

Employment

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Compensation and Payroll

Compensation

Classified Compensation Administration

Policy No: 4.1

Type of Policy: Administrative

Effective Date: 2011-03-00T00:00:00

Last Revised: 2011-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Policy Statement:

Georgia Tech strives to provide a unique employee value proposition that will enable the Institute to attract, retain, and engage the talent needed to define the leading technological institute for the 21st century.

Affiliation, rewarding jobs, and career will be the leading differentiators of Georgia Tech's employee value proposition. Compensation and benefits will support the overall value proposition and facilitate attraction, retention, and high performance of Georgia Tech's talent.

Compensation is positioned competitively according to the relevant talent markets for each major segment of jobs. A culture of recognition will reward and encourage high performance.

Benefits are delivered and communicated to achieve a competitive position with Georgia Tech's peer institutions.

Georgia Tech's compensation program is designed to:

1. Attract, retain, and motivate employees by providing total compensation practices which:
 - Are competitive with outside market pay levels for similar jobs and aligned with Institution needs.
 - Reinforce a pay-for-performance philosophy.
 - Non-discriminatory.
2. Encourage employee development by facilitating developmental moves and cross-functional training.
3. Support teamwork directed toward the accomplishment of Georgia Tech's goals and strategies.
4. Motivate leadership and other behaviors consistent with creating the leading technological Institution of the 21st century.
5. Recognize and reward differences in performance and contributions, which create value for the Georgia Tech community.
6. Promote sound stewardship of compensation expense consistent with the financial goals of the Institution and as a member of the University System of Georgia.

Scope:

This Salary Administration Plan covers all staff employees across the Institute. This document does not cover faculty or research faculty.

Procedures:

This Plan neither creates nor constitutes a contract between the employee and the Institute nor does it create a property interest for the employee. The Institute reserves the right to amend or terminate this plan at any time, either with or without notice.

Salary Structures

To better align Georgia Tech’s workforce with the market, the Institute has five salary grade structures

The pay structures described below:

- I. Represent Georgia Tech’s unique work force,
- II. Allow the Institute to better respond to trends in the market place, and
- III. Provide a framework for career movement for employees within their profession.

Responsibilities:

AVP-HR

The AVP-HR is responsible for the design and oversight of all Human Resources programs including compensation.

Compensation Unit

The Compensation Unit is responsible for:

Monitoring consistent application and interpretation of compensation policy and procedures covering staff positions.

- 1. Application of the job evaluation system in determining the value of each staff position in the organization relative to all other staff positions.
- 2. Developing, recommending, and revising structures and ranges to adapt to markets where Georgia Tech competes for talent.
- 3. Monitoring and reporting on external markets relative to internal compensation practices, and
- 4. Providing management with guidelines regarding the administration of compensation at the department/school level.

Human Resource Representatives

Human resource representatives are responsible for local administration of this policy within the unit(s) they support.

Supervisors and Managers

Each supervisor/manager is responsible for implementing and supporting the Institute’s compensation program and policy. Supervisors/managers are responsible for:

- 1. Differentiating between levels of performance demonstrated by employees and recognizing the differences through performance evaluations.
- 2. Maintaining accurate, up-to-date documentation on employee performance supporting the performance review cycle and resulting merit increases.
- 3. Communicating at least the following information to their subordinate employees:
 - The performance management process
 - The relationship of performance to pay
 - Salary potential for the employee’s position
 - Eligibility to receive overtime payments based on exempt or non-exempt status under the FLSA designation determined by job evaluation
 - Job descriptions and the employee’s strategic objectives supporting the organization.

Supervisors/managers may not commit to any change in salary/compensation, outside of the guidelines, of an employee without concurrence of Human Resources and an appropriate departmental level approval. The Institute is not bound to any agreement made by a supervisor who has not first obtained proper approvals.

Compensation Program Review & Approval**Policy No:** 4.2**Type of Policy:** Administrative**Effective Date:** 2008-03-00T00:00:00**Review Date:** 2015-01-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Brandon Conkle**Contact Title:** Dir Total Rewards**Contact Email:** Brandon.Conkle@ohr.gatech.edu**Policy Statement:**

The Compensation Program Review & Approval process provides a means of periodic internal management assessment of the Institute's policies, procedures and practices covering its compensation programs thus ensuring that those programs are properly designed and administered. Compensation programs consist of those covering academic faculty, research faculty and professional/administrative and other staff.

Procedures:

Annually, the Office of Human Resource will coordinate the production of a written report on the condition of the Institute's compensation program to include those covering research faculty and classified personnel. The OHR Compensation staff will compile and report on comparisons of actual pay practice (salaries being paid) for research faculty management and professional level personnel as well as various levels of classified management and staff to appropriate external markets. The report may also include comparison of additional elements of compensation such as supplemental pay and benefits. This report will be completed in March of each year and cover current conditions as well as those of the previous twelve months. The report will include an executive summary and be addressed to the President, the Provost & Executive Vice President for Academic Affairs and the Executive Vice President for Administration & Finance.

The report will include:

1. Background materials on what policies and procedures are currently in place for monitoring and controlling academic faculty, research faculty and classified staff compensation including Board of Regents policies and Board of Regents reporting requirements.
2. Comparative data to include compensation survey data covering faculty and staff practices of peer institutions and general industry.
3. Analysis and recommendations for adjustments and modifications to existing practices to maintain or improve competitive posture relative to applicable markets.

With regard to compensation paid to academic faculty personnel, the Institute Research and Planning Office will prepare and analyze comparative data on external pay practices for academics which will then be reviewed by Deans and School Chairs.

Upon review, the President in consultation with the Provost & Executive Vice President for Academic Affairs, the Executive Vice President for Administration & Finance and others that may be designed by the President, will assess the status of compensation programs currently in place and take whatever action deemed appropriate to correct, maintain or improve those programs.

Additionally, compensation programs will be subject to review and reporting by the Institute's Internal Audit organization.

Responsibilities:

The Office of the President provides oversight and guidance to the Compensation Program Review & Approval Process. Specifically, the President assisted by the Provost & Executive Vice President for Academic Affairs and the Executive Vice President for Administration & Finance periodically review all existing and proposed compensation policies, authorize corrective actions and approve new programs as appropriate. Additionally, the Office of the President may appoint other senior level administrators and faculty to review and advise on programs

related directly to their areas.

Draft: Extra Compensation

Type of Policy: Administrative

Last Revised: 2016-03-00T00:00:00

Review Date: 2019-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Kevin Merkel

Contact Title: Sr. Director-Payroll & Total Rewards

Contact Email: kevin.merkel@ohr.gatech.edu

Reason for Policy:

Institute personnel, to include staff, academic faculty, and research faculty, may be paid extra compensation for performing certain duties in addition to their normal job responsibilities. This Policy is intended to augment applicable Board of Regents (BOR) [Policy](#) and [Procedures](#) and describes when extra compensation from Georgia Tech may be allowable, establishes a consistent approach to setting compensation for additional duties and sets limits so such activities do not interfere with the normal work of the employee.

Policy Statement:

Extra compensation for certain activities may be paid in accordance with the criteria described in the [BOR Business Procedures Manual, Section 5.3.2, Extra Compensation](#).

In accordance with Board of Regents policy, and absent special program approval granted by the BOR, extra compensation may be paid to employees for tasks performed (services rendered) outside their normal business hours for duties not included in the employee's normal job responsibilities, provided the following three criteria are met:

1. The tasks must typically be outside of the employee's regular department. See FAQ section.
2. The Extra Compensation Departmental Agreement Form, must be completed and routed for signatures by the appropriate department heads prior to commencement of activities of the employee. [Departmental Agreement Form](#)
3. The employee must meet at least one of the criteria listed below: (Criteria from the Official Code of Georgia Annotated Section 45-10-25) http://www.usg.edu/business_procedures_manual/section5/C1235:
 - o Chaplain
 - o Firefighter
 - o Dentist
 - o Certified Oral or Manual Interpreter for Deaf Persons
 - o Registered Nurse
 - o Licensed Practical Nurse
 - o Licensed Physician
 - o Psychologist
 - o Teacher or Instructor of an evening or night course or program (see additional rules applicable to Professional Education Courses included below)
 - o Professional holding a doctoral or master's degree from an accredited college or university
 - o Part-time employee

Also, an employee meeting all three criteria listed above may be paid extra compensation for a task if outside their department during their normal job hours if the task is not part of their normal job responsibilities, and the employee takes annual leave for the portion of time that is being used for the task receiving extra compensation.

Cross-school instruction and work for research centers/institutes, when outside one's home department, typically involves tasks considered part of an individual's normal job responsibilities and therefore would not qualify for extra compensation. Based on the criteria above, instances where extra compensation for staff is allowable for performing different tasks are not common. Whenever there is uncertainty by the providing department as to whether tasks qualify for extra compensation, the supervisor should seek guidance from their School/unit's

leadership or the GT Office of Human Resources – Payroll and Total Rewards.

Extra compensation does not add to earnings used for retirement calculations, and no retirement deductions are taken from extra compensation pay. Employees receiving extra compensation are paid through the Institute's payroll. Such compensation is subject to existing Internal Revenue Service regulations as to taxability and/or withholding taxes. No compensation, as defined above and paid to employees who are on the institutional payroll, shall be paid as per diem and fees or as stipends.

University System of Georgia (USG) Joint-staffing Agreements are subject to the same general rules governing Extra Compensation. In these agreements extra compensation is paid by the providing institution (employee home) to the employee and reimbursed to the providing institution by the institution requiring the service (the host institution). Payment for the performance of an employee's normal job duties is typically reimbursed to the home institution by the host institution using the employee's standard base rate of pay plus applicable fringe benefits. Not all Joint-staffing agreements involve extra compensation.

Compensation Rates

In order to ensure additional duties do not interfere with the performance of normal job responsibilities, total extra compensation for both sponsored and non-sponsored activities shall typically not exceed 30% of the employee's expected regular annualized compensation. In unusual cases when extra compensation is anticipated to exceed the 30% threshold in a fiscal year, additional justification and advance approval by the Provost or appropriate Executive Vice President depending upon the employee's home department/unit is required. Compensation paid for sponsored activities must be consistent with applicable external rules, regulations, and award terms and conditions.

Additional Requirements - Professional Education Courses

Professional education activities should be in compliance with the [Faculty Handbook: Section 4.6 Georgia Tech Professional Education](#). GTPE is the Requesting Department for all professional education activities, and compensation paid for professional education activities shall be established based on the following criteria:

1. Compensation paid for a sponsored activity must be consistent with the terms and conditions of the award and Federal or other rules applicable to the sponsoring agency or organization.
2. Absent sponsor restrictions, compensation rates should be in line with salaries paid to faculty in the discipline being taught.
3. Rates may be adjusted based on the type of course (e.g. short non-credit courses vs. professional masters).
4. Rates should be expressed as a lump-sum payment for the course being taught rather than as an hourly rate.
5. Extra compensation may neither be contingent on a program's revenues nor be based on a percentage of income generated by the activity.
6. Prior to extra compensation being paid, the appropriate department head must complete, sign and return the Departmental Agreement Form to GTPE. The department head is responsible for ensuring compliance with this policy in terms of allowableness, individual amounts, and rates.

Scope:

This policy applies to Institute personnel to include staff, academic faculty, and research faculty, who, by virtue of their education, training or experience are selected to perform additional duties and in accordance with other BOR applicable policies.

This policy does not address additional or specific policies related to Summer Salary Arrangements, External Consulting by Faculty, Joint Staffing, Moonlighting, Temporary Assignments, or Acting/Interim Title pay adjustments. For purposes of this policy, prizes and awards received are not considered extra compensation and are not considered part of an individual's regular annual salary. Those matters are governed by separate policies and rules. See Section 10 – Related Information.

Definitions

Normal Job Responsibilities	The duties outlined in the job description or work statement of a position currently held by an individual (employee).
Professional Education Activities	The instruction, laboratory supervision, design, marketing, coordination, evaluation and other effort that faculty and administrators participate in to conduct Professional Education (GTPE) programs.
Requesting Department	The academic department or non-academic unit desiring to obtain the services of an individual. The requesting department shall describe why the services of the individual are needed and in the best interest of the Institute on the Departmental Agreement Form.
Providing Department	The academic department or non-academic unit employing the individual. The supervisor of the individual being requested must provide a written statement that the individual is available to provide the desired services and the performance of the services will not detract from the individual's normal job responsibilities.
Moonlighting	Employees may pursue a variety of endeavors for financial gain that are not directly related to the person's field or discipline. These efforts are part of the non-faculty member's private life and do not come under Institute regulation for this policy. Such endeavors may be pursued only after the primary commitment to the Institute has been fulfilled.

Procedures:

Departmental Agreement Form	The Departmental Agreement Form (DAF) should be completed for each instance creating the need for extra compensation by the employee's home department (Providing Department) and the department receiving the services (Requesting Department) of the employee prior to provision of any services by the employee. If additional approval is required for an instance causing an individual's total extra compensation to exceed the 30% threshold in a fiscal year (July 1 thru June 30), advance approval from the Provost or appropriate Executive Vice President shall be obtained and noted by signature at the bottom of the DAF.
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Responsibilities: 8.1. The Providing Department is responsible for initiating and completing their part of the Departmental Agreement Form.

Enforcement:

Employees who receive extra compensation contrary to this policy may be in violation of O.C.G.A. Section 45-10-23 relating to unlawful conflicts of interest. Employees authorizing or receiving extra compensation in violation of this policy may be subject to discipline as provided in the Faculty Handbook and the Administrative Policies of the Institute.

The Institute's Payroll Office along with the Division of Administration and Finance will periodically monitor extra compensation activity to ensure compliance in terms of allowableness, administration, and amounts/rates.

To report suspected instances of noncompliance with this policy, please visit Georgia Tech's *EthicsPoint*, a secure

and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Policy History:	Revision Date	Author	Description
	1/2016	Office of Human resources	New Policy

Fair Labor Standards Act

Policy No: 4.9
Type of Policy: Administrative
Effective Date: 2009-07-00T00:00:00
Review Date: 2015-01-00T00:00:00
Policy Owner: Human Resources
Contact Name: Brandon Conkle
Contact Title: Dir Total Rewards
Contact Email: Brandon.Conkle@ohr.gatech.edu
Procedures:
Exempt/Non-Exempt Status and Overtime Pay

Federal and state laws require that overtime must be paid for certain, but not all, jobs. The Federal law is the Fair Labor Standards Act (FLSA) .

The term “exempt” refers to jobs that are excluded from these overtime requirements. This means that employees are not entitled to (or exempt from) overtime pay, regardless of how many hours are worked. The term “non-exempt” refers to jobs that are not exempt from legal overtime requirements. This means that employees in non-exempt jobs are entitled to overtime pay for all time worked beyond 40* hours in a week.

**For purposes of calculating overtime, see section below titled Calculating Overtime.

In accordance with the FLSA, whether a job is classified as exempt or non-exempt depends on the content of the job. It does not depend on how the employee (or the manager) wants the job classified. Human Resources, along with the Legal department, make the final determination as to whether a job is exempt or non-exempt, based on an evaluation of the job as compared to Federal regulations.

The overtime rate of compensation is 1½ times the regular hourly rate for each hour worked over 40 hours in a workweek. (Example: a non-exempt employee works 4 hours of overtime. He/she must receive 6 hours (4 hours worked at 1.5 the hourly rate) of overtime compensation.) Prior to working beyond the normally scheduled hours, employees are required to get approval from their manager.

In some instances, based on the needs of the department, some overtime may be a condition of employment or continued employment. In other situations, a job’s work schedule may be different from the typical Institution workweek so that evening and weekend coverage can be provided without the Institution having to incur the expense of overtime pay. Managers are responsible for informing employees about the needs of the unit and each employee’s expected schedule.

