Initial+Request+for+Other+Employment.pdf)

You must report any full or partial ownership of a company if that company is currently doing business or seeks to do business with Southern Crescent Technical College or with the Technical College System of Georgia.

Any employee who violates the provisions of this procedure or applicable federal or state law may be subject to disciplinary action consistent with the Positive Discipline Policy. Additional penalties may be imposed consistent with applicable provisions of federal or state law.

Employees may not engage in any other employment activities during working hours. Prohibited activities include, but are not limited to:

a. conducting an outside business while at work by any means of communications including wearing a beeper, operating a fax or copier machine, computer or telephone use, etc.;

b. conducting an outside business while at work by selling products or services to other employees; and/or,

c. being on call for other employment.

It is unlawful for a full-time employee, for him/herself or on behalf of any business, or for any business in which the employee or member of his/her family has a substantial interest, to transact any business with any work unit/technical college associated with Southern Crescent Technical College or the Technical College System of Georgia.

It is unlawful for a part-time employee, for him/herself or on behalf of any business, or for any business in which such employee or member of his/her family has a substantial interest to transact any business with any work unit/technical college associated with Southern Crescent Technical College or the Technical College System of Georgia. Exceptions to this provision include:

a. any transaction made pursuant to sealed competitive bids;

b. any transaction when the amount of a single transaction does not exceed $250.00 and when the aggregate of all such transactions does not exceed $9,000.00 per calendar year;

c. any transaction involving the lease of real property to or from any agency if such transaction has been approved by the State Properties Commission; and,

d. the purchase of surplus state property at auction.

Employees currently in a leave with or without pay status or due to an investigation or disciplinary action are ineligible to begin employment in a secondary capacity with another state organization. Employees who are on a short term leave of absence without pay (e.g., Contingent Leave Without Pay) due to reorganization are exempt from this provision.

Section 45-10-25 of the Official Code of Georgia Annotated requires that all public officials and employees disclose, prior to January 31 of each year, all business transactions occurring during the previous calendar year which the public official or employee has transacted with the State of Georgia and any agency of the State of Georgia for himself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest. Failure to disclose such business transactions will subject the public officer or employee or business to a civil fine not to exceed $10,000.00, restitution to the State of Georgia of any pecuniary benefit received as a result of such violation, and, in the case of appointed public officials and employees, removal from office or employment. All employees required to file a disclosure report must do so prior to January 31 of each year. The original disclosure report must be filed with the Secretary of State, 1104 West Tower, 2 Martin Luther King, Jr. Drive, SE, Atlanta, Georgia 30334-1505.

Generally, all business transacted with the State of Georgia or any agency of the State of Georgia by any public official or any employee, whether for himself/herself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest must be disclosed. “Business transacted” means the sale or leasing of any personal property, real property, or services on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative and means the purchase of surplus real or personal property on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative. “Any business” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, trust, or other legal entity. “Family” means spouse and dependents. “Substantial interest” means the direct or indirect ownership of more than 25 percent of the assets or stock of any business. This paragraph is not meant to be an exhaustive description of the items to be reported. For the precise requirements of what must be reported, please refer to O.C.G.A. § 45-10-20, et. Seq. Transactions do not have to be reported when the amount of each transaction is less than $250.00 and the aggregate of all such transactions does not exceed $9,000.00 per calendar year. In addition, no report must be filed if there are no transactions to report.

Except as indicated in Section V, above, all transactions with the State of Georgia or any agency of the State of Georgia must be reported. However, where applicable, O.C.G.A. §§ 45-10-22(b), 45-10-24(b), and 45-10-25 provide that certain transactions with the State of Georgia or any of its agencies are not considered violations of the conflict of interest laws. These include, but are not limited to: transactions involving full-time officials, part-time officials, or part-time employees which are made pursuant to sealed competitive bids or involve a lease of real property approved by the State Properties Commission or the Space Management Division of the Department of Administrative Services; and certain approved transactions involving employees of the University System of Georgia where the transaction is with another unit of the University System. Any of these transactions must be indicated in the appropriate space on the report form.

*(Reference TCSG Procedure 4.3.2p6)*

* 1. **Political Activities and Election Campaign**

**Political Activities and Election Campaigns**

**Political Activity Request Form**

**(Please refer to TCSG Procedure on Political Activity prior to completing this form)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION I – TO BE COMPLETED BY EMPLOYEE**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Complete if Seeking a Public (Elective) Office:**

Position Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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When will the election or appointment take place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the term of the Office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would the Office be: Full-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Part-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any possible conflict with your TCSG position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Complete if Seeking a Position/Office with a Political Party or Political Organization:**

Name of Organization, Political Group, Committee, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of position or office and duties to be performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLITICAL ACTIVITY REQUEST FORM**

Are you requesting permission to be a delegate to a political convention?

Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, describe potential duties

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any possible conflict with your TCSG position? Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, describe the conflict

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that as an employee of the Southern Crescent Technical College, I am not permitted to participate in any form of political activity that is contrary to federal or state laws, rules or regulations or, TCSG policy. Further, I acknowledge that I have read the TCSG policy on Political Activity and, to the best of my knowledge, the above stated information is accurate as it pertains to my political activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

**SECTION II. For Completion by College President, or his/her Designee:**

Is the requesting employee’s principal employment connected with an activity financed in whole or in part by loans or grants from the Federal Government, including military grants/loans?

Yes\_\_\_\_\_ No \_\_\_\_

Would the employee’s appointment or election create an actual conflict of interest or give the appearance of a conflict of interest regarding the duties and responsibilities of their current position?

Yes\_\_\_\_\_ No\_\_\_\_\_ If Yes, the rationale is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request is: **Approved\_\_\_\_\_\_\_ Denied\_\_\_\_\_\_**

If denied, reason(s) for denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Reference TCSG Procedure: 4.3.2p5)*

## Employment Termination/Resignation

**"At Will" Employees**

All Southern Crescent Technical College employees are "at will" 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. In accordance with sound human resource management, managers are encouraged to use positive discipline procedures, if appropriate, before taking adverse actions on demoting or separating an “at will” employee.

**Resignations**

Employees who intend to resign should provide their immediate supervisor(s) with as much written notice as possible. The minimum written notice shall normally be two calendar weeks, unless a supervisor agrees to accept less notice.

## Exit Interview

Southern Crescent Technical College conducts an exit interview, in a voluntary separation situation, to discuss the employee’s reasons for leaving and any other impressions the employee may have about the college. Please contact Human Resources to set up an appointment for this interview and to properly end your employment with the college.

[Exit Questionaire](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Human+Resources&file=Exit+Questionnaire.pdf)

## Return of Company Property and Electronic Media Access

All Southern Crescent Technical College property issued to you must be returned at the time of your departure from the college. Such property includes; computer equipment, keys, parking passes, credit and/or purchasing cards, and name/identification badges. Your supervisor will conduct an exit clearance interview with you prior to your departure to ensure all SCTC property issued to you has been returned.

You will be responsible for any lost or damaged items and final payment for services rendered will be withheld until all property has been properly returned.

Your employee access to all computer, phone, PeopleSoft and other electronic media access will be disabled.

[*Employee Clearance Form*](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Human+Resources&file=Employee+Termination+Clearance+Form.pdf)

*(Reference: SCTC Employee Handbook Procedure: 4.14)*

**4.30 Children in the Workplace**

Southern Crescent Technical College (through employment-related policies, procedures, and programs) seeks to provide a work-life balance which is supportive of employees and their family. However, Southern Crescent Technical College cannot permit the continued or reoccurring presence of children in the workplace due to potential legal liability, health and safety concerns, and/or the potential disruption to other employees and/or to the college operations. For these reasons, children may not be brought to the workplace except in the circumstances

(*Reference: SCTC* *Employee Handbook Procedure: 3.22) (Reference: TCSG Procedure: 4.3.2p7)*

**4.31 Employee Care Fund**

The purpose of the Employee Care Fund is to provide expressions of sympathies, concerns, or to say congratulations for those special occasions such as birth or adoption of a child, or hospitalizations, and/or the loss of an employee’s loved one.

It is comforting to know that our SCTC family cares about us. But, with so many divisions and employees, it is hard to be consistent and fair to everyone. Therefore, for a small contribution, we can let our fellow employees know that we are thinking about them and send our best wishes to them during certain monumental times in our lives. All employees are eligible to participate. In the event that several family members are working at SCTC, the Employee Care Fund Committee will respond appropriately once per family per occasion.

