



Employment Manual

Employment Manual Version Control

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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 Oconee Fall Line Technical College and any of its employees. Oconee Fall Line 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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1 INTRODUCTION

This document has been developed by the Human Resources Department in order to familiarize employees with Oconee Fall Line Technical College and provide information about working conditions, key policies, procedures, and benefits affecting employment at Oconee Fall Line Technical College.

1.1 Welcome

Welcome to Oconee Fall Line Technical College! We are happy to have you as a new member of our family!

OUR 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.

1.2 History

2010 State Board Approved Merger

2011 July 1, 2011 officially became Oconee Fall Line Technical College

1.3 Administrative Organization

A. State Board

Oconee Fall Line Technical College is under the policy and administrative control of the State Board of Technical and Adult Education. The State Board shall provide overall policies for the management of public postsecondary technical and adult education to ensure that the needs of the citizenry, business, and industry are met to the highest possible degree and in the most cost-effective and efficient manner. The 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: SBTAE Policy 2.1.3.)

B. The Commissioner

The Commissioner is responsible to the Board for the planning, development, and internal management of the agency'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 Board of Technical and Adult Education.

(Reference: SBTAE Policy 2.2.1)

C. Oconee Fall Line Technical College Board of Directors

Oconee Fall Line 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 Board of Technical and Adult Education. Oconee Fall Line Technical Board facilitates the delivery of programs, services, and activities as directed by TCSG's State Board, advice of the President and the State Board of local industry and community needs for the programs and services to be provided by the college. OFTC's Board of Directors advocate within the community and in the state on issues of importance in support of the technical college system and Georgia's workforce development efforts.

(Reference: SBTAE Policy 2.4.1)

D. Oconee Fall Line Technical College Administration

Oconee Fall Line Technical College's leadership officers consist of the President, Provost, Vice President of Academic Affairs/Student Affairs, Vice President of Administration, Vice President of Institutional Effectiveness, Vice President of Economic Developments, Executive Director of Marketing/Public Relations, Executive Director of Institutional Advancement – North Campus and Executive Director of Institutional Advancement – South Campus. Oconee Fall Line 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 and the Commissioner.

(Reference: SBTAE Policy 2.3.2)

1.4 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, Oconee Fall Line 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. 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 State Board of Technical and Adult Education Policy Manual, the official publications or actions of the STBAE shall prevail.

2 EMPLOYEE DEFINITION AND STATUS

An "employee" of Oconee Fall Line Technical College is a person who regularly works for the College on a wage or salary basis.

2.1 Employment Classification

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.

NOTE: An individual appointed to a full-time faculty position which encompasses only nine (9) or ten (10) calendar months given the academic program of assignment shall receive a pro-rated salary which covers a twelve (12) month period. A similar administrative process governs the transition of a current faculty member from a twelve (12) month period of employment to a nine (9) or ten (10) month period of employment. Staff working under this arrangement shall receive a reduced monthly salary for twelve (12) months.

1. 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 eligible for pro-rated leave accrual and, with limited exceptions, are eligible for membership in the Teachers Retirement System of Georgia as referenced in Paragraph VI.C.
2. Temporary Appointment: An individual hired in this capacity is not benefits' eligible, does not accrue leave, and is not eligible for membership in the Teachers Retirement System of Georgia and may not become a regular member of the Employees' Retirement System of Georgia. Instead, the employee must participate in the Employees' Retirement System's Georgia Defined Contribution Plan unless he/she is otherwise excluded by law.

Types of temporary positions/appointments based on hours worked and the anticipated period of employment is as follows:

- a. An hourly-paid employee may work for an indefinite period provided he/she works less than twenty (20) hours per week.
 - b. An hourly-paid employee working in a TRS non-covered position (i.e., non-supervisory custodial, maintenance, food service and security positions) may work up to twenty-nine (29) hours per week for an indefinite period.
 - c. An hourly-paid employee who works sporadically (either full- or part-time), but on a reoccurring, as needed, basis during an academic term.
 - d. An hourly-paid employee who regularly works between twenty (20) and forty (40) hours per week for a period not to exceed nine consecutive calendar months. When an employee has reached 9 consecutive months of service, inclusive of any break(s) between academic terms, the individual must be removed from the payroll and separated from employment for a period of at least thirty (30) calendar days before becoming eligible for re-employment in a temporary position.
3. Adjunct Faculty Appointment: An individual hired in this capacity may be compensated on an hourly or lump sum payment basis. Employees are not benefits' eligible, do not accrue leave, and are not eligible for membership in the Teachers Retirement System of Georgia and may not become a regular member of the Employees' 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 may work for more than one technical college during an academic term if approved by both colleges. Pay delivery for an adjunct faculty member working for more than one technical college is governed by the provisions of State Board of Technical and Adult

Education Procedure 4.3.2 (i.e., Other Employment). Adjunct faculty are considered exempt from the Fair Labor Standards Act.

4. Federal/College Work Study Student Appointment: Appointments in this employment category are governed by applicable Internal Revenue Service, Department of Treasury, and Social Security Administration guidelines as they pertain to the student FICA exception. 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.

To have status as a student under these provisions, the employee must be pursuing 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. Student status for the FICA exception is determined each academic term.

This category of employee is not benefits’ eligible and does not accrue leave. In addition, these employees 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.

To ensure compliance with IRS guidelines, the employment status of a Federal/College Work Study Student employee referenced above must be modified to an hourly paid worker (i.e., Casual Hourly Worker) if any of the following conditions are present:

- a) Employment continues during a break between academic terms if the break exceeds five (5) weeks in duration;
 - b) When the student employee’s course load no longer qualifies him/her as at least a half-time student; or,
 - c) When the student employee’s work week exceeds 20 or more hours when classes are in session.
5. Professional Laboratory Assistant Appointment: 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: SBTA Procedure 4.4.4p)

2.2 Probationary Period for New Employees

All faculty and support staff employees who hold a full time position shall serve a probationary period during which time their work performance and general suitability for the College shall be evaluated in writing. The probationary period is completed following six months of continuous service without a break in service. The effective date is on the first of the month following completion of six months. A

Mid-Year Review/Six Month Probationary form describing the employee's work performance during the probationary period must be completed prior to the end of the six months.