Hours of Work

Policy No: 2.7

Type of Policy: Administrative

Effective Date: 1993-07-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Policy Statement:

Georgia Tech has established a standard schedule of forty (40) hours for regular full-time Classified (biweekly) personnel. Biweekly full-time employees are allowed to work overtime with supervisory approval. Employees described above are covered by the provisions of the Fair Labor Standards Act in this manual under [Compensation Administration, Section 1.4, Fair Labor Standards Act/Working for Employees, Paragraph No. 1.4](#)

Research Faculty Compensation Administration

Policy No: 4.3

Type of Policy: Administrative

Effective Date: 2008-03-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Research & Graduate Programs, Vice Provost & Dean

Contact Name: Alex Council

Contact Title: Executive Vice President of Research

Contact Email: alex.council@provost.gatech.edu

Reason for Policy:

The Georgia Institute of Technology is committed to a Compensation Program for research faculty employees that is externally competitive, internally equitable, promotes retention of good performers and encourages exceptional performance. To this end, the program has been designed to attract and retain the quality and quantity of research faculty personnel required to collectively meet Institute objectives.

Procedures:

Compensation Administration Responsibilities

The Research Faculty Employment unit of the Office of Human Resources (OHR) will be responsible for:

1. Developing and administering compensation policy and procedures applicable to research faculty personnel.
2. Monitoring and reporting on external markets relative to internal compensation practices.
3. Reviewing pay related transactions for research faculty personnel to ensure consistency with published policy.
4. Researching and analyzing published compensation survey data to ensure that proposed salary offers to candidates for open research positions as well as the pay practices for current research faculty are reasonable.

Payroll

Employee Awards and Prizes

Policy No: 10.12

Type of Policy: Administrative

Effective Date: 2006-07-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Policy Statement:

Prizes and awards (cash and non-cash) made to employees are considered wages. In accordance with the Internal Revenue Service regulations, awards and prizes are subject to FICA, FUTA, and federal and state income tax withholdings. All awards and prizes given to Georgia Tech employees must be paid and/or reported through the Georgia Tech Payroll Department, to ensure that taxes are properly withheld.

Procedures:

1. If sufficient funds are available, the employee taxes may be paid in addition to the dollar amount awarded to the employee.

Example:	
Employee Award to be paid (Net)	\$1,000.00
Employee Taxes (Fed 25% + State 2% + FICA 7.65%)	\$ 530.22
Employer Tax (FICA 7.65%)	\$ 117.06
Total Expense (\$1,530.22 EE + 117.06 ER)	\$1,647.28

2. If the employee will be responsible for paying the taxes:

Example:	
Employee Award to be paid	\$1,000.00
Employee Taxes **(award amount x 7.65% + Fed 25% + State 2%)	\$ 346.50
Net Employee Award	\$ 653.50
Employer FICA**	\$ 76.50
Total Expense (\$1,000 EE + 76.50 ER)	\$1,076.50

**Note: If the employee has reached their social security annual maximum, there will only be 1.45% medicare tax charged.

Employee are with follows:
Federal 2 FICA (6.2 1.45% Me
State
< \$8,000
8 – 10,00
10 – 12,0 4%
12 - 15,0
> 15,000

All recipients (employee, student employee, and non-employee) should be submitted on the Awards and Prizes form. Forms may be obtained on line <http://www.ohr.gatech.edu/>; under Payroll (<https://techworks.psguest.gatech.edu:5963/psp/paprodg/EMPLOYEE/EMPL/e>). The Payroll Department will verify the employment status. **If a recipient is not an employee, the initiating department will be notified to pay the recipient through AP.** Prizes for non-employee recipients should be submitted on AP check request form.

Forms

A copy of the Awards and Prizes form is available as a reference for the following instructions. This sample form has numbers written on it which correspond to the numbers in the instructions below.

Instructions for completion of the Awards and Prizes form:

1. Enter the name of the award/prize event.
2. Enter the name and phone number of the award coordinator.
3. The form must be signed and dated by an authorized department administrator.
4. Enter the award/prize presentation date.
5. Enter the name and phone number of the person responsible for check pick-up.
6. Enter the date needed and if it is to be a check or deposited with their next payroll.
7. Check the “Gross Up” box if the department wishes to absorb recipient’s taxes (approx. 34.65%)
8. Enter the name of the award/prize recipient.
9. Enter the recipient GT ID and Employee ID.
10. List the purpose of the award/prize.
11. Enter the \$\$\$ amount of award payment
12. Enter the estimated department’s total expense of the award including any employer portion of the FICA (7.65%), and the employee portion of taxes if the department is willing to pay for them. (Please refer to the gross-up examples above for calculation).
13. Enter GT peoplesoft project #/name. No State Fund is allowed.
14. Enter GTF/GTRC Project # (Funding Source).

The department should submit the form to Accounting Services for review if the funding source is Georgia Tech Foundation. If the funding source is Georgia Tech Research Corporation, the form should be approved by Grants and Contracts. After the form is approved, it will be forwarded to Payroll for check processing.

Monthly, Academic, and Bi-weekly Payroll Schedules

Policy No: 10.6

Type of Policy: Administrative

Last Revised: 2007-02-00T00:00:00

Review Date: 2016-09-00T00:00:00

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

The purpose of this statement is to establish the schedules for the monthly and bi-weekly payroll cycles to be used by all areas served by the Payroll Office.

Procedures:

General Guidelines

1. The Payroll Office is responsible for ensuring that all University employees are paid in a timely manner. To facilitate this, a time schedule for the various payrolls has been developed for the fiscal year and is included online.

Page	Payroll Type
1	Monthly fiscal payroll
2	Monthly academic payroll
3	Bi-weekly staff payroll
4	Bi-weekly student payroll

2. It is the responsibility of each college, department, and/or office to establish procedures and controls that will ensure compliance with established time frames.
3. Personal Services Forms and Time Documents submitted after the Payroll deadlines will require special handling. Off cycle checks will be handled as follows:

Note

- Bi-weekly and monthly employees will have their adjustments added to the next available payroll. Any adjustment mandated prior to this policy must be approved by Payroll Management and will be subject to a \$25.00 processing fee.
 - Off cycle payments cannot be directly deposited; a check will be issued. The employee or an authorized department representative must retrieve the check from the OHR Department. Proper identification must be presented, such as the Buzz Card. If the check is not picked up timely, it will be mailed to the employee's address of record.
4. Any questions concerning these schedules should be directed to the Payroll Office, at (404) 894-4614.

Payroll General Information**Policy No:** 10.1**Type of Policy:** Administrative**Effective Date:** 2005-03-00T00:00:00**Review Date:** 2015-01-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Jerry Jobe**Contact Title:** Director-Payroll**Contact Email:** jerry.jobe@ohr.gatech.edu**Reason for Policy:**

This procedure provides a general overview of the functions and responsibilities of the Payroll Department.

Procedures:

The Payroll Department is responsible to the Assistant Vice President, Office of Human Resources for the rendering of all payroll payments to all employees associated with Georgia Tech. The department must also ensure that all properly authorized deductions have been made.

The Payroll Department is also responsible for the preparation of various federal and state income withholding tax reports; for the payment of authorized payroll deductions to the proper agencies; and for the maintenance of required records pertaining to personnel paid through the payroll system.

Preparation of Personal Services Form**Policy No:** 10.7**Type of Policy:** Administrative**Last Revised:** 2007-02-00T00:00:00**Review Date:** 2016-09-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Jerry Jobe**Contact Title:** Director-Payroll**Contact Email:** jerry.jobe@ohr.gatech.edu**Reason for Policy:**

This procedure explains how to establish or change an employee on the HRMS/Payroll Employee Database.

Policy Statement:

A Personal Services Form (PSF) is used for all Payroll/Personnel transactions at Georgia Tech. As an input document, the PSF is used to record and/or change information on the Institute's database pertaining to an individual's employment status.

Procedures:**New Hire**

When a new employee is hired, the department completes a PSF and forwards it to the Human Resources Department. The employee must report to Human Resources and complete the appropriate employment papers. Human Resources establishes the employee records. The following information is included, but is not limited to:

- Personal Services Form
- Personal Data Sheet
- GT ID
- Federal and State Withholding Tax Forms

Change of Status

If a change occurs to an employee's status, his or her department uses the most recent turnaround document to record the changed information. The PSF is forwarded to Human Resources and Payroll for processing. Actions requiring a "change of status" PSF are the following:

- Re-appointment
- Pay Type Change
- On Leave With Pay
- On Leave Without Pay
- Return From Leave
- Promotion/Demotion
- Salary Increase/Decrease
- Transfer
- Job Reclassification
- Data Name Change
- Termination
- Retirement

Forms

A copy of the Personal Services Form is available as a reference for the following instructions. This sample form has numbers written on it which correspond to the numbers in the instructions below.

Section 1 - Employee Information

1. **Name** - last, first, middle initial
2. **GT ID**
3. **Home Department Name** - department receiving check from Payroll
4. **Home Department Number** - five digit number
5. **Date Prepared** - date form leaves originating department

Section 2 - Employment/Payroll Information

6. **Employment** - () indicates new hire into Georgia Tech or former employee who terminated two or more years ago (not on current database)
7. **Reemployment** - () indicates reemployment of someone who terminated less than two years ago (still in current database); or an employee currently at Georgia Tech whose appointment date has expired
8. **Change of Status** - () indicates change in current employee's status
9. **Effective Date** - date on which employment or status change is effective
10. **Total % Time** - total percent time worked from ALL appointments
11. **Full-Time Salary** - 100% of salary employee would receive if employed for entire academic or fiscal year
12. **LOA With Pay** - () indicates employee is going on leave or absence with pay
13. **LOA Without Pay** - () indicates employee is going on leave of absence without pay
14. **LOA Return Date** - date on which employee is EXPECTED to return from leave of absence
15. **Temporary** - () indicates employee is temporary
16. **Permanent** - () indicates employee is permanent
17. **Hourly** - () indicates employee is to be paid bi-weekly
18. **Fiscal** - () indicates employee is to be paid monthly on end-of-month payroll
19. **Academic** - () indicates employee is to be paid monthly on mid-month payroll
20. **Position Title** - employee's primary job title
21. **Other** - provide any other information appropriate to clearly define the employee's employment / payroll status (i.e., reason for leave of absence)

Section 3 - Appointment Information

22. **Home Department Project Number** - expense account number to which employee's salary is to be

charged

- 23. **Budget Position** - Budget Position Number in which the employee's salary disbursements are to be recorded
- 24. **Rate / Pay** - Actual hourly or monthly pay rate at which employee is to be paid from Home/Work Department appointment. Do not adjust for % time worked
- 25. **% Time** - actual percent of time the employee is working in Home/Work Department appointment
- 26. **Appt. End Date** - date on which employee's Home/Work Department appointment is to end
- 27. **Work Department Name** - name of department in which employee has secondary appointment
- 28. **Dept. No.** - number of Work Department in which employee has appointment
- 29. **Position Title** - job title of employee's secondary Work Department appointment
- 30. **Work Department Project No.** - expense account to which employee's Work Department salary is to be charged
- 31. **Bud Pos** - Budget Position Number in which employee's secondary Work Department salary disbursements are to be recorded
- 32. **Rate / Pay** - Actual hourly or monthly pay rate at which employee is to be paid from secondary Work Department
- 33. **% Time** - actual % of time employee is working in secondary Work Department
- 34. **Appt End Date** - date on which the employee's secondary Work Department appointment is to end

Section 4 - Termination

- 35. **Termination** - () indicates an employee is being terminated
- 36. **Effective Date** - day after the last work day
- 37. **Vacation Hours Accrued** - total number of vacation hours employee is to be paid in final paycheck. Monthly paid employees will automatically be paid for accrued vacation time based on full-time salary. REMEMBER, a terminating bi-weekly staff employee's vacation hours must be reported on the Time Document for the period during which the Termination Date falls. (Accrued vacation hours balance must be recorded on terminating PSF).
- 38. **Reason for Termination** - reason employee is terminating / being terminated

Section 5 - Comments

- 39. Use this section to record any information believed appropriate to reflect the employee's work relationship with Georgia Tech, or to clarify changes indicated in the above sections.

Section 6 - Approvals As Required

- 40. Approval blocks are provided for two School or Department signatures, Dean or Administrative Officer signature, two Vice President signatures, and President signature.
- 41. All Personal Services Forms must be submitted for approval as required by the organization to which a campus unit ordinarily reports.

Section 7 - Business Office Use Only

- 42. This section is used by various Business Office departments to record necessary system codes and approvals.

Regulations and Guidelines

Policy No: 10.2

Type of Policy: Administrative

Last Revised: 2008-05-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

This procedure provides information regarding Internal Revenue Service, State of Georgia, and Georgia Tech regulations.

Procedures:

Payment to Employees for Personal Services

According to Common Law Rule:

"Every individual who performs services subject to the will and control of employer, both as to what shall be done and how it shall be done, is an employee for purposes of all federal payroll taxes. It does not matter that employer permits employee considerable discretion and freedom of action, so long as employer has legal right to control both method and result of the services."

Refer to the Accounts Payable Procedure Consulting - Attachment C to review the 20 factors developed by the Internal Revenue Service to aid in determining whether there is an employer-employee relationship. Students receiving Fellowships that require them to perform services should be aware that this income may be taxable.

To ensure compliance with the Fair Labor Standards Act, regulations of the Internal Revenue Service, and laws of the State of Georgia, Georgia Tech will purchase services from employees only through the payroll system. This arrangement precludes any type of contractual agreements with any University employee for payment of services other than through established payroll procedures.

Payment for personal services will be made on regularly scheduled pay dates only. State regulations prohibit advance payments.

Standard Workweek

The standard workweek for non-administrative classified employees at Georgia Tech is 40 hours, from 12:01 a.m. Thursday through 12:00 midnight on Wednesday. If it is necessary for an employee's workweek to exceed 40 hours, the overtime must be pre-approved by the department head.

Overtime

Payment for Overtime

Any non-exempt classified employee of Georgia Tech (as defined by the Fair Labor Standards Act) who is required to work more than 40 hours during a workweek will be paid at one and one-half times his/her standard rate for all work in excess of 40 hours, unless compensatory time is authorized. If an employee is paid on more than one account and the combined hour for the workweek exceed 40, the total pay will be prorated to each account based on the percentage of time reported per account to total time reported each workweek.

Compensatory Time

The Board of Regents Personnel Policies Handbook, Section II--Classified Employment states:

"In lieu of payment for approved overtime work, compensatory time may be granted at the rate of one and one-half hour of compensatory time for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter."

Participation in research projects (Human Subjects)

Payments under \$75 per participant will be considered de minimis and not reported on a W2, 1042S nor 1099 Misc. Participants must pass the Selection of Human Subjects criteria:

- Full or part time employee of the Institute,
- Full or part time undergraduate student,
- Full or part time graduate student, provided the graduate student's funding department agrees that the student may participate in the research.
- Students who are on financial aid assistance,
- Non-Institute affiliated individuals.

Salary Overpayment Repayment Process

Policy No: 10.11

Type of Policy: Administrative

Effective Date: 2008-06-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

A Salary overpayment condition arises when an employee has been compensated for more than their approved salary. This can occur due to late receipt of or late processing of the Personal Services Form (PSF). The causes for the overpayment include, but are not limited to: Termination Change in Percent Time Change of Pay Rate Change in Leave Status

Policy Statement:

Any salary overpayment paid to an individual must be refunded to the Institute immediately. If not, the following procedure will be initiated.

Scope:**Individuals Affected By This Policy**

Employees paid through the Institute payroll department, active or terminated.

Procedures:

When PSF's are received in the Payroll Department, the effective date of the action is reviewed by payroll staff. If the action date has passed, a further review of payroll processing is initiated to determine if an overpayment appears to exist. The Payroll Department then calculates the salary overpayment and validates the existence with the department. Once acknowledged, a journal entry noting the employee name will be processed to establish the salary overpayment receivable. The debit entry will be posted GT/FUND10010/129120/ and credit entry will be posted to the department project and account originally charged. If the overpayment was made to a student employee, the Bursar's Office will be notified and a "financial hold" will be placed on the student's account. The hold will prohibit the student from registering for future terms, receiving transcripts and receiving a diploma.

Payroll will send a certified letter to the employee requesting immediate repayment (all communications to the employee will be copied to the department). When received, the repayment will debit the cash account

GT/FUND/10010/118000 and credit the salary overpayment receivable account GT/FUND10010/129120. If the overpayment was made to an active employee, the next pay check will be decreased by the amount of the overpayment. If the overpayment was made to a terminated employee, a check will be immediately forwarded to the Payroll Department.

If the repayment from the next available pay check would create a financial hardship, and there is no indication of fraud, Payroll may establish a repayment plan not to exceed 60 days.