The employee care fund policy guidelines, enrollment and request forms can be found on **TigerNet** under **Human Resources**.

[Employee Care Fund Guidelines](https://tigernet.sctech.edu/documents/?tab=Frequently+Used&category=Human+Resources&file=Employee+Care+Fund+Guidlines.pdf)

**4.32 Amorous Relationships**

Southern Crescent Technical College prohibits amorous relationships between instructors and the students they teach. The College also prohibits amorous relationships between high school students or those who are under age.

Additionally, the College strongly discourages amorous relationships between supervisors and their subordinates and employees and students.

When employees or students enter into an amorous relationship, it is the responsibility of both to ensure that their relationship does not disrupt the orderly operation of the institution or its educational environment. The good faith reporting of inappropriate conduct by an employee or student shall not constitute a disruption of the institution or its educational environment.

**Procedure: Amorous Relations**

Amorous relationship between supervisors and their subordinates are discouraged for several reasons. There is a potential conflict of interest when individuals evaluate the work or performance of other individuals with whom they have intimate relationships and is therefore discouraged.

**4.33 Driver’s Qualifications**

In an effort to better promote a safe work environment and potentially reduce the number of on the-job motor vehicle accidents and traffic citations, TCSG and SCTC has established initial and continuing driving qualification standards for all SCTC drivers. Included is a process for managing on-the-job traffic accidents.

The driving history records of all applicants for employment and employees are subject to review. All current employees whose job may require the operation of a vehicle on state business will, as a condition of continued employment, be required to provide written authorization to permit SCTC to request a Georgia Motor Vehicle Report (MVR) through the Georgia Department of Driver Services or a comparable report through the agency/department responsible for these services/activities in the employee’s state of residence. Any employee who fails to provide authorization will be subject to disciplinary action consistent with applicable State Board of TCSG policy.

An MVR will be requested on all frequent and infrequent drivers at least yearly response

Only employees who have initialed every referenced safety standard will be permitted to drive on state business.

A newly hired employee who has recently relocated to Georgia to accept employment at SCTC may operate a vehicle on state business using a valid driver’s license from his/her former State for a period up to thirty (30) days after becoming a Georgia resident. The employee must apply for a Georgia driver’s license before the thirty (30) day period lapses and provide his/her immediate supervisor with proof of such application. A SCTC employee who permanently resides in another State may operate a vehicle on state business using a valid driver’s license from his/her State of residence.

An employee will not be permitted to operate a vehicle on state business until he/she completes a driver safety video, successfully completes a Defensive Driving course or, as

applicable, a DUI Alcohol or Drug Use Risk Reduction Course through a provider certified by the Georgia Department of Driver Services (or comparable course in his/her state of residence) within sixty (60) days if one of the following events occurs:

1. he/she has accumulated ten (10) or more violation points on his/her driving record; or,

2. he/she has been convicted of Driving Under the Influence (DUI); Driving While Intoxicated (DWI); Leaving the Scene of an Accident; or Refusal to take a Chemical Test for Intoxication within the six (6) month period immediately preceding an assignment to drive on state business.

The cost of the Defensive Driving or DUI Alcohol or Drug Use Risk Reduction Course will be the responsibility of the employee and the Course must be completed no later than sixty (60) days after notifying his/her supervisor of the event. NOTE: if completion of a DUI Alcohol or Drug Use Risk Reduction Course was previously mandated by the court of jurisdiction as part of sentencing and the employee can show proof of completion, the requirements will have been satisfied.

An employee will not be permitted to operate a vehicle on state business until he/she has first completed a driver safety video if either of the following event(s) occur:

1. he/she receives a citation, ticket, or warning while driving on state business; or,

2. he/she has an “at fault” motor vehicle accident within the six (6) month period immediately preceding an assignment to drive on state business. In addition, the employee may be required to successfully complete a Defensive Driving course. This determination will be made by the College President (or their designee) in consultation with the employee’s immediate supervisor and the Official responsible for College’s Fleet/Risk management. If mandated, the cost of the Defensive Driving Course will be responsibility of the employee and must be completed within sixty (60) days.

An employee whose driver’s license is expired, suspended, or revoked is not permitted to operate a vehicle on state business until his/her license is reinstated. *Any employee who may possibly drive on state business must disclose any license expiration, suspension, or revocation to his/her immediate supervisor no later than the business day following the formal notification of the license action by the Georgia Department of Driver*

*Services or comparable agency/department in his/her State of residence*.

An employee who meets all Driver Qualifications following disposition of the charge(s) outlined above and other administrative requirements referenced in this Procedure, is permitted to resume driving on state business.

The College President may, in addition to any of the sanctions referenced above may propose disciplinary action consistent with applicable State Board of TCSG policy.

*(Reference: TCSG Driver Qualification Procedure: 4.7.2p)*



# COMPENSATION POLICIES

## Base Compensation

It is Southern Crescent Technical College’s desire to pay all employees’ wages or salaries that are competitive with other state employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, legislative guidelines, and in compliance with all applicable laws.

## Promotions

All promotions shall be based on your demonstrated abilities. The number of years an individual has spent in a present position is only one factor to be considered in recommending an individual for promotion. The level of performance in a present position and ability to carry out the responsibilities of a more responsible position are more important than years of service in the present position.

Salary increases for promotion shall be made for any amount within the employee's applicable salary range. However, managers are accountable for ensuring that their approved budgets are not exceeded. Individuals shall be considered for a promotion or a salary increase when the individual has demonstrated the ability to completely perform assigned functions in an exemplary fashion and this demonstrated ability has been documented. Under ordinary circumstances, an employee should not be promoted to a vacant position, unless the job has been posted either internally or externally and a search conducted in accordance with the policy on [recruitment and hiring](http://www.dtae.org/dtaepolicy/docs/03-02-01.html).

All promotions at Southern Crescent Technical College shall be approved by the president.

*(Reference: TCSG Policy 4.9.10)*

## Timekeeping Procedures

By law, Southern Crescent Technical College is obligated to keep accurate records of the time worked by employees. All non-exempt employees must fill out the appropriate time record each week, and time records must be completed in accordance with SCTC’s time-reporting guidelines and approved by the employee’s direct management.

All leave, annual, sick, personal, etc. must be properly recorded and approved by the employee’s direct management in the Leave Management System housed on **TigerNet**. Under **Online Documents/Human Resources**.

## Working Hours, Overtime, and Compensatory Time

All employees of Southern Crescent Technical College are covered by the Wage and Hour provisions of the Fair Labor Standards Act unless specifically exempted. The Fair Labor Standards Act (FLSA or Act) of 1938, as amended, establishes minimum wage rates, maximum work hours, overtime pay requirements, equal pay standards, and child labor restrictions for employees covered by its provisions. Included are guidelines governing required record keeping for non-exempt employees.

Pursuant to State of Georgia policy, non-exempt, salaried employees shall receive FLSA Compensatory Time for all overtime hours worked.

In those unique circumstances in which the delivery of FLSA Compensatory Time is not a viable consideration, a SCTC unit may request authorization from the TCSG Budget Office to deliver overtime payment(s) in cash. If the TCSG Budget Office concurs, a written request shall be submitted to the Office of Planning and Budget (OPB) for review. Cash payment(s) for overtime hours worked shall not be initiated by a TCSG work unit unless formal OPB approval has first been obtained.

**Hours Worked:** Generally, all time spent on an employer’s premises or at a designated work place is considered “hours worked” when an employee is required or permitted to perform services of benefit to the employer, except for meal periods of at least thirty (30) minutes (in length) or other periods when the employee is entirely free from duty. Also included as “hours worked” is any work which the employee performs for the employer’s benefit outside of established work hours on or off the employer’s premises (i.e., time spent before, after, or between regular working hours). Unrecorded hours worked during a work week/work period by an employee on or off the employer’s premises must be counted as “hours worked” if the employer knows or has reason to believe that the work is taking place and whether or not the work is performed with the employer’s approval.

**Non-Exempt Employees:** Employees who are covered by and subject to the minimum wage, overtime and recordkeeping provisions of the Fair Labor Standards Act.

