

EMPLOYEE HANDBOOK

Table of Contents

Section 1: Welcome & Introduction.....	8
A Message from President Dr. Georj Lewis.....	8
Employee Acknowledgement and Agreement	9
Department of Human Resources Welcome	9
About Clayton State University	9
Disclaimer	9
Section 2: Employment Policies	10
2.0 Employment	10
2.1 Age Criteria.....	10
2.2 Employment of Foreign Nationals.....	10
2.3 Equal Employment and Educational Opportunity Statement	10
2.4 Americans with Disabilities Act	11
2.5 Drug and Alcohol-Free Workplace Policy and Screening.....	11
2.6 Tobacco and Smoke-Free Campus	12
2.7 Prohibited Discrimination, Harassment, and Related Misconduct (Includes Title IX)...	12
2.8 Amorous Relationships	14
2.9 Conflicts of Interest	14
2.10 Background Investigations	16
2.11 Arrests and Convictions.....	17
2.12 University Identification Card (LakerCard).....	17
2.13 Dispute Resolution	18
2.14 Grievance Procedure (Excludes Title IX)	18
2.15 Abandoned Property	21
2.16 Official Forms and Status Updates.....	21
2.17 Personnel File	21
2.18 Reorganization, Program Modification, Financial Exigency.....	22
2.19 Transfers Between University System of Georgia Institutions	22
2.20 Human Resources Management Systems, HRIS, and OneUSG.....	22
Section 3: Employee and Employment Categories	23
3.0 Definitions of Types of Employment	23
3.1 Types of Employment Status.....	23
3.2 Descriptions of Types of Employment	24
3.3 Provisional Employment.....	25
3.4 Dual Appointment Agreements	25

Section 4: Personnel and Workplace Practices.....	26
4.0 Fair Labor Standards Act (FLSA)	26
4.1 Work Schedule	26
4.2 Pay Periods, Record Keeping, and Time Reporting.....	26
4.3 Time Reporting Honesty.....	27
4.4 Breaks	28
4.5 Meal Breaks	28
4.6 Overtime and Compensatory Time	28
4.7 Absence Reporting	29
4.8 Attendance	29
Section 5: Compensation	30
5.0 Direct Deposit and Employee Pay	30
5.1 Salary and Wage Adjustments	31
5.2 Garnishments	31
5.3 Withholding of Pay	31
5.4 Recovery of Wage/Salary Overpayment	32
Section 6: Performance, Standards, and Conduct	32
6.0 Rules of Conduct.....	32
6.1 Progressive Discipline.....	33
6.2 Ethics and Reporting Wrongdoing	33
6.3 Work Environment Guidelines	34
6.4 Performance Expectations and Evaluations.....	35
6.5 Professional Development, Training, and Orientation	36
6.6 Promotions and Transfers	36
6.7 Separation of Employment and Eligibility for Rehire	37
6.8 Clearance of Campus and Exit Interview.....	38
Section 7: Benefits.....	39
7.0 Benefits Eligibility	39
7.1 Section 125 Plan	40
7.2 Group Medical Insurance	40
7.3 Group Dental Insurance	40
7.4 Group Vision Insurance	40
7.5 Flexible Spending Account and Health Savings Account	40
7.6 Group Life Insurance	41
7.7 Disability Income	42

7.8	COBRA.....	42
7.9	Worker’s Compensation Benefits	42
7.10	Unemployment Compensation	43
7.11	Maximum Retirement Compensation Limit.....	43
7.12	Retirement Benefits	43
7.13	Retirement Plan Options.....	43
7.14	Employment Beyond Retirement.....	46
7.15	Georgia Higher Education Savings Plan (529)	46
7.16	Social Security	46
7.17	Employee Assistance Program (EAP)	46
Section 8: Education and Professional Development		47
8.0	Continuing Education & Professional Development.....	47
8.1	Tuition Assistance Program (TAP)	47
8.2	Employee Training.....	48
8.3	Course Attendance During Normal Working Hours.....	48
8.4	Employees Attending Credit Classes As "Auditors"	49
8.5	Retiree Education	49
8.6	Age 62 And Over.....	49
Section 9: Vacation and Leave Policies		49
9.0	Sick Leave with Pay.....	50
9.1	Sick Leave without Pay.....	51
9.2	Benefits During Personal Leave.....	51
9.3	Unapproved Personal Leave	51
9.4	Shared Sick Leave Program	52
9.5	Fair Labor Standards Act	52
9.6	Family Medical Leave	52
9.7	Maternity and Parental Leave.....	54
9.8	Court/Jury Duty and Voting Leave	55
9.9	Bereavement Leave.....	56
9.10	Organ and Bone Marrow Donation.....	56
9.11	Military Leave	56
9.12	Educational Leave.....	57
9.13	Personal Leave.....	57
9.14	Return From Leave	57
9.15	Leave Notice and Certification	58

9.16 Holidays	58
9.17 Educational Support Leave.....	58
Section 10: Safety and Security.....	59
10.0 University Health and Wellness Services	59
10.1 Hazardous Chemical Protection and Right To Know.....	59
10.2 Disruptive Behavior and Workplace Violence.....	60
10.3 Pets and Animals	61
10.4 Minors and Visitors In The Workplace	61
10.5 Emergency Medical/Health Treatment.....	62
10.6 Campus Safety.....	62
10.7 Emergency Evacuation	63
10.8 Clayton State University Public Safety	63
10.9 Campus Carry: House Bill 280 (O.C.G.A. § 16-11-127.1).....	63
Section 11: Ancillary Policies and Procedures.....	65
11.0 Use of University Property	65
11.1 Staff Council	65
11.2 Motor Vehicle Use.....	66
11.3 Purchase of Goods and Services	66
11.4 Solicitation.....	67
11.5 Gifts And Gratuities	68
11.6 Telephone Usage.....	68
11.7 Intellectual Property.....	68
11.8 Computer Use and Security Statement.....	69
11.9 Mail Services.....	71
11.10 Inclement Weather	71
11.11 State Employment Other Than CSU (State Business Transaction Disclosure Report) ..	71
11.11 Cooperation in Internal Investigations	72
11.12 Travel Reimbursement	72
11.13 Outside Activities	72
11.14 Single Stream Recycling Program	73
11.15 University Email Use	73
Section 12: System Policies, Regulations, Governance & Oversight.....	73
12.0 Clayton State University Policies	73
12.1 Board of Regents of The University System Of Georgia	74
12.2 Data Governance and Management.....	74

12.3 Clayton State University Locations.....	75
Section 13: Miscellaneous.....	75
13.0 Malfeasance, Non-Retaliation, Whistleblower Protection & Hotline Management.....	75
Appendices	76
Clayton State University Human Resources.....	76
Policy Reference Library.....	76
University System of Georgia Human Resources Practices Manual	76
University System of Georgia	76
Clayton State University Strategic Plan.....	76

Section 1: Welcome & Introduction

A Message from President Dr. Georj Lewis

Welcome to the Clayton State University (CSU) family! For over 55 years, CSU has prepared leaders through engaged learning and community service. Our success is driven by the dedication of faculty and staff who embody our core values.

Thank you for choosing to join our Laker family—we are honored to have you here and excited to support your journey toward success. We look forward to your talents, passion, and dedication to our mission and vision of shaping a bright future for our vibrant community.

Since joining CSU in February 2023, I have been grateful for the support I received during my transition. I have enjoyed working with our talented faculty, staff, students, and our strong network of alums and community members. With the Laker Nation's support, we have managed to complete the reaccreditation process, implement a new Strategic Plan and Strategic Enrollment Plan that will guide us through 2030. We also launched a bold mission that focuses on Social Mobility and transforming lives through teaching, scholarship and service. While all of those accomplishments are significant to the structure and stability of the University. One of the most important roles I have is Commencement. In spring 2025, I proudly presided over three commencement ceremonies, celebrating 1,333 new graduates who joined our nearly 36,000 strong Alumni community. Now, I am excited to welcome you as part of our team to aid in Making Dreams Real!

CSU is entering an era of growth and opportunity, and together we will continue to build on our legacy of excellence. As Nelson Mandela said, *"It always seems impossible until it is done."* We will get it done.

We value our employees and strive to provide the resources and support needed for success. I look forward to seeing you around campus and learning about how you are contributing to the campus culture. This handbook outlines your benefits and responsibilities, and I encourage you to reach out to your supervisor and/or Human Resources for any assistance.

Laker Strong,
Dr. Georj L. Lewis
President



Employee Acknowledgement and Agreement

I acknowledge that I have received or can access the Clayton State University Employee Handbook (Revised September 2025) electronically at [CSU HR Website](#) or in print at Human Resources.

I understand the handbook outlines my employment terms, duties, and responsibilities. I agree to read and follow its policies. I recognize it is not a contractual obligation and that policies may change under the Board of Regents, State of Georgia, or U.S. Government regulations.

As part of Clayton State University's (CSU's) mandatory training program, the Employee Handbook is available online, and I must electronically acknowledge having read it during new employee onboarding or annual refresher training.

For questions, contact Human Resources.

Department of Human Resources Welcome

Welcome to Clayton State University (CSU)! The Department of Human Resources (HR) is pleased to have you as part of our community. This handbook provides key information on benefits, expectations, and employment standards. We look forward to supporting your success at CSU.

Direct questions regarding clarification and interpretation of items herein, to:
Human Resources by phone at 678-466-4230 or email at HumanResources@clayton.edu.

About Clayton State University

Located in Morrow, Georgia, Clayton State University is roughly 15 miles southeast of downtown Atlanta. The university offers employees an adaptable, collaborative environment that fosters professional and personal development.

The university is committed to having a positive impact on the State of Georgia and beyond by serving students and the community through broadening access to high-quality education and advancing workforce development. Clayton State offers multiple certificates, Associate's, Bachelor's, and Master's Degree programs, which currently enroll over 5,500 students in challenging campus and online courses.

Clayton State's main campus is situated on 214 beautiful acres in a lakeside setting just minutes from downtown Atlanta, making access to the vibrant metropolitan area swift. The Atlanta-Journal Constitution has named the university a Top Workplace in Atlanta for six consecutive years. The Chronicle of Higher Education also named Clayton State one of 79 higher education institutions across the nation in its list of 2017 Great Colleges to Work For.

Disclaimer

This handbook serves as guidelines for employees and does not constitute an employment contract. Policies may be updated based on changes from the Board of Regents, the State of Georgia, or the U.S. Government. The most current version is available on the HR website or in the HR office. If any policies conflict with the Board of Regents' Bylaws and Policies, the official Board policies will take precedence.

Section 2: Employment Policies

2.0 Employment

As a Clayton State University (CSU) employee, you are part of a dedicated team committed to serving the educational and cultural needs of our community while upholding professionalism, civility, and respect. Your role is vital to advancing CSU's mission. This handbook outlines policies, procedures, responsibilities, and benefits. If you have any questions, contact Human Resources for assistance. CSU adheres to hiring and employment standards established by the Board of Regents of the University System of Georgia (USG), as well as policies outlined in the Human Resources Administrative Practice (HRAP) Manual, and state and federal regulations. (See HRAP [General Criteria for Employment](#)).

2.1 Age Criteria

Employing individuals under the age of eighteen (18) years must comply with the U.S. Department of Labor regulations. (See also HRAP Provision on [Age Criteria](#)).

2.2 Employment of Foreign Nationals

Employment of Nonresident Foreign Nationals must comply with all applicable federal laws, stipulations, and restrictions.

2.3 Equal Employment and Educational Opportunity Statement

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

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

Contact Human Resources at (678) 466-4230 for more information. For disability-related accommodations or alternative print materials, contact the Disability Resource Center at (678) 466-5445.

2.4 Americans with Disabilities Act

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 is a civil rights law that was previously passed by Congress in 1990 (as the Americans with Disabilities Act) and protects individuals with disabilities from discrimination in employment, public services, public accommodations, and telecommunications.

Employees may self-identify any qualified disability as defined under the ADAAA for which assistance is needed in carrying out their assigned essential job duties.

Individuals with disabilities are defined under the ADAAA as persons who either have or are regarded as having a record of a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, and is regarded as having such an impairment (28 CFR Sec. 36.104). The University will make every reasonable effort to accommodate any employee needing assistance within the definitions and requirements of the law.

If there is a need for reasonable accommodation, the supervisor and/or employee should contact the Department of Human Resources. The Section 504/ADA Coordinator for Clayton State University is the Chief Human Resources Officer.

Note: Section 504 of the Rehabilitation Act of 1973 guarantees certain rights to people with disabilities and is widely regarded as the first civil rights statute for persons with disabilities.

Employees may access the institution's ADA process and procedures here: [ADA Request Procedures](#). Employees or their representatives that have an ADA grievance may complete a grievance request form: [Grievance Request Form](#).

2.5 Drug and Alcohol-Free Workplace Policy and Screening

Clayton State University (CSU) is committed to providing students, employees, faculty, and visitors with a safe environment. Drug and alcohol abuse pose significant risks to health, safety, and the University's operations. This policy aims to support intervention and rehabilitation while maintaining a secure learning and working environment.

Illicit drug use, including manufacture, sale, distribution, dispensation, possession, or use, is strictly prohibited on campus, in the workplace, or during University activities. CSU adheres to the Board of Regents policy and state and federal laws, including the Drug-Free Workplace Act of 1988 and the Georgia Drug-Free Postsecondary Education Act of 1990.

The following policy provisions have been adopted to ensure compliance and uphold University standards.

Penalties for Violation of University Policy: University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at University-sponsored events held off campus and is intended to protect and support the employees and students of Clayton State University. Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at University-sponsored events held off campus will be subject to disciplinary action (up to and including suspension, suspension without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program as agreed upon between the employee and the Department of Human Resources.

Drug and Alcohol Testing: The policy authorizes pre-placement drug screening of applicants selected to fill positions designated as safety-sensitive, and drug or alcohol screening of University personnel performing in such positions when there is reason to be concerned for drug or alcohol, i.e., random screening, reasonable suspicion screening, and post-accident screening. Human Resources is primarily responsible for ensuring the appropriate posting or circulation of this policy.

This policy applies only to high-risk or safety-sensitive positions. The University administratively reviews position functions and responsibilities and identifies covered positions involving a substantial risk of injury in the performance of job duties, such as in connection with police and security duties, maintenance of hazardous facilities such as boilers, HVAC, or elevators, and operation of CSU vehicles or equipment that must be used with caution (golf carts, lawnmowers, etc.). Human Resources shall determine covered positions.

2.6 Tobacco and Smoke-Free Campus

In accordance with the Georgia Smoke-Free Air Act of 2005, Title 31, Chapter 12A, this policy reinforces the University System of Georgia (USG) and Clayton State University's commitment to providing a safe and amicable workplace for all employees.

The policy's goal is to preserve and enhance the health, comfort, and well-being of students, employees, and all individuals on our campuses.

The use of all (forms of) tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless stated explicitly for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings, and parking lots owned, leased, rented, or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public - located on USG properties.

This policy applies to all individuals who enter the areas described above, including but not limited to students, faculty, staff, contractors, subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. Additionally, all events hosted by outside groups on behalf of the USG must also be tobacco-free.

Violation of this policy may result in corrective action in accordance with institutional policies. Visitors and guests who refuse to comply may be asked to leave the campus or face a fine. Exceptions to the policy for academic or other reasons must be approved in writing by the President and are limited.

Tobacco Users Cessation Assistance: Clayton State University seeks to assist smokers in complying with institutional policy related to smoking. To encourage cessation, the University provides employees with information about cessation assistance programs available through the employee benefits program.

2.7 Prohibited Discrimination, Harassment, and Related Misconduct (Includes Title IX)

Clayton State University (CSU) is committed to a work environment where all individuals are treated with respect and dignity.

No member of its community, including faculty, academic professionals, staff, or students, should be subjected to sexual harassment. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment.

Clayton State University will not condone the sexual exploitation of individuals in the workplace and expects that all relationships within the community be professional and free of sexual harassment. Sexual harassment is a violation of law and is a basis for disciplinary action up to and including termination of employment.

In addition, Board of Regents Policy 8.2.18.5 states that Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

Allegations of discrimination and harassment prohibited by this Policy, except as prohibited under the Sexual Misconduct Policy, will be addressed using applicable institutional policies and procedures. Allegations of Sexual Misconduct, which includes Sexual Harassment, will be addressed using the standards set out in the Sexual Misconduct Policy BOR 6.7 and any additional institutional policies and procedures.

Harassment of an employee on the basis of sex violates this federal law. Sexual harassment of USG and CSU employees or students is prohibited and shall subject the offender to dismissal or other sanctions, provided that procedural due process requirements are met. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or,
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or,
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Retaliation against any employee who has filed a sexual harassment complaint or has cooperated in the investigation of a sexual harassment complaint is prohibited. Any employee engaging in retaliatory conduct is subject to disciplinary action, up to termination of employment.

Note that counseling employees and holding them accountable for the performance of assigned duties and responsibilities, as well as behavior and conduct, do not constitute harassment or an act of creating a hostile or intimidating environment.

Complaints and third-party reports of discrimination, including policy violations, should be made to the Department of Human Resources' Office of Equal Opportunity at 678-466-4237. The staff are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the Title IX Coordinator and Deputy Title IX Coordinator is listed below:

Nikia Yallah, Director, Employment Services, Equal Opportunity, EEO, Employee Relations, Title IX, and Title IX Coordinator
Clayton State University, Woodlands Hall – East Campus, 1st Floor, Morrow, Georgia 30620
Phone: 678-466-4237 Email: nikiayallah@clayton.edu

Rodney Byrd, Assistant Vice President, Human Resources, Chief Human Resources Officer, Title IX Deputy Coordinator, and 504/ADA Coordinator
Clayton State University, Woodlands Hall – East Campus, 1st Floor, Morrow, Georgia 30620
Phone: 678-466-4230 Email: RodneyByrd@clayton.edu

For more information, please refer to the Department of Human Resources website.

2.8 Amorous Relationships

When one party has a professional relationship towards the other or stands in a position of authority over the other, even in an apparently consensual amorous relationship, may lead to sexual harassment or other breaches of professional obligations.