To maintain compliance with the Federal and State Department of Labor laws, Payroll will not pay an employee less than the current minimum wage, even if it extends the repayment period past the stated 60 days.

If the overpayment was made to a terminated employee who has an Annual Leave Balance, the overpayment amount will be deducted from the employee's annual leave payout. The remaining leave balance will be paid to the terminated employee with the next available payroll process for their pay group.

If the employee does not respond to the first communication, a second certified letter will be mailed in 30 days. If there is no response to the second letter, a third certified letter will be mailed at the 60 day mark. If at the end of 90 days, there is still no response, the employee name and salary overpayment amount will be sent to the Bursar's Office to be placed with a collection agency. The Bursar will debit the Salary Overpayment Bursar AR account GT/FUND10010/128001 and credit the Payroll salary overpayment account GT/FUND10010/129120. If the overpayment is for an employee in the Georgia Tech Research Institute (GTRI) or Auxiliary Services, the debit entry to the receivable (account 128001) will be posted in the corresponding fund code for that unit (i.e. FUND11021, FUND12210, FUND12250, etc.). At the time the account is placed with collections, the financial reporting Division for the unit with the overpayment (College or Major Administrative Division) will receive a decrease to their general operations budget for the same amount. If collection efforts are successful, the Division may seek additional budget authorization through the standard budget process for the net amount collected by GT if material. In lieu of a decrease to their general operations budget, GTRI and Auxiliary Services will be charged a bad debt expense once the uncollectible receivable is written off by the Bursar's Office.

Contacts

All questions concerning the Salary Overpayment Reimbursement policy should be directed to the Office of Human Resources Director of Payroll.[ll](mailto:jerry.jobe@ohr.gatech.edu)

Social Security Coverage

Type of Policy: Administrative

Effective Date: 1998-03-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Policy Statement:

All regular employees of Georgia Tech, except those specifically excluded under an agreement with the Social Security Administration, are covered by the Federal Social Security Act. Payroll deductions are made for the employee's share of the cost of this insurance, with the Institute paying a matching share.

Eligibility

Social Security coverage has been extended to the following classes of employees:

1. All employees eligible for the Teachers Retirement System of Georgia.
2. All employees eligible for the Regents Retirement Plan (ORP).
3. All full-time regular custodial and maintenance personnel.

The following employees are not covered by Social Security:

1. All students -- undergraduate, graduate, graduate teaching, and graduate research.
2. All temporary, seasonal and hourly, employees. **Note:** These employees do pay the Medicare Insurance Portion of Social Security.
3. Non-immigrant aliens are exempt in accordance with the provisions of their visas.

Student Pay Group

Policy No: 10.4

Type of Policy: Administrative

Effective Date: 2008-04-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

In order to comply with federal Fair Labor Standard Act (FLSA) regulations, no Georgia Tech employee, student or non-student, shall be hired concurrently in both a monthly paid exempt status plus a bi-weekly paid non-exempt status.

Policy Statement:

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$5.85 per hour effective July 24, 2007; \$6.55 per hour effective July 24, 2008; and \$7.25 per hour effective July 24, 2009. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a workweek.

In order to comply with federal Fair Labor Standard Act (FLSA) regulations, no Georgia Tech employee, student or non-student, shall be hired concurrently in both a monthly paid exempt status plus a bi-weekly paid non-exempt status. The Institute will derive the weighted-average pay rate based upon these concurrent hourly rates of pay and pay any overtime accordingly. If the student is paid as a monthly exempt employee, the percentage distribution will be utilized to allocate their time worked to the hiring department and the associated account number.

Policy Terms:

Exempt employees (student or non-student, full time or part time)

are paid monthly and are exempt from the Fair Labor Standards Act (FLSA) and therefore not subject to overtime payments.

Non-Exempt employees (student or non-student, full time or part time)

are paid bi-weekly and are not exempted from the Fair Labor Standards Act (FLSA) and therefore are subject to overtime payments for all hours worked in excess of 40 hours per work week.

Our workweek is

Thursday through Wednesday. Time worked does not include Holiday, Vacation or Sick pay.

Procedures:

All employees must be paid in only one pay group, either monthly or bi-weekly. For example: if a student is paid monthly and is hired into a concurrent job in a department that will pay them hourly on the bi-weekly payroll, the originating department will be notified by Payroll that the situation exists and the student will not be hired into the concurrent position until there is an agreement to make the student in one pay group, most likely hourly. When agreed upon, the Payroll Department will correct the PSF and process the transaction.

Time Reporting

Policy No: 10.8

Type of Policy: Administrative

Last Revised: 2007-04-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

This procedure explains the process of reporting time worked.

Procedures:

Bi-weekly Time Document

A preprinted form is used for time reporting for all bi-weekly paid employees. The Bi-weekly Time Document reports hours worked and other compensated time such as vacation, sick leave, jury duty, and holidays. A document is issued for each bi-weekly pay cycle, which ends **midnight Wednesday**.

The top half of the form, the "Time Report," is used by the employee and supervisor for recording the employee's time. The bottom half of the form, the "Time Distribution," distributes hours to the appropriate accounts.

Time Document Distribution

The work department prints the time documents for their area and distributes to the employees.

The original document is processed and maintained as a permanent record in the Work Department.

Forms

A copy of the Time Document is available as a reference for the following instructions. This sample form has numbers written on it which correspond to the numbers in the instructions below.

Preparation of the Time Document

The following information is preprinted on the time document:

1. **Employee's Name** - last, first, middle initial
2. **Employee's PeopleSoft ID#**
3. **Pay Period End Date** - (MM/DD/YY, always Wednesday)
4. **Work Department** - department in which work was performed
5. **Home Department** - department that administers the employee and to which the employee is responsible.
6. **Pay Group Description** (i.e., Bi-weekly, Staff-Benefits)
7. **Project Number**
8. **Hours Worked** - standard hours worked for regular employees will be preprinted. If an account is to be added, hours redistributed, or other types of compensated hours reported, cross out the preprinted hours and write in the new distribution.
9. **Days and Dates of each Week**

Errors and Omissions

If any preprinted information is incorrect, draw a line through the incorrect data and write the correct information in

the same space. If a preprinted time document is not available, use a blank form.

Information to be Recorded by the Employee

The employee must record the number of hours worked and/or compensated in the appropriate blocks as follows:

Hours Worked - actual number of hours worked; partial hours should be entered to the nearest tenth of an hour, expressed as a decimal equivalent:

- .1 = 6 minutes
- .2 = 12 minutes
- .3 = 18 minutes
- .4 = 24 minutes
- .5 = 30 minutes
- .6 = 36 minutes
- .7 = 42 minutes
- .8 = 48 minutes
- .9 = 54 minutes

Compensated Hours - vacation or sick hours

Other Hours - time reported other than vacation hours, sick hours, or hours worked such as holiday, jury duty, or campus closed hours

Other Hour Codes - codes for "other hours" paid are as follows:

- Hol = Holiday
- Jry = Jury Duty
- CCD = Campus Closed
- CLL = Call Back
- Mil = Military Duty
- UNC = Uncompensated (Hours recorded in excess of vacation/sick balance(s))

Totals - hours are totaled under each column and for each week in the first block

Signatures - Manual Reporting

Employee's Signature - must be signed by employee; an unsigned time document may result in a delay in receiving a paycheck. Time documents not signed by the employee are acceptable only when an employee is on an excused absence or is being paid in conjunction with termination of employment and is not available to sign the report. For either exception, the supervisor should note the reason for non-signature in the signature space.

Supervisor's Signature - the report must be signed by the Supervisor

Electronic Signatures

Employee's Signature - For those using time clocks or online entry, the use of the Buzz Card swipe and the logging into the secured system, capturing the login, date and time stamp, are considered as legal signatures.

Supervisor's Signature – The supervisor's electronic signature is considered as a legal signature.

This is in compliance with the Georgia General Assembly Code 10-12-4 (d), when a rule of law requires a signature, an electronic record satisfies that rule of law.

Time Distribution

The Time Distribution half of the form must be approved as preprinted; updated to reflect any differences in preprinted expense accounts and actual. In the case of a temporary employee, all time distribution must be recorded. Any expense accounts to be charged should be written in if they have not been preprinted.

The total number of hours in the Time Distribution must agree with the total hours in the Time report.

Authorization

The department head or an authorized representative must sign the Bi-weekly Time Document. Space for a second department signature may be used at the discretion of the department head, if the guidelines of the department require it.

Time Document Submission

Departments will enter the Time Documents for the two weeks of the bi-weekly pay period no later than 5:00 p.m. on Friday following the bi-weekly period which ends on Wednesday at midnight. The ORIGINAL should be maintained in the Work Department. The Home Department copy should be forwarded to the employee's Home Department if different from the Work Department.

Questions regarding completion of the Bi-weekly Time Document should be addressed to the Payroll representative responsible for bi-weekly payroll processing for your department.

Types of Payrolls

Policy No: 10.5

Type of Policy: Administrative

Last Revised: 2007-02-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

This procedure explains the various pay cycles and pay calculations.

Procedures:

Monthly Payroll

Faculty, administrative personnel, salaried Graduate Assistants, Graduate Teaching Assistants, and Graduate Research Assistants, and employees exempt from coverage under the Fair Labor Standards Act (Wage and Hour Law) are paid on the monthly payroll.

Employees compensated on the monthly payroll are paid on the last workday or banking day of each month. If the last workday is an Institute or bank holiday, payment is made on the day before the holiday.

Payroll Calculations

- **Full Month Compensation** (other than those on an Academic Contract)

The amount of monthly compensation is equivalent to one-twelfth of the fiscal year annual salary.

- **Partial Month Pay Calculation**

The number of days worked in a month is divided by the total number of workdays to determine a percentage of compensation for that month. Partial pay is calculated by multiplying the monthly rate by the percentage of compensation.

• **Vacation Pay Upon Termination**

Terminating vacation pay is calculated by multiplying the daily rate by the total days of accrued vacation leave. The daily rate is computed by dividing the annual salary by 2,080 hours x 8. The maximum accrued leave that can be paid upon termination is 45 days.

• **Academic Pay Cycle under the Semester System**

Under Georgia Tech's semester system, individuals paid on the academic pay cycle receive 10 monthly payments during the regular academic year. The academic year salary is paid out over the 10 months of the academic contract year: 1/18 of academic year salary in August, 1/9 of academic year salary from September through April, and 1/18 of the academic year salary in May. In other words, the employee receives 1/2 of a months pay in May and August, and a full months pay the other 8 months. The summer session is handled separately during the four months from May through August, with the May and August summer salary payments being added to the employee's regular academic year monthly salary, if any. AMN, AMG, RWA will follow proration rule, effective 08/01/02.

While the above describes the general rule of pay for the academic pay cycle, other job events do have a bearing on a particular individual's pay: pay increases for the new Fiscal Year, terminations, retirements, and leave all affect pay. The following describes in detail the pay rules for August and May under Georgia Tech's semester pay system.

August Payment Rules

August Pay for 9-Month (Academic Cycle) Instructional and/or Research Faculty, Post Docs, and Graduate Students will be paid in compliance with the 10-payment plan described above. The August Pay will reflect the Last Payment for the Summer Session and First Payment for the Fall Semester. Payment rules that will be applied are:

9 MONTH FACULTY:

- Instructional and/or Research Faculty with hired in August will be paid 1/2 of their monthly rate.
- Instructional and/or Research Faculty that are terminating, retiring, or on leave without pay effective the 1st day of the fall semester will be paid only the Summer Pay entered into the Summer Pay Panel or via pay.ask. If no Summer Pay has been entered or submitted via pay.ask, these employees will not be paid.

GRADUATE STUDENTS PAID ON ACADEMIC PAY SCHEDULE:

- Graduate Students pay is prorated according to the number of days worked.

The formula to calculate partial pay for August is:

 # Days worked divided by Total # work Days in August =

% days worked % Days worked times Monthly Rate of Pay = August Partial Pay

EX: Jamie Dollar's appointment date is effective 8/21/2006 and the monthly rate of pay is \$1500.00. As a result, he will be paid 9 of 23 workdays in August.

9 divided by 23 = .313182 times \$1500.00 = \$586.96

Please forward all questions to pay.ask@business.gatech.edu

Bi-weekly Staff and Student Payroll

Employees, including students, covered under the Fair Labor Standards Act (FLSA) and hourly appointments for employees exempt from the FLSA are paid bi-weekly.

Hourly appointments of non-exempt staff assigned to a line budget position or a group budget position and hourly exempt staff are paid bi-weekly. Hourly appointments of Graduate Research Assistants, and Student Assistants also are paid bi-weekly. The annual salary is determined by multiplying the hourly rate x 2,080 hours. The gross amount of each check is determined by multiplying the hourly rate of pay by the number of hours reported on the bi-weekly time document.

Pay dates are normally 7 work days after the pay period ends. If the pay date falls on a holiday, including bank holidays, payment will be made on the preceding workday.

Unclaimed Salary/Wage Checks and Advices

Policy No: 10.10

Type of Policy: Administrative

Effective Date: 2005-10-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

This documents the procedure followed by Payroll when unclaimed employee salary/wage checks are returned to the Payroll Department.

Procedures:

Employee paychecks are mailed to the employee's home. Effective 01/01/05 Pay Advises are available to the employee online at TechWorks.gatech.edu. Procedure

The US Post Office will return unclaimed salary/wage checks to the Payroll Department:

The Payroll Department will take the appropriate actions required to locate the employee or escheat the returned check. If the returned check is voided, the expenditure records of the department will be adjusted accordingly.

Employee Benefits & Services

Employee Benefits

Awards Policy

Policy No: 6.4

Type of Policy: Administrative

Effective Date: 2002-06-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Shalonda Cargill

Contact Title: Special Asst to the Chief OHR

Contact Email: shalonda.cargill@ohr.gatech.edu

Policy Statement:

The Georgia Institute of Technology supports recognition of outstanding employee contributions at all organizational levels. Awards recognize employees who perform "above and beyond" expectations. Awards must be paid from non-State funds and may be made in the form of cash payment, plaque, trophy, pin, certificate, meals or reception.

Procedures:

Guidelines

1. All awards are designed for individual's whose contributions demonstrate a benefit to the Institute or unit operations.
2. All units shall have documented nomination/selection criteria for any award. If a unit chooses to have a selection committee, all members' names should be documented.
3. Nominations for awards are open to any regular, temporary, or student employee of the sponsoring unit.
4. Nominations for all awards must be made to the designated official within each unit of the Institute.
5. All nominees must be in good standing (no current disciplinary action and a minimum of fully successful/meets requirement performance level) with the Institute.
6. All competitive awards must include a minimum of two (2)-qualified nominees. There may be up to three winners if there are multiple nominees or competitors. In no case will more than one half of the nominees be declared winners of awards.
7. The names of all winners of Awards will be submitted to the Director of Grants and Contracts.
8. All awards must comply with the State of Georgia and Board of Regents compensation policies.
9. No award may represent extra compensation or overtime payment to the employee.
10. All awards are subject to the appropriate federal, state and local taxes (see [Employee Awards and Prizes](#)).

Employee Benefits Program

Policy No: 6.5

Type of Policy: Administrative

Last Revised: 2016-01-00T00:00:00

Review Date: 2019-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Procedures:

Georgia Tech offers a comprehensive benefits package designed to meet the diverse needs of our faculty and staff. Our benefits are competitive and are an important component of the total compensation package. Georgia

Tech offers a robust choice of health and welfare plans including medical, dental, vision, flexible spending, disability and life insurance plans. These programs are reviewed regularly and may be amended at the discretion of the Institute with concurrence from the University System of Georgia

Certain benefits are unique to members of the Faculty and are identified as such.

Benefits information, including eligibility, available insurance plans, and enrollment information, may be found by visiting: <http://www.ohr.gatech.edu/benefits>

Faculty & Staff Assistance Program (FSAP)

Policy No: 6.03

Type of Policy: Administrative

Effective Date: 2001-02-00T00:00:00

Last Revised: 2016-01-00T00:00:00

Review Date: 2019-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Policy Statement:

Georgia Institute of Technology maintains the Faculty & Staff Assistance Program (FSAP) to provide assistance at no cost to employees suffering from personal/emotional problems which may affect work performance. Provided services include, but are not limited to: psychosocial assessment for mental health problems such as depression, nervous or emotional disorders, and substance abuse; life transition assistance (divorce, retirement, marital distress, etc.); counseling; referral; case management; and follow-up. FSAP services also include supervisory and management consultation on work-life situations which may impair the functioning of a team or departmental staff. Although FSAP does not provide direct medical, financial, or legal services, it may be of assistance in obtaining referrals to appropriate professional provider(s).