**Regular Rate**: The hourly rate used to calculate overtime payments. If an employee is paid solely at one hourly rate of pay (i.e., for hourly-paid staff in the System Office or technical college), this is the individual’s “regular rate”. The regular rate of a salaried employee is calculated by dividing the individual’s total compensation (including annual salary and any additional salary supplements, shift differentials, etc.) by 2,080 hours. The regular rate for a P.O.S.T. certified law enforcement officer working a 207(k) schedule shall be determined pursuant to applicable provisions of the Office of Planning and Budget’s Rules, Regulations and Procedures Governing Working Hours, the Payment of Overtime and the Granting of Compensatory Time. NOTE: if an hourly-paid employee receives additional compensation, these monies are also factored into the calculating of his/her “regular rate”.

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.

If it is necessary for non-exempt employees to work more than 40 hours in any work week, they may be given compensatory time, at a rate of one and one-half hours for each overtime hour worked. The maximum number of hours of compensatory time in lieu of cash that most employees may accrue per calendar year is 240. All time worked in excess of 40 hours during a work week must be approved by the employee’s direct management and submitted by the employee in the Leave Management System. SCTC strictly prohibits bumping and/or floating hours from one pay period to the next.

Executive, Administrative, and Professional Employees are exempt from the Act and are not entitled to overtime or compensatory time at the overtime rate. In appropriate circumstances, supervisors may provide their exempt employees with compensatory time at the regular rate when the employee has worked an extraordinary amount of hours beyond their normal schedule.

*(Reference: TCSG Policy 4.2.1p)*

## Supplemental Pay

A full-time, exempt member of the faculty or staff, may receive additional compensation for extra duties, as long as these extra services do not cause a conflict of commitment with the primary employment position of the employee. No additional compensation may be paid for college duties that are generally related to the position to which the employee is hired to perform.

A full time, exempt status employee must submit a Request for Supplemental Employment Form that is approved by the employee's direct supervisor and the potential supervisor in order to receive supplemental pay. The employee’s request is limited to a single academic term and corresponding terms and conditions of employment are outlined within the request. The Request for Supplemental Employment describes the worked performed, start and end dates and times of work performed and pay. The employee's supplemental supervisor is responsible for ensuring the employee performs the authorized work.

The employee's Request for Supplemental Employment is provided to Human Resources for processing. Human Resources reviews the amount of pay and work performed to ensure it is comparable to other employees performing similar job functions.

[Supplemental Employment Request](https://tigernet.sctech.edu/documents/)

## Payroll and Paydays

All employees are paid on the last business day of each month.

**5.7 Employee Performance Management and Salary Reviews**

Southern Crescent Technical College has established establish guiding principles and accompanying processes which comprise a Performance Management system for all employees.

For each performance period, supervisors will provide employees with a performance plan, ongoing feedback and an interim evaluation, and an annual performance evaluation. Southern Crescent Technical College has established a fixed 12-month performance period for the purpose of evaluating employees which is July 1 through June 30 of the following year. Mid-Year Evaluations are due January 15, annual performance evaluations are due to the Office of Human Resources by July 15.

Evaluations are required for all full-time and part-time salaried and hourly employees.

Employees that began employment less than three months before the end the

performance period may be exempted from the performance evaluation process.

Evaluations will be conducted using a five-point rating scale.

Employees should have a performance plan in place within 45 calendar days of the employee being placed in a new job or the beginning of a new performance period.

A performance plan may be modified at any point during the performance period and must be modified when new responsibilities or expectations are added. Employees

must be informed of any substantive changes within 15 calendar days of the modification. In accordance with the provisions of this procedure, employees may request a review of their performance plans if they consider the expectations to be non-job related or unachievable.

Supervisors are required to monitor employee performance and provide coaching and feedback throughout the performance period. At least once during the performance period, supervisors are to conduct and document an interim evaluation. The interim review may be more informal than the annual evaluation, as long as it contains sufficient feedback to employees regarding their job performance. SCTC employees are required to have a mid-year evaluation no later than January 15.

Performance evaluations must be acknowledged and signed by the employee and the immediate supervisor.

Employees may request a review of their annual performance evaluation if the overall summary rating is “unsatisfactory performer” or its equivalent, and they disagree with such rating.

SCTC must designate at least one official to serve as the Reviewing Official for performance plans and evaluations. An employee’s plan or evaluation cannot be reviewed by his/her first- or second-level supervisor. Each employee who receives an overall “Unsatisfactory” rating, or its equivalent, must be provided with the name of the Reviewing Official and the process required to request a review. Employees requesting reviews must do so in writing to the Reviewing Official within 10 calendar days of receiving the performance plan or evaluation in question. The Reviewing Official will provide a response to the employee and supervisor within 5 business days of receipt of the request. The employee and supervisor will both be given the opportunity to provide supporting documentation to the Reviewing Official. The response will either uphold the plan or evaluation or suggest modifications. The college president (or designee) has the sole discretion to make the final determination regarding the content of performance plans and evaluations.

Annual performance-based salary increase shall be awarded after an employee receives a performance evaluation. Salary increases beyond that authorized for annual performance-based increases shall first be approved by the president and issued only after evaluation of available funding has been established.

Human Resources annually reviews the salaries of all new hires and pay increases to maintain and determine equity within its pay system.

*(Reference: TCSG Policy 4.4.4)*



# PAYROLL DEDUCTIONS/HEALTH AND RELATED BENEFITS

## Required Payroll Deductions

The Payroll Coordinator performs a detail review of all newly hired employee deductions to ensure accuracy of salary and withholdings. Employees of Southern Crescent Technical College are subject to the following required payroll deductions as described below:

(a.1) SOCIAL SECURITY TAXES – O.C.G.A. §47-2-71 provides that a state employee who becomes a member of the Employees’ Retirement System after September 1, 1956, must also contribute to the Social Security Administration (SSA). The rate and maximum amount of liability are set annually by the Social Security Administration. Deductions shall automatically begin when retirement deductions are activated.

(a.2) MEDICARE TAX – Public Law 99-272 (the Consolidated Omnibus Reconciliation Act of 1985) provides that state employees who are not eligible for Social Security Tax must contribute to the Medicare Tax. The rate is set annually by the Social Security Administration. Deductions shall automatically begin if retirement deductions are not activated.

(a.3) FEDERAL INCOME TAXES – Chapter 24 of the Internal Revenue Code provides that all employees must have income taxes withheld from wages based upon their current Employee’s Withholding Allowance Certificate (W-4).

1. Deductions shall be activated based on individual W-4 certificates filed with appointment papers.

2. W-4 changes for employees should be made by the payroll/business office.

3. If a W-4 certificate is not received for an employee, the employee’s tax status shall be entered as single with zero allowances.

(a.4) STATE INCOME TAXES – O.C.G.A. 48-7-101 provides that all employees must have income taxes withheld from wages based upon their current Georgia Employee’s Withholding Allowance Certificate (G-4).

1. Deductions shall be activated based on individual G-4 certificates filed with appointment papers.

2. G-4 changes for employees should be made by the Human Resources office.

3. Invalid or incomplete certificates shall be returned to the employee for completion/correction.

4. If a G-4 certificate is not received for an employee, the employee’s tax status shall be entered as single with zero allowances.

(a.5) EMPLOYEES’ RETIREMENT SYSTEM CONTRIBUTIONS – O.C.G.A. 47-2-52 provides that employees, with the exception of students, who are appointed at 35 hours or more per week on positions budgeted nine months or longer, who select the Employees’ Retirement System must have their contributions deducted from wages. After June 30, 1982, all members appointed must participate in the New Plan.

After January 1, 2009, all members appointed must participate in the Georgia State Employee’s Pension and Savings Plan (GSEPS)

(a.6) TEACHERS” RETIREMENT SYSTEM – O.C.G.A. 20-4-10 thru 20. Provides that employees employed in a permanent status position, with the exception of students, appointed one-half time or more in a Teacher’s Retirement System position budgeted nine months or longer, who elect the Teachers’ Retirement System must have contributions deducted from wages.

(a.7) GEORGIA DEFINED CONTRIBUTION PLAN – O.C.G.A. 47-22 provides that temporary, seasonal and part-time employees who are not eligible for membership in the Employees’ Retirement System (or Teachers’ Retirement System) must contribute to the Georgia Defined Contribution Plan.

(a.8) GARNISHMENTS – O.C.G.A. 18-4-21 and 18-4-113 provides that creditors may, through the courts, issue a Summons of Garnishment or a Summons of Continuing Garnishment against an employer (the Department of Technical and Adult Education) as the garnishee and the employee as the defendant.