A University System of Georgia (USG) employee, including graduate teaching assistants, is prohibited from having a romantic or sexual relationship with any student or USG employee whom the individual supervises, teaches, or evaluates in any way. Additionally, a USG employee is prohibited from having a romantic or sexual relationship with any student or USG employee whose terms or conditions of education or employment that the individual could directly affect.

Employee Disclosure: USG employees, including graduate students, are responsible for promptly reporting circumstances in which they are called upon to evaluate or supervise a USG employee or a student with whom they are currently involved in an amorous relationship, or with whom they have been involved in an amorous relationship.

Reporting Violations: USG employees or students who believe in good faith that a violation of this policy has occurred should promptly report the violation in accordance with the processes established by the relevant USG institution.

Any individual in authority who is or has been involved in an amorous relationship with a person whom they may be called upon to evaluate must promptly report this fact to their supervisor. The supervisor will then arrange to see that the individual in authority does not evaluate or participate in discussions and decisions that affect the subordinate's compensation, evaluation, employment conditions, instructions, and/or academic status. Any individual who violates this policy is subject to disciplinary action commensurate with the offense. Violations should be reported to the institution's Human Resources Department, which is responsible for investigating matters related to sexual harassment.

2.9 Conflicts of Interest

Each University System of Georgia (USG) employee shall make every reasonable effort to avoid actual or apparent conflicts of interest and the appearance of a conflict of interest. An appearance of a conflict

exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest or perform public duties is compromised by a personal, financial, or business interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. USG employees are referred to the State Conflict of Interest Statutes O.C.G.A. § 45-10-20 through § 45-10-70 and institutional policies governing professional and outside activities.

A USG employee shall not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of that employee's official duties. Each USG employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship, or activity that has the potential to create an actual or apparent conflict of interest with respect to the employee's USG duties.

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the USG. Each USG employee with a work commitment of 30 or more hours per week (.75 or >FTE) and faculty members on contracts of nine months or more must obtain written approval in advance from the institution president or designee prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a USG employee. Such activities can include but are not limited to consulting, teaching, speaking, and participating in business, professional, or service enterprises. Employees assigned to the System Office and USG presidents must obtain approval from the Chancellor or designee. Except as authorized for eligible faculty employees, annual leave must be used by USG employees for compensated outside activities during normal work hours consistent with the USG procedures governing the use of annual leave.

Each USG employee, with a work commitment of less than 30 hours per week (.75 FTE or <), and faculty members on a contract term of less than nine months a year do not need written approval in advance of engaging in compensated outside activities so long as the outside activity does not create a conflict of interest or otherwise violate Board policy.

USG employees are generally prohibited from consulting or otherwise receiving compensation from a current USG vendor or an entity seeking a vendor relationship with the USG. The institution president or designee may grant exceptions to this provision for employees who do not supervise, regularly interact with, or participate in the selection of vendors of that employee's institution or System Office. The Chancellor or designee may grant exceptions for University System Office employees. This prohibition applies only to those employees supervising or participating in vendor selection and/or providing oversight of vendor performance and to vendors / prospective vendors of that employee's institution or the System Office. This prohibition does not apply to vendor or service relationships between the USG and other government entities.

The nature of institutional and System Office executive positions is such that outside activities and potential conflicts of interest require an additional level of scrutiny in order to protect the public trust. Executive positions shall include direct reports to the president in addition to those with the title of Vice President, Vice Chancellor, equivalent, or higher. Individuals in executive positions desiring to participate in compensated outside activities or seeking approval for a conflict-of-interest management plan must obtain approval from the institutional president or from the USG Chancellor or designee for USO employees and USG presidents. USG Ethics & Compliance and USG Legal shall first review proposed approvals.

Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members; it is reasonable and desirable for faculty members to engage in additional activities beyond duties assigned by the institution, which are professional in nature and based on the appropriate

discipline for which the individual receives additional compensation during the contract year. Each USG institution shall adopt guidelines governing the consulting activities of faculty members.

Each USG employee has an ongoing responsibility to report and fully disclose in writing any personal, professional, or financial interests, relationships, or activities that have the potential to compromise an employee's objectivity in fulfilling the employee's responsibilities to the USG.

Each USG employee must also report and fully disclose any financial and business interests that the employee or the employee's spouse, partner, parent, child, sibling, and any in-laws of any of the foregoing may have that relate to the USG employee's expertise or responsibilities as a USG employee.

2.10 Background Investigations

It shall be a condition of employment in the University System of Georgia and Clayton State University to submit to a background investigation. Clayton State University normally performs reference checks and/or background investigations on full-time and part-time employees, student employees, temporary employees, and non-paid affiliates. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search;
- A social security number check; and
- For all professional, faculty and academic positions, an academic credentials check.

As part of its recruitment process, each institution is required to include a prior USG employment question on its employment application. If the applicant answers affirmatively:

- The institution is required to confirm the rehire eligibility designation before considering the applicant.
- For applicants deemed "eligible for rehire," the hiring institution must also conduct reference checks, including at least one reference from the former USG institution.
- If the applicant's designation status is "ineligible for rehire" or "conditional," the hiring institution must notify the applicant and direct them to the System Office Human Resources department to submit an eligibility designation change request.
- Under no circumstances will an institution consider an applicant designated ineligible for rehire or conditional. Once the applicant's designation change request is approved and the official system of record is updated to reflect rehire eligibility, only then may the applicant be considered.
- Employees are expected to provide a complete and accurate previous employment record. In accordance with the USG Background Investigation policy, any misrepresentation or falsified application materials may disqualify a candidate from consideration. If the misrepresentation is discovered after hire, the employee may be subject to disciplinary action, up to and including termination.

Offers of employment for positions of trust may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Positions of trust are those that involve interaction with children, after-hours access to facilities, access to financial resources, or that have been otherwise identified by the hiring official to require a more extensive background investigation.

A background investigation shall also be performed on any existing employee being transferred, reassigned, reclassified, or promoted to a new position or position of trust unless a background investigation conforming to this procedure has been performed on such employee within the past year.

Any existing employee who is transferred, reassigned, reclassified, or promoted into a position requiring a Purchase Card, when they have not previously been assigned a Purchase Card, must submit to a credit check. Existing cardholders are subject to a background check before the next renewal of their card.

Clayton State University may elect to conduct reference checks and/or background investigations, or verify that such checks have been performed, on volunteers for programs, events, or activities associated with Clayton State. A sexual offender registry check may be conducted through the online GBI system. Questions should be referred to the Human Resources Department regarding when checks are needed.

Programs Serving Minors: Clayton State University offers a variety of athletics, science, clinics, after-school programs, enrichment classes, and activities, which bring non-student minors onto campus. These activities are more abundant during the summer when school is not in session.

The safety and well-being of these visitors to our campus are of the highest concern. As many of these visitors are young, a special duty of care and supervision is required. CSU will conduct and/or verify background investigations and appropriate screenings, as per BOR Policy 16.8 - Programs Serving Non-Student Minors, which will be mandatory for all employees and non-employees involved in CSU-sponsored programs, events, and activities serving non-student minors starting on or after August 14, 2020. Such roles and positions are considered safety-sensitive in nature.

2.11 Arrests and Convictions

Employees charged with a crime (excluding minor traffic offenses) must report the charge to Human Resources (HR) within 72 hours of becoming aware of it. Failure to report may result in disciplinary action, including termination of employment. HR will review the charge and determine the appropriate action regarding employment status until the matter is resolved.

Employees convicted of a crime (excluding minor traffic offenses) must report the conviction to HR within 24 hours. Failure to report may also result in disciplinary action, including termination of employment.

HR will evaluate the case using the same standards applied to employment candidates but may consider additional factors such as length of employment and performance reviews.

2.12 University Identification Card (LakerCard)

The LakerCard is the official ID card for Clayton State University. Every employee at Clayton State is eligible to receive a LakerCard. It is recommended that each employee have their LakerCard while on campus. In addition to serving as identification at various locations around campus, the LakerCard also functions as the library card for the CSU Library, an access card for employees requiring access to card-controlled doors and provides access to meal plans and LakerBucks.

The first LakerCard is provided free of charge to the employee. The first replacement card is assessed a fee of \$5; the fee increases by \$5 for each subsequent replacement card. The LakerCard is intended for the sole use of the employee to whom it is issued. Failure to comply with this policy could result in disciplinary action.

By receiving a LakerCard, each employee agrees to abide by all LakerCard policies specified by Clayton State University and the LakerCard Center. Your LakerCard photo may be used for official institutional identification purposes. Future changes to the Terms and Conditions by Clayton State will apply to all cards in circulation and in use at the time and will supersede the Terms and Conditions in effect at the time the LakerCard was acquired and activated.

2.13 Dispute Resolution

The University encourages its employees to exhibit courtesy, appreciation, understanding, consideration, loyalty, and good judgment when interacting with fellow members of the University community and while representing Clayton State University. Misunderstandings and differences of opinion may arise, affecting working relationships. When such matters arise, the situation should be discussed, when possible, with one's supervisor.

Below is an example that can be utilized to resolve conflicts in the workplace in conjunction with one's supervisor.

- **First Level** – The employee attempts to remedy the problem through consultation with his/her immediate supervisor.
- **Second Level** - If the grievance cannot be satisfactorily resolved with the supervisor, the employee may discuss the problem with each supervisor one level higher than the immediate supervisor.
- **Third Level** - If the grievance has not been resolved at the second level, the employee may present it to the Chief Human Resources Officer within ten (10) days of the decision at the second level.

The University offers a Conflict Resolution Program, providing an alternative to formal grievance processes. The program provides staff and faculty members with an opportunity to resolve workplace disputes. For more information on alternative dispute resolution, please visit or contact the [Office of Conflict Resolution](#).

When informal methods of resolution are unsuccessful or infeasible, and an adverse employment action has occurred, such as loss of pay due to suspension, involuntary demotion, or termination from employment, a systematic and orderly method of presenting a formal grievance will be employed, as outlined in the Grievance Procedure in this handbook.

Note that counseling employees and holding them accountable for the performance of their assigned duties and responsibilities, as well as their behavior and conduct, does not constitute harassment or an act of creating a hostile or intimidating environment.

2.14 Grievance Procedure (Excludes Title IX)

Clayton State University is committed to providing a good working environment for its faculty and staff. Conflicts and disagreements between employees and their supervisors are inevitable. It is the policy of the University System of Georgia to resolve these disputes fairly, and at the lowest possible level. When conflicts or disagreements occur, employees should first attempt to resolve them through discussion with their supervisor.

This policy reinforces the institution's commitment to provide a safe and amicable workplace for all employees. All employees of Clayton State University are covered by this policy.

Board of Review: The Grievance Committee at Clayton State shall be known as the Board of Review.

Purpose of the Board of Review: A designated employee or group of employees assigned to consider a grievance filed by an employee and review the action taken, as determined by Clayton State University.

Prior to filing for a review by an appointed Board of Review, as provided herein below, an aggrieved employee shall have attempted to resolve the grievance through normal grievance/disciplinary channels, that is, by appeal to administrative officers through and including (at least) one level of authority higher than the grievant's immediate supervisor, to resolve the grievance satisfactorily.

Board of Review Definitions:

Notification in writing shall mean a hand-delivered letter given to the recipient personally, certified mail, or university email.

Faculty members shall be construed to mean those persons defined as "faculty" by the Bylaws and Policies of the Board of Regents and the Statutes of Clayton State and those persons with faculty status appointed by the President to administrative positions at the institution.

Staff personnel shall be construed to mean those persons identified as Staff personnel by the Clayton State Department of Human Resources.

Jurisdiction of Board of Review: A grievance or disciplinary review will be available to handle claims that a person has been harmed by any action that violates the policies of either the institution or the Board of Regents of the University System of Georgia ("the Board of Regents") or for requested disciplinary review pursuant to the University System policy, entitled Dismissal, Demotion or Suspension.

A grievance will not be available to dispute:

- promotion and tenure decisions,
- performance evaluations,
- hiring decisions,
- classification appeals,
- challenges to grades or assessments,
- challenges to salary decisions,
- challenges to transfers or reassignments,
- termination or layoff because of lack of work or elimination of position,
- investigations or decisions reached under the institutions Harassment Policy, and
- normal supervisory counseling.

Circumstances under Which Grievances May Be Filed

A classified employee may file a grievance only if:

- The employee has been suspended; or
- The employee has been discharged; or
- The employee has been demoted, or their salary has been reduced.

An employee may not file a grievance, even in the above circumstances, if:

- The discharge occurred during the six (6)-month provisional period;
- They have been adversely affected by a reorganization, program modification or financial exigency (such employees may apply to the Board of Regents for review);

- The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability, or religion. Such charges should be directed to the Affirmative Action/EEO Officer.
- The issues being grieved have been previously heard by an administrative panel at the institution.

In addition, these formal procedures will not be available to a student or employee who has chosen to seek relief through a department, school or unit's internal grievance procedure unless such procedure fails to provide a fair and impartial hearing and an adequate mechanism for appeal or review.

All decisions made by the Board of Review are reviewed by the University President for final determination of the Board of Review's recommendation.

The next level of review following the President's final decision shall be the Board of Regents' Discretionary Review, in accordance with the policies of the Board of Regents. A Board of Review shall not rehear any grievance for which the President has already made a final decision unless directed to do so by the Board of Regents.

A classified employee may file a grievance by completing a grievance form and submitting it to the Chief Human Resources Officer (or other office designated to handle grievances). Unless there is good cause for delay, a grievance must be filed within ten (10) working days of the notice of suspension or discharge. If filed after that time, the grievance must be accompanied by a written explanation for the delay. The Chief Human Resources Officer will rule on whether the employee had good cause for filing the grievance late. Upon submission of the grievance statement, the grievant will be provided with a copy of the formal grievance policy and other documents pertaining to grievance hearing procedures. The employee shall be entitled to the procedural protections of a review or hearing before an appointed Board of Review.

Board of Regents Application for Discretionary Review (formerly Appeals):

In accordance with Board of Regents Policy 6.26: Application for Discretionary Review (formerly Appeals), any student or employee in the University System aggrieved by a final decision of the president of an institution may apply to the Board's Office of Legal Affairs ("Legal Affairs") for a review of the decision. Review of the decision is not a matter of right but is within the sound discretion of Legal Affairs. If granted, the discretionary review shall be limited to the record from the institutional appeal process.

Nothing in this policy shall be construed to extend to any party substantive or procedural rights not required by federal or state law. This policy shall not be construed to extend to any party any expectation of employment, admission, or additional due process rights.

This policy is not part of the due process rights afforded to students or employees of the University System; those rights have been fully afforded upon the decision of the president. The Board reserves the right to change this policy at any time, and to make such changes effective retroactively to any pending application.

Each application for review shall be submitted in writing to Legal Affairs within a period of twenty calendar days following the decision of the president. Legal Affairs shall determine whether the application for review shall be granted. Legal Affairs may at its discretion refer a matter for mediation, arbitration, reconsideration, or evaluation of settlement options.

If an application for discretionary review is granted, a Committee shall review the decision of the president. Said Committee shall consist of the Vice Chancellor for Legal Affairs or his or her designee, the Vice Chancellor for Academic Affairs or his or her designee, the Vice Chancellor for Human Resources or

his or her designee, and any other person or persons deemed appropriate by the Committee. Legal Affairs may issue guidelines governing the review process. The decision of the Committee shall be final and binding for all purposes. There shall be no recourse to the Chancellor or the Board of Regents from such decision, provided, however, that the Committee on Organization retains the authority to make an exception to this policy in its discretion.

In accordance with Board of Regents Policy 6.26: Application for Discretionary Review (formerly Appeals), applications from University System employees for Board of Regents' review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay.

Any University System employee aggrieved by a final decision of the president of an institution, other than those stated above, may apply to the Board's Office of Legal Affairs for a review of the decision, in accordance with Policy 8.6 Applications for Discretionary Review; provided, however, that an application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed, or (2) whether the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance. (BoR Minutes, April 2010, February 2015).

2.15 Abandoned Property

Clayton State University will hold unclaimed personal property for 30 days and attempt to contact the owner. If not claimed within 30 days, items will be considered abandoned and may be disposed of through surplus or donation.

2.16 Official Forms and Status Updates

Clayton State University employees are required to keep their name, address, phone number, tax exemptions, and other personal information up to date with Human Resources (HR).

Updates & Responsibilities (failure to maintain up-to-date records may impact employment processes).

- Employees must maintain accurate personnel records for employment, payroll, and benefits.
- Changes in address, phone number, or tax status should be updated via OneUSG Employee Self-Service (ESS).
- An emergency contact must be kept current in ESS for use in case of an accident or injury during work hours.

2.17 Personnel File

The Department of Human Resources maintains a file on each employee, which serves as the official University record, starting from the initial day of employment at Clayton State University.

Employees should notify the Department of Human Resources of any changes in name, dependents, address, or telephone number (at home or at CSU), so that their personnel file remains accurate. The personal information in this file is confidential and will be released to persons outside of the University only upon written authorization or as required by law.

As necessary, employees should update their address, telephone number, dependent information, and tax withholding status online through the Employee Self-Service (ESS) portal in OneUSG. It is the

employee's responsibility to maintain current and accurate information at all times and notify Human Resources of status updates relative to such information.

An employee may request an opportunity to review the contents of their personnel file. If requested, employees may be charged the cost of duplicating documents.

Note: The Open Records law in Georgia (O.C.G.A. § 50-18-72) may require the release of some/all records.

2.18 Reorganization, Program Modification, Financial Exigency

Staff employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification, or financial exigency, as approved or determined by the institution's President or the President's designee, shall not be governed by the procedures described in the dismissal, demotion, or suspension procedure or the appeals procedure.

Such employees, however, have the right of discretionary review (formerly Appeals) to the Board of Regents as provided above in USG Policy 6.26 Board of Regents Application for Discretionary Review (formerly Appeals).

2.19 Transfers Between University System of Georgia Institutions

Employee transfers between University System of Georgia ("USG") institutions involve the movement of an employee from a position at one USG institution to a position at another USG institution. Since institutional compensation practices may differ, the provisions of this transfer policy shall apply.

Accumulated sick leave, retirement benefits, and service continuity will be transferred if the break in service does not exceed thirty (30) calendar days.

