



Welcome!

Welcome to Oconee Fall Line Technical College!

We are excited you have chosen to become a part of our organization and we want to make the transition into your new position with us an easy one. A large part of our success is contingent upon the employees we attract and retain; and for this reason, we want to cover some very important information with you regarding the faculty and staff you are about to join. You are just a few minutes away from becoming a key asset to adding value and increasing the educational excellence we provide to our students.

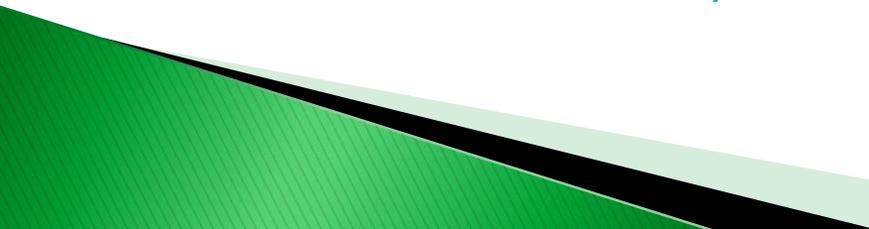


Statement of Equal Opportunity and Compliance

The Technical College System of Georgia and Oconee Fall Line Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

Oconee Fall Line Technical College shall maintain a grievance procedure for addressing discrimination concerns. (See Complaint Resolution Section 4.21) This procedure shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act.

[Refer to the OFTC Policy and Procedure Manual for the complete policy](#)



Statement of Equal Opportunity and Compliance

The individuals responsible for coordinating the College's implementation of Title VI and Title IX and Section 504 and the ADA:

TITLE IX Coordinator

Janet Smith

Office: South Campus WRS 112

478-274-7836,

jrsmith@oftc.edu

ADA/504 Coordinator

Lydia Barfoot

Office: South Campus WRS 119A

478-274-7786

lbarfoot@oftc.edu

EEOC Officer

Sharon Veal

Office: North Campus 108

478-553-2056,

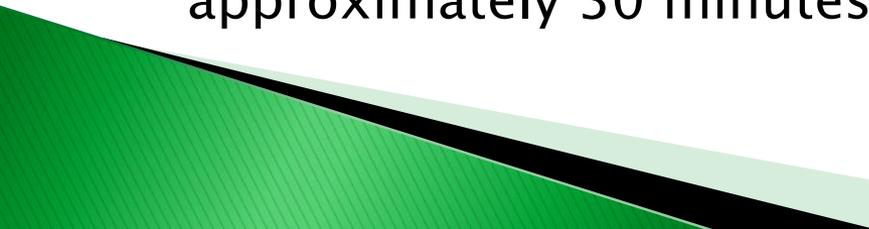
sveal@oftc.edu

Time to Complete the Orientation

No matter how youthful or wise, people learn very differently. Everyone is a proprietor or proprietress of their own unique ability to comprehend and process new information in a special way. After all, these special characteristics have set you apart from your various colleagues' during the interview process. With this said, we want you to set aside uninterrupted, quality time for the orientation. We have all been a new employee at one point or another in our career and understand how valuable the first few days are in a new position. They help to shape an approximation of what the future will hold and we want to begin in the right direction.

Full-time benefits eligible employees will need to spend approximately 45 minutes on the orientation.

Part-time non-benefits eligible employees will need to set aside approximately 30 minutes.



The President's Message

Welcome to Oconee Fall Line Technical College and congratulations on making one of the most important decisions in your career. I also want to take this opportunity to extend to you my personal pledge to do everything possible to provide you with the skills, knowledge and attitudes necessary for the successful endeavors of your career. We are dedicated to the success of our students, and we strive to create a customer friendly environment where our staff, faculty and students are warmly welcomed as members of the Oconee Fall Line Technical College family.

As you prepare to become a member of the Oconee Fall Line Technical College family you will soon discover our most valuable resource. That resource is the faculty and staff of Oconee Fall Line Technical College. While many colleges may be larger and may offer a wider choice of programs, they will not be able to match the dedication of Sandersville Tech's faculty and staff in preparing our students for success. Building student successes is our most important mission!

As a result of the education and training services provided at Oconee Fall Line Technical College, 98% of our graduates have been successfully employed during the past ten years. In fact, many graduates have also returned to Oconee Fall Line Technical College to upgrade their skills as they prepare for the ongoing requirements of their professions and to advance their careers.