An employee's voluntary decision to seek assistance from FSAP will not be used as the basis for disciplinary action, and will not be a defense to the imposition of disciplinary action where facts proving a violation of university policy are obtained outside of FSAP. FSAP is staffed by an Employee Assistance Professional (EAP) counselor who is a licensed provider of mental health services in the state of Georgia.

Procedures:

Eligible Participants

Eligible participants include all non-student faculty and staff of the Georgia Institute of Technology and Georgia Tech Research Institute, their family members, and immediate significant others. Employees concerned about a problem are encouraged to contact FSAP. Supervisors are encouraged to contact FSAP regarding employees who may show substandard performance or unusual behavior on the job.

Employees will be seen individually for problem assessment. If the problem should require additional professional services beyond the scope of FSAP – such as psychological or medical testing, and/or extended counseling – the Employee Assistance Counselor may recommend qualified clinicians, treatment facilities and/or agencies that the employee may access. Follow-up contacts will be available, as necessary, to meet the employee's needs.

Georgia Tech Foundation Flower Fund**Policy No:** 6.02**Type of Policy:** Administrative**Effective Date:** 2001-02-00T00:00:00**Last Revised:** 2014-04-00T00:00:00**Review Date:** 2017-04-00T00:00:00**Policy Owner:** Development, Office of**Contact Name:** GT Foundation**Contact Email:** frontdesk@gtf.gatech.edu**Policy Statement:**

The Georgia Tech Faculty-Staff Flower Fund is available to pay for flowers or other expressions of concern to be sent:

1. On the occasion of the death of a faculty or staff member or upon the death of a family member of such person (limited to spouse, children, parents, brother, sister or retired faculty/staff member).
2. On the occasion of hospitalization for illness or accident of a faculty or staff member, or, the hospitalization for illness or accident of the faculty or staff member's spouse, children, parents, brother, sister or retired faculty/staff member.

Procedures:

In order to have flowers sent for an occasion mentioned above, the person/organization desiring such should contact the Georgia Tech Foundation, (404) 894-5072. The Foundation will order the flowers, with a card reading "From the President, Faculty, and Staff of the Georgia Institute of Technology," and pay for them from the flower fund.

Worker's Compensation**Type of Policy:** Administrative**Last Revised:** 2016-01-00T00:00:00**Review Date:** 2019-01-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Brandon Conkle**Contact Title:** Dir Total Rewards**Contact Email:** Brandon.Conkle@ohr.gatech.edu**Policy Statement:**

The state of Georgia is self-insured for Workers' Compensation benefits. All employees on the Institute's payroll are protected under this plan, and benefits are paid to cover injuries resulting from work, whether that injury occurred on or away from the employee's normal work site.

The three areas of responsibility, as they pertain to Workers' Compensation, are Human Resources, Environmental Safety, and Department of Administrative Services (DOAS)-Risk Management. Workers' Compensation information, forms and instructions on completing forms may be obtained by accessing the Benefits website at www.ohr.gatech.edu or by contacting the Office of Human Resources (OHR) at 500 Tech Parkway, Atlanta, GA 30332, (404) 894-3925.

The Office of Human Resources assists campus units in complying with state and Institute policies and serves as official repository for all records pertaining to a given claim. OHR acts as liaison between the Georgia Department of Administrative Services and campus units to ensure immediate needs of injured worker are fulfilled. Finally, OHR assists employees who need to forward medical invoices and out-of-pocket expense receipts to the Georgia Department of Administrative Services for reimbursement.

The Environmental Science, Health, and Safety Department will chart trends for the causes of work-related injuries and will develop and conduct remedial training programs where appropriate. Also, this department will conduct

certain investigations relating to environmental causes or effects.

DOAS--Risk Management will investigate all claims involving litigation or when third parties are involved. This department also reviews questionable claims, decisions to controvert, and requests for referrals to physicians not on the Institute's currently approved panel. The assignment of private investigators will be made at the sole discretion of this department. Finally, this department will have oversight on all claim expenditures.

Procedures:

If you are injured on the job, you must report the injury to your departmental supervisor immediately. Your departmental supervisor should report your injury to DOAS by calling 877-656-7475. Then call AmeriSys at 678-781-2848 or 800-900-1582 to talk to a case manager who will assist you in selecting a physician, scheduling an appointment and obtaining follow-up care.

Emergency Care Procedure

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

If you require additional care, contact AmeriSys Managed Care at (678) 781-2848 or (800) 900-1582 and speak to a case manager who will assist you in selecting an authorized treating physician. Your authorized treating physician will then evaluate your treatment plan and make further recommendations. The week following your injury, your departmental supervisor should call DOAS at (877) 656-7475 to verify that the claim has been properly set-up.

TeleClaim Reporting Instructions

Departmental supervisors should call DOAS TeleClaim (toll free (877) 656-7475, 24 hours a day, 7 days a week) to report injuries within 24 hours of an accident. Reporting should be delayed only long enough for the supervisor to take the employee to the doctor. Claims may only be reported by a supervisor. Employees cannot call in their own claims.

As soon as possible after the accident call with the following information:

- Name and address of injured employee
- Name and address of employing agency
- Social Security number of injured employee
- Age and sex of injured employee
- Date & time of accident
- Description of accident (how, where, why)
- Type of Injury (cut, scrape, burn, etc.)
- Exact part of body injured
- Place of occurrence
- Full-time / Part-time employee
- Hourly / weekly / monthly wage
- Date of hire
- Witness(es) (name and telephone number)
- Name and address of physician / hospital
- Has injured employee returned to work?
- Anticipated length of disability
- Basic job duties
- Description of physical requirements of job
- Supervisor's name and telephone number

Once a claim has been reported through TeleClaim, any corrections to the above information should be made by

calling your dedicated DOAS Workers' Compensation Specialist. A copy of the completed first report of injury will be faxed to the number designated by your agency and your DOAS Workers' Compensation Specialist within 24 hours of the report. Only injuries requiring medical care or lost time from work should be reported to TeleClaim.

Injuries requiring only first aid or requiring no medical care should be recorded within the agency as an incident only ("incident only" forms can be obtained from DOAS or from the OHR webpage):
<http://www.ohr.gatech.edu/Workers%20Comp>

Department of Administrative Services
P.O. Box 38198
Atlanta, Georgia 30334
(404) 656-6245

Flexwork Arrangements

Policy No: 8.65

Type of Policy: Administrative

Effective Date: 2007-09-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Kim Harrington

Contact Title: Associate Vice President-Human Resources

Contact Email: kim.harrington@ohr.gatech.edu

Reason for Policy:

The Georgia Institute of Technology provides a variety of flexible working arrangements, at the discretion of department, to enable employees to serve customers, meet Institute and departmental goals, and balance personal and professional responsibilities. Participating in a flexible working arrangement is a privilege and not a right.

Policy Statement:

Flexible working arrangements are optional work arrangements that may be discontinued at any time. After consultation with the employee, managers determine the employee's work schedule and the employee must maintain the agreed upon schedule. The employee and / or the department may end the arrangement by providing written notice a minimum of 14 calendar days in advance. Flexible Working Agreements should be reviewed on an annual basis, and telecommuting agreements shall be limited to periods of no more than 12 months, and after review, may be extended annually in 12-month increments.

Flexible schedules should not cause a non-exempt employee to work overtime or cause any employee to work on existing holidays or conflict with leave allocation practices. Exceptions should be approved in advance by the Chief Human Resources Officer. Occasionally, an adjustment in an employee's work schedule may be required on a short term basis and such adjustments would not be apart of the Flexible Working Agreement.

Telecommuting is limited to Tech Temps and regular employees, who have completed the provisional employment period. One exception is that any Tech Temp or regular employee seeking accommodation under the American Disabilities Act may be considered for telecommuting if it provides a means of reasonable accommodation for the employee's needs. Such requests shall be made through the unit's HR Representative using the appropriate procedures for requesting reasonable accommodation (see Procedure 8.15, Campus Disability Compliance) and must be approved by the appropriate unit head or his / her designee.

Policy Terms:

Compressed Workweek

A compressed workweek is the scheduling of a traditional 40-hour week into fewer than five full days by adjusting the number of hours worked per day. Two examples of compressed schedules are working four ten-hour days with one full day off each week or working 80 hours in nine days with one full day off during a two-week period.

Flextime

A work schedule with variable arrival, departure and / or lunch times. It is typically designed to enable employees to come in earlier or leave later than the organization's normal hours of operation. This approach enables the department to ensure necessary office coverage, customer service and staff interactions are maintained during the core hours.

Job Sharing

When multiple people share the responsibilities of one regular full-time position within a unit by each working part time.

Telecommuting

The performance of normal work duties at a location away from the conventional or main office. This off-site location is most often the employee's home, but can also be a satellite office or, if traveling, a virtual office. Telecommuting is a privilege and not a right for employees and should be reserved for those with proven expertise.

Procedures:

For any flexwork arrangement:

1. The employee should first schedule a time to meet with his / her supervisor to discuss the feasibility of a Flexible Working Arrangement.
2. Based on the outcome of the discussion, the employee must complete the [Flexible Working Arrangements Agreement](#) and submit it to their supervisor. If the flexible working arrangement being requested is telecommuting, the employee must also complete the Telecommuting Agreement . The department's Human Resources Representative (HR Rep) is available for questions or to provide assistance in preparing the form(s).
3. The supervisor, in consultation with the department's HR Rep, may approve or deny the Flexible Working Arrangements Agreement and, if applicable, the Telecommuting Agreement proposed by the employee, or may recommend an alternate flexible working arrangement. In determining whether to approve or deny the proposed arrangement, the supervisor must consider the organization's goals and should approve the Agreement(s) only if the arrangement permits those goals to be achieved. If the employee and the supervisor do not agree on a flexible working arrangement, the employee will continue to work standard hours.
4. If an arrangement is agreed upon, the supervisor must submit the completed and signed Flexible Working Arrangements Agreement form and, if applicable, the Telecommuting Agreement, to the unit head for final approval. The unit head approving the agreement(s) may wish to consult with the department's HR Rep before making the final decision. Again, if a flexible working arrangement is not approved, the employee will continue to work standard hours.
5. If the arrangement is approved, the supervisor must send the completed and signed Flexible Working Arrangements Agreement form and, if applicable, the Telecommuting Agreement, to the department's HR Rep who will retain the original. The supervisor and the employee should retain copies.

Retention of Agreement Forms

HR Reps / HR Contacts should retain the Flexible Working Arrangements and Telecommuting Agreement Forms until superseded or obsolete. The last agreement(s) and related documents should be maintained by the department for two years after the agreement has concluded.

Parking

Policy No: 5.11

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Last Revised: 2015-01-00T00:00:00

Review Date: 2018-01-00T00:00:00

Policy Owner: Parking & Transportation

Contact Name: Lance Lunsway

Contact Title: Sr. Director-Campus Services Business Innovation & PTS

Contact Email: llunsway@gatech.edu

Policy Statement:

All motor vehicles parked by faculty, staff, students, visitors, contractors/vendors of the Georgia Institute of Technology on Institute controlled parking areas must display a valid parking permit or be parked in designated visitor/metered parking areas. Parking permits may be purchased at the Office of Parking and Transportation Services (PTS), located at 828 West Peachtree Street N.W. Complying with the Institute's parking rules and regulations will help ensure an effective parking control program for the benefit of the entire campus community. Everyone's cooperation is essential. Penalties and fines have been established for violation of the campus parking regulations.

Carpooling, and using alternative transportation to single-occupancy vehicles, such as MARTA, Georgia Regional Transportation Authority, Cobb County Transit, and Gwinnett County Transportation are encouraged. Payroll deduction is available for some of the transit alternatives. Check with the PTS office at 404/385-RIDE (7433) for more information.

Procedures:

A parking permit may be obtained by bringing a copy of the vehicle registration and BuzzCard (or other photo identification) to the Office of Parking and Transportation Services. Full-time (benefits-eligible) faculty and staff may also choose payroll deduction as a payment option. Temporary employees are not eligible for this option, and must make payment in full at the time of purchase via cash, check, or charge.

Visitors may purchase temporary parking permits from the Office of Parking and Transportation Services, or park in designated visitor parking areas or at meters and pay the posted rate. Vehicle registration and a driver's license are required to purchase visitor temporary permits.

Please visit Parking and Transportation Services' web page at: <http://www.pts.gatech.edu> to obtain a campus parking map, a complete set of parking rules and regulations, lot designations, parking rates, visitor and special event parking, and alternative transportation options.

Parking and Transportation Services' telephone number is 404-385-PARK (7275).

Policy History:

Revision Date	Author	Description
01-12-2015	Parking and Transportation	Update to verbiage

Service to the Institute

Policy No: 8.5

Type of Policy: Administrative

Last Revised: 2015-07-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Adrienne Richardson

Contact Title: Strategic Performance Consultant

Contact Email: Adrienne.richardson@ohr.gatech.edu

Reason for Policy:

It is important to provide clear guidance and support regarding the participation of employees.

Policy Statement:

Service to the Institute is valued and encouraged by Georgia Tech. Service to the Institute includes participation in Institute service programs or activities that are separate and in addition to the employee's ordinary job duties. Some examples include institutional governance, service as an advisor to one or more recognized student organizations, or participation in any other Institute service program. All such authorized activities shall be considered within the scope of the employee's employment.

Policy Terms:

Exempt and non-exempt employees

are defined in accordance with prevailing employment law. An exempt employee is generally salaried and not employed on an hourly basis.

Service to the Institute

Although employees usually contribute to the Institute primarily through their job responsibilities in their home and work departments, they may also contribute significantly to the development of Georgia Tech by offering appropriate services to the Institute in other parts of campus life. In the context of this policy, service to the Institute includes properly authorized activities outside one's home and work departments as documented in the records of the Institute.

Procedures:

Faculty members who provide services to the Institute may refer to the [Faculty Handbook](#) for applicable policies and guidelines.

Information regarding serving as an advisor to a student organization may be found at www.involvement.gatech.edu

Responsibilities:

Party	Responsibility
Student Involvement Director	Ensure compliance with policy
Student Affairs	Offer assistance with policy interpretation

Training and Development

STRAP

Policy No: 13.9

Type of Policy: Administrative

Effective Date: 2004-01-00T00:00:00

Last Revised: 2016-02-00T00:00:00

Review Date: 2017-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Policy Statement:

The Staff Tuition Reimbursement Assistance Program (STRAP) provides employees with an opportunity to acquire skills and knowledge needed for career development and advancement. This program supports the Institute's commitment to encourage employee performance and enhance professional development. Course work must be applicable to a career at Georgia Tech.

Eligibility

Regular, full-time, classified employees (professional, administrative, and staff personnel) who have a minimum of one full year of employment with Georgia Tech by the first day of class may apply for tuition reimbursement. Eligibility ends upon termination as a Tech employee. STRAP participants must be employed at the Institute through the exam date and completion of the course in order to receive reimbursement. An application for each academic term must be submitted for consideration and approval by the deadline. The deadline dates can be found at: <http://www.ohr.gatech.edu/careerdevelopment/tuitionassistance/>.

Acceptable Courses and Schools

Eligible employees may be reimbursed for course work taken from accredited private educational institutions or DTAE vocational / technical colleges. Employees attending USG institutions must use the BOR Tuition Assistance Program unless approved in advance by the Office of Human Resources. Distance learning courses may be eligible for reimbursement.

Course work must be taken for academic credit and must be related to a career field at Georgia Tech. Each employee must meet admission requirements of the educational institution, acquire approval from his/her immediate supervisor and department head, submit application by the deadline date, and receive approval from the Staff Development Committee for each course to be reimbursed. Non-credit continuing education courses and Executive Programs are not eligible for reimbursement.

If there are any questions, please contact the Office of Human Resources at (404) 894-4847.