Release during Probationary Period: At any time during the probationary period an employee may be released in accord with the appropriate personnel termination policy. Extension of Probationary Period: Under appropriate circumstances, e.g. change of supervisor; transfer to a different job during the probationary period, the probationary period may be extended at the discretion of the department head and in consultation with the human resource department.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

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 4.3.1p) 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.

All job announcements published by Oconee Fall Line Technical College shall reflect at a minimum that it is an equal opportunity employer or "EOE."

TITLE IX Coordinator

Janet Smith

Office: South Campus WRS 112

478-274-7836,

jrsmith@oftc.edu

ADA/504 Coordinator

Saketta Brown

Office: South Campus WRS 112

478-274-7786 or 478-553-2124

sbrown@oftc.edu

EEOC Officer

Sharon O'Neal

Office: North Campus 218

South Campus, Stewart 111

478-553-2056,

3.2 Affirmative Action/Diversity

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

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

(Reference: SBTAE Policy 2.1.1)

3.3 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 2.1.1)

3.4 Immigration Law Compliance

The Immigration Reform and Control Act require Oconee Fall Line 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.

(Reference: SBTAE Policy 2.1.1)

3.5 Employee Background Check

Prior to making an offer of employment, Oconee Fall Line Technical College will conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check.

(Reference: SBTAE Policy 4.1.9)

3.6 Anniversary Date

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute the following benefits:

- Leave Accrual
- Health Benefit Eligibility
- Retirement Eligibility

3.7 New Employee Orientation

The formal welcoming process, or “employee orientation,” is conducted by a Human Resources representative, and includes an overview of the company. New employees may view an abbreviated version of the orientation presentation by accessing the New Employee Orientation power point located on the OFTC Office 365 SharePoint Home page.

3.8 Personnel Records and Administration

An official personnel file shall be maintained on all College employees. A custodian shall be designated for official personnel files. Oconee Fall Line Technical College shall comply with Georgia's Open Records Law and other state laws concerning the maintenance, viewing and inspection of official personnel files. Documents that should be placed and retained in official personnel files include, but are not limited to: appointment packet material, performance-related documents and requests for personnel/payroll actions. Documents that should be maintained SEPARATELY from official personnel files include, but are not limited to: medical information, criminal history records investigations, garnishments and employee grievances.

Any employee may review his or her own personnel file and shall be allowed to do so within a reasonable time of such a request.

(References: SBTAE Policy 4.1.7)

3.9 Change of Personal Data

Any change in an employee’s 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 the Human Resources Department. All forms needed to complete any change in personal data can be found on the Human Resources page of the College’s website.

3.10 Safety and Emergency Operations

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 OFTC Office 365 SharePoint Home page. Refer to OFTC Web-Site for complete safety manual.

3.11 Personal Property

Oconee Fall Line Technical College assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

3.12 Health-related Issues

The Exposure Control Plan for Oconee Fall Line Technical College is designed to provide the faculty 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. SBTA Procedure 3.4.1p3 Occupational Exposure to Blood Borne Pathogens and Occupational Exposure to Air Borne Pathogens/Tuberculosis, govern the actions of faculty and students in technical college 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.

3.13 Employee Requiring Medical Attention

Workers' Compensation is an accident insurance program that may provide an employee with medical care, rehabilitation, and income to compensate for lost wages when an employee is injured on the job. It may also provide financial payments to an employee's dependents if an employee dies from a job-related injury.

The Workers' Compensation Program covers all full-time, part-time, salaried, and hourly wage employees of Oconee Fall Line Technical College. This program is administered by Oconee Fall Line Technical College, Department of Administrative Services, Risk Management Services, Workers' Compensation Unit and Amerisys.

Each employee or his or her representative shall, immediately upon the occurrence of a work-related accident, or as soon thereafter as practical, notify their supervisor and complete the Safety/Security electronic Accident Reporting Form found on OFTC Office 365 SharePoint Home page. If the immediate supervisor is unavailable, notice should be given to the next available supervisor within the chain of command. Failure to report an accident within thirty (30) days after the accident occurred may result in loss of workers' compensation benefits.

The supervisor should notify the Personnel Office and the appropriate Vice President or Assistant Commissioner of any work-related injury.

Oconee Fall Line Technical College shall in a conspicuous place post Notice of Workers' Compensation coverage as required by law.

(References: SBTA Policy 4.9.9)

3.14 Visitors in the Workplace

Absent extraordinary circumstances, employees may not bring or permit their children or other dependents to be present at their worksite. Employees must obtain their supervisor's permission before bringing such persons to their 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 the employee has no other viable child care solution. This prohibition does not apply to brief, informal visits by an employee's children or other dependents, as long as such visits are infrequent and are not distracting or disruptive, or safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the front desk.

(Reference: SBTAE Procedure 4.3.2p7)

3.15 Employment of Relatives

It is the position of Oconee Fall Line Technical College that relatives of current employees may only be employed consistent with the provisions of this policy. In turn, the Oconee Fall Line Technical 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 Oconee Fall Line Technical 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 work unit. The term, "line of authority" is defined as authority extending vertically through one or more organizational levels of supervision or management.
2. Relatives will not be employed or placed in a work environment in which fiscal checks or balances are among the assigned duties and responsibilities of the positions involved.
3. Relatives will not be placed in a working relationship in which the nature of the assigned duties and responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or a possible conflict of interest.
4. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any position.

(Reference: SBTAE Policy 4.3.4)

3.16 Defense and Indemnification

In accordance with O.C.G.A. § 45-9-1 and O.C.G.A. § 45-9-4, any College employee, 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 employee shall promptly advise the Commissioner and/or the President of Oconee Fall Line Technical College 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, Oconee Fall Line 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 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 authorizes the commissioner of administrative services to provide for the liability insurance coverage or contracts of indemnification for Oconee Fall Line Technical College and Technical College officers, officials and employees as provided by O.C.G.A. § 45-9-4(a).

(Reference SBTAE Policy 4.9.6)

3.17 Weather-related and Emergency Closings

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 Campus to find out whether the college will be closed due to hazardous weather conditions. Since Oconee Fall Line Technical College serves a large geographic area and since conditions may vary on occasion in areas outside of Washington and Laurens counties, students and employees should use their own judgment regarding travel conditions. In case of emergency hazardous weather (tornado or severe thunderstorm), notification will be provided on campus. The Emergency Preparedness Guide and Evacuation Maps plan posted in each classroom and laboratory provides recommended actions to be taken. Locations of the safest area are displayed on the plan.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Oconee Fall Line Technical College's rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the college's business.