When a transfer occurs with no break-in service, an employee must transfer accrued vacation leave between one (1) and twenty (20) days. For employees with accrued vacation leave greater than twenty (20) days, the employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.
- Payment by the institution from which the employee is moving of accrued vacation leave greater than twenty (20) days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five (25) days.
- The transferring employee will restart the provisional period at the new location, effective on the first day of employment, and serve their first six (6) months in a provisional status, subject to all terms and conditions of the provisional period policy.

2.20 Human Resources Management Systems, HRIS, and OneUSG

Manager Self-Service (MSS): MSS is a OneUSG system module that enables managers and supervisors to access employee information and initiate specific employment actions, such as changing employee job status, transferring employees, and updating employee job and salary information. It also allows managers and supervisors to designate proxies to complete tasks when the manager of record is unavailable.

Employee Self-Service (ESS): ESS is a web-based resource in OneUSG that allows employees to view

their payroll, benefits, and leave information. They can also update or change personal information, such as direct deposit details, W-4 information, emergency contacts, and address details.

Employees who relocate or change their permanent residence must notify HR and Payroll within 30 days of their relocation to ensure the accuracy of their payroll and tax records.

USG's PeopleSoft Timekeeping System: OneUSG is the University's electronic system for managing time clock punches, vacation and sick accruals, and other forms of attendance monitoring.

The system offers advanced tools for supervisors to approve employee timecards.

OneUSG Support: OneUSG Support consolidates and streamlines administrative support functions, such as payroll and accounts payable, to ensure the most efficient and effective service delivery possible. Employees can utilize OneUSG Support's services to get assistance with questions related to OneUSG.

OneUSG Support Phone Support: 1-877-251-2644, Email Support: usg@service-now.com, and Web Support: www.ssc.usg.edu.

Section 3: Employee and Employment Categories

3.0 Definitions of Types of Employment

Clayton State University includes the following types of employment:

- **Faculty**: Faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.
- **Staff**: Staff employees shall consist of two major employee groups, 1) staff professional and administrative employees, and 2) staff non-exempt and defined as follows:
 - Staff Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and
 - Staff Non-Exempt Employees are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA). NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the "Master List with Definitions and Guidelines."
 - **Student**: Student Employees are considered temporary as defined in Section 2.2 and include graduate assistants and student workers.

3.1 Types of Employment Status

Regular Employment Status: Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s).

Regular employment may be benefits eligible, partially benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the "salary basis" requirement under the federal Fair Labor Standards Act (FLSA).

Temporary Employment Status: Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

1. Non-benefits eligible.
2. Does not have an expectation of long-term employment.

3. May be full-time or part-time.
4. May not exceed a total of 1300 hours worked in a 12-consecutive-month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Once a temporary employee has worked 1300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Applies across all USG institutions.
5. Temporary employees needed beyond 1,300 hours must be moved to regular employment status.
6. Temporary employees who are dually or jointly employed in more than one position must be monitored and have all hours worked counted towards the 1300-hour limit from the date of hire into the first position.
7. A temporary employee may be separated at any time for any reason without notice, and either the employer or the employee can terminate the employment relationship. Separation from employment is not subject to the grievance process or appeal.
8. A temporary employee is typically considered non-exempt under the Federal Fair Labor Standards Act's overtime provisions and paid for all hours worked on an hour-for-hour basis and must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, postdocs, or credentialed professionals, may be exempt from FLSA overtime provisions.

Note: If a temporary employee exceeds an average of 30 or more hours per week during the Affordable Care Act (ACA) 12-month measurement period, meets the healthcare definition, and continues employment in a regular position, they become eligible to enroll in health benefits.

3.2 Descriptions of Types of Employment

Faculty: Consists of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia. The types of faculty are described below:

1. Regular Faculty are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Faculty with a work commitment of half-time or greater are partially or fully benefits eligible, and those who work less than half-time (20 hours per week) are non-benefits eligible.

Regular Faculty who are not hired through a competitive search will typically be given a "term" appointment for one academic or fiscal year and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track, or hold a non-tenured position by Sections 8.3.7 and 8.3.8 of the Policy Manual of the Board of Regents of the University System of Georgia.

2. Temporary Faculty are employed on a short-term basis through a written appointment. They are not employed on an academic year contract.

3. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with the summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.

Staff Employees: The types of staff employees are described below:

1. Regular Staff are employed on a continuous basis and whose duration of employment may also be defined by term and/or restricted funding source(s). Regular Staff employees may be full-time or part-time.

Those with a work commitment of half-time or greater, or .5 FTE, are partially or fully benefits eligible, and those who work less than 20 hours per week are non-benefits eligible.

2. Temporary Staff Employees are employed for a short duration and are non-benefits eligible.

Student Employees:

1. Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 1,300 hours worked in a 12-month consecutive period. The 1,300 hours can be accumulated in any combination during the 12-month period.
2. Student employees are not subject to the re-employment restriction requiring a break-in service after 12 consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not exceed 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements. Refer to the policy on position classification for further information on student employees.
3. International Students
 - a. International Students in lawful F-1 and J-1 status may work more than 20 hours per week during school holidays and breaks.
 - b. Additionally, students in F1 and J1 status may work in positions not classified as student employment as approved by their Primary Designated School Official (P) DSO or Alternate Responsible Officer (A) RO..

3.3 Provisional Employment

All staff employees (with the exception of certain Public Safety employees pending training) are required to serve the first six (6) months of employment on a provisional basis, providing the employer with an opportunity to evaluate the employee's performance. University System employees transferring to another University System institution or the University System Office are subject to a new six (6) month provisional period upon beginning at the new location. Employees of Clayton State University transferring to another position within Clayton State University are subject to a new six (6) month provisional period upon beginning the new position unless all conditions of the HRAP - Transfers (USG policy on internal transfers) are met.

Clayton State University reserves the right to terminate employment during the provisional period for any reason, except those prohibited by federal or state discrimination laws. Provisional employees may apply for posted job vacancies at Clayton State University on an exception basis, subject to the approval of Human Resources.

3.4 Dual Appointment Agreements

The employment of faculty and staff at two or more institutions within the University System of Georgia (USG) during the same period is a recognized method of minimizing costs and maximizing resource utilization across the USG.

This policy defines three types of such dual appointments: (see BOR Policy in the Human Resources Administrative Practice Manual at

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Dual_Appointment.pdf).

1. Full-Time Equivalent Dual Appointment
2. More than Full-Time Equivalent Dual Appointment
3. Temporary Dual Appointments

Clayton State University's Dual Employment Coordinator is the Director of Employment Services/Deputy CHRO.

Section 4: Personnel and Workplace Practices

4.0 Fair Labor Standards Act (FLSA)

All non-exempt staff employees are covered by the provisions of the Fair Labor Standards Act ("FLSA"), which, in part, establishes a minimum hourly wage and requires the payment of overtime for time worked in excess of 40 hours per week, at a rate not less than one- and one-half times the employee's regular hourly rate of pay.

Overtime will not be paid until the employee has worked 40 hours in a single week, excluding holidays, vacations, or sick leave. To calculate a 40-hour workweek, the week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday.

4.1 Work Schedule

All full-time staff employees typically observe a minimum work week of 40 hours. The requirements of the various University operations are highly diverse, and different and flexible work schedules may be adopted to meet these needs. Note: Eligibility for regular full-time employees for health insurance is 30 or more hours per week.

The department head, subject to the approval of the administrative officer, establishes the schedules for a given department. Offices shall be open from 8:00 a.m. to 5:00 p.m. (EST), Monday through Friday, and, as required by some departments, in the evenings and weekends. The employee's work schedule may differ in some departments.

Any flexible scheduling or teleworking arrangements must be conducted in accordance with University policy. Teleworking is not a formal, universal employee benefit but an alternative method of meeting the University's needs. There should be no formal teleworking agreements at Clayton State University unless approved by the university CHRO with proper justification. The University reserves the right to refuse to offer teleworking or flexible scheduling to any employee and to terminate a teleworking agreement/request at any time.

Failure to report to work for three (3) consecutive business days without notice to one's supervisor is considered job abandonment and will result in termination of employment.

4.2 Pay Periods, Record Keeping, and Time Reporting

The USG utilizes time/leave tracking and recording software to report and track employees' time and attendance, facilitating the processing of pay and maintaining leave accruals and balances. Staff must report their hours worked each day in the USG's electronic timekeeping system, as well as any sick, vacation, and holiday hours taken, to ensure accurate payment. Professional and administrative employees must use the USG's electronic timekeeping system to report exception time (e.g., sick, vacation). Requests to take vacation and sick leave (when possible) must be submitted to the time-keeping system and approved by the supervisor in advance.

Per BOR policy and the federal requirements of the Affordable Care Act (ACA), all employees (faculty, staff, and students) who are not health benefits eligible must track actual hours worked to determine health benefits eligibility status.

Part-time faculty who teach only may use the BOR's Conversion Chart in establishing weekly standard hours worked. (See the BOR Employees Categories Policy in the USG Human Resources Administrative Practices Manual at

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Categories_Classification%2C_Compensation%2C_and_Payroll.pdf.

Exempt employees under the FLSA who are not health benefits eligible must use the USG's electronic timekeeping system in tracking hours worked for ACA purposes only, but not for compensability purposes.

The U.S. Department of Labor's Wage and Hour Division has stated that the tracking of hours worked by exempt employees will not destroy the "salary basis" and exemption status of the exempt employee.

Bi-weekly timecards must be completed and electronically approved by both the employee and their supervisor by 3:00 p.m. on the last Friday of the pay period. Monthly timecards must be completed and electronically approved by both the employee and their supervisor by the deadline established and posted on the University's payroll calendar, which can be accessed through the Payroll Department's website.

Pay may be delayed until the following pay period if time is not reported and approved by the payroll deadline. Payroll records are subject to audit and will reflect actual time worked and leave taken. Falsification of or failure to record time may result in failure to receive pay and/or disciplinary action, including termination.

4.3 Time Reporting Honesty

Employees use USG's electronic timekeeping system as the official basis for recording time and attendance for designated Clayton State University employees. To ensure consistency of treatment for such employees, the data recorded in the official USG electronic timekeeping system shall be considered as the "official" record of the workday.

Any disputes over actual hours worked or attendance will be resolved by referring to the USG's official timekeeping records. Time clock employees are required to clock in at the start of the work shift, at break, at meal breaks, and clock out at the end of the work shift using the USG's official timekeeping system.

Employees are expected to arrive and depart from work on schedule.

Other Time Recording employee requirements include:

- Employees leaving work for any authorized reason during their shift must clock out upon departure and clock in upon return.
- Employees are expected to clock in at a designated location assigned by the department supervisor.
- In the event that an employee fails to clock in or out at any time during their work shift, they must immediately notify their supervisor of the missed punch.
- Employees are expected to clock in at a designated location or use a designated method assigned by the department supervisor. This method may or may not include mobile or smart devices.
- Employees may not clock in by sharing timecards or sharing user-authorized passwords/credentials.
- Employees must not clock in more than 5 minutes before or after their scheduled shift time.
- Failure to comply with these requirements shall be grounds for disciplinary action up to and including termination.

4.4 Breaks

If the work situation permits, the supervisor may authorize a.m. and p.m. breaks of up to fifteen (15) minutes in duration.

Employees on break may leave the work area. In departments where it is necessary to have someone on duty at all times, it is the employee's responsibility to ensure that work assignments are covered, as approved by the supervisor. Therefore, in some areas and at some times, breaks are not possible or approved. Employees may not forego breaks to accumulate extra future time off or to make up for tardiness or previous absences.

4.5 Meal Breaks

The needs of individual departments or offices determine employee meal periods. Supervisors will inform employees of meal break schedules. Unused mealtimes may not be routinely accumulated to shorten the work shift. Meal periods will be at least 30 minutes, depending on the individual department, while ensuring that the commitment to a 40-hour workweek is met. Meal breaks are not a requirement of the Fair Labor Standards Act (FLSA), and business needs may sometimes necessitate foregoing a meal break. Employees will be compensated for all time worked in these cases.

4.6 Overtime and Compensatory Time

Overtime: During peak workloads or emergencies, supervisors and managers may require employees to work overtime. The standard workweek is 40 hours for employees who are non-exempt under the Fair Labor Standards Act.

In these situations, the supervisor will provide employees with as much notice as reasonably possible before requiring them to work overtime.

Non-exempt employees may not work more than 40 hours per week without prior approval from a supervisor or manager.

When supervisors or managers authorize non-exempt employees to work hours that exceed the standard 40-hour workweek in any one week, overtime is compensated. Non-exempt employees who come under the Fair Labor Standards Act will be compensated at one and one-half times their standard pay rate for all hours worked beyond the standard 40-hour workweek, unless in cases where compensatory time applies.

There shall be no accrual or payment for overtime worked by Staff personnel who are determined to meet all the tests for exemption under the Fair Labor Standards Act. Exempt employees are expected to plan their time and work as is necessary to perform assignments satisfactorily and to ensure departmental effectiveness. Additionally, exempt and non-exempt employees who are not eligible for health benefits shall not normally work more than 29.5 hours per week, unless coordinated in advance with their manager/supervisor and through the Department of Human Resources, due to the impact of the ACA.

Compensatory Time: Clayton State University operates under a standard workweek of forty (40) hours and adheres to the provisions of the federal Fair Labor Standards Act (FLSA), as well as Board of Regents (BOR) policies and procedures. This policy applies to all nonexempt employees who are generally paid on the biweekly payroll cycle.

Overtime work shall be authorized for employees who are *not exempt* from the provisions of the Fair Labor

Standards Act (FLSA) only when deemed necessary by the supervisor authorized to make such decisions. Supervisors must approve overtime in advance of overtime being worked. Overtime worked will generally be awarded as compensatory time, equivalent to one and one-half hours of leave time for each hour of overtime worked over forty (40) hours in a workweek. Overtime hours may not be carried over to the next week in the biweekly pay period for the purpose of shift modification.

Payment for overtime work will be made in accordance with the FLSA. At Clayton State University, in lieu of payment for approved overtime work, compensatory time shall be granted at the rate of one and one-half hours of compensatory time for each hour of overtime worked. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours at any one time, which must be recorded in the BOR's leave accounting system and must be expended by the end of the succeeding calendar quarter.

Human Resources determines FLSA exemption status. The order in which an employee will use earned compensatory time will be as follows:

1. Compensatory time must be used prior to the employee using any annual leave and/or sick leave.
2. Annual leave or sick leave may not be used prior to compensatory time being exhausted, either within the calendar quarter in which it is earned or the succeeding calendar quarter. It is a requirement to apply the use of compensatory time to an employee leave situation if compensatory time has been recorded in the leave accounting and timekeeping system.

Payment of Compensatory Time and Scheduled Use:

1. Overtime, which is awarded as compensatory time to a nonexempt employee, may not be lost.
2. Comp time is accrued at the end of the pay period and has a maximum accumulation of 240 hours.
3. Comp-time accruals prior to June may not be carried forward to the subsequent fiscal year.
4. All comp time accrued prior to June must be paid out no later than the final bi-weekly pay period in June of each fiscal year at the employee's current rate of pay.
5. Unused Compensatory Time balances must be paid out to an employee who separates from CSU at the employee's regular hourly rate of pay, as the one-and-a-half calculation has already been applied to the time calculation.
6. Managers should ensure that Compensatory Time balances are used by the end of the succeeding quarter and, when possible, prior to an employee's separation.

4.7 Absence Reporting

All Staff employees must record and report all absences through the USG's official timekeeping reporting system or on a paper timekeeping form when it is not possible to do so using the timekeeping system.

Failure to report to work for three (3) consecutive business days is considered job abandonment and will result in termination of employment. Failure to contact the supervisor and report to work for less than three (3) consecutive business days will result in progressive disciplinary actions up to and including termination of employment.

4.8 Attendance

All Staff employees are expected to adhere to their scheduled work hours. If the employee is unable to report to work as scheduled for any reason, they should promptly notify their supervisor.

It is not sufficient to leave a message with a coworker, nor should a friend or family member make the notification, except in emergencies. Such notification should be made as far in advance as possible. Failure to provide the required notification may result in disciplinary action, up to and including termination.

Supervisors and managers will establish employees' daily work schedules, as well as breaks and meal periods, if applicable. Employees are expected to report for work on time and remain on the job until the end of their shift unless a supervisor or manager excuses them. Violations of this rule can result in termination of employment.

Failure to report to work for three (3) consecutive business days is considered job abandonment and will result in termination of employment. Failure to contact the supervisor and/or report to work for less than three (3) consecutive business days will result in disciplinary actions.

Section 5: Compensation

5.0 Direct Deposit and Employee Pay

Section 7.5.1.1 of the BOR Policy Manual states that “electronic funds transfer is the required method of payroll payments to employees.” All employees are required to be paid by electronic funds transfer by authorizing the direct deposit of funds into their financial institution account within thirty (30) days of hire or rehire and should remain enrolled in direct deposit for the remainder of their employment. Generally, the financial institution must be a domestic bank.

Direct deposit is an electronic transfer of funds to an employee's bank account. A direct deposit service must be established by completing the Direct Deposit authorization electronically through Employee Self-Service.

Direct deposit initiation may take up to two pay cycles for initial activation and 1-2 pay cycles for changes and updates. To verify receipt of payment via direct deposit, the employee should check their designated financial institution's account. Until direct deposit is established and activated, a paper check will be mailed to the employee directly from the third-party payroll processor's corporate office. If the paper check has not been received through the mail within 10 days following the pay date, the employee should notify the Payroll office in writing.

It is the employee's responsibility to maintain accurate direct deposit records. Employees may update their direct deposit authorization electronically through Employee Self Service or by submitting updated direct deposit information to the Human Resources department. Direct deposit updates must be completed while on the campus network per USG policy or updated by a Human Resources practitioner after proper verification.

Student employees hired under the Federal Work-Study Program may elect to participate in direct deposit and are encouraged to do so. However, due to federal financial aid guidelines, federal work-study students cannot be required to participate in direct deposit or pay by card. If the federal work-study employee elects not to participate in direct deposit, they will receive a paper check mailed to the address listed in the payroll system.