Reimbursement

STRAP tuition reimbursement funds are limited, and applications are processed on a first-come, first-served basis and are subject to the approval of the Staff Development Committee.

Eligible employees may be reimbursed for their complete or partial tuition cost up to six (6) credit hours per semester. Fees are not eligible for reimbursement. Upon completion of course work with a grade of C or better, the Institute will reimburse tuition costs up to a maximum of six (6) credit hours per semester. Note: Reimbursement amounts are based on the in-state Georgia Tech matriculation rate as defined by the Bursar's Office.

The original tuition receipt and official transcript / grade report are to be submitted to the Office of Human

Resources for reimbursement. Funds will be electronically deposited in the employee's account. Expenses for activity fees, books, and associated costs do not qualify for reimbursement.

Procedures:

Application

STRAP Program applications may be obtained at: <http://www.ohr.gatech.edu/careerdevelopment/tuitionassistance/>. A complete application must be submitted to the Office of Human Resources, Mail Code 0435 before the published deadline date for course work taken in the designated semester. The application must have a specific, concise statement of how the course or degree program relates to the employee's career development at the Institute. The application must be signed by the supervisor and department head of the employee's department. Applications will be reviewed and approved or disapproved by the Staff Development Committee.

Employees will be notified via e-mail of the approval or non approval of their application.

Reimbursement

Within thirty days following the completion of course work, forward the following to The Office of Human Resources: official transcript / grade report and paid tuition receipt. If you need to retain any of this information for your records, please have them copied before submitting to The Office of Human Resources. Reimbursement amounts are based on the Georgia Tech matriculation rate as defined by the Bursar's Office. Funds for reimbursement will be electronically deposited in the employee's account approximately fourteen (14) business days after all of the information is complete and submitted to Procurement for processing.

If there are any questions, please contact the Office of Human Resources at either (404) 894-4847.

TAP

Policy No: 13.10

Type of Policy: Administrative

Effective Date: 1998-05-00T00:00:00

Last Revised: 2016-03-00T00:00:00

Review Date: 2019-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Reason for Policy:

The University System of Georgia (USG) is committed to "the recruitment, hiring, and retention of the best possible faculty, staff and administration." The Board of Regents of the University System of Georgia is committed to creating a more educated Georgia. As part of its desire to meet employees' evolving needs, the USG has established the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of eligible employees.

Policy Statement:

Program Guidelines

The program is available to all regular University System employees who have been employed full-time for the most recent six months immediately preceding application and who are eligible for University System benefits.

The program provides for a full waiver of tuition and fees for employees who register for classes at the University System institution where they are employed. Full reimbursement of tuition and fees is provided to employees who register for classes at other University System institutions.

The waiver or reimbursement can be provided for up to 10 credit hours per Quarter or 9 credit hours per semester. All tuition and mandatory fees will be covered.

Employees participating in the program must:

1. Receive formal departmental approval
2. Register during the employee registration period
3. Pass the course(s) with a grade of C or better to receive the waiver or reimbursement
4. Assume any tax liability which may accrue under this program

Georgia Tech supports the system-wide program guidelines which can be found at:

http://www.usg.edu/hr/benefits/tuition_assistance_program_policy

Forms, FAQ's, Registration Dates, and University System of Georgia TAP Coordinators can be found at:

http://www.usg.edu/hr/benefits/tuition_assistance_program_tap/

Georgia Tech TAP Student Registration Dates as well asand other, specific Georgia Tech -related guidance can be found at: <http://www.ohr.gatech.edu/careerdevelopment/tuitionassistance>

Procedures:

Application Procedures

Note: Employees must already be admitted students at the institution of attendance.

Obtain and complete the Tuition Remission Plan Request Form (TR-01) from the department supervisor or from the Department of Human Resource Development no later than 30 days prior to the start of classes for the Quarter or Semester.

After the Department of Human Resource Development verifies the employee's eligibility, the employee will receive a signed copy of the second page of the TR-01 Form. The employee may then register for classes under this program at his/her desired University System institution during the employee registration period. **It is the employee's responsibility to ensure that registration occurs during this period.** Registration during any other period places the entire financial burden for those courses on the employee.

The employee should obtain certification of enrollment during the employee registration period at the Registrar's Office of the institution where he/she has registered for courses utilizing the "Certification of Enrollment During Employee Registration Period" form. **Note:** This certification is not necessary for Georgia Tech employees attending courses at Georgia Tech. The "employee registration period" at Georgia Tech is the same as the students' "late registration period".

Reimbursement/Remission Procedures

Georgia Tech employees attending classes at Georgia Tech under this program will receive an automatic waiver of tuition and fees upon registration during the employee registration period. Employees attending other University System institutions must pay tuition and fees at those institutions under the guidelines set by those institutions. A receipt verifying the date and amount of payment will be required to obtain reimbursement.

Within three weeks after the end of the Quarter or Semester of attendance, employees participating in this program must submit the following documentation to the Office of Human Resource Development to obtain reimbursement:

1. Verification of registration during the employee registration period (form available).
2. A receipt certifying the date and amount of payment.
3. A transcript or grade report certifying that the course was passed with a grade of "C" or better.

No reimbursement can be provided without these documents. Reimbursement may be expected within two weeks

of submission.

Georgia Tech employees attending classes at Georgia Tech need only to present a transcript certifying that the course was passed with a "C" or better. Failure to present this document will result in a reversal of the employee's waiver, causing the employee to become liable for payment of all tuition and fees related to the classes attended under the program.

What If?

1. What if I want to take classes during my regularly scheduled work hours?

Employees are expected to register for classes which occur outside of the regular work day whenever possible. Under rare circumstances, this may not be possible. Should such an instance occur, the employee's supervisor may approve or disapprove the employee's attendance at those classes. If approved, it will be the employee's responsibility to make up the missed hours during the same workweek or to charge vacation time, at the supervisor's discretion.

1. What if my supervisor does not approve my request for participation in this program?

Approval or disapproval is at the supervisor's discretion. The employee may appeal a disapproval only when the permission has been denied on the basis of current job/career relatedness. The employee should appeal the decision first to his/her unit or department head. If that individual upholds the decision of the employee's supervisor, the employee may then appeal the decision to the Appeals Committee (STRAP Committee) through the Human Resource Development Department. All appeals must be completed prior to the first day of class. No other appeals are permitted under the program, and the Appeals Committee is the final avenue of appeal. Under this program, courses approved must be "of direct and significant assistance to the employee in carrying out present duties and responsibilities or in his or her professional development" or must "form part of a job-related degree program" that relates to an employee's current career in the University System.

1. What if I fail to complete the course with a grade of "C" or better?

Failure to complete the course with a "Pass" or letter grade of "C" or better prevents the employee from receiving the benefit of remission or reimbursement under this program. Employees may not request reimbursement, and employees taking courses here at Tech will be responsible for paying the tuition and fees due for the applicable course(s). Repayment should be made at the Bursar's Office.

In addition, employees who fail to complete the course with a grade of "C" or better will be prohibited from further participation in the program for a period of 6 months from the date of withdrawal or the date the grade is sent to the Registrar's Office, whichever is earlier. After 6 months, the employee may again request participation in the program upon submission of a transcript certifying an average GPA of "C" or better. This transcript should be attached to the employee's Form TR-01.

1. What if my employment with the University System ends prior to my completion of the course?

If an employee discontinues employment within the University System for any reason at any time prior to the end of the course period, no reimbursement or remission can be provided. Employees may not request reimbursement, and employees taking courses here at Tech will be responsible for paying the tuition and fees for the applicable course(s). Repayment should be made at the Bursar's Office.

1. What if the course I want to attend is not available at a University System institution?

Courses may be taken without special exception at accredited University System institutions including Department of Technical and Adult Education institutions. All courses must be taken for credit. Any employee who wishes to take a course at another institution must substantiate in his/her application that the course is not available at a University System institution within 70 miles from Georgia Tech. The Georgia Tech Registrar's Office will be the

final authority regarding course availability. If approved for reimbursement under such a provision, reimbursement will be limited to the in-state rate for an equivalent number of credit hours at Georgia Tech. In other words, the full cost of the course(s) may not be reimbursable.

1. What if I have financial aid to cover a portion of my course costs?

Reimbursement or remission will be provided to cover only the portion of the course costs not covered by an employee's financial aid. Any approved financial aid should be noted by the employee on Form TR-01.

Differences from Current Programs

The Institute currently maintains two other educational support programs, the STRAP program and the GTRC Education Assistance Program for Faculty. Employees are encouraged to utilize the new Tuition Remission/Reimbursement program whenever it is possible for them to register during the "employee registration period" and when the course or degree program in which they are seeking participation is directly related to their current University System employment, as this new program generally provides a more generous benefit.

The specific differences are as follows:

1. Under STRAP, the employee may request reimbursement for any course applicable to a career he/she intends to pursue at Tech, whereas the Tuition Remission/Reimbursement program applies only in cases where the coursework relates to the employee's current position.
2. STRAP also reimburses for approved courses at any accredited institution, while the new program is largely restricted to courses at University System institutions.
3. On the other hand, the new program requires only six months of full-time employment prior to participation, while STRAP requires 12 months.
4. The new program provides remission for employees attending Georgia Tech, while STRAP is strictly a reimbursement program.
5. The new program covers all mandatory tuition and fees, while the STRAP program covers only tuition.
6. Lastly, STRAP will reimburse for only 6 credit hours per quarter or 4 credit hours per semester, while the new program will reimburse for up to 10 credit hours per quarter or 6 credit hours per semester.

The GTRC Education Assistance Program for Faculty is largely restricted to research-titled employees and reimburses only for a maximum of 6 credit hours per quarter plus the student activity and health fees. There is no remission provision under this program. Courses may be taken at any approved college or university.

For employees who cannot wait to register during the "employee registration period" or who wish to register for classes unrelated to their current program, STRAP or the GTRC Education Assistance Program for Faculty may prove more advantageous. For advice on the best alternative in a particular circumstance, the employee should consult the Human Resource Development Department in the Office of Human Resources at (404) 894-2249 or 894-3850.

Training Programs

Policy No: 13.7

Type of Policy: Administrative

Effective Date: 2004-05-00T00:00:00

Review Date: 2015-02-00T00:00:00

Contact Name: TBD

Contact Title: Manager- Workplace Learning

Policy Statement:

The Office of Organizational Development schedules job related training programs for regular employees during regular working hours (8:00 a.m. -5:00 p.m.). Eligible employees must obtain prior approval from their supervisors/department heads and submit a registration form through our on-line system. Registration is on a first-come, first-serve basis. A training program schedule is available to all full-time employees via the web. Employees may attend training programs during regular working hours with no reduction in pay, and there is no need to make up time spent in class. For staff employees, time spent in training programs is considered time worked.

Employees Working Shifts

Staff employees whose normal working schedules are not 8:00 to 5:00 p.m. are eligible to attend training programs providing they meet the same requirements and follow the same registration procedures as employees working regular hours. Such employees must be compensated for the time spent in class or may be granted compensatory time off within the same pay period, at the discretion of the immediate supervisor.

Procedures:

An employee who registers and is confirmed for any training program must notify the Office of Organizational Development of a cancellation no later than 5 working days prior to the program. The registration fee will not be refunded or credited for any cancellation after that time. Substitution of employees is encouraged in lieu of a cancellation. If 3 or more employees from a department cancel the same class, there must be at least 10 working days notice. Without 10 working days notice, the department will be charged the full fee. Training fees are charged to the employee's department for expenses incurred in the program (note the exception below).

If a supervisor or department head will not approve attendance in a training program, an employee may pay the course fee by personal check. If the class is scheduled during the employee's normal working hours, the employee will need supervisory approval to take vacation leave.

Employee Relations

Discipline Appeals Policy

Demotion Appeal Policy

Policy No: 7.5

Type of Policy: Administrative

Last Revised: 2011-10-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Thomas Vance

Contact Title: Performance & Talent Management

Contact Email: thomas.vance@ohr.gatech.edu

Reason for Policy:

The policy is intended to outline the process to follow when filing an appeal due to a demotion

Policy Statement:

This process may be used only in cases dealing with demotions.

Policy Terms:

Provisional Status

An employee hired to fill a regular position shall serve the first six (6) months of employment in the University System on a provisional basis. An employee may be terminated at any time during the provisional period without a right of appeal.

Temporary Status

Employees who are not employed as "regular" employees are "temporary" employees. Institutions may hire temporary employees directly or may elect to obtain the services of temporary employees through outside organizations that provide temporary services. Temporary employees generally shall be employed for a period no longer than six (6) calendar months.

Demotion

A decrease in the duties and responsibilities assigned to an employee and a downward change in his/her salary grade and range.

Procedures:

Overview

According to the [University System of Georgia's grievance policy](#), the following types of grievances are prohibited:

- Investigations or decisions reached under the Institute's Harassment Policy
- 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 (see the [Equal Opportunity Complaint Policy](#) for more details).
- The issues being grieved have been previously heard by an administrative panel at the institution.

Responsibilities:

The responsibilities each party has in connection with Demotion Appeals are:

Party	Responsibility
Office of Performance and Talent Management	Ensure compliance with policy and offer assistance with policy interpretation.

Impartial Board of Review Appeal Policy

Policy No: 7.3

Type of Policy: Administrative

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-11-00T00:00:00

Policy Owner: Human Resources

Contact Name: Thomas Vance

Contact Title: Compliance Advisor

Contact Email: thomas.vance@ohr.gatech.edu

Reason for Policy:

The Georgia Institute of Technology is committed to the fair treatment of our employees. Accordingly, the Institute will appoint an Impartial Board of Review ("IBR") to hear termination appeals from regular employees, excluding those employed in provisional or temporary status, to ensure the proper processes and procedures have been followed in the event an employee has been terminated for cause.

Policy Statement:

The Impartial Board of Review process described herein may be used only in cases dealing with terminations for discipline or cause.

Scope:**Entities Affected By This Policy**

All classified employees of the Georgia Institute of Technology are covered by this policy.

Who Should Read This Policy

All classified employees within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:**Provisional Status**

An employee hired to fill a regular position shall serve the first six (6) months of employment in the University System on a provisional basis. An employee may be terminated at any time during the provisional period without a right of appeal.

Temporary Status

Employees who are not employed as "regular" employees are "temporary" employees. Institutions may hire temporary employees directly or may elect to obtain the services of temporary employees through outside organizations that provide temporary services. Temporary employees generally shall be employed for a period no longer than six (6) calendar months.

Termination for Cause

The termination of employment for misconduct or other serious offense.

Procedures:**Overview**

The policy is intended to explain the Impartial Board of Review and the appeal process when disputes cannot be resolved through normal administrative channels of the Institute.

According to the University System of Georgia's grievance policy, the following types of grievances are prohibited:

- Terminations or layoffs because of lack of work or elimination of position
- Investigations or decisions reached under the Institute's Harassment Policy
- Terminations that occurred during the six (6)-month provisional period
- Terminations due to 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 (see the [Equal Opportunity Complaint Policy](#) for more details).
- The issues being grieved have been previously heard by an administrative panel at the institution.

Suspension without Pay Appeal Policy

Policy No: 7.4

Type of Policy: Administrative

Last Revised: 2011-10-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Thomas Vance

Contact Title: Performance & Talent Management

Contact Email: thomas.vance@ohr.gatech.edu

Reason for Policy:

The policy is intended to outline the process to follow when filing an appeal due to a suspension without pay.

Policy Statement:

This process may be used only in cases dealing with suspensions without pay.

Scope:

Entities Affected By This Policy

All classified employees of the Georgia Institute of Technology are covered by this policy.

Who Should Read This Policy

All classified employees within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

Provisional Status

An employee hired to fill a regular position shall serve the first six (6) months of employment in the University System on a provisional basis. An employee may be terminated at any time during the provisional period without a right of appeal.

Temporary Status

Employees who are not employed as "regular" employees are "temporary" employees. Institutions may hire temporary employees directly or may elect to obtain the services of temporary employees through outside organizations that provide temporary services. Temporary employees generally shall be employed for a period no longer than six (6) calendar months.

Procedures:

Overview

The policy is intended to explain the appeal process for suspensions without pay.

According to the University System of Georgia's grievance policy, the following types of grievances are prohibited:

- Investigations or decisions reached under the Institute's Harassment Policy
- The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability or religion (see the [Equal Opportunity Complaint Policy](#) for more details).
- The issues being grieved have been previously heard by an administrative panel at the institution.