4.2 Attendance and Punctuality

Oconee Fall Line Technical College expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

4.3 Work Schedule

Pursuant to State of Georgia policy and with the exception of a regular, salaried employee working less than full-time (e.g., thirty (30) hours per week) salaried employees of the OFTC shall either work, utilize paid leave or holidays, or be placed on authorized or unauthorized leave without pay for forty (40) hours each seven (7) day work week/work period. Within these parameters, the President shall establish the official and core business hours for the college. The President shall ensure that employee work schedules are established to facilitate the effective and efficient operation of college.

The official business hours of Oconee Fall Line Technical College are from 8:00am until 6:00pm, Monday thru Thursday and 8:00am until 1:00pm on Friday. During this time ALL offices will be open for business, unless administratively or operationally unfeasible due to such factors as inclement weather. All offices shall be adequately staffed during official hours to provide the necessary services to employees,

officials, the public, and as applicable, current and prospective students. Violations, such as habitual tardiness, shall be considered cause for disciplinary action.

The scheduled working hours of each employee (to include an unpaid meal period and, as applicable, breaks) will be established in conjunction with the needs of the assigned work unit. No employee shall report to work prior to 7:00am with the exception of personnel who open and supervise the opening of the facility. No employee shall work later than 10:00pm or the closing time as set by facilities. Managers may permit an employee to work desired hours provided the proposed schedule is consistent with college guidelines, work unit operations, and the schedule of other employees. Work schedules may vary from employee to employee dependent upon the type of work, work unit location, and the needs of the work unit.

Participation in an alternate work schedule may be rescinded if there are performance or attendance problems present or other work-related issues as determined by the immediate supervisor. Employees should be provided advance notice of a modification to his/her work schedule.

(Reference: SBTAE Policy 4.2.2 and SBTAE Policy 4.1.8 and OFTC Procedure 4.2.1p)

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Oconee Fall Line Technical College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor and all affected parties if they will be absent or late. See related information on Leave Benefits – Section 7 of this manual.

4.5 Unscheduled Absence

Absence from work for five (5) consecutive days without notifying management or the Human Resources Department will be considered a voluntary resignation.

4.6 Meal and Break Periods

Employees are encouraged to take a 30 break for each 6 hours of work. Employees are allowed up to a one-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.

4.7 Harassment Policy

Oconee Fall Line Technical College does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

4.8 Sexual Harassment Policy

In accordance with TCSG's Statement of Equal Opportunity policy III.A.1, 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 agency 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.

Allegations or suspicions of unlawful harassment/retaliation or other possible policy violations may be reported by the complainant within the chain of command, or he/she may bypass the normal chain of command and report an allegation/suspicion directly to the College Human Resource Director at (478)553-2056 or the System Office Human Resources Director at (404)327-6927, the Executive Director, Legal Services at (404) 679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706.

(Reference SBTA Procedure 4.3.1p)

4.9 Violence in the Workplace

Oconee Fall Line Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of the College that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor or contractor shall engage in prohibited behavior or conduct against another individual in any College worksite (including a satellite campus/location) 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.

An employee who believes that he/she has been subject to workplace violence should report the matter consistent with the reporting mechanisms outlined in SBTAE Procedure, Workplace Violence. A student, volunteer, visitor, vendor or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to College officials, as soon as possible after the incident. The Workplace Violence Incident Reporting Form located on InfoFusion found on the College's intranet.

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal from employment. Any technical college student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of the College's Student Code of Conduct. Any visitor or volunteer who engages in prohibited behavior shall be subject to exclusion from all OFTC worksites. Any vendor or contractor who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites and the termination of his/her business relationship.

(Reference SBTAE Procedure 4.3.3p)

4.10 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 3.3.10)

4.11 Confidential Information and Nondisclosure

Oconee Fall Line Technical College treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using or releasing personal information about the College's employees. OFTC collects and retains only such personal information, as needed to effectively conduct business, maintain security and administer its employment and benefit programs. OFTC takes appropriate steps to ensure that personal and job-related information about employees is accurate, complete and relevant for its intended purpose. OFTC expects all personnel 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 disciplinary action.

(Reference: SBTAE Student Records Policy 34 C.F.R. §99.1 - §99.67 - Family Educational Rights and Privacy and Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g))

4.12 Ethical Standards

All Oconee Fall Line Technical College 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. Employees are expected to, at a minimum, conform their behavior to the standards set forth in the Code of Ethics for Government Service, the Ethics in Government Act and the criminal laws contained in Article 1, Chapter 10 of Title 16, Abuse of Government Office. All 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 Oconee Fall Line 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.

(References: SBTAE Policy 4.3.2)

4.13 Dress Code

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.

- Normal work attire - professional business attire typical of the occupation, program, or office area where the employee is assigned. This attire is considered the standard dress expected of all employees. Attire may include OFTC logo shirts, golf style shirts, or any finished-collar shirts and cotton twill type slacks or skirts. Certain days may be designated specifically for OFTC logo attire, such as student registration day or other days designated by the president. Student club attire is appropriate attire for club meeting day and registration day. Blue jeans and t-shirts are not acceptable for normal work attire.
 - Designated special occasions and dress-up days - the attire should shift up from “normal work attire” to include a tie, sport coat, blazer, suit, or lady’s dress/suit with skirt or slacks as appropriate. The president will designate special occasion or dress-up days. Cropped pants are not appropriate on dress-up days.
 - Designated clean-up or work days - when it is necessary to conduct rigorous and potentially soiling types of work, employees may wear coveralls, blue jeans, t-shirts or other protective work attire suitable for the task to be accomplished.
 - Name Badges – always wear these on the upper right side of the chest in a clearly visible position. It is important that our customers and students be able to identify the person with whom they are speaking.

- Perfume/Cologne – please be considerate of others when considering perfume or cologne usage, as many employees and customers have allergies to these fragrances.
- Tattoos – Any tattoo with nudity, obscenities or pictures or wording offensive to others based on race, color, religion, national origin or sex should not be visible.