**NOTE:** *“Garnishment” is defined as any legal procedure by which the earnings of an individual (employee) are required to be withheld for payment of a debt.*

(a.9) INTERNAL REVENUE SERVICE LEVIES – Chapter 64 of the Internal Revenue Code provides that, in order to satisfy the tax liability of an employee (taxpayer), the Internal Revenue Service may levy upon all wages and salary of the delinquent taxpayer. The Department is obligated to withhold the prescribed levy from the date the levy is made until the employee’s tax liability is satisfied or becomes unenforceable.

(a.10) BANKRUPTCY – Pursuant to U.S.C. 28-2075, an employee may voluntarily file a petition of bankruptcy and submit a specified portion of future income to the court for payment to creditors. The Department is required to deduct the specified sum from the earnings of the employee for payment to the Federal Court until the employee’s liability to the court is satisfied. Bankruptcies supersede all levies and/or garnishments.

(a.11) UNEMPLOYMENT OR WAGE SUBSTITUTES – Opinion 65-55 of the Attorney General of Georgia provides that when a dismissed employee is reinstated with back pay that those wages be reduced by the amount of unemployment or other wages received during the period of dismissal.

(a.12) CHILD SUPPORT (INCOME DEDUCTION ORDER) - O.C.G.A. 19-6-30 provides that the Georgia Office of Child Support Enforcement may issue an income deduction order to the employer for withholding a specific amount from the designated employee’s wages.

*(Reference: TCSG Policy 4.9.7)*

## Optional Payroll Deductions

You may authorize certain payroll deductions to be made from your paychecks. These deductions are:

(b.1) STATE HEALTH BENEFIT PLAN

(b.2) FLEXIBLE BENEFITS PROGRAM

(b.4) CREDIT UNIONS - O.C.G.A. 45-7-52 provides that employees may have deductions to a designated Employee Credit Union in which the employee holds membership.

(b.5) DEFERRED COMPENSATION O.C.G.A. 45-18-36 provides the employees that elect to enroll in the State Deferred Compensation Plan may have contributions deducted from their paychecks.

(b.6) CHARITABLE CONTRIBUTIONS - O.C.G.A. 45-20-50 provides that all employees may elect to have deductions made from their paychecks to the Charitable Contributions Program.

(b.7) VOLUNTARY WAGE ASSIGNMENTS FOR CHILD SUPPORT - O.C.G.A. 19-11-20

provides that employees may voluntarily assign wages to the DHR Office of

Child Support Enforcement.

(b.8) SOUTHERN CRESCENT TECHNICAL COLLEGE FOUNDATION- provides that all

employees may elect to have deductions made from their paychecks towards the SCTC

Foundation.

*(Reference: TCSG Policy 4.9.7)*

## Benefits Summaries and Eligibility

All qualified employees may participate in the flexible benefits programs. 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.

You may select the flexible plans they wish at the time of their appointment or during the annual open enrollment period held each year during October.

Flexible Benefits Program – Eligible employees may enroll in the following options under the Flexible Benefits Plan Program:

1. Group Term Life Insurance

2. Dependent Life Insurance

3. Accidental Death and Dismemberment

4. Short Term Disability

5. Long Term Disability

6. Dental Insurance – Insured Option and PPO (where available); Single and Family Coverage

7. Health Care Spending Account

8. Dependent Child Care Spending Account

9. Legal Insurance (Single and Family Coverage)

10. Long Term Care Insurance

**NOTE:** *Employees may have guaranteed coverage for some of the programs listed above if they enroll as a new employee. For more information, please contact the Human resource Office.*

*(Reference: TCSG Policy 4.9.2)*

## Health Insurance

Eligible employees may choose a medical insurance plan thru the Georgia Department of Community Health. Eligible employees’ effective date of coverage will be the first of the month following 30 days’ employment with Southern Crescent Technical College.

To authorize payroll deductions for the State Health Benefit Plan, an employee must (1) be eligible for membership, (2) be eligible for the type of health insurance coverage (single or family) and the type of option chosen, (3) enroll via the State Health Benefits Enrollment Portal (ADP) or by clicking the link below.

[**State Health Benefit Enrollment Center - ADP**](https://myshbpga.adp.com/shbp/)

To change options or type of coverage, an employee must

1. change during Open Enrollment with one exception – an employee may make family status changes under the provisions of the terms and conditions and instructions on Form SHBP 66-0906 (Rev 2/01)
2. submit changes via the SHBP Enrollment Center (ADP) by clicking the link below:

[**State Health Benefit Enrollment Center - ADP**](https://myshbpga.adp.com/shbp/)

To decline coverage (new employee) or discontinue existing coverage, an employee must submit the declination of coverage electronically via the SHBP Enrollment Center (ADP) by clicking the link below.

[**State Health Benefit Enrollment Center - ADP**](https://myshbpga.adp.com/shbp/)

Employees who wish to continue coverage while in leave without pay status must submit a check or money order for the premium payment. (the employee should contact the Human Resources Officer for the amount of the premium due. The Human Resources Officer will then forward the check to the business office for further processing.

*(Reference: TCSG Policy 4.9.2)*

## COBRA Notification

Southern Crescent Technical College follows the State Health Rule # 111-4-1 of the State Health Rules ~ Extended Coverage Under Federal Law (COBRA).

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances.  These circumstances include voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.  Your Summary Plan Description (SPD) contains complete information about COBRA.  See [Plan Documents](https://dch.georgia.gov/shbp-plan-documents) for your SPD and current COBRA rates.

For further information on COBRA, please contact State Health Benefits Plan (SHBP) at 1-800-436-7442.

# 6.6 Unemployment and Wage Substitutions

Dismissed employees, who are reinstated to duty, must execute a notarized statement informing Southern Crescent Technical College of unemployment benefits or wages from any source that was received during their period of dismissal. If wages were received, a statement from the employer should be attached. The statement should include the name and address of the employer, the dates of employment, and the gross amount of wages received. If no unemployment benefits or wages were received, the employee must execute a notarized statement to this effect.

Human Resources will verify with the Department of Labor and/or the other employers the amount the individual received. Upon determining the amount of back pay due, the entire amount of unemployment benefits and/or wages received during the period of dismissal will be deducted, except for amounts received during periods of suspension without pay. The amount collected for unemployment is remitted to the Department of Labor or Department of Administrative Services, whichever is appropriate.

## 6.7 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. Southern Crescent Technical College is required to deduct this amount from each paycheck an employee receives. In addition, Southern Crescent Technical College matches the employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

However, the earnings for those employees who elected to participate in Teachers Retirement System pension funding are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

## 6.8 Retirement Plans

All qualified employees of Southern Crescent Technical College shall be enrolled as members of the Teachers Retirement System as a condition of employment, unless the employee selects membership in the State of Georgia’s Employees' Retirement System (ERS) at the time of their initial employment with Southern Crescent Technical College or is otherwise required by law to be enrolled. Once this selection is made, it shall be irrevocable during the employee's employment with Southern Crescent Technical College.

A qualified employee is an employee who works at least twenty (20) hours per week in a budgeted position funded for at least nine (9) continuous months. All other employees shall be members of Georgia Defined Contribution Plan.

All full-time employees of a Technical College formally operated by a local board of education shall, at the date that Southern Crescent Technical College assumes governance, elect either to continue membership in the Teachers Retirement System of Georgia (TRS) or to become members of the Employees' Retirement System of Georgia. Once this selection is made, it shall be irrevocable during the employee's employment with Southern Crescent Technical College. Provided, however, that all employees who are members of the Public School Employees Retirement System may elect to continue their membership in the Public School Employees Retirement System or to become members of the Teachers Retirement System of Georgia or the Employees' Retirement System of Georgia, if otherwise eligible under laws, rules, or regulations.

Absent extraordinary circumstances, employees shall provide written notice of their intention to retire at least six months prior to the date of retirement.

[ERS](http://www.ers.ga.gov/plans/ers/ersmain.html) -404-350-6300 [TRS](%20https:/www.trsga.com/) -404-352-6500

*(Reference: TCSG Policy 4.9.1)*

## Other Retirement Plans

Southern Crescent Technical College offers other retirement options. All employees are encouraged to contact Georgia Breeze at 877-342-7339 or ***GABREEZE.ga.gov*** for further information regarding these options.