Thank you for selecting Oconee Fall Line Technical College and congratulations again on your decision to join the OFTC family!

Sincerely,

Lloyd Horadan, Ed.D.
President



Mission

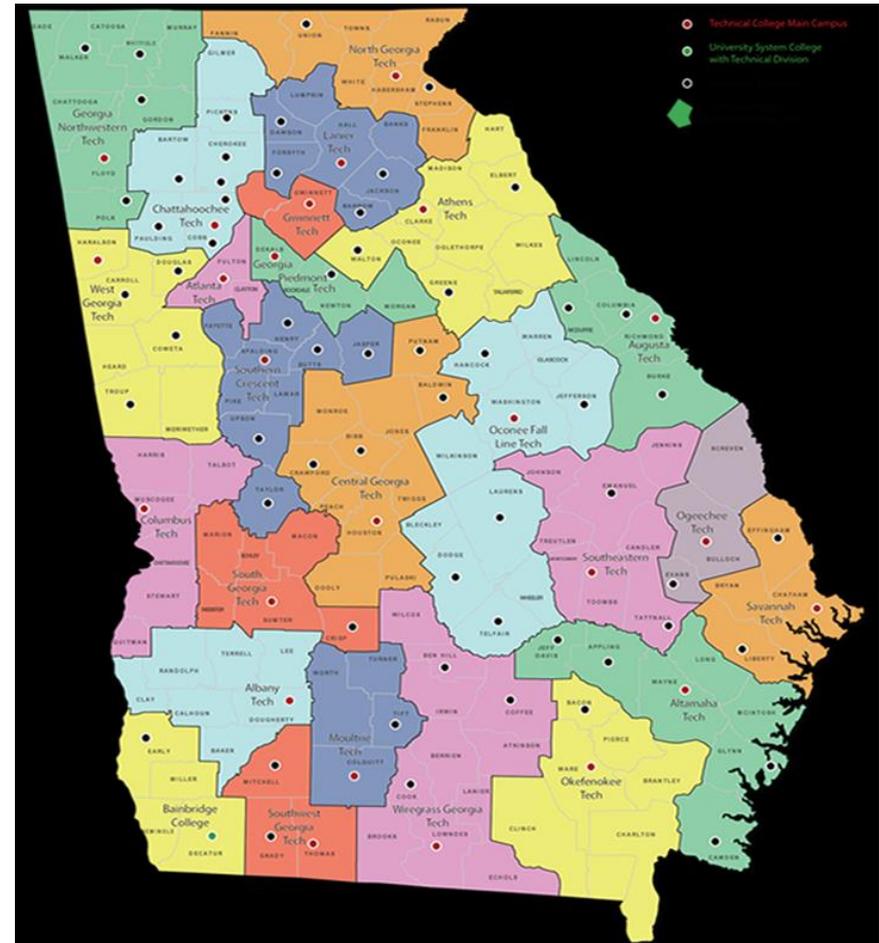
The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.



Service Delivery Area

Oconee Fall Line Technical College serves:

Bleckley
Dodge
Glascokk
Hancock
Jefferson
Laurens
Telfair
Warren
Washington
Wheeler
Wilkinson



Locations and Hours of Operation

North Campus

1189 Deepstep Road
Sandersville, GA 31082
Phone: 478.553.2050
Toll Free: 1 (877) 399.8324

Jefferson County Center

1257 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

Hancock County Center

10571 Highway 15
Sparta, GA 31087
Phone: 706.444.1253
M-TH 8am-5:30pm
F - Closed

South Campus

560 Pinehill Road
Dublin, GA 31021
Phone: 478.275.6589
Toll Free: 1 (800) 200.4484

Little Ocmulgee Instructional Center (LOIC)

140 N Third Avenue
Helena, GA 31037
Phone: 229.868.7834
M 1pm-5pm, T 8am-8pm
W 1pm-5pm, TH 8am-5pm
F - Closed

Transportation Center

1678 Kaolin Road
Sandersville, GA 31082
Phone: 478.553.2408

Practices and Guidelines

As you embark upon employment with Oconee Fall Line Technical College, there are some practices and guidelines with which we want you to become familiar with. The following pages will provide vital information about our policies, procedures, and conditions of your employment.

If at any point you have a question, please write it down so you can direct it to the Human Resources department or your supervisor.