Responsibilities:

The responsibilities each party has in connection with Suspensions without Pay are:

Party	Responsibility
Office of Performance and Talent Management	Ensure compliance with policy and offer assistance with

Party	Responsibility
	policy interpretation.

Employee Dispute Resolution

Policy No: 7.7

Type of Policy: Administrative

Last Revised: 2014-02-00T00:00:00

Review Date: 2017-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Strategic Performance Consultant

Contact Email: eric.white@ohr.gatech.edu

Reason for Policy:

The purpose of the Employee Dispute Resolution policy is to increase employee options in addressing Institute-related disputes and to encourage voluntary resolution of problems at the earliest opportunity. Georgia Tech supports the goals of the [Board of Regent's Policy on Dispute Resolution](#). Faculty, classified staff, and student employees are encouraged to seek equitable and satisfactory resolution of any conflict within the Institute through discussion with the persons and departments involved, preferably at the first indication of a problem. Employees are also encouraged to seek guidance from their department's Human Resources Business Partner or Human Resources Representative concerning any workplace dispute. Faculty members may contact the Faculty Ombuds Office, and classified staff may contact the Classified Staff Ombuds, for confidential assistance with resolving conflict. Employees may also seek to resolve the dispute through the informal process described in this policy.

Policy Statement:

The Institute recognizes the benefits of resolving disputes through informal means that are designed to decrease the reliance on adversarial processes. All employees and departments are encouraged to resolve disputes effectively and fairly at the lowest possible level.

It is the policy of Georgia Tech that work-related disputes be addressed in a manner that encourages constructive resolution of conflict and provides the opportunity for productive learning and work relationships. The Institute encourages administrators, faculty, and staff to consider resolving their disputes through alternative, non-adversarial processes with the assistance of a neutral third party prior to filing formal grievances. Dispute resolution processes are not intended to and may not be used as an appeal mechanism after decisions have been resolved through more formal proceedings.

Scope:

Entities Affected By This Policy

All faculty and staff at Georgia Tech are covered by this policy.

Who Should Read This Policy

All faculty and staff at Georgia Tech should be aware of this policy.

Policy Terms:

Neutral

An individual who is trained or experienced in providing dispute resolution services. This individual has no stake in the dispute or controversy other than to assist the parties in reaching an agreement or resolution.

Dispute Resolution Processes

Any structured process in which a neutral assists parties to a dispute in reaching a voluntary settlement or resolution, such as mediation, facilitation, or negotiation.

Procedures:

To resolve conflicts at the earliest possible stage and to address problems with the least damage to future learning and working relationships, assistance through dispute resolution processes is available to all employees.

Examples of disputes that may be appropriate for these processes include:

- Disputes between colleagues stemming from differing personality types or work styles;
- Disputes related to perceived lack of clarity or consistency regarding work assignments, goals, or expectations;
- A belief that Institute policies, practices, rules, regulations, or procedures have been applied inconsistently;
- Conflicts related to conditions of employment such as scheduling, vacation, fringe benefits, holidays, performance reviews, salary, or seniority; and
- General communication breakdowns/barriers.

Participation in a dispute resolution process is voluntary. All parties to a dispute must agree to participate in such a process before arrangements will be made for a session. No presumption of fault is drawn from a party's decision to proceed with or to forego the opportunity to engage in a dispute resolution process.

Participants in dispute resolution processes do not forfeit the right or opportunity to participate in other appropriate procedures. Likewise, participants in other available procedures do not forfeit the right to participate in dispute resolution processes; however, participants may not use dispute resolution processes to revisit issues already resolved in a final decision or ruling on a grievance or complaint.

Time spent engaged in dispute resolution processes is considered part of an employee's normal working time, and supervisors must make reasonable efforts to allow employees to participate in such processes. Employees are not required to take annual or other leave to participate in dispute resolution processes. Supervisors may authorize the use of overtime for such purposes only under extraordinary circumstances.

Both the neutral and the parties are to keep the statements made during the dispute resolution process confidential. However, all participants, including the neutral, are required to report statements that reveal conduct that is criminal or that poses a clear threat to the safety of others or the proper operation of the Institute.

The parties are encouraged to memorialize the resolution of their workplace dispute in writing whenever possible. The purpose of such a written document is to ensure that everyone involved in the dispute has a common understanding concerning the resolution of the dispute.

Dispute Resolution Limitations

The Dispute Resolution program is not available for:

- Disputes that have been the subject of a final ruling or decision according to other policies and procedures. For example, if someone's employment has already been terminated, that person may not utilize dispute resolution processes to appeal or negotiate the termination decision;
- Disputes involving criminal charges or serious threats to persons or property;
- Disputes involving claims of sexual harassment or alleged discrimination because of race, color, sex, age, religion, national origin, sexual orientation, gender identity, disability, or veteran status; and
- Disputes that do not concern the official business of the Institute.

On-Campus Resources

Georgia Tech's Dispute Resolution Program is administered by OHR's Talent Management Team who shall act as a first point of contact for any member of the Georgia Tech community who wishes to use this program. If the

Talent Management Team determines that use of this program is appropriate given the specific nature of the dispute, the Talent Management Team will refer the parties to a designated neutral who will meet with the parties to the dispute and assist with appropriate dispute resolution processes. In addition, members of the Talent Management Team are available to work with employees, supervisors, and departments to facilitate informal discussions to clarify issues, improve communication, and repair working relationships.

The Faculty Ombuds Office is a confidential resource for all faculty members on campus. The Faculty Ombuds is a neutral that advocates not for a specific individual, but for the equitable resolution of work-related problems and concerns. <http://www.policylibrary.gatech.edu/faculty-handbook/3.1.8-concerns-complaints-and-ombuds-office>

Off-Campus Neutrals

At times, the Talent Management Team may deem it appropriate to obtain a neutral from off-campus. In these instances, the Talent Management Team will contact and retain an experienced neutral from outside of Georgia Tech to assist parties through dispute resolution processes.

The Classified Staff Ombuds is a neutral and confidential third-party resource who can assist staff in determining options to resolve conflicts and problematic concerns. <http://www.ohr.gatech.edu/staffombuds>.

Responsibilities:

The responsibilities each party has in connection with the Dispute Resolution Program are:

Party	Responsibility
Talent Management, Office of Human Resources	Administer policy, ensure compliance, and offer assistance with policy interpretation

Non-Discrimination and Affirmative Action

Anti-Harassment Policy

Policy No: 1.7

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Last Revised: 2016-07-00T00:00:00

Review Date: 2019-07-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Policy Statement:

Discriminatory harassment of any person or group of persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or veteran status is prohibited. Any employee, student, student organization, or person privileged to work or to study at the Georgia Institute of Technology who violates this policy will be subject to disciplinary action: for employees, up to and including termination; and for others, up to and including permanent exclusion from the Institute.

This policy applies to every member of the Institute community. Faculty, students, and staff at all levels are responsible for maintaining an appropriate environment for study and work. This includes conducting themselves in a professional manner. Toward this end, the Georgia Institute of Technology supports the principle that harassment

represents a failure in professional and ethical behavior that will not be condoned.

This policy and procedure is intended to facilitate an atmosphere in which, faculty staff, and students have the right to raise the issue of discriminatory harassment without fear of retaliation and to ensure that violations are fully remedied. No member of the Georgia Tech Community will be retaliated against for making a good faith report of alleged harassment or for participating in an investigation, proceeding, or hearing.

Georgia Tech is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the Institute's purpose. It is not the Institute's intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

Policy Terms:

Discriminatory harassment – unwelcome verbal, non-verbal, or physical conduct directed against any person or group, based upon race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status that has the purpose or effect of creating an objectively hostile working or academic environment. A hostile environment is created when harassment is so severe, pervasive, or persistent as to unreasonably interfere with or limit an individual's employment or educational opportunities.

Harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.

Sexual harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when:

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

Both men and women, as well as, persons of the same gender may be either the initiators or victims of sexual harassment.

Procedures:

Complaints of Sexual Misconduct

Complaints of Sexual Misconduct (which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking) are addressed pursuant to the policies and procedures of the Board of Regents Sexual Misconduct Policy. Additional procedures for complaints of sexual misconduct by students are contained in the Student Sexual Misconduct Policy.

Equal Opportunity Complaint Policy

Policy No: 1.11

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Last Revised: 2010-11-00T00:00:00

Review Date: 2016-11-00T00:00:00

Policy Owner: Human Resources

Contact Name: Thomas Vance

Contact Title: Performance & Talent Management

Contact Email: thomas.vance@ohr.gatech.edu

Reason for Policy:

Georgia Tech is committed to affirmative implementation of equal opportunity in education and employment.

Policy Statement:

The Office of Human Resources Performance and Talent Management (PTM) team facilitates compliance of the Institute with federal, state, and Board of Regents Equal Opportunity (EO) laws and guidelines. This office has the full support of the Institute to identify and initiate resolution of EO policy violations. This policy sets forth the procedure by which employees and faculty of the Institute may file a complaint of discrimination or an appeal.

PTM also facilitates compliance of the Institute with Title IX, which prohibits gender discrimination in education programs or activities. In addition, PTM investigates student discrimination complaints involving faculty or staff of the Institute.

The Institute will use this complaint process whenever it becomes aware of a possible violation of the laws or guidelines referenced herein. However, if an alleged violation is under review in another office/forum, or has already been reviewed in a different forum, PTM may reject a new complaint regarding the same allegations or elect to temporarily set the complaint aside until processing in the other forum is complete.

Scope:

Entities Affected By This Policy

All employees, students, and contractors of Georgia Tech are covered by this policy.

Who Should Read This Policy

All employees, students, and contractors within Georgia Tech should be aware of this policy.

Policy Terms:

Retaliation/Non-Reprisal

Seeking revenge, evening the score, or striking back at a perceived wrong. In an employment law context, examples of retaliation could include termination, suspension, disciplinary action, denial of promotion, benefits, or refusal to hire an individual. Federal and state laws prohibit retaliation against persons who file complaints of discrimination or who participate in an employment discrimination proceeding. For Appeals, an employee will be free from restraint, interference, coercion, or reprisal in bringing an appeal, serving as a representative of an appealing party, appearing as a witness, or in seeking information about the Appeal policy.

Abuse of Process

Adverse employment action may be taken against persons who knowingly file false complaints of discrimination, retaliation, or harassment. Such actions may include dismissal of the complaint and/or disciplinary actions against the employee, up to and including discharge or dismissal.

Withdrawal

Either the complainant, the appealing party, or the respondent may submit a voluntary complaint resolution or proposal for resolution prior to or during an investigation. The complainant or the appealing party may also, at any time, withdraw a complaint or appeal through the [complaint and appeal line](#). PTM may have a business responsibility to continue investigating certain types of complaints, even if the complaint is withdrawn, and where

applicable will do so.

Procedures:

If an employee is not able to resolve the complaint informally and wishes to pursue the matter further, Georgia Tech has partnered with EthicsPoint, Inc. to provide an enterprise-wide solution by which members of the Georgia Tech community may file a formal complaint. Such complaints must be filed by completing an [online form](#) or by calling 1.866.294.5565 and having a neutral third party from EthicsPoint, Inc. transcribe the information. There are two types of formal procedures: (1) Discrimination Complaints and (2) Appeals.

Faculty, staff, and students are encouraged to communicate effectively, treat each other with respect, and to resolve conflicts as quickly as possible without having to use these formal procedures. However, any employee or student who believes he or she has been subjected to discriminatory and/or harassing behavior from individuals covered by the same policies may have their complaints addressed by the Institute's official complaint process.

Lawyers are prohibited unless the hearing involves a criminal indictment.

Alternatively, individuals may elect to file their discrimination complaints with an external civil rights agency or court of law and subject to the processes of those forums.

Discrimination Complaints

Employees who believe that they have been subjected to illegal discrimination or workplace harassment based on race, color, religion, sex/gender, national origin, age, disability, sexual orientation, veteran status or retaliation may file their complaint within 60 days of the alleged harm. All such complaints will be referred to PTM for investigation and resolution. Please refer to the [4-Step Discrimination Complaint Process](#) and the [60-Day Timeline for PTM Discrimination Complaint Process](#) documents for more details.

Appeals

Employees who have been terminated, suspended, or demoted may appeal management's decision. If a satisfactory resolution of an appeal is not achieved by appealing to one administrative level above the level of the supervisor who took the original employment action, then the employee has up to 5 days of notification by next level management to file an Appeal. A PTM Rep. will initiate the formal grievance process. Please refer to the [4-Step Appeal Process](#) and the [60-Day Timeline for PTM Appeal Process](#) documents for more details.

According to the University System of Georgia's Grievance Policy, 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.

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.
- The issues being grieved have been previously heard by an administrative panel at the institution.

Faculty members who appeal may also seek the assistance of the Faculty Status and Grievance Committee (FSGC). See [Faculty Handbook](#)

Responsibilities:

The responsibilities each party has in connection with Equal Opportunity Complaint Policy are:

Party	Responsibility
Vice President for Institute Diversity and Inclusion	Ensure compliance with policy & offer assistance with policy interpretation.
Office of Human Resources	Ensure compliance with policy & offer assistance with policy interpretation.
Student Affairs, Dean of Students	Ensure compliance with policy & offer assistance with policy interpretation.
AVP for Enrollment Services	Ensure compliance with policy & offer assistance with policy interpretation.
Athletics, Director and Title IX Coordinator	Ensure compliance with policy & offer assistance with policy interpretation.
Legal Affairs	Ensure compliance with policy & offer assistance with policy interpretation.
Business Services, Procurement	Ensure compliance with policy & offer assistance with policy interpretation.

Policy of Nondiscrimination and Affirmative Action

Policy No: 1.1

Type of Policy: Administrative

Last Revised: 2011-09-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Reason for Policy:

Georgia Tech is committed to affirmative implementation of equal opportunity in education and employment.

Policy Statement:

The Institute does not discriminate against individuals on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other Institute governed programs and activities. The Institute’s equal opportunity and non-discrimination policy applies to every member of the Institute community.

The Institute’s affirmative action program, Title IX program, and related policies are developed in compliance with applicable law.

Pursuant to Title IX, the Institute does not discriminate on the basis of sex in its education programs and activities. As such, the University does not tolerate any kind of gender-based discrimination or harassment, which includes sexual violence, sexual harassment, and gender-based harassment. Inquiries concerning the Institute’s application of or compliance with Title IX may be directed to the Title IX Coordinator, Burns Newsome, burnsnewsome@gatech.edu, 404-385-5151. Additionally, inquiries concerning the application of applicable federal laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) may be directed to the U.S. Department of Education’s Office of Civil Rights (www2.ed.gov/ocr).

Scope:

Entities Affected By This Policy

All employees, students, and contractors of Georgia Tech are covered by this policy.

Who Should Read This Policy

All employees, students, and contractors within Georgia Tech should be aware of this policy.

Procedures:

The policy outlines Institute practices to ensure compliance with applicable laws as well as the process for filing a formal complaint. Every member of the Georgia Tech community is expected to uphold this policy and to ensure that nondiscriminatory practices are followed at Georgia Tech.

Georgia Tech will:

- Provide equal opportunity to all employees, students, contractors, and to all applicants for employment or admission;
- Comply with all laws and regulations governing equal opportunity in the workplace;
- Review all of its personnel policies, including benefits, compensation, employment, promotion, training, tuition assistance, and separation, to ensure there is no unlawful discrimination or harassment because of a person’s race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status

- Make reasonable accommodations for the physical and/or mental disabilities of qualified employees, students, and applicants;
- Inform employees and students of the right to refer complaints to their supervisor, to the Human Resources Department, or to the Dean of Students without being subject to intimidation or retaliation in any form.

Any employee or student who believes he or she has been subjected to discriminatory and/or harassing behavior from individuals covered by this policy has the right to seek redress through consultation with management in the employee’s or student’s academic unit. When a complaint is accepted by an Institute Office for processing, voluntary mediation or a formal investigation may occur. Any investigation conducted by the Institute’s Equal Opportunity Officer or his/her designee will result in a written determination of findings being issued. See 1.11 [Equal Opportunity Complaint Policy](#) for additional information on filing a complaint.