## Charitable Contributions

O.C.G.A. 45-20-50 establishes the Charitable Contributions Program under the supervision of the State Personnel Board. There is an annual educational campaign during which all state employees are given the opportunity to contribute to eligible charities through payroll deduction. The State Personnel Board decides which charities are eligible to participate, the dates of the educational campaign, and the forms used for payroll deduction.

Southern Crescent Technical College designates an individual to be responsible for organizing an educational program, including the distribution of contributor brochures and deduction forms. Deduction forms are collected by the designated official and forwarded to the Georgia Merit System for processing.

Employees are allowed to choose monthly deductions which will be taken the last pay period of the month. Minimum deductions must be at least $1 and must extend 12 consecutive months. Deductions extend for one calendar year, beginning with the January following completion of the annual educational campaign. Deductions are cancelled upon termination, resignation, or retirement of the employee. Deductions may also be cancelled by the employee through written notice to the payroll office 30 days before the cancellation is to occur.

## Southern Technical College Foundation

The Southern Crescent Technical College Foundation promotes the cause of higher education at Southern Crescent Technical College by acquiring and administering cash, grants, and other funds and properties principally from industries, businesses, individuals, corporations, other organizations, associations or foundations, as well as from faculty, staff, alumni, and other friends of the College. In addition, the Foundation assists students by providing scholarships and provides assistance to the College for the support and development of the College in its educational, cultural, social, civic, and professional endeavors and development. The Southern Crescent Technical College Foundation is a non-profit corporation established under Section 501 (c) (3) of the Internal Revenue Code.

For questions concerning the Foundation or information on giving opportunities, use the following contact information:

Director of Institutional Advancement

Southern Crescent Technical College Foundation

501 Varsity Road

Griffin, GA 30223

770-229-3417

[foundation@sctech.edu](mailto:foundation@sctech.edu)

[Foundation Enrollment Form](https://tigernet.sctech.edu/documents/?tab=Paper+Forms&category=Internal+Campaign&file=2015+SCTC+Tiger+Campaign+Contribution+Form.pdf)

## Credit Union

Southern Crescent Technical College participates with the Georgia United Credit Union. To authorize payroll deductions, an employee must (1) be a member of the Credit Union and (2) submit to the Credit Union Office an Authorization for Payroll Deduction Form. These forms may be obtained from Human Resources or Georgia United. The authorization form must be signed by the employee and must specify the date and amount to be deducted.

Should you desire to change or cancel the amount of payroll deduction, a written notification must be submitted to the payroll office in advance of the effective date of the change. Human Resources will notify Georgia United Credit Union detailing the change to be made and the date the change is to become effective.

All forms may be obtained through via the Georgia United website at <https://gucu.org/> or by phone at 888.493.4328.

## Direct Deposit

The Automatic Deposit of Net Pay Program is mandatory for all employees of Southern Crescent Technical College. Deposit of pay may be made to either a checking or a savings account. Deposits can be made to more than one account.

Enrollment and re-enrollment eligibility:

* You must have a personal account in a bank participating in the Federal Reserve System program for electronic deposit.

Enrollment will be discontinued if:

* You are placed in a non-pay status for any reason.

An employee who has been discontinued from enrollment shall not be reinstated in the program until the employee meets enrollment requirements again.

There are certain checks which will not be automatically deposited to an employee’s account, but will be delivered to the employee via the U.S. Postal Service from the State Accounting Office (SAO). These checks are:

* The first check following enrollment of an eligible employee.
* The first check following any change in an employee’s bank account including a change of banks.
* The last salary check and any terminal pay due an employee upon termination of employment. This includes transfer to another State agency.
* All checks that are produced during the off-cycle period.
* Any salary check that is not produced at least four (4) regular work days prior to the pay date. (Note: Checks are scheduled to be produced four work days prior to the pay date. This provision will normally apply if the computer program for production of checks is inoperative on that date)

Employee enrollment in the Automatic Deposit of Net Pay Program is administered by SCTC’s Human Resources department. Completed authorization agreement forms should be forwarded to Human Resources by the employee or the employee’s immediate supervisor. Direct Deposit Authorization forms can be found by clicking the link below.

* [Direct Deposit Form](https://www.sctech.edu/wp-content/uploads/Authorization-for-Automatic-Deposit.pdf)

Transfer of funds between banks, as authorized by enrollment in this program, is administered by Human Resources. Each employee participating in this program will continue to receive a pay voucher (stub) for each pay period via the Team Georgia Employee Portal website/self-service.

## Salary Adjustment for Advanced Education

**Compensation for Advanced Degrees for Full Time Employees**

Southern Crescent Technical College (SCTC) fully supports its full-time faculty and staff who pursue advanced degrees with at least one-year of employment by the College. We recognize the hard work and effort necessary to further your education and realize the increased benefits for our students.

All qualifying SCTC employees who seek advanced degrees will be eligible for the following one time salary increase after successfully completing their program of study and the SCTC requirements.

**Provide a $250 one-time bonus** (stipend) for those completing the following:

* + Qualifying Industry Certifications
  + Technical College Diploma in Field of Employment

**Provide a 2% increase** for those completing the following:

* + Associate Degree in Field of Employment
  + Bachelor’s Degree in Field of Employment
  + Master’s Degree in Field of Employment
  + Specialist Degree in Field of Employment

**Provide a 3% increase** for those completing the following:

* + Doctorate Degree in Field of Employment

\*An employee will only receive an additional 1% increase if the Doctorate degree is earned after receiving a Specialist Degree.

To qualify, an employee must complete the following steps:

1. Complete an SCTC Salary Adjustment Eligibility Form for Advanced Education and

submit to his/her Vice President prior to enrollment. The form must be received by April 30th in order to receive the increase in the following fiscal year. This allows the college to adequately budget for the anticipated increase. The Salary Adjustment Eligibility form can be found on the “Paper Forms” section of [***Tigernet***](https://tigernet.sctech.edu/documents/)or by clicking the link below.

* [Salary Adjustment for Advanced Education Procedure](https://tigernet.sctech.edu/documents/?tab=Paper+Forms&category=Human+Resources&file=Salary+Adjustment+for+Advanced+Education+-+Procedure.pdf)

2. The employee must provide a course listing from the college of choice for the degree, diploma or certificate program desired as well as a copy of the college’s accreditation information to his/her Vice President before approval can be obtained. The college must be regionally or nationally accredited to qualify.

3. The Vice President must attest that the educational facility has the necessary accreditations and the program of study leads to an advanced degree, diploma or certification in field. Once approved, the form will be maintained by the Human Resource’s office.

4. Upon completion of education, it is the responsibility of the employee to provide his/her official transcript to Human Resources, who will submit to the employee’s Vice President/Provost for verification. SCTC does not request the transcripts on the behalf of the employee.

Once your Vice President has approved your program of study and college of choice, you may not change colleges, courses of study or any other item on the original form without submitting an amended form for approval.

The only exception will be made for expected graduation date, which may fluctuate from the originally approved date. If other changes occur without prior approval, SCTC reserves the right to withhold any future salary increase for completed certificates, degrees or diplomas associated with the approved eligibility form on file.

Salary adjustments will be made on a semi-annual basis September and March for all employees who have completed their program of study and the College has received official documentation.

An Official transcript must be submitted to the Office of Human Resources by **February 28, for payment in March and by August 31, for payment in September.** Human Resources will forward the documentation to the appropriate supervisor with a personnel action request form to formally request the salary adjustment.

**Non-credit Courses**  
At the discretion of the president or his/her designee; employees may attend non-credit courses on a space-available basis at SCTC at a reduced rate or without payment of a fee.

*(Reference: TCSG Policy 4.9.3)*

## Training and Professional Development

Southern Crescent Technical College encourages you to develop and improve your skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.

Annually, you are provided with training on the following topics:

* New Employee Orientation
* Hazardous Communications
* Unlawful Harassment
* Bloodborne Pathogens

All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities.

*(Reference: TCSG Policy 4.4.4p)*



# TIME-OFF BENEFITS

Eligible Southern Crescent Technical College employees accrue annual, sick and personal leave as indicated in this procedure. Absences from work will be charged to accrued leave, only on days on which employees would otherwise work and receive pay. Employees are to be charged leave only for the time during which they are absent from work and are not to be required to remain away from duty as a matter of convenience for the purpose of charging leave. Leave shall not be used before it is accrued.