OFTC Policy and Procedures Manual

As a college in Technical College System of Georgia, Oconee Fall Line Technical College (OFTC) follows policies established by the State Board of the Technical College System of Georgia (SBTCSG). State Board policies and procedures are published in the State Board's policy manual and it is linked on the Technical College System of Georgia (TCSG) web site as well as the OFTC web site. The OFTC President has the primary responsibility for proposing College procedures: however procedures and changes to existing procedures may be proposed by any member of the Local Board or by any staff member at the College with the approval of the President. Executive staff are responsible for recommending new procedures and revisions when the need arises. The Vice President of Institutional Effectiveness is responsible for ensuring all policies/procedures are periodically reviewed and updated. New or revised policies and procedures are posted in the OFTC Policy and Procedure Manual located on the intranet system. The Office of Institutional Effectiveness is responsible for maintaining the OFTC Policy and Procedure Manual. Faculty and staff are notified of the new or revised procedures via e-mail.

New Hire Paperwork

Pre-employment documents are submitted to employees with a contingent employment offer letter. Acceptance of the employment offer, along with the completed forms, are your responsibility prior to your first day of work.

All other employment documentation will be discussed with you during a new hire orientation conducted by the Human Resources Office during your first day of work.



E-Mail & Intranet Account

All full- and part-time employees are eligible for an OFTC logon/e-mail account. Logon/e-mail accounts consist of the user's first initial and full last name. If a new user account duplicates an existing userID, the user's middle initial following the first initial will be added. (i.e. Mike Johnson = mjohnson, Mary B. Hunt = mbhunt). The immediate supervisor will be notified by the IT Department once the new and/or existing account is active.

Please see your supervisor to complete *Request for Use of Information Technology Services* form.

Please read the OFTC Acceptable Computer and Internet Use Policy for acceptable uses of OFTC's computer system.

Request for IT Support

Oconee Fall Line Technical College employees are required to complete and submit a Request for Information Technology (IT) Assistance.

The request form can be found on InfoFusion (OFTC Intranet) under Forms ~ IT Help Desk.

Work order request will be prioritized and answered accordingly.



Request for Maintenance & Custodial Support

Oconee Fall Line Technical College employees are required to complete and submit a Request for Maintenance/Custodial Assistance.

The request form can be found on InfoFusion (OFTC Intranet) under Forms ~ Maintenance Help Desk.

Work order request will be prioritized and answered accordingly.



ID Cards

As an employee of OFTC you are required to wear an employee ID badge at all times while in any official employment capacity.

In order to have your ID badge processed, please complete an ID Request form and take to the nearest location listed below and make contact with the office listed at that location:

- North Campus ~ Student Affairs
 - South Campus ~ Campus Bookstore (Stewart Building)
 - Jefferson Campus ~ Administrative Office
 - LOIC ~ Administrative Office
- 

Direct Deposit

The Automatic Deposit of Net Pay Program is mandatory for all employees of Oconee Fall Line Technical College. Deposit of pay may be made to either a checking or a savings account. However, the deposit will only be made to one account.

Enrollment will be discontinued if:

- The employee is placed in a non-pay status for any reason.

There are certain checks which will not be automatically deposited to an employee's account, but will be delivered to the employee. 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 Oconee Fall Line Technical College HR Department. Completed authorization agreement forms should be forwarded to the HR Department by employee or the unit supervisor.

Transfer of funds between banks, as authorized by enrollment in this program, is administered by the Payroll Department. Each employee participating in this program will continue to receive a pay voucher (stub) for each pay period. *(Reference: SBTAE Policy III.U.2)*

Pay Information

It is Oconee Fall Line 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.

Oconee Fall Line Technical College has established pay day as the last business day of the month.

Oconee Fall Line Technical College has established a system of written performance evaluation for all full-time employees. The performance evaluation period shall generally begin on July 1 and end on June 30 of the following year. Performance-based salary increases for all employees at Oconee Fall Line Technical College is generally effective January 1st of each year if approved by state legislature. 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.



Employee Self Service

Employee Self Service is the Team Georgia portal that employees use to access all employment information. This portal is used to view and print your monthly pay check stub, make changes to your taxes, review your compensation, leave balances (if applicable) and other personal information.

You will need your employee ID number in order to access the portal. If you do not know your employee id number, please contact Human Resources.