Responsibilities:

The responsibilities each office has in connection with Equal Opportunity are:

Party	Responsibility
Vice President for Institute Diversity and Inclusion	Ensure compliance with policy & offer assistance with policy interpretation.
Office of Human Resources	Ensure compliance with policy & offer assistance with policy interpretation.
Student Affairs, Dean of Students	Ensure compliance with policy & offer assistance with policy interpretation.
Associate Vice President for Enrollment Services	Ensure compliance with policy & offer assistance with policy interpretation.
Athletics, Director and Title IX Coordinator	Ensure compliance with policy & offer assistance with policy interpretation.
Business Services, Procurement	Ensure compliance with policy & offer assistance with policy interpretation.
Legal Affairs	Ensure compliance with policy & offer

Party	Responsibility
	assistance with policy interpretation.

Employment

Access to Medical Records

Policy No: 9.1

Type of Policy: Administrative

Effective Date: 1993-09-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Shalonda Cargill

Contact Title: Special Asst to the Chief OHR

Contact Email: shalonda.cargill@ohr.gatech.edu

Policy Statement:

The official personnel files are housed in the Office of Human Resources Records Department. Access to any medical records contained in personnel files is extremely limited. Medical information may be reviewed by 1) the employee, 2) Human Resources' staff members in the course of carrying out their job responsibilities, and 3) other individuals only if legally authorized to do so.

Georgia Open Records Act

An employee's medical records are removed prior to review of an employee's personnel file by his/her supervisor. The Georgia Open Records Act specifically excludes medical records from disclosure under the Act, as release of such information would constitute an invasion of personal privacy.

Approval of Resident Student Rates for Nonresident Employees

Policy No: 13.1

Type of Policy: Administrative

Effective Date: 1998-09-00T00:00:00

Last Revised: 2012-12-00T00:00:00

Review Date: 2015-12-00T00:00:00

Policy Owner: Legal Affairs and Risk Management

Contact Title: Policy Specialist

Contact Email: policylibrary@gatech.edu

Policy Statement:

Georgia Tech follows [BOR Policy 7.3.4 Out-of-State Tuition Waivers and Waiver of Mandatory Fees](#) in approving resident student rates for non-resident employees.

Policy History:

Revision Date	Author	Description
12-2012	Legal Affairs and Risk Management	Update to policy

Business Casual Dress Policy for Summer and Fridays

Policy No: 5.8

Type of Policy: Administrative

Effective Date: 2000-06-00T00:00:00

Review Date: 2019-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Kim Harrington

Contact Title: Assc-VP Human Resources

Contact Email: kim.harrington@ohr.gatech.edu

Policy Statement:

It is the policy of the Georgia Institute of Technology that each employee's dress and grooming be appropriate for our work environment.

The normal dress code will be relaxed during the summer to provide a more practical and comfortable clothing standard. This policy will be in effect at the beginning of the summer semester and ending after the Labor Day holiday. Fridays throughout the year will be designated as Business Casual Dress Day. It is the intent that each employee may choose to wear less formal attire as long as clothing is in good taste and will not negatively affect the Institute's image.

Procedures:

Acceptable personal appearance is an ongoing responsibility of each employee. Specifically, "common sense" should be the basic guideline and employees should not wear suggestive attire, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike image.

As always, supervisors are responsible for determining appropriate dress for each specific work situation or environment. Radical departures from conventional dress or personal grooming standards will not be permitted. When dealing with customers and the public, your attire should be consistent with a positive business image.

Exception

Employees whose jobs require them to wear uniforms and/or whose attire must meet prescribed safety standards are not covered by this policy.

Business Ethics

Policy No: 5.1

Type of Policy: Administrative

Effective Date: 1999-01-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Internal Auditing

Contact Name: Phil Hurd

Contact Title: Director-Internal Auditing

Contact Email: phillip.hurd@gatech.edu

Policy Statement:

Georgia Tech policy is that the practice of accepting gifts or gratuities is unnecessary, undesirable, and contrary to the interest of the Institute.

Procedures:

The purpose of this policy is to recognize the Institute's responsibility to maintain good relations with its suppliers and others with whom Georgia Tech may have business dealings, and to prevent gift-bearing businesses from interfering with and/or influencing employees.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question.

Georgia Tech recognizes and respects the individual employee's right to engage in activities outside of his or her employment which are private in nature and do not in any way conflict with or reflect poorly on the Institute. Management reserves the right, however, to determine when an employee's activities represent a conflict with the Institute's interests and to take whatever action is necessary to resolve the situation - including termination of employment.

It isn't possible in a general policy statement of this sort to define all the various circumstances and relationships that would be considered "unethical." The list below suggests some of the types of activity that would reflect in a negative way on the employee's personal integrity or that would limit his or her ability to discharge job duties and responsibilities in an ethical manner:

1. Simultaneous employment by another business/organization, particularly if the other is a competitor.
2. Carrying on Institute business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the Institute does business with or makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our Institute buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the Institute.
7. Participating in civic or professional organization activities in a manner whereby confidential Institute information is divulged.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the Institute or knowledge of its affairs for outside personal gains.
10. Engaging in practices or procedures that violate Board of Regents, Institute, or other state and federal laws regulating the conduct of the Institute.

REMEMBER: Employment by the Institute carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the Institute.

Campus Disability Compliance

Policy No: 8.15

Type of Policy: Administrative

Effective Date: 1998-06-00T00:00:00

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Contact Name: Thomas Vance

Contact Title: Compliance Advisor

Contact Email: thomas.vance@ohr.gatech.edu

Policy Statement:

The Americans with Disabilities Act of 1990 (ADA) is the first comprehensive civil rights law to prohibit discrimination against people with disabilities on the basis of disability. Georgia Tech supports and complies with the provisions of the ADA. If you believe you have a disability and need an accommodation, please contact Georgia Tech's Compliance Advisor at 404-894-3249.

You may also reference the HR Web site for additional information: <http://www.ohr.gatech.edu/ers/disability>

Conflict of Interest

Conflict of Interest

Policy No: 5.4

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Last Revised: 2012-05-00T00:00:00

Review Date: 2015-05-00T00:00:00

Policy Owner: Georgia Tech Research Corp. (GTRC)

Contact Name: Jeff Steltzer

Contact Title: Dir. Conflict of Interest Mgt.

Contact Email: jeff.steltzer@gtrc.gatech.edu

Reason for Policy:

The purpose of this policy is:

- To set forth acceptable parameters relating to possible conflicts of interest which may arise from the outside professional activities of an Institute employee;
- To define and establish a mechanism to reduce, eliminate, or manage a situation that may pose a real or potential Conflict of Interest;
- To ensure the integrity of research, education or business transactions of the Institute and to identify real or potential Conflicts of Interest;
- To ensure that sponsored research at the Institute is conducted in compliance with regulations promulgated by the sponsor thereof including but not limited to the National Science Foundation and the National Institutes of Health as appropriate [Ref. NSF - Investigator Financial Disclosure Policy: October 7, 1996 <http://www.nsf.gov/pubs/stis1996/iin117/iin117.txt>, and NIH Guide – Objectivity in Research <http://www.gpo.gov/fdsys/pkg/FR-2011-08-25/pdf/2011-21633.pdf>]; and
- To articulate activities that would be prohibited.

Policy Statement:

State laws governing ethics and conflicts of interest are based on the premise that public employees are acting on behalf of government for the benefit of the public. As public employees of an institute serving the educational and public purposes of teaching, research, and professional service, there is an obligation to conduct research and official duties on behalf of the Institute in such a manner consistent with statutes and regulations. The avoidance of conflict of interest is vital to ensuring the integrity and objectivity in conducting and reporting research.

Overview

Based on State and federal law and regulations, the following two rules will be followed as a matter of Institute policy:

1. Activities which constitute a Conflict of Interest where there is Significant Financial Interest are prohibited unless a plan to reduce, eliminate or manage the Conflict of Interest has been expressly approved in accordance with the provisions of this policy; and
2. Activities which constitute a Conflict of Interest where there is a Substantial Interest are unlawful.

If you are a faculty member, you are governed by [Policy 5.6 Conflict of Interest and Outside Professional Activity](#) as defined in the Faculty Handbook.

If you are an employee conducting research, you are governed by [Policy 5.6.4 Disclosure of Real or Potential Conflicts of Interest](#) as defined in the Faculty Handbook.

Non-faculty members are not permitted to consult as defined and permitted under [5.6.5 of the Faculty Handbook](#).

Scope:

All staff at the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

1. Agency

any agency, authority, department, board, bureau, commission, committee, office or instrumentality of the State of Georgia.

2. Business

any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, trust or other legal entity.

3. Conflict of Commitment

occurs when an Employee undertakes external commitments which burden or interfere with the Employee's primary obligations to the Institute. Conflicts of Commitment may arise out of consulting arrangements or with an entrepreneurial interest when a faculty member is involved in a startup company.

4. Conflict of interest Illustrative examples of such situations include, without limitation, the following situations:

1. It reasonably appears that a significant financial interest could affect the design, conduct, or reporting of activities funded or proposed for funding by a sponsor; or
2. The personal interest of an Employee or his or her Family may prevent or appear to prevent the Employee from making an unbiased decision with respect to the Employee's employment with the Institute.
 - The Employee, or a member of his or her Family, has a significant financial interest in a business which transacts business with the Institute.
 - The Employee, or a member of his or her Family, has a significant financial interest in an entity that competes or may compete with the Institute for sponsored activities.

5. Conflict of Interest Review Committee

shall mean an advisory committee to the Executive Vice-President for Research that shall be composed of the Chief Legal Counsel, the Vice-President for Research, a representative for the student body, and a member of the general faculty appointed by the Executive Board of the Institute. In absence of a standing Committee the Executive Vice-President for Research shall appoint an ad hoc committee as dictated by the circumstance.

6. Conflict of Interest Management Office

(COI Office) shall mean the central office designated by the Institute to review all disclosures that present actual or perceived conflicts of interest. The COI Office works with the COI Review Committee and the Responsible Unit Official to ensure that any conflicts of interest are reduced, managed, or eliminated in conjunction with federal, state, and local regulations and Institute policy.

7. Consulting

any professional activity related to the person's field or discipline (e.g. consulting, speaking, scientific advisory boards, paid attendance at company meetings, expert witness services, etc), where a fee-for-service or equivalent relationship with a third party exists. Consulting includes organizing or operating any educational program outside Georgia Institute of Technology.

8. Employee

all Institute personnel who receive salary or wages from the Institute. Students and trainees are included if they receive pay from the Institute. Also included, by way of example without limitation, are Visiting Faculty and Scientists, Professors of the Practice, Affiliates, Adjunct Faculty, Emeritus Faculty (if they are engaged in part time work for pay), and Tech Temps.

9. Family

spouse or partner and dependent children [Georgia Official Code 45-10-20] and anyone who could reasonably be assumed to be family in the context of situations in which there may be the appearance of a Conflict of Interest stemming from an action of an Employee in combination with such persons.

10. Full-time

30 hours or more of work for the state per week for more than 26 weeks per calendar year.

11. Individual Conflicts

a Conflict of Interest that arises when an Employee has the opportunity to influence research, academic or Institute decisions in ways that could lead to personal financial gain. The financial gain may be derived from

owning stock in a company that is sponsoring research, from ownership interest or employment in a company that may benefit as a licensee of an invention, or from the existence or expectation of entering into a consulting arrangement with a company sponsoring research.

12. Institute/Institution

the Georgia Institute of Technology.

13. Institutional Conflicts

occur when the Institute, or one of its affiliated entities such as the Georgia Tech Research Corporation, Georgia Tech Applied Research Corporation, Georgia Tech Foundation or Georgia Advanced Technology Ventures, has a financial stake in the outcome of its research programs or licensed technology. The conflict may arise out of an equity interest in a start-up that licenses technology from the Institute or in the nature of royalties to be earned from licensing such technology.

14. Institutional Responsibilities/Institutional Obligations

Investigator's professional responsibilities on behalf of the Institution, including for example, activities such as research, research consultation, teaching, professional practice, Institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards.

15. Investigator

the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research, which may include, for example, collaborators or consultants. If the research involves human subjects, it includes all personnel named in the protocol submitted to the Institutional Review Board. [NIH Guide - Financial Conflicts of Interest and Research Objectivity: Issues for Investigators and Institutional Review Boards, June 5, 2000

<http://www.grants.nih.gov/grants/policy/coi/index.htm> FDA "Guidance: Financial Disclosure by Clinical Investigators" (March 20, 2001)

<http://www.fda.gov/downloads/RegulatoryInformation/Guidances/UCM341008.pdf>].

16. Part-time

any amount of work other than full-time work.

17. Public Official

any person elected to state office or any person appointed to a state office where, in the conduct of such office, the person so appointed has administrative and discretionary authority to receive and expend public funds and to perform certain functions concerning the public which are assigned to him or her by law.

18. Responsible Representative of the Institution

the person designated by the Institute to oversee the solicitation and review of financial reporting statements from any Investigators who will be participating in Research. For purposes of this Policy, the Responsible Representative of the Institution is the Vice-President for Research or his/her designee(s).

19. Responsible Unit Official

the supervisor of the school, laboratory, or department of the person making a disclosure. For such supervisors, the Responsible Unit Official will be the person he or she reports to at the next supervisory level. For any other cases, it will be an individual designated by the Executive Vice-President for Research.

20. Significant Financial Interest

as defined in current Federal Regulations, means:

1. A financial interest consisting of one or more of the following interests of the Investigator (and those of the Investigator's spouse and dependent children) that reasonably appears to be related to the Investigator's institutional responsibilities:
 1. With regard to any publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;
 2. With regard to any non-publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000, or when the Investigator (or the Investigator's spouse and dependent children) holds any equity interest (e.g., stock, stock option, or other

- ownership interest); or
- 3. Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests.
- 2. The term significant financial interest does NOT include the following types of financial interests:
 - 1. salary, royalties, or other remuneration paid by the Institution to the Investigator if the Investigator is currently employed or otherwise appointed by the Institution;
 - 2. intellectual property rights assigned to the Institution and agreements to share in royalties related to such rights
 - 3. income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles;
 - 4. income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agency, an Institution of higher education as defined in 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education;
 - 5. income from service on advisory committees or review panels for a federal, state, or local government agency, or an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.
- 3. Investigators who receive US Public Health Service funding (e.g. NIH) or a subcontract from another entity that receives funds from a US Public Health Service funding agency, also must disclose the occurrence of any reimbursed or sponsored travel, related to their institutional responsibilities; provided, however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by a federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education. The disclosure must include the purpose of the trip, the identity of the sponsor/organizer, the destination, and the duration. Please refer to <http://coi.research.gatech.edu/> for answers to frequently asked questions.
- 21. **Sponsored travel**
travel expenses that are paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available.
- 22. **Substantial Interest**
is “the direct or indirect ownership of more than 25 percent of the assets or stock of any business.” [Official Code of Georgia 45-10-20]. An Employee, alone or in combination with Family, may not have an ownership interest of more than 25% of the assets or stock in any business which Transacts Business with the State of Georgia including the Institute. Therefore caps of 24.9% are placed on the percentage of ownership an Employee, alone or in combination with Family, may have in any business which Transacts Business with the Institute. Ownership interests below this cap may be managed as provided in this policy.
- 23. **Transact Business or Transact any Business**
to sell or lease any personal property, real property, or services on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative and means to purchase surplus real or personal property on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative..

Procedures:

Activities Not Considered "Consulting"

- 1. Publication
Scholarly communications in the form of books, movies, television productions, art works, etc. though frequently earning financial profit for a non-faculty member and for another party (e.g., publisher), are not viewed as consultation.
- 2. Professional Service
Service on national commissions, advisory bodies for governmental agencies and boards, granting agency peer review panels, visiting committees or advisory groups to other universities, and on analogous bodies is not considered to be Consulting. The fundamental distinction between these activities and consulting is that

they are public or Institute service. Although participants may receive an honorarium or equivalent, these professional service activities are not undertaken for personal financial gain.

3. "Moonlighting"

Employee may pursue a variety of endeavors for financial profit that are not directly related to the person's field or discipline. These efforts are part of the non-faculty member's private life and do not come under Institute regulation for this consulting policy. Such endeavors may be pursued only after the primary commitment to the Institute has been fulfilled and upon prior approval from a Responsible Unit Official of the Institute.