Section 7.5.1.1 of the BOR Policy Manual states that an employee may be exempt from participating in direct deposit if they do not have an account at an automated clearing house (ACH) financial institution and can provide evidence that they are unable to obtain such an account. An employee desiring to request an exemption from the direct deposit requirement should complete a “Direct Deposit Personal

Exemption Request Form.” The exemption request form should be retained for one year after the employee’s separation from employment.

Effective with an institution’s transition to the OneUSG Connect solution, the SSC will receive, approve, and maintain direct deposit exemption requests. Employees approved for a direct deposit exemption will be paid by a pay card issued by USG’s selected pay card provider.

Employees are paid monthly or biweekly, depending on the employee’s job classification.

Biweekly: Employees who are paid biweekly will receive 26 payments during the year. Each payment represents a two-week period. If a payday falls on a holiday, payroll will (normally) be direct deposited on the preceding business day.

Monthly: Employees who are paid monthly will receive 12 paychecks throughout the year. Each payment is direct deposited on the last business day of the month. If a payday falls on a holiday, compensation will (normally) be made on the preceding business day.

Payment Reissue: In the unlikely event that an employee does not receive their payment, a written request from the employee should be directed to the payroll office. Once the written request is received, the payroll department will investigate the missing payment, and if verified, the missing payment will be reissued.

5.1 Salary and Wage Adjustments

Pay rates depend on many factors, such as knowledge, training, special skills, and the job's responsibilities. Constant effort is made to maintain a fair wage or salary range for each job and a fair relationship between the job levels. Salary and wage adjustments will generally be implemented when an equity or administrative adjustment is deemed necessary, provided that performance warrants the adjustment.

Adjustments may take the form of merit increases or administrative adjustments and are developed in conjunction with the budget development process. All salary and wage adjustments are contingent upon the availability of funding. Wages can also be adjusted downward under certain circumstances, such as demotion or transfer. All salary and wage adjustments are subject to USG and Clayton State salary and wage administration guidelines.

5.2 Garnishments

Clayton State University considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Failure to meet personal financial obligations may damage the University's reputation. The University is required by law to accept and process garnishments served by court officials. Continuing instances of default in payment of debts resulting in repeated garnishment of wages shall be sufficient grounds for termination.

5.3 Withholding of Pay

Clayton State University may withhold paychecks or deduct from paychecks amounts owed by employees of the University for any fines, fees, penalties, or other financial obligations to the institution. This includes withholding pay for failing to return university-issued property, such as parking tickets, uniforms, computers, keys, etc.

5.4 Recovery of Wage/Salary Overpayment

In the event that an employee, former employee, student worker, or retiree receives reimbursement, wage or salary funds resulting in overpayment, the institution will immediately contact the employee, former employee, or retiree and ask for a return of the overpayment in full, or set up a repayment plan and have them sign a promissory note agreeing to the terms of the repayment. A hold may be placed upon a student worker's institutional account until payment arrangements have been made.

As set forth in the promissory terms, complete repayment should occur as soon as possible. If the employee has transferred to another institution, that institution will be contacted (by agreement) to collect the funds via the payroll deduction process. The Shared Services Center will be notified via SSC's ticket/case management system of the repayment of funds, allowing for necessary corrections to the Total Wage/Salary/Taxes Paid (W-2 data) for the employee and institution.

If the person is not cooperative in returning the funds, the situation will be reported to the institution's legal affairs office and/or the BoR system office for guidance. A detailed record will be kept of all contact efforts (telephone, mail, in person).

Section 6: Performance, Standards, and Conduct

To ensure the professional and efficient operation of the University, it is necessary to establish specific rules. The following are some of the most important rules.

6.0 Rules of Conduct

Clayton State University expects all employees to adhere to the basic rules of appropriate conduct.

While not exhaustive, the following violations of the rules of good conduct may result in disciplinary action or discharge. An employee may not be terminated without prior approval from Human Resources.

- Failure to perform assigned duties or refusal to perform job-related duties
- Failure to maintain professional standards or conduct with clients, co-workers, and students
- Negligence
- Falsifying records/reports or information
- Theft
- Intoxication or drinking on the job
- Failure to report one's absence or reason for absence
- Rude, discourteous behavior
- Habitual absence or tardiness
- Unauthorized absence from the assigned work area
- Entering an unauthorized area at any time
- Interfering with the work performance of another employee
- Wasting materials
- Willful damage of equipment or property
- Willful violation of safety regulations
- Gambling while on duty
- Sleeping while on duty
- The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drug not prescribed by a physician is prohibited on university premises

- Disruptive or violent behavior or threats
- Refusal to cooperate with a Clayton State investigation
- Failure to follow University policies or procedures; or
- Any other conduct interfering with the performance of duties.

Note: Counseling an employee and holding them accountable for the performance of assigned duties and responsibilities, as well as their behavior and conduct, does not constitute harassment or an act of creating a hostile or intimidating environment.

6.1 Progressive Discipline

The progressive discipline process is designed to be constructive and corrective, promoting employee success.

It provides the employee with the necessary information to understand which aspect of work performance, attendance, and/or behavior is unacceptable, identifies the expected improvements, and offers the opportunity for employees to demonstrate these improvements. The goal is to improve employee performance, attendance, and behavior, and to support employees in assuming ownership of their performance, attendance, and behavior.

Progressive Discipline Steps: It is recommended that department management document all steps of the progressive discipline process as they occur, as well as warnings of further corrective action if the unacceptable performance or behavior is not corrected. In each step, department management is advised to state the next step to be taken if the performance does not improve.

However, in cases of serious misconduct, the employee may immediately be terminated or suspended from the workforce with Human Resources' approval. The steps involved in the process may include verbal discussion, written warning, suspension without pay, final warning, or termination. Any disciplinary step may be omitted depending upon the severity of the incident.

6.2 Ethics and Reporting Wrongdoing

Clayton State University is committed to upholding the highest standards of personal and professional ethics and conduct. As an employee, you are required to do the same. The University recognizes that an ethical, efficient, and effective work environment is essential to achieving success in accomplishing its missions and strategic goals.

As a result, the University has always placed a high priority on assuring that each member of our university community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain is frequently the most thorough and timely way to resolve a matter and is encouraged. However, other reporting avenues, such as Public Safety and Human Resources, have been and continue to be readily available.

In keeping with our efforts to expand alternatives for reporting matters of significance, we have Hotline reporting available through a service provided by Navex Global, an independent company. This service is available 24 hours a day, 7 days a week, and allows the University constituency to voice their concerns. This service allows the caller to send additional information if available and receive feedback or questions on the call report via a report number and PIN.

To contact the Ethics and Compliance Reporting Hotline, please call toll-free 24 hours a day, 7 days a week at 1-877-516-3421.

Gain electronic access by navigating to the following URL address: <https://clayton.alertline.com>.

Additional information regarding the Ethics and Compliance Reporting Hotline can be obtained by visiting the Department of Human Resources website.

6.3 Work Environment Guidelines

The university strives to ensure the health and safety of its community and provide students, employees, and the public with the most productive environment possible. The university has developed current plans, policies, and guidelines that all employees must follow to maintain a safe and healthy workplace. These plans, policies, and guidelines may be revised as business and environmental needs dictate. Employees are expected to adhere to all revisions.

Every employee can contribute to the quality of the work environment by maintaining good work habits, taking personal responsibility, showing respect for others, adhering to professional decorum, and cooperating with established policies, procedures, and programs. In addition, the university expects all employees to cooperate in maintaining a quality work environment. Every employee contributes to the university's image. While employees have the right to personal preferences in dress and workplace decor, the overall image will be one of professionalism as appropriate for the particular function. The university reserves the right to restrict dress and workplace decor for legitimate reasons relating to safety, hygiene, or environmental conditions.

Employees are required to maintain a clean and orderly work environment and ensure that all equipment is in good working condition at all times. Employees shall report the need for repair to the appropriate office, e.g., Internet issues to Information Technology Services, Facilities Issues to Facilities Management, and safety issues to Public Safety.

Employees must report loss or damage of any university equipment to their supervisor within three (3) business days. Theft of equipment must be reported to the employee's supervisor and CSU's Public Safety Office. Thefts that occur off campus should be reported to the supervisor, CSU Public Safety, and local law enforcement, where applicable. (Also see Section 9.4 Use of University Property).

Animals (dogs, cats, birds, other pets, etc.) are not permitted inside any University-controlled building except for those animals that are specifically exempted by this policy. Specifically, animals are prohibited from being in offices, classrooms, hallways, and all other areas in any academic or administrative building.

SERVICE ANIMALS

In compliance with the provisions of the Americans with Disabilities Act (ADA), individuals with disabilities shall be permitted to be accompanied by their service animals in all unrestricted areas of Clayton State University's facilities, and may attend any class, meeting or other event. Exceptions may apply in certain areas.

Employees who have a disability and are requesting accommodation for a service animal must contact the human resources (HR) department and complete the proper documentation. All service animals must be registered with the HR department.

For purposes of this policy, “service animal” has been defined by the ADA as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” Absent prior authorization, Clayton State University prohibits individuals from bringing onto the premises a pet that does not meet the ADA’s definition of service animal.

All service animals must be licensed in compliance with local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.

The service animal’s handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Clayton State University’s premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.

Clayton State University also expects all service animals and their respective handlers to exhibit reasonable behavior while on ’s grounds. The service animal must be properly groomed and maintained so as to avoid disruption of others in the workplace. In addition to the aforementioned requirements, a service animal may be removed from Clayton State University’s premises for one of the following reasons:

- The service animal acts out of control or behaves poorly so as to cause a disruption, and the handler fails or is unable to take effective action to control the service animal.
- The service animal is unclean, and/or not housebroken.
- If the service animal consistently behaves improperly, the handler may be directed not to bring the service animal onto Clayton State University’s premises until the handler corrects the service animal’s behavior.

When there is a legitimate reason to ask that a service animal be removed from the premises, staff must offer the disabled individual the opportunity to obtain goods or services without the service animal’s presence.

CHILDREN IN THE WORKPLACE

Children may not visit the workplace if their presence conflicts with departmental policy or federal or state law. Children (under the age of eighteen), family members, and friends are welcome for occasional, brief visits in the workplace as long as it does not interfere with an employee’s ability to perform their work functions or interfere with the work function of their co-workers. Children are not allowed in potentially hazardous work areas (i.e., laboratories). Supervisors are responsible for enforcing this policy in their respective areas. Employees who violate this policy may be subject to corrective action, up to and including termination.

6.4 Performance Expectations and Evaluations

Supervisors and managers should provide employees with a job description and related performance

expectations during the onboarding process and consistently throughout their employment. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations.

Clayton State University has established a system of performance evaluation for all Staff employees that is consistent and continuous, emphasizing communication between supervisors and employees. This performance evaluation system will be used for career development, decision-making regarding transfers, promotions, demotions, retention, supervisory assistance, employee training and development, and salary considerations (based on the availability of funds).

The supervisor/manager shall systematically evaluate all Staff employees at specified time intervals, but no less than once each year, to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and assist in performance improvement planning for employees who are performing below standards or below their capabilities.

An employee within their provisional period should be evaluated at least once prior to the completion of the provisional period.

Please note that counseling an employee and holding them accountable for the performance of assigned duties and responsibilities, as well as their behavior and conduct, does not constitute harassment or an act of creating a hostile or intimidating environment.

The OneUSG ePerformance module is the system of record for performance evaluations. This digital evaluation system is the official evaluation tool for Clayton State University Staff employees. Note: Faculty evaluations are completed using a different evaluation tool.

Completed evaluations, electronically signed by two levels of supervision (immediate and secondary) and the employee, are to be submitted in the ePerformance module upon completion and will become part of the employee's personnel record. Employees have 30 days from the date of signature on the evaluation to submit any additional comments. Performance evaluations are not subject to the employee grievance process.

6.5 Professional Development, Training, and Orientation

Clayton State University recognizes that training and development programs enhance individual and organizational performance, thereby supporting the University in achieving its overall institutional objectives. The employees' supervisor will provide basic orientation and explain the operations and processes required by the position.

Certain positions at the University offer opportunities to acquire advanced skills, information, and experience that may qualify an employee for career progression.

Professional development is part of all employees' performance expectations. Supervisors should assess and plan for training programs that are mutually beneficial for employees and the University.

6.6 Promotions and Transfers

Several factors influence promotions and advancement. Qualification to perform the advanced work is the most critical factor, as well as an individual's performance in their current position. A lateral transfer is an employee's shift from one position to another of the same classification or one with comparable skills and in the same general pay range.

Every Regular Staff vacancy on campus is generally posted on the Department of Human Resources employment webpage unless the CHRO grants approval to fill the position in an alternative manner and in accordance with USG Recruitment Guidelines.

Any employee interested in a vacancy should complete an electronic application by following the instructions on the Department of Human Resources employment webpage.

6.7 Separation of Employment and Eligibility for Rehire

Resignation: Employees who resign for any reason should give as much notice as possible. The minimum notice is ten (10) working days. Longer notification periods may be agreed upon for certain positions. Written notice is expected. Supervisors are strongly encouraged to provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in writing. The institution is not obligated to allow an employee to rescind the resignation.

Supervisors who receive a resignation must contact Human Resources to ensure that all applicable laws, regulations, and policies are followed.

Termination for Cause: Employees may be terminated for misconduct, including violations of University policy or any other conduct detrimental to the University, its reputation, operations, or activities.

Termination for cause may also include termination due to the employee's unwillingness or inability to adequately perform their job responsibilities or for insubordination.

Supervisors who are considering the termination of an employee must contact human resources to ensure that all appropriate laws, regulations, and policies are observed.

Eligibility for Rehire: Clayton State University employees who separate voluntarily or involuntarily from employment will receive one of three rehire eligibility designations as follows:

Eligible for Rehire - Employees who separate from the USG and have complied with relevant Board of Regents policies and procedures are eligible for immediate rehire, subject to other applicable legal and/or policy restrictions (e.g., prohibitions on post-retirement employment decisions and waiting periods). The separation reason may include, but is not limited to, voluntary resignations, expiration of contracts or limited-term employment, reductions in force, and retirements.

Ineligible for Rehire - Employees who separate for serious misconduct, major policy violations, or criminal behavior should be deemed ineligible for rehire for a minimum of three years from the date of separation. The separation reason may include, but is not limited to, institutional harassment policy violations, conviction of a crime, falsification of credentials, or acts of workplace violence.

Conditional - Employees who separate from the USG with a less than satisfactory work records due to violations of relevant BOR policies and procedures, including resignations in lieu of discharge, or who are terminated for reasons other than criminal behavior, acts of violence or serious policy violations, are generally not rehire eligible for at least 12 months from the date of separation.

The separation reason may include (but is not limited to) unsafe work practices, workplace disruptions, loss of required credentials, or discharge due to inappropriate conduct (e.g., violations of the USG Ethics Policy), or unsatisfactory performance. Upon completion of this minimum separation period, the hiring institution will have no obligation to consider a former employee (designated as "conditional") for future employment but will however have the discretion and authority to determine that rehiring a former

employee designated as “conditional” is in the best interest of the institution (and the USG as a whole).

Eligibility Designation Change Request: After the requisite period of time has passed since a conditional or ineligible for rehire separation designation, a former employee may submit a letter to the System Office of Human Resources Department requesting removal of the designation. The request should outline the reasons why the former employee believes the prior designation should be changed. The employee must include evidence or information that demonstrates they have established a positive work record elsewhere. Two letters of reference should accompany the former employee’s request.

The System Office HR Department will review the request, consult with the former employee’s institutional HR department, and the administrators who endorsed the designation. The System Office HR Department will also be responsible for responding to the former employee within ten (10) business days of the request. Should the request be granted, the System Office HR department will submit the designation change through the appropriate protocols, including system updates. This decision may be appealed through the established institutional and USG procedures. The USG Eligibility for Rehire Policy can be found at: https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Eligibility_for_Rehire_Employment.pdf.

Dismissal, Demotion, and Suspension: With approval from the Department of Human Resources, an employee’s supervisor will normally effect dismissal, demotion, or suspension of Staff employees when management determines that the employee’s job performance or personal conduct is unsatisfactory.

Whenever possible, the employee shall be informed in writing of the reasons for the demotion or suspension, and granted a reasonable opportunity to respond to the next highest authority prior to the effective date of the action; provided however, that under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted, or suspended with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to the appeals procedure upon request made within 10 working days following the adverse personnel decision of the employee’s supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or the President’s designee determines otherwise.

Supervisors considering a suspension, demotion, or dismissal of an employee must contact Human Resources to discuss the situation before taking any adverse employment action, ensuring compliance with all applicable laws, regulations, and policies.

6.8 Clearance of Campus and Exit Interview

Employees who terminate employment must complete the CSU exit process. It is the responsibility of the employee to ensure that they do not owe the University any outstanding obligations. This process is normally completed on the last working day and includes, but is not limited to, returning ID, keys, parking permit, equipment, books, P-Card, electronic devices, and any other University property.

The exit process also includes updating employee contact information as well as completing the employee satisfaction survey.

Note: Employees are responsible for the cost of replacement of University keys that they have lost during

or prior to the end of employment, and may be required to pay for departmental rekeying

The employee must return any university records stored on personal devices (including iPhones, iPads, Android devices, home computers, and USB drives) prior to separation.

A final paycheck will be deposited directly into the separated employee's direct deposit account on record with payroll on the next regularly scheduled pay date.

Section 7: Benefits

Clayton State University offers benefits to eligible employees, providing the opportunity to participate in various benefit plans offered by the Board of Regents. These plans may include health insurance, dental insurance, vision insurance, life insurance, disability income insurance, dependent life insurance, pre-tax savings flexible spending accounts, and retirement plans.

For specific information on the available benefit plans, please refer to the University System of Georgia system-wide benefits website www.usg.edu/hr/benefits or Clayton State University's Human Resources website.

7.0 Benefits Eligibility

Benefits Eligible: There are three definitions pertaining to benefits eligible as described below:

- **Full Benefits Eligible:** This designation applies to employees working 30 or more hours per week or 0.75 FTE or greater, including regular faculty and staff. Full benefits include all benefits in accordance with the University System of Georgia Board of Regents policy 8.2.9 Insurance.
- **Partial Benefits Eligible:** This is defined as working 20 to 29 hours per week or 0.5 FTE to 0.74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.
- **Non-Benefits Eligible:** This category is defined as 19 hours or less per week (0.49 FTE or less), which applies to regular faculty and staff employees. Non-benefits eligible also include temporary faculty, temporary staff, and temporary student employees who may not work more than 1,300 hours in a 12-month period, as defined later in this policy. Note: Students may not hold regular employment status as defined under the BOR's Employee Category Policy.