Access the link thru http://www.oftc.edu/faculty_staff.aspx
(click on Employee Self Service link under “Employee Links”)

Important Contact Information

- ▶ President's Office Coordinator – 478.553.2111
- ▶ Safety & Security
 - Sandersville: Campus Security Day: 478-240-5176; Evening: 478-357-0091
 - Jefferson County Center: Campus Security Day & Evening: 478-625-1901
 - Dublin: Campus Security Day: 478-595-6603; Evening: 478-595-6596 or 478-595-6553
 - Little Ocmulgee Instructional Center: Campus Security Day & Evening: 229-868-7834
 - Hancock County Center: Campus Security Day & Evening 478-232-7241
- ▶ Human Resources – 478.553.2056
- ▶ Vice President of Student Affairs – 478.553.2068
- ▶ Facilities
 - Sandersville, Jefferson County Center, Hancock County Center: 478-553-2108
 - Dublin & Little Ocmulgee Instructional Center: 478-274-7865

Americans with Disabilities Act

It is the policy of Oconee Fall Line Technical College to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Oconee Fall Line 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. *(Reference: SBTAE Policy III.A)*



FERPA

Student Records Privacy and Disclosure Policy

The Family Educational Rights and Privacy Act (FERPA) is provided to protect employees and students at the Technical College System of Georgia ("TCSG"). Personnel, student, financial, medical and patient information contained within the Technical College's or TCSG's Information Systems is considered confidential. This confidential information and any other information made confidential by law is limited to those individuals whose position requires use of this information.

As an employee of OFTC you will adhere to the confidentiality requirements imposed by Federal and State laws and TCSG policy. These include but are not limited to the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99), the Georgia Open Records Act (O.C.G.A. § 50-18-70 through 50-18-77), and the procedures outlines in TCSG Board Policies III. N. "Personnel Files" and V. J. "Student Records".

If you should ever be uncertain about what constitutes legitimate use or release of information, err on the side of confidentiality and refer the inquiry to the President's Office, Vice President of Student Affairs, or the TCSG Office of Legal Services.

Harassment Free Workplace

In accordance with its [Statement of Equal Opportunity](#), Oconee Fall Line 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 law.

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. All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly through the established informal and formal procedures of Oconee Fall Line Technical College. Those who have been witness to sexual harassment or other improper harassment should report their observation to an appropriate official whose offices are listed below.

- o The Commissioner or any Assistant Commissioner of TCSG
- o The President of the Oconee Fall Line Technical College
- o The Technical College Equal Opportunity (Title IX) Coordinator

[Refer to the TCSG Policy Manual for the complete policy](#)

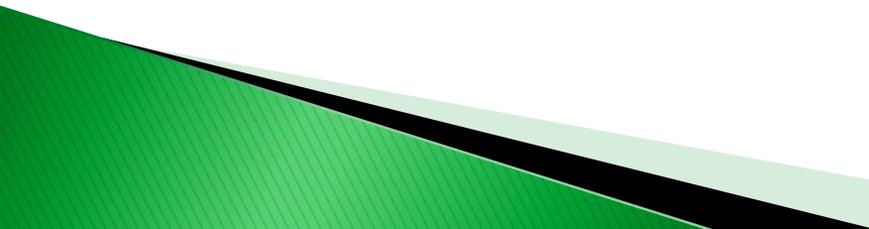
Family Medical Leave Act

Eligible employees are covered under the Family Medical Leave Act (FMLA). 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.

Qualifying Conditions

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

[Refer to the TCSG Policy Manual for the complete policy](#)



Safety and Security

Faculty and staff members have the responsibility to familiarize themselves with the Emergency Operations Plan and 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. The institution employs security personnel during instructional hours. Incidents of a safety or security nature or other are to be recorded on the electronic incident report form which can be found on InfoFusion (on the OFTC intranet).

- ▶ Refer to OFTC Web–Safety & Security webpage found at <http://www.oftc.edu/emergencyinfo.aspx>

Firearms, Weapons and Explosives

Oconee Fall Technical College is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and or/academic setting by expressly prohibiting the possession of firearm, weapon, or explosive compound/material on its campus (including satellite campuses and off-site work units) or at any OFC sanctioned function in a manner contrary to state or federal law. Employees are required to review and become familiarized with the College's Firearms, Weapons and Explosive Policy (SBTAE 11.C.10)

Any OFTC employee who violates the provisions of this policy shall be subject to disciplinary action, up to and including, dismissal as well as possible criminal prosecution.

Any OFTC student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the College's Student Code of Conduct as well as possible criminal prosecution.