## Holiday Policy

Holidays are non-work days with pay when so proclaimed by the Governor of Georgia. All employees on pay status at the time of a designated holiday will be paid for the holiday. An employee who starts in the calendar year after the date of the holiday will not be eligible for the holiday if deferred. Employees who are working on a designated holiday or whose normal time off falls on a holiday will receive equivalent time off within the same calendar year of the holiday.

Southern Crescent Technical College holidays will be observed as designated by the [college's academic calendar](http://www.dtae.org/dtaepolicy/docs/04-01-03.html).

*(Reference: TCSG Policy 4.5.3)*

## Annual Leave

**Eligibility**

Full-time employees who work at least thirty (30) hours per week are eligible to accrue annual leave UNLESS they are:

* Hourly,
* Temporary, or
* State re-employed ERS/TRS retired employees.

Part-time employees scheduled to work fewer than thirty (30) hours per week do not accrue annual leave.

**Accrual**

Eligible employees accrue annual leave at the **end of each pay period** provided they are in pay status for the required amount of time. Accrued annual leave will be available for use at the beginning of the pay period **after** it is earned.

A full-time employee compensated on a monthly basis shall accrue annual leave at the end of each monthly pay period provided the employee is in pay status for eighty (80) or more hours during the pay period. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue annual leave for this pay period.

Eligible employees accrue annual leave at the following rates, depending on length of continuous service:

\* Full-time employees:

* **10 hours** per pay period – 0-60 months (inclusive) – monthly
* **12 hours** per pay period – 61–120 months (inclusive) – monthly
* **14 hours** per pay period – 121 months and greater – monthly

**NOTE: *The “length of continuous service: begins on the first day an employee reports for work in a position entitled to earn leave. Accrual is based on continuous, unbroken service. If there is a break in service, the “length of continuous service” starts over on the date of rehire, and employees begin to accrue annual leave at the lowest semi-monthly accrual rate.***

*When the first day of the pay period is a regularly scheduled non-work day and an employee reports to work on the first workday of the pay period, the length of continuous service is calculated from the first day of the pay period.*

**Forfeiture of Annual Leave**

Eligible employees can accumulate up to a maximum of 360 hours of annual leave. Any annual leave in excess of 360 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 360 hours is forfeited at the close of business on the last day of the month.

Forfeited annual leave hours may be used for retirement credits (ERS & GSEPS only).

**Use of Annual Leave**

1) Annual leave may be used for any purpose.

2) Employees must submit/request and receive approval from their supervisors prior to taking annual leave unless an emergency situation exists.

3) Employees are responsible for planning time off well in advance and notifying their supervisors as soon as possible in order to minimize the interruption to work flow while employees are away.

4) Employees are not required to give specific reasons for requesting annual leave, unless a situation such as the following applies:

* The leave is for an unscheduled/emergency absence,
* Is short staffed or have a major assignment pending, or
* The employees are under the restrictions of an Attendance Plan.

***NOTE: Employees involved in direct classroom instructional activities should restrict annual leave request to periods when classes are not in session.***

Employees may be required to use FLSA compensatory time before using annual leave.

**Scheduling Annual Leave**

1) Supervisors are responsible for scheduling annual leave. Prior to approving requests for annual leave, they must consider factors, including, but not limited to:

* Workloads
* Deadlines
* Priorities
* Office coverage
* Leave requested by other employees
* Direct classroom instructional activities

2) Supervisors should make reasonable efforts to grant employees’ annual leave requests; however, supervisors are not required to grant requested annual leave when the leave would:

* Disrupt work schedules
* Leave an office uncovered
* Inconvenience the students, work force or public, or
* Contribute to employees’ not meeting performance expectations

3) Emergency annual leave requests should be reviewed on a case-by-case basis. Supervisors are to determine whether the absence will be charged to annual leave or unauthorized leave without pay.

*(Reference: TCSG Policy 4.5.2)*

## Sick Leave

**Eligibility**

Full-time employees who work at least thirty (30) hours per week are eligible to accrue annual leave UNLESS they are:

* Hourly,
* Temporary, or
* State re-employed ERS/TRS retired employees.

Part-time employees scheduled to work fewer than thirty (30) hours per week do not accrue annual leave.

**Accrual**

Eligible employees accrue sick leave at the end of each pay period provided they are in pay status for the required amount of time. Accrued sick leave will be available for use at the beginning of the pay period after it is earned.

Eligible full-time employees accrue ten (10) hours of sick leave at the end of each monthly pay period provided they are in pay status for at least eighty (80) hours. The accrual rate does not increase with years of service. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue sick leave for that pay period.

Eligible employees can accumulate up to a maximum of 720 hours of sick leave. Any sick leave in excess of 720 hours is placed in a forfeited status, but may be restored in cases of illness or disability. Leave accrued beyond 720 hours is forfeited at the close of business on the last day of the month.

**NOTE: *If employees return to state government, sick leave may be used for retirement credit purposes for Employee Retirement System and Teachers Retirement System.***

*If a TRS member returns to state government, forfeited leave may be used for TRS retirement credit purposes.*

*If an ERS member returns to state government, forfeited annual leave, forfeited sick, and accrued sick leave left on the books at the time previous employment terminated may be used for ERS retirement purposes.*

**Use of Sick Leave**

Upon receiving supervisory approval, an employee may use sick leave for absences due to the following:

* Personal illness or disability,
* Exposure to contagious disease, when attendance on duty would endanger the health of others,
* Dental or medical care, and
* Dental or medical care, illness, accident or death in the immediate family that requires the employee’s presence.

**NOTE: “*Immediate family” includes the employee’s spouse, child, parent, brother and sister. “Immediate family” also includes any other person who resides in the employee’s house AND is recognized by law as a dependent of the employee.***

Sick leave for medical and dental care should be limited to the time necessary for the appointment(s) and related to travel.

Employees who are injured/ill for at least three (3) workdays during a period of annual leave may substitute sick leave for annual leave during the period of injury/illness.

**NOTE: *In order to substitute sick leave for annual leave, employees must submit a request to their supervisor within two (2) weeks of returning to work. A statement from their health care provider that justifies the use of sick leave must be provided.***

Employees who are **receiving** short-term and long-term disability insurance benefits through the Flexible Benefits Program **cannot use sick leave** at the same time. (*Employees may use sick leave during the qualifying period.*) Employees must request to use annual or personal leave or request to be placed in a leave without pay status in order to receive short-term or long-term disability insurance payments.

Employees may request to use FLSA compensatory time in lieu of sick leave. Employees are not, however, required to use FLSA compensatory time prior to sick leave.

When there is a break in service, accrued sick leave balances are lost. Forfeited leave is also lost when there is a break in service. (If employees return to state government, lost sick leave balances and forfeited sick leave may be used for service credit purposes [Employee Retirement System & Teacher’s Retirement System].

**Sick Leave Request**

Employees are to contact their immediate supervisor or other designated official as soon as possible when sick leave is needed.

**NOTE: *When employees are incapacitated, supervisors may accept calls regarding the employees’ status from other individuals.***

**Evidence for Use of Sick Leave**

1) Employees may be required to report each day by telephone to their immediate supervisor or other designated official and to provide satisfactory evidence for the use of sick leave.

Satisfactory evidence may include a [*CERTIFICATION OF SERIOUS HEALTH CONDITION*](http://www.dtae.org/dtaepolicy/downloads/CERTIFICATION_SERIOUS_HEALTH_CONDITION.doc) form or other medical statement with similar information, completed by the attending health care provider when the reason for leave qualifies as a serious health condition under family leave.

Employees cannot be required to provide evidence for use of fewer than 17 hours of sick leave in a 30 calendar day period, **unless** they have demonstrated excessive or abusive use of sick leave.

2) Excessive and/or abusive use of sick leave is considered a pattern of intermittent, short-term use of sick leave. Establishment of this pattern includes, but is not limited to:

* Frequent use of sick leave in conjunction with holidays, scheduled off days or distribution of paychecks;
* Frequent use of sick leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workload;
* Requesting sick leave for an absence for which annual leave has previously been denied;
* Frequent occurrences of illness during the workday;
* Peculiar and increasingly improbable excuses;
* Repetitive use of fewer than 17 hours of sick leave in a 30 calendar day period;

Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave (e.g., Attendance Plan).