Note that the date a benefits-eligible faculty member actually starts employment occurs when s/he is providing a service benefit to the employer, and this will be their official contract date/date of employment for service, salary/pay, and benefits.

Eligible dependents

Eligible dependents, as defined by the plan, include the spouse and dependent children up to age 26 for medical, dental, and vision plans. If a dependent becomes medically disabled prior to the age of ineligibility, they may continue as a dependent with medical certification.

A marriage license, birth certificate, or other document establishing a dependent relationship is required as a condition of dependent coverage. It is the employee's responsibility to notify the Third-Party Benefits

Administrator of any changes that may affect a dependent's eligibility by calling 1-844-587-4236.

Documentation

Documentation verifying proof of eligible dependents' status must be provided to the Third-Party Benefits Administrator within 30 days of enrollment in order for the dependent(s) to be covered under the plan(s). To review a list of acceptable documents, please consult the USG Employee Benefits website www.usg.edu/hr/benefits or contact the Third-Party Benefits Administrator by calling 1-844-587-4236.

7.1 Section 125 Plan

The University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee medical, dental, vision, health savings, and flexible spending account premiums are deducted on a pre-tax basis and are not subject to federal, state, or FICA taxes. Under this plan, elections must remain in effect for the entire plan year, unless a mid-year qualifying "change in status" event occurs. Contact the Third-Party Benefits Administrator to make changes <https://leplb0910.portal.hewitt.com/web/oneusg/> or call 1-844-587-4236.

7.2 Group Medical Insurance

Employees who are benefits eligible have 30 days from their benefits eligibility date to select a medical plan from the various plans offered. Every fall, the University offers an open enrollment period during which employees may change their healthcare plan elections and/or levels of coverage. Changes can be made on the Third-Party Benefits Administrator site or by calling 1-844-587-4236.

The University shares the cost of healthcare coverage as determined by the Board of Regents. The employee must pay the remaining portion of the premium through payroll deduction. Premiums for medical insurance are withheld from the payroll check on a pre-tax basis.

7.3 Group Dental Insurance

The University provides voluntary dental programs for all benefits-eligible employees. Enrollment in the University System of Georgia (USG) dental plan is only allowed during the initial benefits eligibility period or within 30 days of a qualifying event. Each participating employee pays 100% of the monthly insurance premium on a before-tax basis.

7.4 Group Vision Insurance

The University offers a voluntary vision plan to all eligible employees. Enrollment in the University System of Georgia (USG) dental plan is only allowed during the initial benefits eligibility period or within 30 days of a qualifying event. Each participating employee pays 100% of the monthly insurance premium on a before-tax basis.

7.5 Flexible Spending Account and Health Savings Account

Flexible Spending Account

Clayton State University offers IRS-qualified flexible spending accounts, which allow employees to set aside funds on a pre-tax basis for certain health care and dependent care expenses. Employees may reduce their salary depending on the program elected and annual IRS limits.

Contributions to either the Health Care or Dependent Care account are not subject to federal or state income taxes or FICA (Social Security) deductions.

By electing to participate in a flexible spending account, employees can save on predictable medical costs. However, it is important to note that any unspent funds remaining in the account at the end of the plan year will be forfeited. Employees will have until March 31st of the following year to file for reimbursement of eligible expenses.

Employees whose annual salary is less than the Social Security maximum taxable amount will have a slight decrease in the monthly benefit amount paid upon retirement under Social Security. However, participation in either account will not affect other benefit plan deductions, such as retirement or the amount of disability income protection you may be eligible to receive under an offered disability plan.

Health Care Flexible Spending Account: The Health Care Flexible Spending Account (FSA) may be used to cover the cost of eligible medical, dental, and related expenses that are not paid by other insurance (i.e., coinsurance, deductibles, co-payments, and excess medical, dental, and/or vision costs). Participating employees may contribute a portion of each paycheck to the FSA through regular payroll deductions on a before-tax basis.

Dependent Care Flexible Spending Account: Clayton State University recognizes that many employees in today's workforce are faced with child or eldercare expenses due to the employment of one/both parents. To assist with expenses, the University provides an opportunity for employees to participate in the Dependent Care Flexible Spending Account. This account allows employees to pay for dependent care expenses (i.e., daycare/eldercare) with before-tax dollars.

NOTE: Limited-Purpose Flexible Spending Account (LPFSA): Under the BOR Health Plan's Consumer Choice Option, employees, in conjunction with their Health Savings Account (HSA), elect to enroll in a Limited-Purpose FSA. A limited-purpose health flexible spending account (referred to as a limited-purpose FSA) is much like a typical, general-purpose health FSA. However, under a limited-purpose FSA, eligible expenses are limited to qualifying dental and vision expenses for you, your spouse, and your eligible dependents.

Health Savings Account

Eligible employees can enroll in the HSA medical plan and have the opportunity to open a Health Savings Account (HSA), a tax-free account that can be used to pay for eligible healthcare expenses now and in the future. To help eligible employees get started saving, USG will match contributions to their HSA up to a pre-determined amount (see www.usg.edu/hr/benefits for current amounts). Eligible employees can use this account to pay for eligible out-of-pocket healthcare expenses, including hospitalization, physician care, prescription drugs, dental, and vision.

Eligible employees can also contribute additional tax-free funds, up to IRS limits, to save for future healthcare needs or to protect themselves from the unexpected.

7.6 Group Life Insurance

The BOR through the University offers life insurance plans to benefits-eligible employees. An employee leaving the University's service before retirement may convert the group life insurance to an individual policy without undergoing a medical examination.

Basic Life and AD&D: A total of \$25,000 of basic life insurance is provided at no cost to the employee, in addition to \$25,000 of accidental death and dismemberment coverage.

Supplemental Life and AD&D: On a “full contributory” basis, employees may elect supplemental life insurance from one to eight times their salary, up to a maximum of \$2.5 million. The lesser of 3x their annual salary or \$500,000 is guaranteed without providing any Evidence of Insurability (EOI) if elected when initially eligible on January 1st of the plan year, premiums will increase based on the age the employee will attain during the plan year.

Employees who fail to enroll during the initial eligibility period and who elect to apply for coverage at a later date must provide medical evidence of insurability to the carrier's satisfaction, based on individual underwriting standards. Any expenses incurred will be the responsibility of the employee.

Dependent Life: Employees may elect to insure their eligible dependent(s) in the University's offered dependent life insurance plan. The cost of dependent child coverage is a flat rate regardless of the number of dependents covered. Employees may choose coverage for each child aged 6 months to 26 years.

Child(ren) coverage options are available in the amounts of \$5,000, \$10,000, or \$15,000. No EOI is required. Spouse coverage is available from \$10,000 to \$500,000 and requires proof of good health for amounts exceeding \$50,000.00. Dependent children, aged 2 weeks to 5 months, are insured for \$2,000. If coverage is not elected within the initial benefits eligibility period or within 30 days of a mid-year qualifying event, approval may require the spouse to furnish medical evidence of insurability to the carrier's satisfaction, based on individual underwriting standards.

7.7 Disability Income

Clayton State University offers both short-term and long-term disability income protection plans. The plans provide income protection to employees who become disabled from a covered injury or illness.

Participation in either plan is voluntary, with the full cost paid by the employee with after-tax dollars.

Detailed information regarding disability income plans can be obtained by visiting the USG Benefits site at www.usg.edu/hr/benefits.

7.8 COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, eligible employees and dependents may elect to continue medical, dental, vision, and/or health care flexible spending benefits for a pre-determined period of time when certain criteria are met (i.e., termination of employment).

Participants must pay the full premium cost (including both the employee and employer portions), plus a small administrative fee.

COBRA election must be made in writing within 60 days from the date you lose coverage or 60 days from the date of notification.

Additional information regarding continuation of coverage may be obtained by contacting the USG Shared Services Center at 855.214.2644.

7.9 Worker's Compensation Benefits

All employees of Clayton State University are covered under the provisions of the Workers' Compensation Act. This act provides protection for the employee in the event of injury or death while performing services for the University. In the event an employee sustains any injury at work, the incident must be reported to his/her supervisor, the Department of Public Safety, and the Department of Human Resources. Please refer to the Human Resources Reporting Procedures for Workers' Compensation Incidents/Claims.

7.10 Unemployment Compensation

Employees are covered under the Georgia Employment Security Law, commonly referred to as “Unemployment Compensation.” The unemployment payments provided by this act help workers get through the difficult time of unemployment.

When an employee separates employment, the Department of Human Resources provides a Georgia Department of Labor Separation Notice. Employees no longer employed should consult the nearest Georgia Department of Labor Office to determine their eligibility and/or file an unemployment insurance claim if applicable.

7.11 Maximum Retirement Compensation Limit

Maximum compensation and salary increase limitations for computing retirement benefits are determined each year. The maximum compensation limit under Internal Revenue Code 401(a) (17) only applies to TRS employees hired on or after July 1, 1996, and to ORP employees hired on or after January 1, 1996. Employees hired prior to the preceding dates are “grandfathered” with no maximum salary limitation. An additional IRC Section 415 employee and employer combined contribution limit applies to all ORP participants regardless of hire date.

7.12 Retirement Benefits

Employees eligible for retirement from the University System, in accordance with set criteria, may elect to continue participating in Clayton State University’s group benefit program.

Retirees may maintain coverage in medical, dental, vision, basic life, and supplemental life insurance.

Clayton State will continue to provide basic life insurance coverage at no cost to the retiree, as well as pay the employer portion of the medical insurance premium for retirees under the age of 65 (who are not yet eligible for Medicare). The retiree, however, must bear the entire cost for dependent life, supplemental life, medical (employee portion), dental, and vision coverage.

Medicare-eligible retirees aged 65 and over are eligible to enroll in a Medicare supplement through a retiree healthcare exchange and may be eligible for a healthcare subsidy to assist with the cost of the premiums. For more information, visit the USG Retiree Benefits Website at http://www.usg.edu/hr/benefits/retiree_benefits.

Life insurance coverage can only be continued into retirement if the employee meets the criteria of a USG retiree as defined by the Board of Regents.

Life insurance amounts are subject to reductions at retirement and at certain age brackets based on plan specifications. The medical coverage and premiums are subject to increases and plan design changes as determined by the Board of Regents.

Employees planning to retire should contact Human Resources at least 90 days prior to their (proposed) retirement date to initiate the application process and review the Retiree Handbook, located on the HR webpage.

7.13 Retirement Plan Options

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008, have the option of participating in the Teachers Retirement System of Georgia

(TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may only participate in the TRS plan.

Both eligible employees and Clayton State University contribute a percentage of the Employee contributions to the TRS or ORP are sheltered from federal and state income taxes.

Mandatory Retirement Plan Options

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008, have the option of participating in the Teachers Retirement System of Georgia (TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may only participate in the TRS plan.

Both eligible employees and Clayton State University contribute a percentage of the Employee contributions to the TRS or ORP, which are sheltered from federal and state income taxes.

TEACHERS' RETIREMENT SYSTEM OF GEORGIA

All regular employees of Clayton State University are required by law to participate in a retirement program. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008, have the option of participating in the Teachers Retirement System of Georgia (TRS) or the Optional Retirement Plan (ORP). Non-exempt employees, as a condition of employment, may only participate in the TRS plan.

The Teacher's Retirement System of Georgia is a defined benefit plan. Participation in the plan is mandatory for all regular non-exempt employees, as well as exempt employees hired prior to July 1, 2008, with a work commitment of half-time or more. Faculty and principal administrative officers hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008, are also eligible to elect membership in the Teachers Retirement System of Georgia in lieu of the Optional Retirement Plan. Such an election is irrevocable.

Vesting: A TRS member with at least 10 years of creditable service has a vested right to receive a retirement benefit if certain criteria are met.

Disability: A TRS active member who is mentally or physically disabled and who has at least 9 1/2 years of creditable service is eligible to apply for disability retirement.

For more specific information regarding the TRS plan, please visit <http://www.trsga.com> online.

OPTIONAL RETIREMENT PLAN (ORP)

The Optional Retirement Plan is a defined contribution plan established in accordance with the Official Code of Georgia Annotated, Section 47-21-7. Faculty and principal administrators hired on or after July 1, 1990, and exempt employees hired on or after July 1, 2008, have a one-time irrevocable decision to participate in the Optional Retirement Plan in lieu of the Teachers Retirement System of Georgia. This decision must be made within 60 days following the date of employment.

If an election is not made within the 60 days of eligibility, all eligible employees will automatically be enrolled in the TRS plan for the remainder of their employment with the University System of Georgia. Employees whose status changes from a TRS to an ORP-covered position are not eligible to participate in

the ORP plan. Detailed information on the available ORP investment companies may be obtained by contacting the Department of Human Resources.

Vesting: Vesting in the Optional Retirement Plan is full and immediate. Each participant is 100% vested in all plan contributions.

Disability: The ORP does not offer specific disability provisions. However, because the plan provides full and immediate vesting, you will never lose the value of your account if you are unable to work as a result of total and permanent disability. In the event you become totally and permanently disabled and you are completely separated from service, you may request a distribution and receive your account value in a lump sum or convert to a retirement annuity.

GEORGIA DEFINED CONTRIBUTION PLAN (GDCP)

Effective July 1, 1992, the Georgia Defined Contribution Plan was created by the 1992 Georgia Law, Act 996. The plan provides a retirement system for temporary, seasonal, and part-time (less than 50%) employees of the Board of Regents of the University System of Georgia, who are not eligible for membership in the Employees Retirement System of Georgia, the Teachers Retirement System of Georgia, or the Optional Retirement Plan. Eligible participating employees contribute a set percentage of gross salary to the plan through payroll deductions. This amount is deposited into each member's account.

EMPLOYEES RETIREMENT SYSTEM OF GEORGIA (ERS)

Employees who are vested members of the Employees Retirement System of Georgia may elect to remain in ERS. The irrevocable election must be made within 60 days of CSU employment. An application and an election form must be submitted to the Department of Human Resources.

Voluntary and Supplemental Retirement Options

Eligible employees may elect to participate in several tax-deferred annuity and deferred compensation plans offered through Clayton State University under the Internal Revenue Service Code provisions 403(b) and 457(b), respectively.

Up to the IRS mandated maximum amount, these plans permit participants to tax shelter income into a number of investment vehicles (i.e., mutual funds). Taxes are deferred until the funds are withdrawn (usually upon retirement).

Employees may participate in both the 403(b) and 457(b) plans. Clayton State does not contribute to either plan.

Tax Sheltered Annuity Plan 403(b): In 403(b) plans, interest and earnings accrue on a tax-deferred basis. Participants' accounts grow tax-free until the funds are withdrawn. Penalties may be incurred if withdrawals are made prior to retirement. A list of approved vendors may be requested from the Department of Human Resources.

Deferred Compensation Plan 457(b): Income may be invested in different investment options on a tax-deferred basis. Unlike the 403(b) plan, non-retirement withdrawals do not carry an early withdrawal penalty.

7.14 Employment Beyond Retirement

An individual retired from the Teachers Retirement System of Georgia, the Employees Retirement System, or the Optional Retirement Plan may be reemployed by the University System of Georgia under the following conditions:

The hiring institution's president must approve the re-employment of a USG retiree. Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the University System Office of Human Resources upon request.

A rehired retiree must have a minimum break of at least one month between the effective date of their retirement and the effective date of their re-employment.

The work commitment of a rehired retiree must be less than half-time, i.e., less than 49 percent.

The salary that is paid to a rehired retiree must be:

No more than 49 percent of the last compensation earned at retirement, or the average compensation used to determine a retiree's benefit at retirement (for TRS retirees), whichever is deemed higher, with consideration for the average cost-of-living adjustment increases that have been applied since the employee retired.

The salary paid to a rehired retiree must be consistent with their work commitment.

7.15 Georgia Higher Education Savings Plan (529)

Employees may participate in the Georgia Higher Education Savings Plan. Commonly referred to as the "529 Plan," the savings plan allows participants to set aside money for higher education expenses on a tax-deferred basis. The plan offers significant tax advantages, a choice of investment options, and the flexibility for employees to use their savings at any eligible educational institution in the United States or abroad.

7.16 Social Security

The Federal Social Security Act covers most employees of Clayton State University. This act provides aid to dependent children, disability payments, retirement, and death benefits. The employee and the University share Social Security contributions equally.

7.17 Employee Assistance Program (EAP)

The University System of Georgia partners with Acentra Health to provide employees and their family members with a comprehensive Employee Assistance Program (EAP). Services are free and confidential. Offerings include assistance with work-life balance, help with legal and financial issues, special needs, childcare, eldercare, and adoption; counseling services (up to 4 sessions per issue) and support for family well-being; as well as programs that provide leadership development and organizational support, including supervisor consultations and crisis and critical incident management.

Dedicated Line for the USG EAP: 1-844-243-4440; Available 24/7; 365 days <https://mylifeexpert.com/login>
Code: USGCares

Section 8: Education and Professional Development

The University recognizes that education, training, and development programs enhance individual and organizational performance, ultimately helping the University achieve its overall institutional and strategic objectives. Employees should work with their supervisors to develop plans that enhance their skills and prepare for the continually evolving responsibilities of their careers, as well as support their personal development.

Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs that are mutually beneficial for both employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

To the extent possible, no employee should take a course(s) that would require them to be absent from work during regularly scheduled work hours. If attendance in an approved education, training, or professional development course requires an employee to be absent from their assigned workstation during normal work hours, various accommodations may be possible, depending on the needs of the unit or department and the employee.

The supervisor must certify that the employee's participation in the educational, training, and/or professional development course will not adversely affect departmental services or result in undue hardship on other employees.

Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

8.0 Continuing Education & Professional Development

Many work-related training programs are provided on campus by the department for Continuing Education ("CE") and other campus departments. Continuing Education and other University departments can also assist departments in coordinating in-house departmental training opportunities to meet their specific needs.