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. Shirttails 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.

Responsibility

It is important to look professional at all times. It is everyone's responsibility to make a positive impression on all customers of OFTC. While the day-to-day maintenance of this policy is the responsibility of every employee, it will be the responsibility of each division manager to ensure compliance with both the spirit and the letter of this policy for their respective divisions.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for time away from work.

(Reference OFTC Procedure 4.1.11p)

4.14 Use of Equipment

Oconee Fall Line Technical College will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Oconee Fall Line Technical College—unless it is pre-approved by your immediate supervisor and the College's Vice President of Administration.

4.15 Intellectual Property and Copyright

Oconee Fall Line Technical College adheres to the Technical College System of Georgia (TCSG) Intellectual Property Policy. The President must approve the development of the intellectual property by an employee or student of OFTC thru the TCSG Intellectual Property Policy and the TCSG Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College/Department Procedure.

(Reference SBTAE Policy 3.2.1)

4.16 Use of Computer and Internet

In making decisions regarding access to the Internet and use of its computers, the College 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 Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing College-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college.

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

- Computer theft including theft of computer services, intellectual property such as copyrighted material, and any other property;
- Computer trespass unauthorized use of computers to delete or alter data or interfere with others' usage;
- Computer invasion of privacy unauthorized access to financial or personal data or the like;
- Computer forgery as defined by other laws, but committed on a computer rather than on paper;
- Computer password disclosure unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward;
- Misleading transmittal of names or trademarks falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Access is a privilege, not a right. Access entails responsibility.

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

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

The following uses of College-provided computers, networks and Internet access are not permitted:

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;
- b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any College computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the College networks unless it meets technical and security standards set by the College;
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results; and
- l. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
- m. To conduct unauthorized not-for-profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- q. To capture and/or record network traffic without authorization.

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

Users of College computers and computer systems are subject to the College's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The College makes no warranties of any kind, express or implied, for the computers, computer systems and Internet access it provides. The College shall not be responsible for any damages users suffer,

including but not limited to loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature or quality of information gathered through Technical College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Technical College-provided Internet access. The College shall not be responsible for personal property used to access its computers or networks or for Technical College-provided Internet access. The College shall not be responsible for unauthorized financial obligations resulting from Technical College-provided access to the Internet.

The foregoing standards are equally applicable to employees of the College, wherever housed, and to employees and students of the Technical College.

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

(Reference: SBTAE Policy 3.3.5 and Procedure 3.3.4p)

4.17 Tobacco Use

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.

4.18 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, Oconee Fall Line 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 supervisor who shall notify the President. Oconee Fall Line 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, Oconee Fall Line 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 a 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.

The President in conjunction with the Human Resource Department and the employee's 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: SBTAE Policy 4.8.1)

4.19 Gifts

Objectivity and integrity are essential qualities for employees. If Oconee Fall Line Technical College is to carry out its mission of providing quality technical education, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of Georgia, then Oconee Fall Line Technical College and its employees must maintain the highest levels of integrity and objectivity as they perform their duties. Employees shall make every reasonable effort to avoid the appearance of a conflict of interest.

An employee of Oconee Fall Line Technical College, or any other person on his or her 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 his/her performance or failure to perform any official action. Such action is a felony under O.C.G. A. § 16-10-2.

As provided in Governor Deal's Executive Order:

All officers and employees of state government must work solely for the public good, striving vigilantly to avoid even the appearance that their actions are motivated by private or personal interest;

State employees should use their powers and resources to further the public interest and not for any financial or other personal benefit, other than their established hourly or salaried compensation and, as applicable, employer-provided benefits;

State employees should not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision; and,

State employees must avoid any conduct, whether in the context of business, financial, or social relationships, which might undermine the public trust, whether that conduct is unethical or lends itself to the appearance of ethical impropriety.

Questions regarding the proper administration/application of the Executive Order with respect to individual employee(s) or any TCSG work unit should be directed to the TCSG Ethics Officer.

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. Any alleged violation of the Executive Order shall be reported by the Ethics Officer to the Office of the State Inspector General.

Gifts:

- 1) Except as provided in Paragraph VI.B.3., no employee, nor any person on his/her behalf, shall accept, directly or indirectly, any gift from any person with whom the employee interacts on official state business, including, without limitation, lobbyists and state vendors.
- 2) If a gift has been accepted, it either must be returned to the donor or transferred to a charitable organization.
- 3) Where appropriate for purposes of tradition, ceremony, or inter-governmental relations, or when acting as a representative of the Office or the Governor or an agency, an employee may accept a gift on behalf of an agency or the Office of the Governor.
- 4) An Executive Branch employee may not accept (and retain) a gift if the gift retains value after it is accepted.
- 5) The term "gift" shall not include:
 - a. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, professional, public, or other service.
 - b. Promotional items of a nominal value generally distributed to the general public or to public officers.
 - c. Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to an employee's official/professional duties and responsibilities, provided such participation has been authorized, in writing, by the Commissioner, technical college president, or his/her designee.
 - d. As applicable, food, beverages, and registration at group events related to activities associated with the Technical College System of Georgia and/or its technical colleges to which substantial numbers of TCSG employees have been invited; provided, however, that such attendance/participation does not conflict with other provisions of this Procedure and the Governor's Executive Order.

(References: SBTA Procedure 4.3.2p3)

4.20 Standards of Business Conduct

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

Oconee Fall Line Technical College employees must avoid even the appearance of a 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 dealings with the System's business, community, and state and local governmental partners.

All board members and Technical College System of Georgia employees including Oconee Fall Line Technical College employees are expected to adhere to the Code of Ethics of Government Service, the Ethics in Government Act, the Code of Ethics and Conflicts of Interest of Articles 1 and 2, Chapter 10, of Title 45, criminal laws contained in Article 1, Chapter 10 of Title 16, Abuse of Government Office, as well as the provisions of Governor Deal's January 2011 Executive Order establishing a Code of Ethics for Executive Branch Officers and Employees. The latter establishes certain standards for public officers and employees which are more restrictive in their business and personal dealings than those enumerated above and which are referenced in this procedure as well as the procedure governing Gifts, Honoraria, and Expenses.