3) An opinion from a health care provider of the college’s choice may be sought if questions arise regarding an attending health care provider’s statement. Approval must be received from the Director of Human Resources prior to seeking this opinion.

**Medical Examination**

Under limited circumstances and **ONLY** with the approval of SCTC’s Director of Human Resources and the appropriate administrators (*see note below*), an authorized official may direct an employee to undergo a medical (*physical and/or psychiatric*) examination at the expense of the college. This examination may be required prior to allowing use of accrued leave, granting a leave of absence without pay (*regular or contingent*) or prior to allowing an employee to return from leave or be returned from a leave of absence without pay. The College may set a timeframe allowing the employee to complete this request.

**NOTE: After pre-approval by the Director of Human Resources, the President *can authorize medical examinations.***

1) The employee is required to release the results of the medical examination to the Director of Human Resources. The results shall be considered confidential and are provided to individuals on a “need to know” basis only.

2) Upon receipt of the results, a determination regarding requested leave, leave of absence without pay or return will be made.

3) If a determination is made not to allow an employee to return to duty, appropriate action, which includes but is not limited to, the following should be taken.

* The employee may be allowed to use accrued leave.
* The employee may request and be granted a regular or contingent leave of absence without pay.
* The employee may be referred to a treatment program.

4) If a determination is made to allow an employee to return to duty, the employee may be returned with or without reasonable accommodation.

**Sick Leave Denial**

Sick leave may be denied for reasons including, but not limited to, the following:

Excessive or abusive use of sick leave (*See* ***EVIDENCE FOR USE OF SICK LEAVE section of this procedure)***;

* Failure to follow procedures for reporting the absence or requesting the use of leave; or
* Falsification of documents.

Supervisors should carefully review the request prior to denying the sick leave, and should be able to support the decision to deny the request.

Sick leave may be used during an employee’s own illness or for an illness in the employee’s immediate family.

***Employees must submit sick leave in the leave management system within***

***three (3) business days upon their return to work.***

*(Reference: TCSG Policy 4.5.2)*

## Personal Leave

**Eligibility**

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.

**Conversion Process**

Eligible employees must provide written notification prior to the SCTC Human Resources department deadline of their intent to convert up to 24 hours of sick leave to personal leave for the next calendar year.

**NOTE:** Once sick leave is converted to personal leave, it cannot be changed back.

**Use of Personal Leave**

1) Personal leave may be used by employees for any reason upon receiving supervisory approval of the leave request.

2) Employees may request to use FLSA compensatory time in lieu of using personal leave.

3) Personal leave is only available for use by employees during the calendar year following the conversion request. Any personal leave that is not used during that calendar year (*by December 31*) is lost.

4) When there is a break in service, personal leave is lost.

**Personal Leave Request**

1) Normally, employees will need to provide at least 24 hours advance notice of intent to use personal leave.

2) Employees are not required to give specific reasons for requesting personal leave, unless a situation such as the following applies:

* The leave is for an un-scheduled/emergency absence;
* The employee’s department is short staffed or has a major assignment pending, or
* The employees are under the restrictions of an Attendance Plan.

***NOTE: Employees involved in direct classroom instructional activities should restrict personal leave request to periods when classes are not in session.***

3) Supervisors must make every reasonable effort to grant requests to use personal leave before the December 31 deadline.

*(Reference: TCSG Policy 4.5.2)*

## Bereavement Leave

Generally, a full-time employee shall be entitled to utilize sick leave for the purposes of bereavement for the death of an immediate family member. Immediate family member includes the employee’s spouse, child, step-child, parent, mother-in-law, father-in-law, brother and sister. Immediate family member may also include any other person who resides in the employee’s house AND is recognized by law as a dependent of the employee. Any additional time requested for the bereavement period will be charged to the employee’s annual leave.

## Jury Duty

Court leave is available to eligible employees on all days that employees are summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding by any Federal, State or Local Court. Court leave may also be used for out-of-state judicial proceedings.  
  
1) Eligible Employees: Employees who are scheduled to work on a day they are ordered to attend a judicial proceeding are eligible for court leave, unless they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings.

2) Employees not eligible for court leave, due to being litigants, defendants or other principal parties or for having other personal or familial interest in the proceedings, may request to use annual leave, personal leave, compensatory time or leave without pay in order to attend judicial proceedings.  
  
3) Employees who are required to appear in court on behalf of the college are in work status and are not placed on court leave.

***NOTE: Questions regarding the granting of court leave in unique situations should be reviewed on a case by case basis with the Human Resource Director and/or divisional Vice President.***  
  
2) Notification: As soon as employees become aware of the need for court leave, they must provide documentation (e.g., a copy of the summons, subpoena or other judicial order) to their supervisor as a pre-requisite for approval of court leave.  
  
3) Time Allowed: Court leave includes the time that an employee's presence is actually required by the judicial proceeding and any reasonable time needed to prepare for and recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits.  
  
4) Penalties Prohibited: Employees will not be discharged, disciplined or otherwise penalized because of absences from work for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires attendance at judicial proceedings. In addition, court leave is to have no effect on performance evaluations.

*(Reference TCSG Policy 4.5.2)*

## Military Reserves or National Guard Leaves of Absence

Military leave is a leave of absence from work while engaged in the performance of military duty and while going to and returning from such duty.

**Eligible Employees**  
All employees (except those employed on a temporary basis) who are or become members of the organized militia (e.g., National Guard, etc.) or any reserve force or component of the U.S. Armed Forces are eligible for a military leave of absence.

**Notification**   
  
Supervisors must be notified of all military duty.  
  
1) Employees are required to provide advance written or verbal notice along with a copy of the orders to their supervisors for all military duty. (Orders are issued for all military duty with or without the employee's consent.)  
  
2) In the event of an emergency that prevents advance notice, supervisors are to receive notification of ordered military duty as soon as possible.  
  
***NOTE: The following paragraphs describe when an employee is or is not paid for military leave.***

**Ordered Duty Without Consent**  
1) Eligible employees ordered to military duty **without personal consent** will be paid for up to 18 work days (144 hours) in a federal fiscal year (October 1 through September 30), not to exceed eighteen (18) workdays in one continuous period of such absence. Employees will not be required to use accrued leave during this period.  
  
2) For any absence beyond eighteen (18) workdays, employees may request to use accrued annual and/or personal leave or be placed on leave without pay.  
***NOTE: If the Governor declares an emergency and orders employees to state active duty as members of the National Guard, the employees, while performing such duty, will be paid for up to thirty (30) workdays in a federal fiscal year, not to exceed thirty (30) workdays in one continuous period.***

**Ordered Duty With Consent**  
1) Eligible employees ordered to military duty **with personal consent** will be paid for up to eighteen (18) workdays in a federal fiscal year, not to exceed eighteen (18) workdays in one continuous period of such absence, if the period of ordered military duty does not exceed thirty (30) calendar days.  
  
2) Eligible employees ordered to military duty **with personal consent** for a period exceeding thirty (30) calendar days are to be granted a leave of absence **without pay for the entire period of absence**. Employees may, however, request to use accrued annual and/or personal leave to cover the absence from work.

*(Reference TCSG Policy 4.5.2)*

## Family/Medical Leaves of Absence

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

***Note: to determine the hours that would have been during the period military service, the employee’s pre-service work schedule can generally be used for such calculations.***

1. **Qualifying Conditions**
2. the birth of a child or to care for a newly-born child (up to 12 weeks);
3. the placement of a child with the employee for adoption or foster care (up to 12 weeks);
4. to care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks);
5. because of an employee’s serious health condition that makes him/her unable to perform his/her job (up to 12 weeks);
6. to care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks). or,

1. to manage certain qualifying exigencies arising because the employee’s spouse, son, daughter, or parent is on 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 months).

The maximum amount of leave that may be taken in a 12-month period for all reasons is 12 weeks with the exception of leave to care for a covered service member which carries a maximum combined leave entitlement of 26 weeks. In these instances, leaves for all other reasons cannot constitute more than 12 of these 26 weeks.

[*http://www.tcsg.edu/tcsgpolicy/docs/Procedure\_FMLA.htm*](http://www.tcsg.edu/tcsgpolicy/docs/Procedure_FMLA.htm)

## Voting Time Off

Employees are to be permitted to take necessary time off for voting purposes. If the polls are not open either two (2) hours before or two (2) hours after employees' scheduled work hours, the difference in time may be granted as leave with pay for voting purposes.  
  