The Clayton State University Center for Continuing Education offers staff development training to employees of Clayton State University and the Board of Regents who have been continuously employed for at least six months and have successfully completed their provisional period. Full-time faculty and staff who meet the conditions mentioned above may attend job-related Continuing Education courses at a reduced registration fee on a space-available basis.

For additional information on opportunities available through Continuing Education, please contact 678-466-5050 or visit the Continuing Education website.

8.1 Tuition Assistance Program (TAP)

The University System of Georgia (USG) has established the Tuition Assistance Program (TAP) as an educational assistance program. The purpose of TAP is to foster the professional growth and development of its eligible employees.

The Tuition Assistance Program (TAP) allows full-time, benefits eligible employees of University System of Georgia, who have successfully completed six (6) months of service in a benefits eligible position, as of the

date of the TAP application deadline, for the desired academic semester, the opportunity to continue their formal education by enrolling in a University System of Georgia institution.

An employee may seek approval up to nine (9) academic semester credit hours (subject to change) for each of the three (3) designated academic semesters: Fall, Spring, and Summer.

Requests from supervisors or managers for authorization to enroll must be submitted at least 30 days prior to the proposed enrollment date and must be approved by both the employee's supervisor and Human Resources. Employees who wish to utilize the TAP program must qualify as a student prior to registration.

TAP enrollment is granted on a space-available basis. Employees are required to register during TAP registration periods. Employees who pre-register will not be eligible for the TAP program. Please visit the Human Resources web page for information on TAP policies, procedures, registration, and application requirements. Please review the full TAP policy at:

https://www.usg.edu/hr/benefits/tuition_assistance_program/tuition_assistance_program_policy.

8.2 Employee Training

Employee training provides faculty and staff with professional development, skill-building strategies, and organizational resources to succeed in their current positions or assume roles with increasing leadership responsibilities. Employees have numerous options for development through portals such as KnowBe4, including web-based training, development training, and workshops that cover a wide range of topics. Faculty and staff are strongly encouraged to explore these opportunities.

Employees are required to complete CSU and USG-required training annually.

8.3 Course Attendance During Normal Working Hours

The University has an interest in encouraging employees to further their education. Class attendance may be arranged during the employee's regular workday, provided suitable arrangements can be made with the employee's supervisor to cover the work assignment and ensure the total work hours are met. Approval for class enrollment will only be possible if a satisfactory work schedule can be maintained during the period of the course.

Permission to attend class during working hours will adhere to the following guidelines:

- If schedule adjustments are required in a department to accommodate workflow, the work schedule will take precedence, and therefore, the employee may be unable to attend class each day.
- Enrolling in a course will not reduce the efficiency of the employee's department.
- The course will be taken during an agreed-upon time period.
- Non-administrative staff personnel are paid for actual hours worked, and time off to attend classes is granted without pay, unless the class is for specific job training sponsored by the University.
- Administrative Staff personnel are paid a salary based on their regular work schedule.
- Administrative Staff personnel may be allowed to attend class, with the approval of their supervisors, so long as they can arrange their work hours to fulfill their regular work hour commitment.
- Enrolling in a course will cause no delays in the completion of work requirements for the employee's department.
- The employee has the immediate and administrative supervisors' approval.

8.4 Employees Attending Credit Classes As "Auditors"

Regular employees of the University System may attend credit classes at their home institution as an "auditor." The Office of Admissions requires that interested employees complete a Clayton State University application and have it approved by their immediate supervisor and the dean or an administrative officer. This written request must be filed in the Registrar's Office before the first day of class. Enrollment in the class is on a space-available basis as determined by the Registrar.

No credit will be issued, nor will there be a permanent record maintained for the class participation.

8.5 Retiree Education

CSU Retirees are eligible to receive several perquisites that are specific to our campus. Retirees' service to Clayton State University is greatly appreciated, and the University looks forward to a continued relationship with its retirees.

The following are CSU "Perks" that may be of interest:

Retirees are eligible to participate in Continuing Education courses on a space-available basis, without the payment of course fees. Retirees are responsible for the purchase of any required texts, materials, and supplies. To participate in a course, retirees must go to the Continuing Education website and fill out a Staff Development Form. Indicate "Retiree" as the Department and send the form to the Department of Human Resources for verification of your eligibility. The Department of Human Resources will forward the completed form to the Continuing Education Program.

8.6 Age 62 And Over

Participation in regular academic courses (a system-wide perquisite) - If you are 62 years of age or older, the State of Georgia Constitution permits you to participate in regular academic courses on a space-available basis, without payment of course fees. You are responsible for purchasing any required texts, materials, and supplies. Anyone who would like to participate must be admitted to the university through the normal student admissions process.

Section 9: Vacation and Leave Policies

Employees working one-half time or more are entitled to accrue vacation based on the following schedule.

Years of Service	Monthly Accrual	Annual Equivalent
0 to 5 years	10 hrs. (1 1/4 days)	15 working days
5 to 10 years	12 hrs. (1 1/2 days)	18 working days
*Over 10 years,	14 hrs. (1 3/4 days)	21 working days

Employees, other than temporary employees, working one-half time or more but less than full-time, shall earn and accrue vacation time in an equivalent ratio to the percentage of time employed. Vacation time earned for a partial month of service may be prorated by the number of working days worked. Earned vacation may be accrued up to a maximum of 45 working days.

Employees shall be compensated for accrued vacation time, not to exceed 45 days, upon termination of service from Clayton State University. Such compensation shall be based on institutional vacation leave records.

A terminating employee shall not accrue vacation leave after the last working day of employment. On December 31st of each year, each employee's leave record shall be adjusted to reflect no more than 45 days of accrued leave. As leave days are earned in the following calendar year, they shall be added to the days available on January 1st. The leave record of an individual may show more than 45 days of accumulated leave during a calendar year, but no more than 45 days of leave time may be carried into a new calendar year. Earned vacation shall be taken at times mutually acceptable to the employee and the employee's immediate supervisor.

Temporary employees, including student assistants and regular employees working less than one-half time, do not earn or accrue vacation time.

It is the employees' responsibility to submit, and the supervisor's responsibility to approve, the employees' requested vacation time in the USG's electronic timekeeping system for payroll processing.

Employees who transfer to another University System of Georgia institution may transfer limited amounts of leave. For more information, see "Employee Transfer Among USG Institutions" in this handbook.

*Note:

A full-time administrative officer employed on a twelve (12) month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month.

9.0 Sick Leave with Pay

For all regular full-time employees of Clayton State University, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed.

Sick leave for employees shall be cumulative. Also, paid sick leave shall not be used until it is accrued. If an employee is ill or unable to work, it is the employee's responsibility to notify their supervisor or a designated department representative as soon as possible so that the day's work assignments can be managed. At that time, the employee should give an approximate time of their return to the workplace. If the employee's absence exceeds five consecutive workdays, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

The institution may require a physician's statement for absences of a shorter duration if deemed necessary by the supervisor and approved by the Department of Human Resources.

The completion of a Leave of Absence Request (LOA) is required if the employee is absent for more than 10 consecutive workdays. Leave may be requested through the Department of Human Resources.

It is the responsibility of the supervisor to notify the Department of Human Resources and forward any work releases or related documentation to HR upon the employee's return to work.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor of an employee's absence for any of the following reasons:

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

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

In addition, Clayton State University shall accept up to a maximum of 96 hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. For the institution to accept sick leave, the employee must have no more than a 30-day calendar break in service.

Written verification of the employee's sick leave balance must be provided to Human Resources by the terminating State of Georgia agency.

9.1 Sick Leave without Pay

Any employee unable to return to work after exhausting all accumulated sick and annual leave may be granted sick leave without pay for a period not to exceed one year. Such approved leave shall allow the employee to elect continuation of group insurance benefits with institutional participation.

All other benefits, which would otherwise accrue to the employee, will not be provided (i.e., sick leave, annual leave, and retirement service credit).

An employee who wishes to request sick leave without pay must make this request to the leave administrator in Human Resources as soon as it becomes apparent that such leave will be needed. In addition, medical documentation and a Leave of Absence Request Form must be submitted to Human Resources. Human Resources will then coordinate the request with the employee's supervisor, and approval is at the supervisor's discretion.

Employees experiencing a serious health condition must contact the Department of Human Resources to determine if they are eligible to initiate FLMA paperwork.

9.2 Benefits During Personal Leave

Approved paid leave results in benefits continuation, including continued accrual of sick and vacation. Approved unpaid leave allows employees to retain insurance benefits. However, employees on unpaid leave will not continue to accrue vacation or sick leave.

During the period of FMLA leave, an employee may retain health, dental, vision, and life benefits under the same conditions that applied before the leave began.

If an employee's share of insurance premiums cannot be deducted from their pay, the employee will be required to pay their share of insurance premiums each month while on leave.

Failure to pay the employee's share of the insurance premiums may result in loss of coverage; any remaining premium balance due upon the employee's return to work will be deducted from the employee's pay.

9.3 Unapproved Personal Leave

An employee not at work must be in an approved leave status. When an employee is absent from work without having arranged for official leave, disciplinary action up to, and including, termination may occur. Unapproved

leave will be unpaid or charged to accrued vacation at the supervisor's discretion and with approval from Human Resources.

9.4 Shared Sick Leave Program

On a voluntary basis, regular, benefits-eligible employees who have completed their provisional period may donate a specified number of sick leave (in 8-hour increments) from their sick leave accounts to the Shared Leave Pool during the annual open enrollment period. An active employee who donates leave must retain a combined total of 40 hours of leave in their own annual and sick leave accounts (pro-rated for part-time employees). Eligible employees may participate as either a contributor or a recipient.

9.5 Fair Labor Standards Act

As a general rule, if an exempt (salaried) employee performs any work during the workweek, they must be paid the full salary amount. An employer may not make deductions from an exempt employee's pay for absences caused by the employer or by the operating requirements of the business. If the exempt employee is ready, willing, and able to work, an employer cannot make deductions from the exempt employee's pay when no work is available.

To qualify for exemption, employees generally must meet specific tests regarding their job duties and meet certain compensation requirements. Job titles do not determine exempt status.

What kinds of deductions from pay are allowed?

When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;

- For absences of one or more full days due to sickness or disability, if the deduction is made in accordance with the University's bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week, or
- For unpaid leave taken by the employee under the federal Family and Medical Leave Act.
- In addition, deductions may be made from the pay of an exempt employee of a public agency for absences due to a budget-required furlough, and special rules apply when such employees take partial-day (or hourly) absences not covered by accrued leave.
- What kinds of deductions are not allowed?
- Deductions for partial day absences generally violate the salary basis rule, except those occurring in the first or final week of an exempt employee's employment or for unpaid leave under the Family and Medical Leave Act. If an exempt employee is absent for one and one-half days for personal reasons, the employer may only deduct for the one full-day absence. The exempt employee must receive a full day's pay for the partial day worked. Other examples of improper deductions include:
 - A deduction of a day's pay because the employer was closed due to inclement weather;
 - A deduction for a partial day absence to attend a parent-teacher conference.

9.6 Family Medical Leave

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of

In 1993, an eligible employee may be entitled to up to 12 work weeks of leave during a rolling 12-month period. An eligible employee is defined as any employee (including part-time and temporary) of Clayton State University who has:

- Been employed by Clayton State University or the University System of Georgia (if a transfer) for at least 12 months;
- Worked at least 1,250 hours during the 12-month period immediately preceding the leave.
- Leave under FMLA may be taken for one or more of the following reasons:

The employee's own serious health condition, including an on-the-job injury or occupational disease covered by Workers' Compensation, which causes the employee to be unable to perform the functions of their job;

- The care of an immediate family member with a serious health condition;
- The birth and care of a newborn child;
- The legal placement of a child with the employee for adoption, foster care, or
- A spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

With certain exceptions, as indicated in the Family Leave Act provisions, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain their employee benefits during the period of leave with institutional participation.

In addition, with approved family leave, sick and/or vacation days will run concurrently with FMLA. Care for a Recovering Service Member: Consistent with the provisions of the federal Family and

Under the Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to 26 workweeks of "caregiver" leave during any 12 months for the following reasons:

- A spouse, son, daughter, parent, or next of kin caring for a recovering service member.
- A recovering service member is defined as a member of the Armed Forces, including a member of the

National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Employees requesting Family and Medical Leave (FMLA) must inform their supervisor and submit a Family and Medical Leave Request Form and a Healthcare Provider Certification Form if applicable. All required documents must be forwarded to the Department of Human Resources. Forms may be accessed on the Department of Human Resources website.

FMLA approval is not granted until the designated Human Resources representative has reviewed and approved the request in writing.

Clayton State will also comply with any other leave provisions of the FMLA or any other regulation enacted under special legislation.

9.7 Maternity and Parental Leave

Absences due to pregnancy and childbirth will be considered on the same basis as any other disability, and FMLA and Sick Leave provisions will apply. See Sick and/or Family and Medical Leave (FMLA) for further information.

In accordance with Georgia's Parental Leave law for state employees, the University System of Georgia (USG) provides up to a maximum of 240 hours of paid parental leave during any rolling 12-month period to eligible employees for qualifying life events, as defined in this policy. The purpose of paid parental leave is to enable eligible employees to care for and bond with a newborn or a newly adopted or newly placed foster child.

Provided that the use of paid parental leave does not unduly disrupt Clayton State's operations, Clayton State shall not interfere with, restrain, or deny the exercise of or the attempt to exercise the provisions of this policy by any eligible employee. Clayton State shall not discharge, or in any other manner, discriminate against or retaliate against any eligible employee for lawfully exercising the provisions of this policy.

Clayton State may exercise disciplinary action, to include termination, as deemed appropriate against an employee who submits a false or fraudulent document or otherwise provides false or fraudulent information in an attempt to obtain paid parental leave.

The USG Parental Leave Policy can be viewed at:

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Parental_Leave_Policy.pdf.

Lactation Support

The University supports parents employed by the CSU by providing lactation and nursing support. A lactation and nursing parent support program enables lactating parents to express breast milk periodically during the workday or nurse their infant child. This policy is in accordance with the Official Code of Georgia, Federal Labor Standards Act, as well as USG, Clayton State University, local, State, and Federal regulations.

The breastfeeding of an infant child is an important and basic act of nurture, which should be encouraged in the interests of the parent and child's health. A parent may nurse their infant child in any location where the parent and infant child are otherwise authorized to be (O.C.G.A. § 31-1-9).

Breaks: Any employee who is breastfeeding a child will be provided reasonable break times to express milk for a newborn up to one year after the child's birth. The number of breaks needed to express milk may depend on numerous factors, such as the number of feedings and the age of the child. A nursing parent will typically need two to three breaks during an eight-hour period; however, more break times may be necessary.

Non-exempt employees who are subject to the Fair Labor Standards Act may take lactation breaks during existing break periods as designated by the employee's department. Lunch breaks may be shortened to account for a morning and an afternoon lactation break. If the employee uses time other than a regularly scheduled break time or if the employee's department does not have designated break times, then the employee will be required to either: (1) make up that time during the same workday; (2) use vacation leave; or (3) take leave without pay for that period of time.

FLSA subject (non-exempt) employees may also arrive at work earlier than the regular starting time or leave later than the regular departure time to account for lactation breaks.

Storage of Expressed Milk: The University is not responsible for the integrity or security of expressed milk stored in any refrigerator on campus. Lactating/Nursing parents may use campus refrigerators or may bring personal coolers to store expressed milk. Employees must provide their own containers for the storage of expressed milk while on campus.

Employees should check with their supervisors to determine if a refrigerator is available near their work area for storing breast milk. If there is no refrigerator available, employees must provide their own means to store and keep the milk cool, such as a cooler bag.

Notice/Posting: There are no employer posting, policy, or notice requirements written into the law. It is lawful for a supervisor to ask a pregnant/parenting employee whether they need or intend to take lactation or nursing breaks.

Supported Lactating/Nursing Parent Employee Obligations: Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks. Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee's needs. Employees must give notice of breaks to supervisors and are required to provide notice to their supervisor when the time for expressing breast milk is no longer required.

Locations: Lactation locations must be private, shielded from view, and not located in a restroom or common area. If an employee has a private office, it may be used for this purpose. If a dedicated lactation room is not accessible, supervisors should consider other options such as reserving a conference room as needed, adapting a clean and infrequently used small storage area, or converting an unused office or other room. Toilet stalls are not permitted. The lactation location should contain a chair, an electrical outlet, a small table or other flat surface, and a door, which can be locked or secured.

9.8 Court/Jury Duty and Voting Leave

Court/Jury Duty: Leave with pay is granted to regular employees for the purpose of serving on a jury or as a witness. Such leave is granted upon presentation of official documentation from the court institution. A subpoena from the appropriate court qualifies as documentation for serving as a witness. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving on a jury.

Voting Leave: Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed. Time off under this provision is with pay.

Employees may retain juror or witness fees paid by the court. An employee appearing in court related to a personal matter will not be granted leave with pay, but may take vacation, if available.

9.9 Bereavement Leave

Employees who have a death in the immediate family may be allowed to use accrued annual and/or sick leave for absences related to the death. Time off for bereavement exceeding five days requires the employee to contact Human Resources to request a personal leave of absence.

Immediate family includes the employee's spouse, parents, children, siblings, stepchildren, grandparents, grandchildren, foster parents, legal guardian, in-laws, and domestic partners.

9.10 Organ and Bone Marrow Donation

Employees who serve as organ donors for the purpose of transplantation shall receive a leave of absence, with pay, of 30 days. Employees who serve as bone marrow donors for the purpose of transplantation shall receive a leave of absence, with pay of 7 days. Leave taken under these provisions shall not be charged against or deducted from an employee's accrued annual or sick leave.

Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who donates an organ or marrow and presents to the appropriate documented statement (Human Resources) from a licensed medical practitioner or hospital administrator that the employee is donating an organ or marrow.

9.11 Military Leave

Notification: Upon receiving military activation orders, an employee must advise their employer. Unless precluded by military necessity, advance notice must be provided. Employees are encouraged to provide documentation of military duty prior to activation.

Reemployment: A returning service member will be reemployed in the position that was held, or in a position that would have been attained, had they not been ordered to active military duty.