Any employee of a technical college associated with the Technical College System of Georgia which accepts federal research monies shall also be subject to relevant federal conflict of interest regulations.

(Reference: SBTA Procedure 4.3.2p4)

4.21 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees 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 from the President of the College and posting shall be approved by the Dean of Student Affairs.

4.22 Complaint Procedure

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

The purpose of this procedure is to establish a uniform process for the resolution of employment concerns not addressed by the Positive Discipline Policy, the Unlawful Harassment Procedure or other specific complaint resolution process. It shall be followed by employees of OFTC. The process is intended to encourage communication between the parties involved, either directly or through an intermediary, to facilitate a mutual understanding of and appropriately address any policy or safety issues.

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

Subject Matter of Employee Complaints

This procedure may be used when an eligible employee's complaint relates to:

- a. An erroneous, arbitrary, or capricious interpretation or application of a State Board policy, TCSG procedure, college operating policy or procedure or applicable state/federal law or regulation other than an allegation of illegal harassment or discrimination referenced in V.A.2.a of this procedure;
- b. Unsafe or unhealthy working conditions;

- c. Retaliation for filing a complaint or exercising any right provided for in a State Board or technical college policy, procedure or state/federal statute.
- d. This procedure may not be used when an eligible employee's complaint relates to:
 - e. Allegations of illegal harassment or discrimination, including race, color, national origin, sex, age, disability, religious or political affiliation. Complaints of this nature must be filed pursuant to the provisions outlined in Procedure III.A.1, Unlawful Harassment of Staff;
 - f. A supervisor or manager's decision concerning the affected employee's attendance, work performance or conduct. Rather, employees must follow the procedure outlined in Policy III.T., Positive Discipline or the college procedure regarding review of performance evaluations;
 - g. Contract non-renewals;
 - h. Temporary work assignments;
 - i. Budgetary matters or organizational structure;
 - j. Selection or non-selection of an employee for a position, unless the selection violates a written policy or procedure;
 - k. Termination, demotion, reassignment, furlough, salary reduction, change in time status, or reduction-in-force; or
 - l. Any other issues which have a separate process for resolution.

NOTE: An employee impacted by a reduction-in-force who believes that the accompanying plan was not followed in a manner approved by the Commissioner may request a review by the Commissioner as provided in State Board Policy III.J.

If any individuals wish to bring a complaint accusing another of misconduct and remain anonymous, the ability of the System Office or technical college to fully respond and bring about an appropriate resolution may be impacted.

B. Resolution Process

Employees should first discuss their complaint with their immediate supervisor or manager. If the complaint relates to his/her immediate supervisor, the employee should discuss his/her concerns with the Reviewing Manager or others in the employee's chain of command.

Supervisors and Reviewing Managers are expected to address employee complaints in a reasonable and timely manner and advise the employee on any policy matters relating to the complaint. Supervisors and Reviewing Managers have certain reporting requirements when complaints pertain to illegal discrimination or harassment and are expected to fulfill their obligations, even if the employee making this type of complaint indicates he/she does not wish to pursue it.

While employees are encouraged to resolve complaints within their chain of command, eligible employees may also file a written complaint with the Complaint Coordinator. The Complaint must include:

1. An explanation of the employee's specific concern;
2. A description of how the employee's employment has been affected;

3. The time, date and place of any event pertaining to the complaint;
4. The identity of any witnesses with knowledge of the subject of the complaint;
5. Any policy or procedure at issue and how it was erroneously interpreted or applied; and
6. A description of the relief or results the employee is seeking.

The Complaint Coordinator will provide an initial response to the employee's complaint within ten (10) calendar days of the receipt of the complaint. The response will include:

1. A statement that the complaint is appropriate for resolution under the Complaint Resolution process and describe the manner in which it will be addressed; or
2. A statement that the complaint concerns a matter excluded from the provisions of the procedure.

If the complaint is appropriate for resolution pursuant to another policy or procedure, the Complaint Coordinator will notify the employee of the policy and forward the complaint to the appropriate official.

If the Complaint Coordinator determines the Complaint Resolution process is appropriate to address the complaint, he/she may refer the matter to mediation upon the concurrence of all involved parties, may investigate and recommend a resolution, or refer the complaint to a Reviewing Official for investigation and resolution.

Investigation of employee complaints may be based solely on written statements and documents provided; interviews with the employee, witnesses and others; meeting with the parties to facilitate communication and resolution; clarification and/or interpretation of relevant policies; or any other action required to gather sufficient information to recommend a resolution.

Within thirty (30) calendar days of the receipt of the complaint by the Complaint Coordinator, the Coordinator will notify the employee of the recommended actions to resolve the complaint or that an extension of time is necessary.

Should the employee accept the recommendation, the appropriate actions will be taken and the matter will be closed.

Should a technical college employee wish to appeal the recommendation, he/she must submit a written appeal to the president within seven (7) calendar days of receipt of the recommendation. A System Office employee may submit a written appeal to the Commissioner within seven (7) days of receipt of the recommendation.

The college president, or Commissioner, as applicable, will evaluate the appeal and determine if the initial decision is appropriate or may direct other action(s) be taken to address the complaint.

The college president, or if applicable, the Commissioner will notify the employee of the decision within ten (10) calendar days of receiving the appeal. Absent extraordinary circumstances, the president's decision will be final. For System Office employees who submit an appeal, the Commissioner's decision will be final and conclude the processing of the complaint.

Should a technical college employee wish to appeal the president's decision, he/she must submit a written appeal to the Commissioner within seven (7) calendar days of receipt of the president's decision.

The Commissioner may decline to consider the appeal or may affirm, reverse or modify the decision. The employee will be informed of the decision within fifteen (15) calendar days of receipt of the appeal. The Commissioner's decision will be final and will conclude the processing of the employee's complaint.

As referenced in Paragraph IV.D., complaints directed against a technical college president must be filed with the TCSG System Office Complaint Coordinator and will be processed as those filed by System Office staff.

C. Other General Considerations

Information concerning the nature, scope, evaluation and resolution of employee complaints submitted pursuant to this procedure shall be confidential to the extent possible and will be shared only with those persons with a need to know; information pertaining to the complaint can be produced under the Georgia Open Records Act unless it is subject to one of the exceptions contained in the statute.