EXAMPLE: An employee's work hours are from 8:30 a.m. to 5:30 p.m. Since this schedule would not allow two (2) hours either before or after work for voting, this employee may be granted 30 minutes of time with pay for voting purposes, if needed.  
  
If necessary, employees who are not eligible for this voting time with pay may request to use accrued annual or personal leave, compensatory time or leave without pay for voting purposes.

*(Reference TCSG Policy 4.5.2)*

## Leave of Absence for Kidney Donation

A leave of absence with pay for thirty (30) calendar days will be granted to employees who donate a kidney for transplantation. This leave of absence will be included as service in computing any retirement or pension benefits.  
  
1) Notification: Employees requesting a leave of absence to donate a kidney must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating a kidney for transplantation.  
  
If the kidney donation does not take place, any absence will be charged to accrued leave or leave without pay.

*(Reference TCSG Policy 4.5.2)*

## Leave for Blood Donation

Employees may be granted leave with pay when donating blood and when donating blood platelets (the part of the blood that helps clotting) or granulocytes (white blood cells) through the phoresis process.  
  
Note: Phoresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.  
  
1) Notification: Employees must request and receive prior approval from their supervisor to be away from the work area for blood donation.  
  
2) Time Allowed: Time off for blood donation includes the time required to donate the blood, platelets or granulocytes and to recover from the donation.

* Up to two (2) hours per donation may be granted when employees donate blood.
* Up to four (4) hours per donation may be granted when the employees donate blood platelets or granulocytes through the phoresis process.
* Leave may be granted up to four (4) times per calendar year for each of the above types of blood donation.

*(Reference TCSG Policy 4.5.2)*

## Disaster Volunteer Leave

Qualified employees may be eligible for disaster volunteer leave with pay for up to 15 workdays in a 12-month period to participate in specialized disaster relief.  
  
In order to qualify for disaster volunteer leave:

1) Employees must be certified disaster service volunteers of the American Red Cross,  
  
2) There must be a disaster declared by the U.S. President or a State Governor of either Georgia or a neighboring state with a reciprocal agreement, and  
  
3) The American Red Cross must request the employee's services.

Qualified employees are to submit requests for disaster volunteer leave to their immediate supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis as determined by the employee’s divisional vice president, director of human resources and/or college president.

*(Reference TCSG Policy 4.5.2)*

## Personal Leaves of Absence

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 the President or his designee.  
  
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](http://www.dtae.org/dtaepolicy/docs/Procedure_FMLA.htm), employees should be placed on Family and Medical Act Leave (with or without pay) prior to placement on Regular or Contingent Leave of Absences 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 does not cause a break in continuous service.***

**Regular Leave of Absence Without Pay**  
If a 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.

**Contingent Leave of Absence Without Pay**  
If a 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.

*(Reference TCSG Policy 4.5.2)*

**7.14 Education Support Leave**

To supplement work-life balance options for state employees, the State provides up to eight (8) paid hours of leave per calendar year to eligible employees for the purpose of promoting education in Georgia. Such leave is in addition to, and not charged against, an employee’s accrued leave.

(a) Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period an agency has established for other forms of paid leave.

(b) Eligibility: All eligibility criteria defined below must be met before an employee can use education support leave.

1. Any non-temporary, full-time employee of the State of Georgia, or of any branch, department, board, bureau, or commission thereof, may request to use and be considered for education support leave.

2. Only activities directly related to student achievement and academic support will qualify for education support leave. Such activities may range from early care and learning through higher education. Each State employer maintains the authority to determine, in accordance with the provisions outlined in this Rule, whether an activity would qualify for education support leave.

3. To use education support leave, an employee may be, but is not required to be, the parent of a student.

4. Employees must not receive pay for services they perform while using education support leave.

5. Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave. An employer has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

6. The State employer maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. The State employer should ensure that denials are applied consistently for all similarly situated employees.

7. Use of education support leave for any political purpose or agenda is prohibited.

(c) Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.

(d) Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one state employer to another. Each state employer is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.

(e) Education support leave carries no cash value if unused. There will be no payout for

unused education support leave upon termination

*(Reference TCSG Policy 4.5.2)*



# ADMINISTRATIVE SERVICES

## Purchasing

Southern Crescent Technical College shall comply with all federal and state laws, as well as regulations and procedures as established by the Department of Administrative Services (DOAS) and State Purchasing Authority. Southern Crescent Technical College shall also follow procedures set by and work closely with the Technical College System of Georgia Purchasing department as to ensure all purchasing guidelines have been met and properly followed as to Mandatory Sources, Statewide Contracts, Open Market Purchases and Emergency purchases. SCTC shall also follow guidelines for the bid purchasing process.

*(Reference TCSG Policy 3.1.16)*

## Accounts Payable

Southern Crescent Technical College shall comply with all federal and state laws as well as regulations and procedures as established by the State Accounting Office (SAO). Southern Crescent Technical College shall also follow procedures set by and work closely with the Technical College System of Georgia Accounting department as to ensure all accounting procedures are followed accordingly. Southern Crescent Technical College has set payment procedures as follows: Checks will be processed on the 15th and the last day of every month; requests for payment should be in the SCTC Business Office by the 10th in order to ensure payment is processed on the 15th check run. Payments should be in the SCTC Business Office to ensure payments are processed timely.

## Travel & Expense Reimbursement

Southern Crescent Technical College shall comply with all federal and state laws as well as regulations and procedures as established by the State Accounting Office (SAO) and Office of Planning and Budget (OPB) Statewide Travel Regulations. Reimbursement for travel is considered the same as Accounts Payable procedures.

Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to Southern Crescent Technical College that the expenses reported are legitimate, reasonable, and complies with this policy.

## Vehicle Request

## Southern Crescent Technical College employees are required to utilize a state vehicle for the purpose of traveling to and from sites when they are conducting state business. A state vehicle can be reserved by completing an online request at <https://www.sctech.edu/forms/vehicle-reservation-form/>. If you are requesting mileage reimbursement at the higher tier level, you must have documentation in the form of an email from Facilities & Operations stating that a state vehicle was not available during that time. You may choose to drive your personal vehicle regardless of state vehicle availability. If you do this, you will receive a reimbursement at a reduced rate per State of Georgia Travel Policy.Asset Management

## Asset Management

All employees are considered the custodian of equipment that has been assigned to them. If you transfer equipment to another department and/or person you must complete the Equipment Transfer Form and submit it to the Asset Management Technician.

The Equipment Transfer Form can be found in the “documents” section of *Tigernet* or by clicking the following link: <https://tigernet.sctech.edu/documents/transfer>

## IT Request

Southern Crescent Technical College employees are required to submit any request for IT assistance. All requests should be submitted to the College website at the following link. Work Orders will be prioritized and responded to within a timely manner.

[Helpdesk](https://helpdesk.sctech.edu/)

## Maintenance Request

Southern Crescent Technical College employees are required to submit any maintenance work order requests via the work order system at <https://app.buildingengines.com/geofire/login>. If you have trouble submitting a work order to maintenance, please contact Facilities & Operations at 770-229-3455. Work Orders will be prioritized and responded to within a timely manner.

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# EMPLOYEE COMMUNICATIONS

## Open Communication

Southern Crescent Technical College encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, you should arrange a meeting with your supervisor. If the concern, problem, or issue is not properly addressed, you should contact Human Resources. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is strictly prohibited.

## Staff Meetings

Southern Crescent Technical College holds regular college-wide faculty/staff meetings to advise employees of new policies and practices and to keep communication channels open.

**9.3 Electronic Communications**

Southern Crescent Technical College maintains a website for the college. The website address is [tigernet.sctech.edu](https://tigernet.sctech.edu/). You can find college manuals, policies, forms, announcements, news/events, and information about specific topics. You are responsible for reading necessary information posted on the SCTC website and ***TIGERNET.***

## 9.4 Suggestions

Southern Crescent Technical College encourages you to bring your suggestions and ideas about making the college a better place to work and enhancing service to our customers ~ our students. You are encouraged to talk to your management about any opportunity for improvement. Management may assist you in raising your ideas to the appropriate people in the college who are responsible for possibly implementing those ideas and suggestions. All suggestions are valued.

## Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Southern Crescent Technical College.