Upon reemployment, an employee will be required to present the institution with a copy of their completion of military assignment orders that specify the dates/duration of ordered military service. The cumulative length of time that a returning service member may be absent from work for military service and retain her/her reemployment rights is 5 years.

Military Leave with Pay

Ordered Military Duty: An employee who receives orders for active military duty shall be entitled to absent himself/herself from his/her University duties, and shall be deemed to have a leave of absence with pay for the period of such ordered military duty and while going to and returning from such duty, not to exceed a total of 18 workdays in any one federal fiscal year (October 1 - September 30).

In the event the Governor declares an emergency and orders an employee to state active duty as a member of the National Guard, such employee, while performing such duty, shall be paid their salary or other compensation as an employee for a period not exceeding 30 days in any one federal fiscal year.

Annual Leave: After an employee has exhausted his/her paid military leave, the institution may pay the employee for his/her accumulated annual leave. Employees who elect not to use accrued leave, or who exhaust accrued leave, shall be deemed to have a leave of absence without pay.

Military Leave without Pay

At the expiration of the maximum paid military leave time and exhaustion of accumulated annual leave, continued absence by the employee shall be considered as military leave without pay.

Selective Service and Military Examination

Any regular employee required by federal law to take a military physical examination shall be paid for any time lost to taking such examinations.

9.12 Educational Leave

Institutions may grant educational leave with or without pay for a period of one year or less. Such leave shall be granted only for purposes of promoting scholarly work and encouraging professional development. Approved leave shall allow employees the right to elect continuation of group insurance benefits with institutional participation.

Extensions of such leaves, or the initial granting of leaves of more than one year, require approval by the University System of Georgia Chancellor or their designee.

9.13 Personal Leave

At the discretion of the institution's President, requests for personal leave of absence without pay for a period not to exceed one year, and when deemed in the best interest of the institution, may be approved.

Such approved personal leave without pay shall allow the employee the right to elect continuation of group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

Requests for personal leave without pay will be considered on an individual basis, upon the recommendation of the supervisor and the Director of Human Resources, and with the approval of the President.

9.14 Return From Leave

Employees must notify Human Resources of their return to work with as much advance notice as is practical. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned in to Human Resources prior to or on the employee's first day back to work.

The employee is responsible for ensuring that the documentation is delivered to Human Resources

either in person, via e-mail, or by facsimile. In some cases, the employee may be required to provide a fitness-for-duty certificate prior to being restored to active status.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to Human Resources within a reasonable period of time prior to the employee's planned return.

Human Resources is responsible for notifying the employee's supervisor of the employee's status.

The employee must provide medical certification that they are able to return to work earlier than expected.

9.15 Leave Notice and Certification

Employees requesting FMLA must complete the Clayton State University leave request form (s) and submit it to Human Resources along with the Certification of health care provider. The certification form includes a section for the health care provider to verify the existence of a serious health condition. In the case of a foreseeable leave, an employee is required to give at least 30 days' notice to HR and the supervisor prior to beginning FMLA. In the event that the leave is not foreseeable, the employee is required to advise Human Resources and their supervisor as soon as practical. Whenever possible, the employee requesting FMLA should set up an appointment with Human Resources to provide required paperwork and make preparations regarding compensation and benefits. The employee may be required to obtain a second or third medical certification, at the University's expense.

9.16 Holidays

Clayton State University observes 13 official paid holidays each year for benefits-eligible employees. A holiday schedule is available on the Department of Human Resources webpage. Holidays observed are as follows: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Day following Thanksgiving Day, and Winter Break (five days in December). Temporary employees are not paid for holidays.

A terminating employee shall not be paid for any official holidays occurring after the last working day of employment. In the case of retirement or inter-institutional transfer, employees will receive pay for holidays occurring at the end of their final month of employment if in a paid status (work time, annual leave, sick leave, or other paid leave) on the last scheduled workday of the month.

9.17 Educational Support Leave

Effective July 1, 2015, the Board approved the Educational Support Leave policy for University System of Georgia employees. The full text of BOR Policy 8.2.7, Leave, can be accessed at the following link: http://www.usg.edu/policymanual/section8/C224/#p8.2.7_leave.

The Policy provides that each full-time, non-temporary employee of the State of Georgia or any board, branch, department, bureau, or commission thereof shall be entitled to apply for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state. Under this

new law, paid leave will only be authorized for activities that are directly related to student achievement and academic support. Use of such leave for political purposes or agendas is prohibited. The revised policy reflects this change in state law. Also see BOR Policy 8.2.7.7, Miscellaneous Leave: Education Support Leave O.C.G.A § 45-20-32.)

Activities that promote education in Georgia may include, but are not limited to, some of the following:

- Attend Parent/Teacher conferences
- Participate in classroom activities, such as presenting on career day
- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or chaperone field trips
- Attend open house functions
- Tutor students without receiving compensation

Each USG institution or office maintains the authority to determine, in accordance with the provisions outlined in this policy, whether an activity would qualify for education support leave.

The Human Resources Administrative Practices Manual has been updated to provide additional guidance on the administration and implementation of the policy and can be accessed on the following link: http://www.usg.edu/hr/manual/education_support_leave.

Section 10: Safety and Security

Each employee is expected to perform their duties as safely as possible to ensure the protection of themselves, their fellow workers, the public, and to reduce the amount of time lost through injuries or accidents. Unsafe conditions or practices observed by an employee should be reported to the supervisor.

10.0 University Health and Wellness Services

Clayton State University provides on-campus high-quality medical and behavioral/mental health care delivered by Atrium Health. These confidential services are co-located on campus at Laker Village, 5809 N. Lake Drive, Building 1000. Atrium's integrated care model addresses both physical and mental well-being.

Appointments can be made by calling the Health & Wellness Center at (678) 466-4940. Both in-person and video visits are available. Please note that services may incur a fee for non-students. For more information, please contact Atrium.

10.1 Hazardous Chemical Protection and Right To Know

In 1988, the Georgia legislature passed the Public Employee Hazardous Chemical Protection and Right to Know Act (O.C.G.A. § 45-22-2) to ensure that employees were provided with information and proper training for handling, storing, and disposing of hazardous chemicals in their work areas.

Because of this law, the Board of Regents recognized the need to address employee safety and created an online training program, which is designed to educate USG employees on the importance and benefits of properly identifying and safely working with hazardous materials.

In an aim to continue heightening employee safety awareness, new employees of Clayton State

University employees are required to take the online Right to Know Training (RTK), which can be located on the Department of Human Resources website. The questionnaire completed during the web-based training is forwarded automatically via email to the RTK Coordinator. Employees whose job functions require routine exposure to any hazardous chemicals must be retrained at least annually on the hazards associated with the chemicals to which they may be exposed. For additional information, which includes environmental health and safety, contact the Right to Know Coordinator

10.2 Disruptive Behavior and Workplace Violence

Disruptive Behavior: Individuals exhibiting disruptive behavior may be immediately terminated from the University, removed from an office, a specific lecture, or an entire course, and summarily physically removed from campus property. Failure to follow such directions communicated by a University official, and/or public safety officer may subject the individual to additional disciplinary action up to and including termination of employment or criminal prosecution. In cases of IMMEDIATE THREAT to yourself or others, immediately call the CSU Department of Public Safety at (678) 466-4050.

Workplace Violence: The University is committed to creating and maintaining a working, learning, and social environment that is free from violence for all members of the University community. Civility, understanding, and mutual respect toward all members of the University community are major factors in providing excellence in teaching and learning.

Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation, acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person, intentionally damaging employer property or property of another employee or individual, or coercion that involves or affects the CSU community will not be tolerated.

Threats or acts of violence include conduct against persons or property that is severe, offensive, and creates a hostile, abusive, or intimidating work environment. Note that counseling an employee and holding them accountable for the performance of assigned duties and responsibilities, as well as their behavior and conduct, does not constitute harassment or an act of creating a hostile or intimidating environment.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to immediate disciplinary action, up to and including termination.

Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Students and Employees who believe they or others have been threatened or subjected to acts of violence should report the incident(s) to the CSU Department of Public Safety at (678) 466-4050, their supervisor, and/or the Department of Human Resources or other authorized University officials as soon as possible.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing University policy or procedure should be interpreted in a manner that prevents such emergency decision-making from occurring.

10.3 Pets and Animals

Health, safety, and courtesy reasons preclude the presence of pets/animals in the workplace except for approved service animals.

10.4 Minors and Visitors In The Workplace

The University cannot accommodate children of employees and students on campus during normal operating hours. Children are welcome to make brief visits and to attend scheduled events.

It is expected that employees will not receive personal visitors during working hours on a regular basis.

Minors on Campus

Work areas of the campus and housing facilities generally are not appropriate environments for extended visits by minors (children) unless a University-sponsored program or event designed for minors is being held in such areas. This excludes enrolled students.

The following sections address the presence of minors in specific areas of campus:

University Grounds: Supervised minors of responsible-adult visitors and guests are encouraged to enjoy the campus grounds and are subject to the Use of Outdoor Facilities Policy.

Buildings, Offices, and Workspaces: Minors are welcome to visit buildings, campus offices, and non-instructional and non-hazardous workspaces for:

- Short, occasional visits when accompanied by a responsible adult;
- Campus Tours; and
- Classrooms: Attendance at class meetings should be limited to instructors and enrolled students, prospective students, and visitors invited by the instructor to contribute to student learning in the course.

If, despite this policy statement, a student brings a minor to class, the faculty member may treat the presence of the minor as Disruption of the Learning Environment as outlined in the Code of Student

Conduct, and the student may be subject to disciplinary procedures as provided in the Student Resource Handbook.

The foregoing policy regarding classrooms should be included in course syllabi.

University Housing: Per the University Housing Visitation Policy, non-resident guests under the age of 16 are not permitted in university housing unless accompanied by a parent or guardian and may not stay overnight at any time without prior permission from the University Housing Office. All non-resident guests are subject to guest sign-in requirements and other rules and regulations for each facility, the responsibility for which lies with the University housing resident.

Childcare Emergencies

Students, faculty, or staff who have childcare emergencies should remain at home rather than bring the child to class, work, or other events on campus. Children may be allowed in buildings, offices, and non-instructional and non-hazardous workspaces to accommodate occasional, temporary, unforeseen childcare emergencies. This may be done only after discussion with the supervisor of the office or workspace, when the responsible adult is able to be present and to attend to the care and welfare of the child, and if a child is not ill. Adults responsible for visiting children are not to ask other employees or students to attend to their children. If a faculty or staff member needs to resolve an emergency childcare situation beyond the permitted exceptions, they should consult their supervisor or, if unavailable, a dean of the college or school (for faculty) or Human Resources.

Guidance and Support

Students and employees who need assistance related to a childcare matter may contact one of the following departments:

For an emergency involving a child on campus: Call Public Safety at (678) 466- 4050 immediately.

To discuss a childcare concern:

- Division of Student Affairs/Dean of Students (678) 466-5444 – for students
- Counseling and Psychological Services (678) 466-5406 – for students
- Human Resources (678) 466-4230 – for employees and volunteers

Volunteers requiring background investigations/screening. Additional online resources may be found at: www.clayton.edu/childcare

10.5 Emergency Medical/Health Treatment

Emergency Medical Care Needed: If immediate medical attention is needed, call Public Safety at their emergency number (678) 466-5040 or dial 911.

10.6 Campus Safety

Personal safety begins with each individual who is part of the University community. Be vigilant by

always being aware of your surroundings and using good judgment, whether day or night.

Most importantly, never hesitate to call the Department of Public Safety's emergency telephone number (678) 466-5040 when you need help or more information about our services.

10.7 Emergency Evacuation

Employees are to familiarize themselves with the University Emergency Response plan flip chart. <http://www.clayton.edu/public-safety/emergency> Employees should understand that students and/or visitors may require direction and/or assistance during an emergency.

Emergency Evacuation – in the event of an emergency evacuation, department members will gather at [insert location away from building, approximately 1,500 feet away]. See <http://www.clayton.edu/public-safety/emergency> for additional information.

Shelter in place – Under certain conditions, such as hazardous weather, persons already inside should shelter in place since it will be safer to remain in place than to venture outside to move to another area. Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows.

10.8 Clayton State University Public Safety

The Department of Public Safety is comprised of four components: public safety officers, communication operators, security guards, and parking patrol. The Department of Public Safety operates 24/7.

Department of Public Safety 2000 Clayton State Boulevard Edgewater Hall
Public Safety Main Number - (678) 466-4050

10.9 Campus Carry: House Bill 280 (O.C.G.A. § 16-11-127.1)

House Bill 280, commonly known as the “campus carry” legislation, took effect on July 1, 2017. Below are guidelines developed by the Board of Regents Office of Legal Affairs for the implementation of House Bill 280 that must be followed on all University System campuses, including Clayton State University.

Information about campus carry and frequently asked questions is also available on the CSU Public Safety Department's website. If you have questions, you are encouraged to contact the CSU Public Safety Department.

While current law already allows license-holders to keep weapons secured in motor vehicles, beginning on July 1, 2017, House Bill 280 allows anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not

owned or leased by a University System institution, including Clayton State University.)

The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing, or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that generally keeps it out of the view of others.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following Clayton State University (“CSU”) locations on college/university-owned or leased property:

CSU buildings and property are used for athletic sporting events. This exception includes stadiums, gymnasiums, and similar facilities in which intercollegiate games are staged (but does not extend to so-called “tailgating” areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games.

CSU student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution, including CSU is not covered by House Bill 280.)

CSU spaces – including any room, a continuous collection of rooms, or an outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism), limited to authorized people.

CSU rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move On When Ready, or through college and career academies, or other specialized programs such as Early College. License holders who want to carry handguns to class will need to visit CSU’s Registrar’s Office, which, after verifying their enrollment status, will tell them which of their classes, if any, high school students enrolled.

CSU will not keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.

CSU faculty, staff, and administrative offices. This exception includes offices and office suites occupied by faculty, staff, and administrators, but does not include more general public common spaces outside of those areas.

CSU rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty, or staff. These would include any meetings or hearings

that are part of the University System's or CSU proceedings involving sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes.

Under this law, it is a misdemeanor crime for a license-holder to carry a handgun "in a manner or in a building, property, room, or space in violation of" these provisions.

Doing so also may be a violation of CSU's student code of conduct and employee personnel rules. It will be the responsibility of those license holders who choose to carry handguns on campus to know the law, as well as BOR and CSU policies/procedures, and to understand where they can go while carrying. Per BOR policy, institutions will not provide gun storage facilities or erect signs outside restricted areas.

Per state law and BOR policy, Clayton State may not place additional restrictions or prohibitions on the carrying of handguns beyond those contained in the law. Neither should anyone else attempt to interfere with the ability of license-holders to carry concealed handguns on campus.

It is incumbent upon each of us to follow the law, as well as BOR and CSU policy and procedures. Students, faculty, and staff should not attempt to monitor or enforce compliance with the statute by those who do carry handguns. Only law enforcement personnel, including the University System's more than 800 POST-certified officers, including Clayton State's Public Safety Law Enforcement Officers, will be responsible for enforcing the law. If others have concerns or questions, they should contact the BOR Legal Affairs Office and/or the Clayton State Public Safety Department.

Section 11: Ancillary Policies and Procedures

11.0 Use of University Property

Employees of the University are not allowed to purchase goods or services for personal use through University channels. Nor shall any employee permit any University property to be removed from the campus for private use.

Employees must report any loss or damage to university equipment to their supervisor within three (3) business days.

Theft of equipment must be reported to the employee's supervisor and the CSU's Public Safety Office. Thefts off campus should be reported to the supervisor, campus public safety, and local law enforcement, where applicable. (Also see Section 5.3 Work Environment)

11.1 Staff Council

The University Staff Council, formed in May of 2004, acts as an advisory board to the President in representing the concerns of all staff members. Additionally, Staff Council presides over three standing committees:

- Smith Award Committee: annual awards presented to outstanding faculty members and outstanding staff members nominated by their peers.

- Professional Development Committee: organizes professional development opportunities and funding for the same.
- Elections Committee: coordinates the Staff Council election process.

Staff Council is comprised of delegates from each department or group of departments and is elected by their peers each year. Term durations are two years, and delegates can serve up to two consecutive terms. All delegates serve on one of the three standing committees. Please visit the University Staff Council website to learn more.

11.2 Motor Vehicle Use

University vehicles may only be used for approved University business and activities. The vehicles may only be operated by current University employees or volunteers designated by the University while on official business. All approved operators who hold a valid state driver's license and maintain a good driving record may be authorized to operate University vehicles under this policy.

All University employees and approved volunteers who drive (regardless of frequency) on University business and are covered by an institutional travel authorization must complete annual training and sign the Driver Acknowledgement Form before operating a vehicle. Human Resources will maintain the training records and approve the Driver Acknowledgement Form each year.

Vehicle Parking Regulations

Employees who park a vehicle on campus must obtain a parking permit from the Department of Public Safety. There is a mandatory parking fee. Employees are responsible for purchasing a parking permit each semester (Fall Semester and Spring/Summer Semesters). Clayton State reserves the right to automatically payroll deduct the required parking permit fees/fines if payment is not made. Notification will be sent to employees prior to payroll deduction. All parking permits must be displayed where it is clearly visible from the exterior of the vehicle. It is the responsibility of each individual who operates a motor vehicle on the campus of the University to know, understand, and comply with all parking regulations. For complete details, please visit the Parking section of the Department of Public Safety's website. Upon termination of employment, the decal must be returned.

11.3 Purchase of Goods and Services

All purchasing and receiving of merchandise for the University must be coordinated, authorized, or handled by the Purchasing Agent in the Procurement Services Office. Requisitions for supplies and equipment should be submitted well in advance of need to the Purchasing Agent, who is the only authorized procurement agent for the University. All purchases of goods and services follow the rules and regulations of the State of Georgia.

Employees of the University are not allowed to purchase goods or services for personal use through University channels.

Unauthorized purchases or receipt of items for the University may result in personal liability for the cost thereof. Unauthorized use of the purchasing card (P-Card) can result in termination and criminal

prosecution. For detailed information regarding the purchase of goods and services, refer to the Procurement Services website.