Employees should file complaints as promptly as possible as the ability to effectively address issues is compromised by the passage of time. Complaints should generally be filed within thirty (30) calendar days of the conduct, decision or event that is the subject matter of the complaint or when it was first discovered. The Complaint Coordinator may determine a complaint is not appropriate for resolution under this procedure if the amount of time that has passed since the complained of act would significantly impact the effectiveness of the fact-finding or resolution process.

Student complaints are not covered by this procedure. Students seeking review of academic decision or reporting other complaints may do so pursuant to V.H. Academic Standards, Evaluation, and Appeals; Unlawful Harassment of Students and/or Student Grievance procedures.

Employees seeking information regarding the Complaint Resolution process may consult with their local Human Resources offices, the TCSG Office of Human Resources, the Office of Legal Services or the designated Complaint Coordinator.

Information on the Complaint Resolution procedure must be distributed and published by the Complaint Coordinator in a manner to ensure that it is available to employees.

Multiple complaints filed by an employee may be consolidated into a single complaint with the timeframe for response determined by the date of the receipt of the last complaint.

Separate complaints filed by two or more employees regarding the same issue(s) may be consolidated into a group grievance with the timeframe for response determined by the date of the receipt of the last complaint. Employees will be notified of the decision to consolidate.

Retaliation in any form against individuals filing complaints is strictly prohibited and in many instances a violation of state and federal laws. Any individual who supplies false or misleading information in conjunction with a complaint or anyone who attempts to harass, intimidate, or retaliate against an individual for filing a complaint or for providing information in connection with a complaint filed under this process will be subject to disciplinary action consistent with the applicable policies.

(Reference: SBTAE Policy 4.4.3.)

4.23 Corrective Procedure

It is the goal of Oconee Fall Line Technical College to emphasize quality and excellence in all aspects of System operations. As such, OFTC utilizes TCSG's Positive Discipline process which 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. The Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety.

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 employed with the TCSG System Office or an associated technical college continuously for more than twelve (12) months. Salaried employees in an "at will" employment status who have worked for less than twelve (12) months, as well as temporary employees, hourly-paid employees, adjunct faculty, technical college presidents, and other employees who report directly to the Commissioner are excluded from coverage.

(Reference: SBTAE Policy 4.4.1.)

4.24 Crisis Suspension

An employee who commits any serious violation of Oconee Fall Line Technical College's policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.25 Transfer Policy

It is recognized as a good practice for technical colleges 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. 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, 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.

(REFERENCES: SBTA Procedure 4.1.1p2 - Intersystem Recruitment.)

4.26 Outside Employment/Business Transactions

An employee of Oconee Fall Line Technical College and its associated technical colleges may, under the conditions referenced in TCSG procedures, seek and obtain additional employment, provided that the other employment does not:

- a) interfere or conflict with an employee's ability to effectively perform his/her assigned duties and responsibilities in the College;
- b) violate any applicable federal or state law, regulation, or State Board policy; and,
- c) create the appearance of a conflict of interest with college employment.

An employee must report any full or partial ownership of a company if that company is currently doing business or seeks to do business with Oconee Fall Line 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 Oconee Fall Line 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 Oconee Fall Line 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 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 COG 45-10-25)

4.27 Other (Dual) Employment

Employees of Oconee Fall Line Technical College shall avoid any outside business activity or other employment relationship that creates or could be perceived as creating a conflict of interest with his/her assigned duties and responsibilities with the College. This procedure neither implies nor grants any OFTC employee the expressed right to initially engage in or continue an outside business activity or employment with another entity. Authorization to participate in these activities may, therefore, be denied or withdrawn at any time by the College President, or his/her designee.

In conjunction with the administration of this procedure, all applicants for employment are expected to truthfully disclose on their employment application whether they are currently employed in a full- or part-time capacity or currently operate a personal business. Upon request during the selection process, it is expected that an applicant will further disclose whether he/she plans to continue such employment or his/her personal business if offered employment with the System Office or a technical college.

Although the provisions of this procedure primarily govern employment/business relationships initiated after an individual begins employment with the System Office or employing technical college, Paragraphs VI.A.5. and VI.D.7. Reference requirements for newly-hired employees who elect to continue their secondary employment or personal business. Further, the provisions of Paragraph VI.D.7. also apply to all full- and part-time faculty employed at the time this procedure becomes effective.

(Reference SBTAE Policy 4.3.2p6)

4.28 Employment Termination/Resignation

"At Will" Employees

All Oconee Fall Line Technical College employees are "at will" employees. At will employees may be suspended, demoted or separated at any time for any reason, except those in violation of law. In accordance with sound human resource management, managers are encouraged to use positive discipline, if appropriate, before demoting or separating an at will employee. The demotion or separation of an at-will employee is not appealable.

Resignations

Employees who intend to resign should provide their 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.

4.29 Exit Interview

In a voluntary separation situation, Oconee Fall Line Technical College management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the College. Please contact Human Resources to set up an appointment for this interview and to properly end employment with the College.

4.30 Return of College Property

Any Oconee Fall Line Technical College property issued to employees, such as uniforms, computer equipment, keys, or company credit card, must be returned to your immediate supervisor at the time of termination. Employees will be responsible for any lost or damaged items and final payment for services rendered will be withheld until all property has been properly accounted for.

5 COMPENSATION POLICIES

5.1 Base Compensation

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.

5.2 Promotions

All promotions shall be based on an employee's 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 personal services 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. Exceptions to the policy must be approved by the President.

All promotions at Oconee Fall Line Technical College shall be approved by the President of the college.

(Reference: SBTAE Policy 4.9.10)

5.3 Timekeeping Procedures

By law, Oconee Fall Line 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 the college's time-reporting guidelines.

5.4 Overtime Pay

Oconee Fall Line Technical College shall comply with the Fair Labor Standards Act. Employees who are not exempt from the provisions of the Act shall be compensated for all hours worked over 40 during any regular workweek.

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

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. Alternatively, such employees may be paid overtime pay at a rate of one and one-half times their regular hourly rate for all hours worked over 40 during any regular workweek.

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 had to work an extraordinary amount of hours beyond their normal schedule.

(Reference SBTAE Policy 4.2.1)

5.5 Payroll and Paydays

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

Performance and Salary Reviews

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. 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.