Any College volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

Any College vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with OFTC, as well as possible criminal prosecution. (Reference SBTAE Policy II.C.10)

Severe Inclement Weather

Decisions regarding conditions affecting Oconee Fall Line Technical College shall be made by the President, or designee, with notice to the Commissioner. Notice of closings or delayed openings shall be given to employees and students through appropriate media outlets including the College's Mass Emergency Notification System.

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather.

If the existing or imminent weather conditions are sufficiently severe to warrant not 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.

OFTC closures or delayed openings will be announced by area television stations and local radio stations as follows:

- Radio Jones E98.1
- WJBF - Channel 6 (Augusta)
- WMAZ - Channel 13 (Macon)
- W35BB - TV 35
- WPEH 92.1 FM
- WKKZ 92.7FM
- WQZY 95.9FM
- WDXQ 96.7FM
- WUFF 97.5 FM
- WACO 100 WSNT
- WJFL101.9FM
- WYSC STAR 102.7FM
- LOVE 103.4
- WMLT 107.9
- WXLI 1230AM

Students and employees can also call Oconee Fall Line Technical College's automated telephone attendant at (478) 553-2050-North Campus or (478) 275-6589 -South

Tobacco-Free Campus

No smoking, or any form of tobacco product use, is permitted inside any Oconee Fall Line Technical College Campus building.

Tobacco use may take place only in designated areas outside of the College's facilities.

Drug Free Workplace

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, the State Board of the Technical College System of GA 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.

All employees shall be advised of this policy.

[Refer to the TCSG Policy Manual for the complete policy](#)

Ethics in Action

All board members and employees are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This includes all aspects of their dealings with businesses, the local communities, and other governmental agencies.

All board members and employees are expected to, at a minimum, conform their behavior to the standards set forth in "[Abuse of Governmental Office](#)," and in the "[Ethics in Government Act](#)".

All board members and employees shall follow the relevant guidelines established by the State Personnel Board and O.C.G.A. §45-10-20 et seq. Any employee of a Technical College that accepts federal research dollars shall also be subject to relevant federal conflict of interest regulations, [45 CFR 602](#) and [45 CFR 94](#).

[Refer to the OFTC Policy and Procedures Manual for the complete policy](#)

Faculty and Staff Development

Oconee Fall Line Technical College encourages employees to develop and improve their skills and knowledge through approved staff development activities. The purpose of staff development is to strengthen Oconee Fall Line Technical College by providing training and education opportunities for improvement of all professional personnel as required meeting the needs of the College. Oconee Fall Line Technical College shall administer this policy in accordance with State Board policy and procedures “Staff Development” (Ill. U. 8.) and the College’s Staff Development Plan Process.

All employees are encouraged to develop themselves as fully as possible; therefore, some plans may far exceed the minimum hours required. The supervisor and the employee will determine the number of hours appropriate for an individual’s plan. Minimum hours required for instructional are 30 hours and administrative employees are required to plan for 15 hours. Additional hours may be required for program accreditation levels. It is the supervisor’s responsibility to assist with the scheduling of these activities.

Dress Code Procedure

Oconee Fall Line Technical College aspires to project a professional image to its internal and external customers--students (current, former and potential), employers, potential employers, STC faculty & staff, educational agencies, Directors, Trustees, elected officials, general public, etc. While the College's diverse program areas necessitate differing professional attire, it is imperative that all employees maintain their professional appearance within their respective areas.

In keeping with this tradition, and to be responsive to the emerging trends of the corporate and business worlds in becoming more responsive to employee desires, guidelines for a general employee dress code have become critical. Employees must be conscious of the fact that Sandersville Tech has a professional image to uphold. Furthermore, the College has visitors every day and being prepared for these visitors is important. Within these parameters the following dress code is established.

Dress Code Procedure

Policy

Any employee may potentially offer customer services at any time; therefore, this policy will apply to all employees of Oconee Fall Line Technical College, inclusive of part-time personnel as well as student interns and work-study students.

Employees shall always dress and maintain personal grooming habits in such a manner as to convey a high standard of professionalism to our customers. All attire in the professional workplace should lack any appearance of being provocative, offensive, or communicating unwanted inferences. Skirt and dress lengths should not be shorter than a height of approximately one to two inches above the lady's knee when in a standing position. Employee clothing should not be excessively tight fitting or revealing. All attire shall be reasonably wrinkle-free, and should be free of spots, tears, and dirt. Shirrtails should not extend below the employee's hip. Athletic style footwear, when appropriate for wear, should be without holes or stains. Any article of clothing with wording offensive to others based on race, color, religion, national origin, sex or age is deemed inappropriate.