11.4 Solicitation

The purpose of the University Solicitation Policy is to ensure compliance with Board of Regents policy regarding campus business activities (solicitation, sales, and advertising) and to exercise the required business controls and supervision over such activities on the campuses of the University. The University has committed to controlling and prohibiting, where appropriate, advertising, sales, and solicitation that are not explicitly authorized by the University and/or the Board of Regents.

This policy shall apply to all campus personnel, faculty, staff, recognized student organizations (RSOs), all affiliated organizations, including but not limited to Alumni and the Clayton State Foundation, vendors, and non-profit or charitable organizations. The policy applies to all campus facilities, including all buildings, land, open spaces, and air above that space, streets, walkways, and parking facilities.

Sales or solicitation in direct competition with auxiliary services are prohibited. For detailed information regarding commercial and non-commercial solicitation and procedures to submit requests, please refer to the CSU solicitation policy at <http://www.clayton.edu/vpbusinessoperations>.

Solicitation by CSU employees

Solicitation by CSU employees is prohibited during work hours. Prohibited activities include actual sales, order taking, as well as the distribution of catalogs and literature. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. Mail or telephone. Posters, circulars, windshield “flyers,” etc. are prohibited unless specifically approved by Campus Life.

Sale of Course Materials and Other Merchandise – Right of First Refusal Policy

Clayton State University has engaged Barnes & Noble College to operate and provide services for the bookstore (Loch Shop). The Loch Shop shall be Clayton State’s exclusive retail buyer and seller of all required, recommended or suggested course materials and supplies, including books delivered in all formats (digital, rental, new, or used), course packs, interactive or other courseware, computer software containing learning content, textbook rentals, open educational resources (“OER”) available for purchase, and materials published or distributed electronically, through the LMS, sold over the Internet, or through hosted e-commerce links. This exclusive right prohibits “direct from Publisher” sales included as links in course materials delivered through the LMS, as well as the advertisement of alternative course material procurement methods. For example, listing publisher websites and online retail websites (Amazon, etc.) in course syllabi.

The Bookstore shall also be Clayton State’s exclusive retail “on-campus” and Internet seller of other items typically sold in college bookstores, such as books in addition to those described above, educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings and jewelry, and clothing, including any and all such items bearing a Clayton State University

emblem, logo, insignia or other identifying mark.

This does not prohibit Spivey Hall sales, approved student groups working with the Department of Campus Life for fundraising purposes, or the Clayton State University athletic department currently selling merchandise to promote the unit or organization. Exceptions to this policy may be made in accordance with the Campus Solicitation Policy (<https://www.clayton.edu/about/administration/business-operations/policies-and-procedures/solicitation-policy>) and presented and approved through the process set forth in that policy.

Crowdfunding

Crowdfunding describes the practice of funding a project or venture by raising many small donations of money from a large number of people, typically via the Internet. It can be used to raise funds for a wide variety of projects initiated by faculty, staff and students at Clayton State University. Detailed information regarding CSU crowdfunding guidelines can be found at [Crowdfunding Guidelines](#).

11.5 Gifts And Gratuities

No official or employee of Clayton State University may accept gratuities, courtesies, or gifts in any form whatsoever from person or persons, corporations, or associations that, directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking. For further information, please refer to the Board of Regents' Policy on Gratuities, currently Section 8.2.18.4.

11.6 Telephone Usage

The use of all State of Georgia telephone services, including University-issued cellular communication devices, should be limited to official University business only. No personal long-distance calls should be made. Personal calls (incoming and outgoing) on employee-owned cellular telephones and the use of all personal communication electronic devices should be kept to a minimum during working hours. University employees are expected to represent the University professionally and courteously when communicating. This includes prompt response to incoming calls and messages. Additional information is in the Bring Your Own Device (BYOD) Section 10.8.1 below.

11.7 Intellectual Property

The University encourages the development and marketing of Intellectual Property by faculty and staff. Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought. When the development of these properties is aided wholly or in part through the use of University facilities, the following procedure will be followed:

The faculty or staff member should inform their immediate supervisor, and the employee (or the employee's supervisor) should notify the Provost and the Chief Legal Officer/General Counsel.

The Board of Regents (BOR) has detailed its policies, procedures, and guidelines for copyright and fair use at: http://www.usg.edu/policymanual/section6/policy/6.3_intellectual_properties/. (For information on the creation of copyrightable material, see the Copyright section of the BOR Policy Manual: <http://www.usg.edu/copyright>)

The Provost will convene a committee that conforms to the guidelines established by either CSU or in Section 6.3, Intellectual Properties of the Board of Regents Policy Manual. This committee will be activated to consider the determination of rights and equities in patentable materials on an individual basis.

11.8 Computer Use and Security Statement

University equipment, including computer hardware and software are valuable assets and should be used for official University business only. Every effort is made to secure the privacy of each authorized user although messages or files stored or transmitted on the computer or system network should not be considered private or secure. Under the Georgia Open Records Act, it is possible that information, which is stored on a computer system, including electronic mail, would be available for inspection. Further, the University reserves the right to have access to any information stored or transmitted on a University-owned computer or network.

Under no circumstance may software be copied or installed on any Clayton State University computer if such copying or installation would violate any copyright or licensing agreement. All system users are expected to follow the guidelines expressed. Any employee in violation may be subject to disciplinary action, up to and including termination, as well as possible legal action.

Bring Your Own Device (BYOD)

Always consult Clayton State University's Computer & Network Acceptable Usage Policy (<http://www.clayton.edu/oits/Usage-Policy>) for up-to-date standards and guidance.

In addition, BOR Policy Section 8.0: Standard of the University System of Georgia Information Technology Handbook (http://www.usg.edu/information_technology_handbook/section8) provides for empowering USG, including CSU staff, to innovate and work on USG and CSU business more effectively inside and outside the office. Based on research at other enterprises, greater productivity and employee satisfaction should result from establishing a prudent BYOD standard that empowers employees to work on personally owned devices while protecting the confidentiality, integrity, and availability of USG and CSU data.

This standard aims to strike a balance between the use of personally owned devices and preventing USG data from being stored insecurely on these devices or carried over insecure networks, where it could be accessed by unauthorized resources. Such a breach could result in loss of information, damage to critical applications, financial loss, and damage to the USG's public image. Therefore, all users employing a personally owned device connected to a USG and CSU network, and/or capable of backing up, storing, or otherwise accessing USG data of any type, must adhere to USG and CSU-defined policies, standards, and processes.

BYOD Guidelines for Acquisition and Use

Employees using prior-approved personally owned devices will not be reimbursed by the University.

Loss, theft, or damage to personally owned devices will not be reimbursed by the University. This includes, but is not limited to, when the device is being used for University business, on University time, or during business travel.

Employees using personally owned devices, software, and/or related components to access Clayton State University data must ensure that these devices are equipped with some form of device access protection, such as but not limited to, a passcode, facial recognition, card swipe, or fingerprint.

Employees using prior-approved personally owned devices and related software shall make every attempt to keep these devices and related software protected.

Employees using prior-approved personally owned devices and related software to access sensitive data will, in addition to device access protection, not store any sensitive data, such as FERPA, HIPAA, etc., on these devices.

Sensitive Clayton State University-owned data may not be stored on external cloud-based personal accounts, such as Dropbox or Box.net.

Clayton State University - provided mobile device management or the equivalent will be implemented. Determination of equivalent measures is reserved to the Clayton State University Vice President of Information Technology, and/or other delegated designees. Passwords and/or other sensitive data will not be stored unencrypted on mobile devices.

Personally owned devices may be subject to search and review as a result of litigation involving the University, in accordance with the State of Georgia Open Records Act.

At the time that use of the personally owned device for Clayton State business is no longer required, the employee will provide documentation to their manager acknowledging and confirming that the device does not contain any Clayton State University sensitive data

Employees will immediately report to their managers any incident or suspected incidents of unauthorized data access, data or device loss, and/or disclosure of system or participant organization resources as it relates to personally owned devices.

Managers will immediately report such incidents to Clayton State University's Vice President of Information Technology.

Failure to comply with Clayton State University's Personally-Owned Device Usage policy may result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and/or possible termination of employment.

Persons violating this policy may also be held personally liable for resulting damages and civil or

criminal charges, and Clayton State University may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

Clayton State University reserves the right to implement technology to enable the removal of university-owned data and to monitor access to Clayton State University networks in order to identify unusual usage patterns or other suspicious activity. This monitoring is necessary in order to identify accounts/computers that external parties may have compromised.

All employees electing to use their personally-owned device must complete the Information Security Training Employee Declaration.

All employees using mobile devices (personally-owned or Clayton State University) must follow the following security guidelines. Like desktop computers, mobile devices (such as iPads, Android tablets, mobile phones, PDAs, and laptop computers) must be appropriately secured to prevent sensitive data from being lost or compromised, to reduce the risk of spreading viruses, and to mitigate other forms of abuse to Clayton State University's computing infrastructure. Set an idle timeout that will automatically lock your device if it is misplaced. Choose a strong password to protect your mobile device. Keep the device's software (operating, anti-virus, security, encryption, etc.) up-to-date.

11.9 Mail Services

The University mailroom handles incoming and outgoing correspondence of the institution and should not be used for personal mail delivery, in lieu of a home address. Any personal mail sent through the University facilities must have appropriate postage attached. Personal packages are not to be routinely routed through Central Receiving for either delivery or mailing. For information regarding mail (bulk/certified/courier/insured), delivery, and other mailroom procedures, visit the Mail Services section of the Facilities website.

11.10 Inclement Weather

In the event of inclement weather or any emergency, the President of the University may declare leave with or without pay.

Unless the University is closed or the supervisor or unit head issues notification, each employee is expected to report to work regardless of class cancellations. In the event the University is closed, announcements will be made via social media, radio, Clayton State University website, or through television. Information on campus closing can also be obtained by telephoning the University's information number at (678) 466-4000. Employees should contact their supervisor about any inclement weather concerns that might affect their ability to get to work safely.

11.11 State Employment Other Than CSU (State Business Transaction Disclosure Report)

If a University employee or his/her immediate family member is or will be doing business with other state agencies (over and above his/her regular CSU job), the employee may need to seek approval, and the employee/family member must file a disclosure report before January 31 of each year.

Generally, state employees are limited in working for other state agencies, even on a part-time basis. Detailed information and the State Business Transaction Disclosure Reports can be located on the website http://www.usg.edu/legal/documents/bus_transact.pdf and in the State laws

O.C.G.A. § 45-10-22, 23 and 45.

11.11 Cooperation in Internal Investigations

An employee of the University shall cooperate to the fullest extent in any internal investigation when directed to do so by the immediate superior or such other persons to whom the President of the University has given investigative authority.

Such cooperation may involve the use of polygraph tests. Failure to cooperate fully shall be grounds for disciplinary action up to and including termination of employment.

11.12 Travel Reimbursement

Travels by employees on official University business are covered by regulations relating to reimbursement for reasonable and necessary expenses. Employees required to make official University trips must complete a Clayton State University Request to Travel Form and have the form approved by the appropriate personnel before reimbursement of travel will be allowed. For instructions on creating a Travel Expense Report, visit the Accounting Services website.

11.13 Outside Activities

An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties, provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.

For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or designate, prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises (See BOR Policy Outside Activities 8.2.18.2.3).

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society.

Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the University System. Therefore, the following policies governing political activities have been adopted.

Employees may not manage or take an active part in a political campaign, which interferes with the performance of duties or services for which they receive compensation from the System.

Employees may not hold elective political office at the state or federal level.

A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.

Employees seeking elective political office at the state or federal level must first request a leave of absence without pay, beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election.

If elected to state or federal office, such person must resign prior to assuming office.

Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the University System.

11.14 Single Stream Recycling Program

Clayton State University has partnered with its waste management provider to establish a campus in the Single Stream-Recycling Program ("SSR"). This program is designed to promote responsible resource management and to reduce waste costs. Single-stream recycling allows participants in designated buildings to co-mingle all recyclables into single containers for collection, processing, and remarketing. For information on this program and to determine designated buildings/areas of participation in SSR, please contact the Department of Human Resources.

11.15 University Email Use

All employees must be assigned a Clayton State University email address (.clayton.edu). It is a mandatory requirement that the officially assigned University email be used to conduct official University business. All employees shall receive official correspondence from the University through their CSU email address or a University System of Georgia email address. A personal email address may not be used as a sole substitute email address for receipt of official University notification, announcements, or correspondence, except for emergency contact information such as the RAVE System, etc.

Section 12: System Policies, Regulations, Governance & Oversight

12.0 Clayton State University Policies

Policies that Clayton State University has approved are listed on the University's website, in its Policy Library and/or in the University's Policy & Procedures Manual. The University policy library and/or manual may be accessed by visiting the University's main web page.

12.1 Board of Regents of The University System Of Georgia

The Georgia Constitution grants to the Board of Regents the exclusive right to govern, control, and manage the University System of Georgia, an educational system comprised of thirty-five institutions of higher learning, a marine research institute, and a central University System Office.

The Board exercises and fulfills its constitutional obligations, in part, by promulgating rules and policies for the governance of the University System and its constituent units. The purpose of this Policy Manual is to collect, organize, publish, and otherwise make publicly available the directives and policies of the Board.

12.2 Data Governance and Management

The University System of Georgia Business Procedures Manual Section 12.2.1 requires each USG organization to establish a data governance structure. The data governance structure will demonstrate accountabilities for the data assets of the organization to ensure proper use and handling of data being read, created, collected, reported, updated, or deleted.

The Data Governance Structure shall consist of three required roles: Data Owner, Data Trustees, and Data Stewards.

Data Owner. Each USG organization is responsible for all data read, created, collected, reported, updated, or deleted by offices of the organization. As the chief executive officer, the president of Clayton State

University is identified as the Data Owner. The data owner has ultimate responsibility for submission of organizational data to the USO. Data Owners have the responsibility for the identification, appointment, and accountability of Data Trustees. Data owners will inform the USG organization's Data Governance Committee of their data trustee appointments, including office, name, and contact information of the incumbent.

Data Trustees. The President designates Data Trustees. These Data Trustees are executives of the USG organizations who have overall responsibility for the data read, created, collected, reported, updated or deleted in their data area(s). USG organization data trustees have overall responsibility for the accuracy and timeliness of data submissions to the USO. These positions/offices would normally be cabinet-level positions reporting directly to the entity data owner.

Data Stewards. Data stewards, designated by the data trustees, are personnel responsible for the data read, used, created, collected, reported, updated or deleted, and the technology used to do so if applicable, in their data area(s). Data stewards recommend policies to the data trustees and establish procedures and guidelines concerning the access to, completeness, accuracy, privacy, and integrity of the data for which they are responsible. Individually, data stewards act as advisors to the data trustees and have management responsibilities for data administration issues in their functional areas. Data stewards have responsibility for accuracy and timeliness of submission of data to the USG system office in their area.

Depending on the size and complexity of a functional department/division, it may be necessary, and beneficial, for a designated data steward to identify associate data stewards to manage and implement the stewardship process.

The USG Data Governance Structure requirements can be reviewed at:
https://www.usg.edu/business_procedures_manual/section12/C2819

12.3 Clayton State University Locations

- **Main Campus:** Clayton State University, 2000 Clayton State Boulevard, Morrow, GA 30260
- **Clayton State East:** Arbor Hall & Woodlands Hall 5823 Trammell Road, Morrow, GA 30260
- **Fayette/Peachtree City:** Clayton State University
- **Henry/McDonough:** Clayton State University 401 Tomlinson Street, McDonough, GA 30253
- **Jonesboro/Lucy Huie Hall:** Clayton State University 9147 Tara Blvd., Jonesboro, GA 30236

Section 13: Miscellaneous

13.0 Malfeasance, Non-Retaliation, Whistleblower Protection & Hotline Management

Clayton State University (“CSU” or “the University”) is committed to providing a workplace conducive to open discussion of the University’s business practices and operations. This mission demands integrity, good judgment, and dedication to public service from all members of the University community. University employees have an affirmative duty to report wrongdoing in a timely manner and to refrain from retaliating against those who report violations or assist with authorized investigations. CSU policy at: <http://www.clayton.edu/human-resources/Policies-and-Procedures>.

The purpose of this policy is to reassure University employees that they can raise workplace concerns regarding alleged violations of Board of Regents (“BOR”) and University policy or local, State, or Federal law without retaliation.

This policy is consistent with O.C.G.A. § 45-1-4 (2010) entitled “Complaints or information from public employees as to fraud, waste, and abuse in state programs and operations.” In addition, this policy is in conformance with BOR policy 16.4 Reporting Wrongdoing and 16.5, Ethics & Compliance Hotlines. The University incorporates the aforementioned policies into this policy and has adopted these processes and procedures.

Also, the University is committed to preventing and detecting fraud, waste, abuse, and other forms of wrongdoing and taking action when wrongdoing occurs. It is the policy of the University to refer all criminal acts to law enforcement for investigation.

This policy prohibits University officials, officers, employees, or contractors from retaliating against applicants, officials, employees, or contractors because of any of the protected activities as defined below.

University employees are expected and encouraged to promptly raise questions and concerns regarding possible violations of BOR and University policy or local, state, or federal law with his/her

immediate supervisor or another management employee within the employee's department.

Employees should report wrongdoing or concerns through the administrative processes and procedures established by the BOR and the University.

Unless otherwise indicated or circumstances make it inappropriate, employees should report wrongdoing through their supervisory chain of command. Other reporting avenues are available, including the University's Internal Audit Department, the University's Department of Human Resources' Office of Equity, etc.

Events presenting an immediate threat to life or property or that are obvious criminal acts should be reported to law enforcement. Wrongdoing and concerns also can be reported anonymously on the Ethics and Compliance Reporting Hotline, which is also available 24 hours a day, 7 days a week at: http://www.usg.edu/audit/compliance/reporting_contacts

Appendices

Clayton State University Human Resources

- <https://www.clayton.edu/human-resources/>

Policy Reference Library

- <https://www.clayton.edu/policy/bus-ops-library.php>

University System of Georgia Human Resources Practices Manual

- <https://www.usg.edu/hr/manual>

University System of Georgia

- <https://www.usg.edu/>

Clayton State University Strategic Plan

- <https://www.clayton.edu/strategic-plan/>

End of Employee Handbook