(Reference SBTAE Policy 4.4.4)

6 PAYROLL DEDUCTIONS/HEALTH AND RELATED BENEFITS

6.1 Required Payroll Deductions

Employees of Oconee Fall Line Technical College are subject to the following required payroll deductions as described below:

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.
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.
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).
 - a. Deductions shall be activated based on individual W-4 certificates filed with appointment papers.
 - b. W-4 changes for employees should be made by the payroll/business office.
 - c. If a W-4 certificate is not received for an employee, the employee's tax status shall be entered as single with zero allowances.

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).
 - a. Deductions shall be activated based on individual G-4 certificate filed with appointment papers.
 - b. G-4 changes for employees should be made by the payroll/business office.
 - c. Invalid or incomplete certificates shall be returned to the employee for completion/correction.
 - d. If a G-4 certificate is not received for an employee, the employee's tax status shall be entered as single with zero allowances.
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.
6. TEACHERS' RETIREMENT SYSTEM – O.C.G.A. 20-4-10 thru 20. Provides that employees, 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.
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.
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 College) as the garnishee and the employee as the defendant.
 - a. 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.
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 College 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.
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 College 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.
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.

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 SBTAE Policy 4.9.7p)

6.2 Optional Payroll Deductions

Oconee Fall Line Technical employees may authorize certain payroll deductions to be made from their paychecks. These deductions are:

1. STATE HEALTH BENEFIT PLAN
2. FLEXIBLE BENEFITS PROGRAM
3. 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.
4. 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.
5. 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.
6. 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.

(Reference SBTAE Procedure 4.9.7p)

6.3 Benefits Summaries and Eligibility

Oconee Fall Line Technical College Colleges shall permit qualified employees to participate in the flexible benefits programs permitted all State of Georgia employees. 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.

The employee 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 – Employees who are eligible 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 SBTAE Policy 4.9.2)

6.4 Health Insurance

All eligible U.S. 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 Oconee Fall Line 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) submit with the Request for Personnel/Payroll Action a completed Membership Form.

To change options or type of coverage, an employee must (1) change during Open Enrollment (October - November of each year) 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) and submit a completed Membership Form and Dependent Coverage and Miscellaneous Update Form to the appropriate Personnel Office, who will submit the information to the State Health Benefit Plan.

To decline coverage (new employee) or discontinue existing coverage, an employee must submit a completed Declination or Discontinuation Form to the Personnel Office during the Open Enrollment period only or during the 30-day period of the family status change under the provisions of the terms and conditions and instructions on Form 66-0906 (Rev 2/01).

Employees who wish to continue coverage while in leave without pay status must:

1. submit a completed Request to Continue Health Benefits During Leave of Absence Without Pay Form and a Disability Certification Form (if due to disability/illness);
2. enclose a check or money order for the premium payment. (the employee should contact the Personnel Office for the amount of the premium);

NOTE: All forms may be obtained through the Human Resource Office

(Reference SBTAE Policy 4.9.2)

6.5 COBRA Notification

Oconee Fall Line Technical College follows the State Health Rule # 111-4-1-.08 of the State Health Rules ~ Extended Coverage Under Federal Law (COBRA). For further information on COBRA, please contact the Human Resources Office.

6.6 Worker's Compensation

Workers' Compensation is an accident insurance program that may provide an employee with medical care, rehabilitation, and income to compensate for lost wages when an employee is injured on the job. It may also provide financial payments to an employee's dependents if an employee dies from a job-related injury.

The Workers' Compensation Program covers all full-time, part-time, salaried, and hourly wage employees of Oconee Fall Line Technical College. This program is administered by Oconee Fall Line Technical College, Department of Administrative Services, Risk Management Services, Workers' Compensation Unit and Ameriys.

Each employee or his or her representative shall, immediately upon the occurrence of a work-related accident, or as soon thereafter as practical, notify their supervisor and complete the Safety/Security electronic Accident Reporting Form found on OFTC Office 365 SharePoint Home page. If the immediate supervisor is unavailable, notice should be given to the next available supervisor within the chain of command. Failure to report an accident within thirty (30) days after the accident occurred may result in loss of workers' compensation benefits.

The supervisor should notify the Personnel Office and the appropriate Vice President or Assistant Commissioner of any work-related injury.

Oconee Fall Line Technical College shall in a conspicuous place post Notice of Workers' Compensation coverage as required by law.

(Reference SBTA Procedure 4.9.9p)

6.7 Unemployment and Wage Substitutions

Dismissed employees who are reinstated to duty must execute a notarized statement informing Oconee Fall Line Technical College of unemployment benefits or wages from any source that were 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.

The payroll office 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 DOAS Risk Management, whichever is appropriate.

6.8 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. Oconee Fall Line Technical College is required to deduct this amount from each paycheck an employee receives. In addition, Oconee Fall Line 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.

6.9 Retirement Plans

All qualified employees of Oconee Fall Line Technical College shall be enrolled as members of the Teachers Retirement System as a condition of employment, unless the employee selects membership in the Employees' Retirement System at the time of their initial employment with Oconee Fall Line 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 Oconee Fall Line 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 Oconee Fall Line Technical College assumes governance, elect either to continue membership in the Teachers Retirement System of Georgia or to become members of the Employees' Retirement System. Once this selection is made, it shall be irrevocable during the employee's employment with Oconee Fall Line 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, 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.

(Reference SBTA Procedure 4.9.8p)

6.10 Other Stock Options

Oconee Fall Line Technical College offers a variety of other retirement option funds. All employees are encouraged to contact the Human Resource Office for further information for these options.

6.11 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.

Oconee Fall Line 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.

6.12 Credit Union

Oconee Fall Line Technical College participates in conjunction with the State Employee's 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 the payroll office or the Credit Union. The authorization form must be signed by the employee and must specify the date and amount to be deducted.

Should an employee desire to change or cancel the amount of payroll deduction, a written notification should be submitted to the payroll office in advance of the effective date of the change. The payroll office will notify the State Employee's Credit Union detailing the change to be made and the date the change is to become effective.

All forms may be obtained through the Human Resource Office.

6.13 Direct Deposit of Net Pay

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 and re-enrollment eligibility:

- The employee must have a personal account in a bank participating in the Federal Reserve System program for electronic deposit.