Workplace Injuries

All employees are covered by the Georgia Workers Compensation Act. This act provides payment for medical and hospital expenses as well as disability compensation in the event an employee is injured while performing his/her job duties.

Any injuries that occur should be reported to your supervisor immediately. In the case of an emergency please call 911 or report to the nearest emergency medical facility. Once you are able, you and your supervisor should complete an Accident Reporting Form found on InfoFusion (OFTC Intranet) under Forms ~ Safety & Security. You will also need to contact HR for further assistance with Worker's Compensation reporting/documentation.

The college uses Amerisys, a Managed Care Organization (MCO), as its panel of physicians.



Employee Benefits

Leave

Type of Leave	0-60 Months (1-5 years)	61-120 Months (5-10 years)	121+ Months (10 years +)
Annual	10 hours	12 hours	12 hours
Sick	10 hours	10 hours	10 hours

The maximum amount of annual leave that can be accrued is **360** hours.

The maximum amount of sick leave that can be accrued is **720** hours. Forfeited sick leave can be used towards creditable years of service towards retirement.

Employee Benefits

Other absences from work are available such as:

- Personal Leave
- Personal Leave without Pay
- Military Leave
- Court Duty

Contact Human Resources for more information.

All leave is submitted using the automated leave system on Employee Self Service.

Employee Benefits

Holidays

Oconee Fall Line Technical College observes 12 state holidays each year:

- New Year's Day
 - Robert E. Lee's Birthday
 - Martin Luther King, Jr.'s Birthday
 - Washington's Birthday
 - Confederate Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- 

Employee Benefits

All Employees must participate in a retirement plan unless exemption status is met.

Full-time Employees

- ▶ ERS RETIREMENT PLAN – GSEPS – One of the two options of a mandatory retirement pension plans with the State Employees' Retirement System (ERS), deducted each pay period, or monthly, vested with ERS after 10 years of creditable service, disability retirement eligible after 13 years and 4 months. <http://www.ers.ga.gov>
- ▶ TRS RETIREMENT PLAN – One of the two options of a mandatory retirement pension plans with the Teacher's Retirement System (TRS), deducted each pay period, or monthly, vested with TRS after 10 years of creditable service, disability retirement eligible after 9 years and 6 months. <http://www.trsga.com>

Part-time Employees

- ▶ DEFINED CONTRIBUTION PLAN – Mandatory retirement savings plan with State Employees Retirement System (ERS), deducted each month, no vesture. Members of the GDCP are only covered for Medicare through your employer. There is no Social Security Coverage. <http://www.ers.ga.gov>

Employee Benefits

- ▶ STATE HEALTH BENEFIT PLAN – HEALTH INSURANCE COVERAGE

See this website for Health Insurance rates:

<http://www.communityhealth.state.ga.us>

See State Health Benefit Premium Rates.

See the Health Plan Decision Guide for more detailed information on comparing the coverage options.

- ▶ DOAS – FLEXIBLE BENEFITS COVERAGE

See this website for Flexible Benefits

<http://doas.ga.gov/StateLocal/HRA/Benefits/pages/home.aspx>

See the Flexible Benefits Enrollment Booklet for detailed information on Flexible Benefits offered by OFCT at

<http://doas.ga.gov/StateLocal/HRA/Benefits/pages/home.aspx>

Employee Benefits

FLEXIBLE BENEFITS INCLUDE

- Long Term Care Insurance.
 - Life Insurance.
 - Dependent Life.
 - Accidental Death and Dismemberment.
 - Short & Long Term Disability Insurance.
 - Legal Insurance
 - Critical Illness Insurance
 - Dental Insurance
 - Vision Insurance
 - Spending Account
- 

Employee Benefits

Other Benefits Include:

- OFTC FOUNDATIONS
- 403B OPTION PLAN
- EMPLOYEE ASSISTNACE PROGRAM
- CREDIT UNION

This completes your orientation!

If you have any questions or concerns while employed at Oconee Fall Line Technical College, talk with your supervisor first. If you are not satisfied, continue to the department head, dean, or director. Remember to use the chain of command.

You may also contact Human Resources for assistance at 478-553-2056.