Enrollment will be discontinued if:

- The employee is 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 again meets enrollment requirements.

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: SBTA Policy 4.9.7)

6.14 Training and Professional Development

Oconee Fall Line Technical College encourages employees to develop and improve their 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.

All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities. The policy shall be administered in accordance with the College's Statement of Equal Opportunity.

(Reference: SBTA Procedure 4.5.1p)

7 TIME-OFF BENEFITS

Eligible Oconee Fall Line Technical College employees accrue annual, sick and personal leave as indicated in this procedure. Absences from work will be charged to accrued annual and sick 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. Accrued annual and sick leave is requested by the employee thru People Soft HCM Employee Self Service electronic absence management system. All other leave is to be requested and coordinated thru the employee's immediate supervisor. All leave shall be taken as outlined below:

7.1 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.

Oconee Fall Line Technical College holidays will be observed as designated by the college's academic calendar.

(Reference: SBTAE Policy 4.5.2)

7.2 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.

Use of Annual Leave

- (1) Annual leave may be used for any purpose.
- (2) Unless an emergency situation exists, employees must request and receive approval from their supervisors before using annual leave.
- (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:
 - a) The leave is for an unscheduled/emergency absence,
 - b) The College is short staffed or have a major assignment pending, or
 - c) 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 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: SBTAE Policy 4.5.2)

7.3 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 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 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 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 College's Director of Human Resources prior to seeking this opinion.

Medical Examination

Under limited circumstances and ONLY with the approval of the College'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 Agency may set a timeframe allowing the employee to complete this request.

1) The employee is required to release the results of the medical examination to an authorized official. The results must be considered confidential and are to be shared with individuals only on a "need to know" basis.

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 will 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. Sick leave will be limited to six (6) 8-hour days per year for all regular full-time employees and six (6) 4-hour days for all regular part-time employees.

(Reference: SBTAE Policy 4.5.2)

7.4 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 Technical College System of Georgia's 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 College's organizational unit 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: SBTAE Policy 4.5.2)

7.5 Bereavement Leave

Generally, a full-time or part-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, parent, 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 annual leave for the employee.

7.6 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.

Eligible Employees: Classified and unclassified 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.

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.

Employees who are required to appear in court on behalf of the College are in work status and are not to be 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 Manager and/or Vice President of Administration.

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.

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.

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.

7.7 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. A Request for Personnel Action/Leave Request Form is to be completed in order to place an employee on military leave. The form and a copy of the orders must be included in the employee's official personnel file.

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.

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.)

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

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.

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

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.

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.

7.8 Family/Medical Leaves of Absence

To be eligible for FLMA leave, an employee must have:

- A. 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,
- B. 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.

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.

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.

7.9 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 SBTAE Policy III.U.6)

7.10 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.

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 SBTAE Policy 4.5.2)

7.11 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 psoriasis process.

Note: Psoriasis 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.

Notification: Employees must request and receive prior approval from their supervisor to be away from the work area for blood donation.

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 psoriasis process.
- Leave may be granted up to four (4) times per calendar year for each of the above types of blood donation.

(Reference SBTAE Policy 4.5.2)

7.12 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 or 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 supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis as determined by the Commissioner, President, or his or her designee.

(Reference SBTAE Policy 4.5.2)

7.13 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 of the College.

Leave of Absence Without Pay, if granted, should be for short periods of time, unless there are unusual circumstances that support an extended period of time. Leave of Absences Without Pay do not include brief absences charged to Short-term (Other) Leave Without Pay (30 calendar days or less). When absence from work is due to an event qualifying for leave under the Family and Medical Leave Act, employees should be placed on Family and Medical Act Leave (with or without pay) prior to placement on Regular or Contingent Leave of 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 SBTAE Policy 4.5.2)

8 ADMINISTRATIVE SERVICES

8.1 Purchasing

Oconee Fall Line 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. Oconee Fall Line 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. Also follow guidelines for purchasing bid process found at <http://georgia.gov>.

8.2 Accounts Payable

Oconee Fall Line Technical College shall comply with all federal and state laws as well as regulations and procedures as established by the State Accounting Office (SAO). Oconee Fall Line 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. Oconee Fall Line Technical College has set payment procedures as follows: Checks will be processed weekly. Any request for payment not submitted by Tuesday will be processed in the check run the following week.

8.3 Travel & Expense Reimbursement

Oconee Fall Line 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 approved traveled is handled in the same as Accounts Payable procedures. Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to Oconee Fall Line Technical College that the expenses reported are legitimate, reasonable, and complies with this policy. Please refer to OFTC Travel Procedures.

8.4 Vehicle Use Request

Oconee Fall Line 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. Vehicles can be reserved by written request via email either: 1) the Receptionist at the North Campus or 2) vehicle@oftc.edu for South Campus. Satellite centers have a vehicle that may be reserved by contacting the Administrative Assistant at the respective Center. If you are requesting mileage reimbursement for a business trip, you must have written proof that our state vehicles were not available during that time in order for you to get reimbursement. You may opt to take your personal car for many reasons, regardless of state vehicle availability. If you do this, you will receive reimbursement at a reduced rate per State of Georgia travel policy.

8.5 Request for IT Assistance

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.

8.6 Request for Maintenance Assistance

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.

9 EMPLOYEE COMMUNICATIONS

9.1 Open Communication

Oconee Fall Line 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, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department.

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 unacceptable.

9.2 Staff Meetings

In order to keep the communication channels, open, Oconee Fall Line Technical College implements twice a year College-wide faculty and staff meetings. Employees receive communications from Human Resources about the agenda and discussion topics every month. Other meetings may be scheduled throughout the year as deemed necessary by the President of the College.

9.3 Electronic Information

Oconee Fall Line Technical College maintains a website for the college. The website address is www.oftc.edu. Employees can find college announcements, news/events, and information about specific topics. The employee is responsible for reading necessary information posted on the website.

9.4 Suggestions

Oconee Fall Line Technical College encourages all employees to bring forward their suggestions and good ideas about making the college a better place to work and enhancing service to our customers ~ our students. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued. A link for submitting suggestions is provided on the College website home page.

9.5 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 Oconee Fall Line Technical College.