Responsibilities:

Party	Responsibility
Conflict of Interest Management Office	Ensure compliance with policy.
Office of Legal Affairs	Offer assistance with policy interpretation.

Consultant Services within the University System

Policy No: 8.13

Type of Policy: Administrative

Last Revised: 2012-12-00T00:00:00

Review Date: 2015-12-00T00:00:00

Policy Owner: Legal Affairs and Risk Management

Contact Title: Policy Specialist

Contact Email: policylibrary@gatech.edu

Policy Statement:

Georgia Tech follows [BOR Academic Student Affairs Handbook 4.3.4 Inter-institutional Faculty Appointments](#), and [BOR Business Procedures Manual 5.3.3 Joint Staffing](#).

Policy History:

Revision Date	Author	Description
12-2012	Legal Affairs and Risk Management	Update to policy

Nepotism (Employment of Relatives)

Policy No: 8.37

Type of Policy: Administrative

Effective Date: 2001-08-00T00:00:00

Review Date: 2018-08-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Policy Statement:

The basic criteria for hiring and promotion of faculty and staff at Georgia Tech shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents, and incorporating certain requirements of the Institute. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage, provided the individual meets and fulfills the appropriate University System/GIT hiring and promotion standards.

Regents' Policy 8.2.3--No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management.

Note: This policy does not apply to children working temporary or part-time under age 25; nor any individual as of February 14, 1990, then holding a superior position at least one level of supervision removed.

Relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

Exceptions

Exceptions must be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institute and the University System.

Political and Occupational Outside Activities

Policy No: 8.17a
Type of Policy: Administrative
Effective Date: 1983-07-00T00:00:00
Last Revised: 2012-12-00T00:00:00
Review Date: 2015-12-00T00:00:00
Policy Owner: Legal Affairs and Risk Management
Contact Title: Policy Specialist
Contact Email: policylibrary@gatech.edu
Policy Statement:
 Georgia Tech employees shall follow [BOR Policy 8.2.15 Outside Activities](#).

Policy History:

Revision Date	Author	Description
12-2012	Legal Affairs and Risk Management	Update to policy

General Work Rules

Policy No: 5.9
Type of Policy: Administrative
Effective Date: 2006-06-00T00:00:00
Last Revised: 2015-07-00T00:00:00
Review Date: 2017-10-00T00:00:00
Policy Owner: Human Resources
Contact Name: Thomas Vance
Contact Title: Strategic Performance Consultant
Contact Email: thomas.vance@ohr.gatech.edu

Policy Statement:

It is important that each employee's conduct and performance support and promote Institute and department goals. Review the following rules to serve as a guide in achieving these goals:

Major Rule Violations

Major offenses include any willful, deliberate violation of Institute or safety rules of such a degree that continued employment of the individual may not be desirable. The following are examples of some offenses that may subject an employee to immediate discharge without warning:

1. Any negligent act that might endanger the safety or lives of others or that might result in damage to or destruction of Institute property.
2. Insubordination or refusal to perform work assignments properly.
3. Willful, deliberate, or repeated violations of safety rules.
4. Willfully falsifying any Institution records.
5. Leaving Georgia Tech premises during working hours without permission of a supervisor.
6. Deliberately abusing, destroying, damaging, or defacing Institute property or the property of others on Georgia Tech premises.
7. Gambling, possession or use of liquor or narcotics, or the possession of firearms or other dangerous weapons on Institute premises.
8. Fighting on Georgia Tech premises.
9. Failure to return to work on expiration of vacation or leave of absence.
10. Disclosure of confidential Institute information to unauthorized persons.
11. Taking Institute or other employee's property for one's own use.
12. Repeated failure to meet financial obligations.
13. Sexual misconduct.
14. Failure to cooperate fully in an authorized internal investigation.

Minor Rule

Rule violations of a minor nature include violations that may affect the continuity, efficiency of safety or work and will not be tolerated if repeated. Minor rule violations may result in either verbal or written warnings to the employee; however, repeated violations could lead to suspension and possibly termination. The following are examples of minor rule violations that may result in either verbal or written warnings to the employee:

1. Excessive tardiness or absenteeism.
2. Failure to notify the supervisor within the first two hours after start of shift on first day of absence.
3. Failure to observe department working-hour schedules.
4. Unsatisfactory work performance.
5. Loafing or other abuse of time during assigned working hours.
6. Interfering with another employee's performance of duties.
7. Leaving regularly assigned work location without notifying the immediate supervisor (personal needs excepted).
8. Performing unauthorized personal work on Georgia Tech time.
9. Defacing bulletin boards or notices posted thereon.
10. Minor violations of safety rules.
11. Using Institute resources for personal work.
12. Using any tobacco product anywhere on the Institute's property as prohibited by the Board of Regents' Tobacco and Smoke-Free Campus Policy.

The above lists are not intended to be all inclusive.

Georgia is an employment at will state. Cause is not necessary to terminate employment.

Hiring

Benefits Orientation and NH Orientation

Policy No: 8.39

Type of Policy: Administrative

Effective Date: 2006-03-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Shalonda Cargill

Contact Title: Special Asst to the Chief OHR

Contact Email: shalonda.cargill@ohr.gatech.edu

Policy Statement:

Georgia Tech offers a two-part orientation for new employees. The Office of Human Resources provides a Benefits Orientation for new employees, while the Office of Organizational Development provides a general New Employee Orientation. It is beneficial for new employees to attend both orientation events.

Benefits Orientation

During this orientation the Office of Human Resources explains benefits options. The employee will complete essential benefits paperwork to enroll in selected insurance programs and other related benefits documents. The Benefits Department at (404) 894-1417 should be contacted immediately if a new employee is unable to attend the benefit orientation program. Employees must enroll in the Institute's group insurance products within 30 days of their employment.

New Employee Orientation

The Office of Organizational Development offers general New Employee Orientation monthly. To best become oriented to a new organization it is critical to understand its traditions, history, future plans, and organizational culture. It is also imperative to be familiar with the organizational structure and how one's department fits into the structure as a whole. In addition to these components, the orientation includes a short walking tour and a bus tour of the campus. An information overview is provided about key campus departments.

Procedures:

On the employee's first day of employment, he/she should visit the Office of Human Resources to complete tax and employment forms. The Benefits Department schedules new employees for the benefits orientation. The Benefits Department will provide a "new employee packet" containing essential information. Employees schedule the new employee orientation with the Office of Organizational Development at (404) 894-1146.

Note: These orientation programs are not designed to replace specific department orientation programs. Each department is encouraged to continue to acquaint their new employees with their work areas, departmental organization, and specific job responsibilities, etc.

Questions concerning scheduling of employees for the orientation programs should be directed to the Benefits Department, (404) 894-1417.

Questions concerning the content of the general orientation should be directed to the Office of Organizational Development, (404) 894-1146.

Classified Personnel

Policy No: 8.7

Type of Policy: Administrative

Effective Date: 2005-03-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Policy Statement:

When a new position is created or when an authorized position becomes vacant, a Job Requisition Form must be completed by the appropriate department and sent to the Compensation or Talent Acquisition, respectively, when ready to fill. The Job Requisition Form is also accessible through the OHR website: www.ohr.gatech.edu in the 'Downloaded Forms' section.

Procedures:

Job Requisition

Departments who wish to fill a vacant position must complete and submit to OHR/Compensation a Job Requisition Form. The Job Requisition Form should be filled out completely. The hiring range (minimum to midpoint) should be documented and any unusual hours should be noted such as overtime or shift work. You must document on the job announcement if applicant testing (drug, background, credit or skills test) is required. The description of duties and requirements must be stated in specific terms, not in the broad sense such as those in the Board of Regents description. A careful distinction should be made between basic qualifications (an absolute necessity to adequately perform the job) and preferred qualifications (that which would enhance ones job performance beyond the minimum).

Compensation will write a brief summary of the vacant position (to include duties, education, experience and hiring range). When the announcement has been advertised, Compensation should be informed immediately if editing is required.

Physical Requirements

Under the Physical Requirements section of the Job Requisition Form, the essential job functions must be listed, such as prolonged standing, bending, reaching, walking, weight lifting, etc.

Job Bulletin

For new positions, after the job requisition has been reviewed, edited and approved by Compensation, it is sent to the department for submission to Talent Acquisition and assigned to a Recruiting Consultant. The advertising process then begins. The job bulletin is updated daily and may be accessed in the Office of Human Resources receptionist area or on the OHR website:www.ohr.gatech.edu. Jobs may be added and deleted from the job bulletin daily.

The Bulletin Process

The posting date is not restricted to Monday through Friday. It may begin any day of the week. A position can be posted one of three ways:

External

Requires the job to be posted on the Georgia Tech website for a minimum of five business days (external and internal applicants may apply).

Internal

Requires the job to be posted on the Georgia Tech website for a minimum of five business days (only internal applicants may apply).

Departmental

Must be placed in a conspicuous place within the hiring department for a minimum of five days (only employees within the department may apply, including students and Tech Temps).

Normally, a job is first posted internal to the department unless another posting option is requested or if a position is underutilized. If a position is underutilized for females or minorities it is required to be posted external a minimum of five business days. The hiring manager may request an exception, by separate correspondence, through the Talent Acquisition, to the Employee Relations Services (ERS) Director. Talent Acquisition will communicate to the hiring manager, the status of the exception ASAP. Exceptions should include bonafide job related reasons. If you are considering a minority for the vacant position an exception may be given.

If the position is underutilized Talent Acquisition will advise the hiring manager to make a good faith effort to ensure a diverse pool of applicants. Talent Acquisition will discuss outreach activities with the hiring manager.

Talent Acquisition will contact Employee Relations Services and advise of the underutilization and recruiting strategy. During this period, no resumes will be referred to the hiring manager.

ERS will review the applicant pool weekly and determine within the second week of posting, if the applicant pool is diverse. If the applicant pool is not approved, Talent Acquisition will notify the hiring manager that resumes cannot be referred until additional good faith efforts are made. This process continues until a diverse applicant pool is established or a reasonable effort has been made to attract a diverse applicant pool.

When ERS approves a diverse pool of applicants Talent Acquisition is given permission to proceed with forwarding all qualified resumes to the hiring manager.

The hiring manager is also encouraged to utilize a diverse selection team or committee (2 or more employees, preferably including women and/or minorities) in the hiring process.

Newspaper Advertising

OHR assists in the preparation/composition of ads. The hiring manager may write the ad; however, Talent Acquisition must review the copy for ERS and University policy compliance. Advertisements should always include the phrase "GT is an EEO/AA Employer". All ads must be consistent, specifically the requirements and education with the verbiage listed on the Georgia Tech job bulletin.

Billing information is required so that the cost of the ad is billed to the requesting department. Talent Acquisition will provide the hiring manager a draft of the ad to include the estimated cost for review and approval. All ads are billed to the specific department therefore a Project Number is required. Some publications will accept credit cards.

Applications

Each individual who wishes to be considered for employment with Georgia Tech must submit an application online. The address for the online application is <http://www.careers.gatech.edu/>. The responsibility of ensuring that an application is submitted is that of the applicant.

Georgia Tech Employees must remain in their position for one year. Should an exception be requested the employee must receive permission from their supervisor and the Office of Human Resources. An employee is

eligible to apply for a vacant position within their department at any time.

Recruiting Efforts

Many people of their own initiative apply for positions, including current employees seeking transfers and/or promotions. In addition, OHR makes every effort to recruit qualified applicants. Recruiting takes many forms - advertising, visiting high schools, technical/trade schools, business colleges and other universities, job fairs, internet recruiting, websites, and contacting various government agencies such as the Department of Labor and Vocational Rehabilitation. A concerted effort is made to follow-up on persons referred through recruiting endeavors. As an equal opportunity employer, special efforts are made to invite minorities, female, and disabled individuals to apply.

The recruitment process is automated through our web-based system. The hiring process takes place online for applicants, departments and OHR. Applicants search and apply for jobs online. They may also track the status of jobs applied for as well as receive email notification after applying for jobs. All profiles are kept active for one year and can be updated as needed. Applicants are encouraged to review the job bulletin frequently and reapply for new openings.

Department Contact

A web-based system allows Talent Acquisition and the Hiring department to complete the classified hiring process via the internet. Managers are provided a user-name and password to retrieve resumes. You may contact a Recruiting Consultant if user-name/password is lost or misplaced.

The Office of Human Resources makes a concerted and conscientious effort to give each job opening personal attention. Open lines of communication are encouraged between OHR and each department on campus.

During the interview process, the Recruiting Consultant appreciates "feedback" on the quality of the applicants referred so that future screening will reflect better applicants. All applicants who meet the minimum requirements are referred to the hiring manager. Hiring managers are encouraged to screen applicants regarding preferred skills.

Resumes reviewed by the Recruiting Consultant

The Recruiting Consultant will review your job every other day and daily when feasible. The hiring manager may at any time review the "Referred Applicants" list to see if additional resumes have been referred. Each applicant status may be updated by indicating if the applicant will be interviewed. It may be more applicable to view all applicants first and then make a decision on who you will interview when the position has been placed on hold. Please keep in mind when a decision has been made it can only be revised by your HR Representative.

The hiring manager must provide job related reasons for selection/non-selection in the comment section provided for all referred applicants. When the final candidate is chosen, you should immediately request approval for the position. Your request is forward to your HR Rep for review and approval and then forward to the Consultant for final approval. A written email will be forwarded to the hiring manager when the position has been approved by Talent Acquisition. If there are concerns regarding the selection process the Human Resources Representative (HR Rep) will be notified.

Note: If the recommended salary exceeds the midpoint you must submit an exception letter to the Director, Compensation, and Administrator for review and approval. An official offer should **not** be made until approval is received from OHR.

References

References are required for external applicants only. We request that you submit at least two written references in the database or via mail.

Drug Testing

Applicants who are chosen for positions that require drug testing for safety sensitive positions will be informed by the appropriate hiring manager. Offers should not be made until drug testing results have been provided to the hiring manager(s).

Inter-institutional Hiring

Policy No: 8.27

Type of Policy: Administrative

Effective Date: 1985-02-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Preston Pugh

Contact Title: Faculty Affairs Manager

Contact Email: preston.pugh@provost.gatech.edu

Policy Statement:

Quoted below is the Regents' policy on inter-institutional employment:

Faculty Members

"It is recognized as a good practice for units of the University System to employ faculty members from other units of the System. When a president wishes to consider for employment a faculty member of another institution in the System, he shall secure authorization from the Chancellor prior to contacting the faculty member. When a formal offer is made the letter shall include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled or a replacement secured."

Transfer for Classified Personnel

The Office of Human Resources should be contacted in cases of transfer for classified personnel.

Pre-Employment Screening

Policy No: 8.1

Type of Policy: Administrative

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Reason for Policy:

This policy establishes a process and guidelines for evaluating an applicant's past record as part of the decision on whether or not to offer/continue employment.

Policy Statement:

It shall be a condition of employment with the Georgia Institute of Technology to submit to a Background Investigation.

Scope:

Entities Affected By This Policy

This policy applies to all units and employees within Georgia Tech.

Who Should Read This Policy

Each member of Georgia Tech should be aware of this Policy.

Policy Terms:

Board of Regents

The governing body of the University System of Georgia

Background Investigation

An investigation may be comprised of one or more of the following checks:

- Criminal History Search – includes social security number trace (to verify identity), a federal and state criminal history search, a multi-state sex offender search, and an OFAC watch list scan (used to find name matches with multiple state and federal terrorist watch list databases)
- Academic/Education Credentials Confirmation – A confirmation of academic/education credentials (highest degree obtained) will be required for all faculty and classified positions which require a post-secondary education degree
- Credit History – A credit history check is required for positions of trust or those with access to or responsibility for money/cash and/or a Purchase Card
- Driving History Search – Positions requiring a valid driver's license will require a driving history search and review of the applicant's motor vehicle report
- Substance Abuse Screening – Safety sensitive positions will require a pre-employment substance abuse screening (see HR Policy 5.6)

Background Investigation Committee (BIC)

The administrative committee charged with determining an applicant's suitability for hire when the results of the background investigation are questionable.

Consent Form

A form authorizing the Institute to conduct a background check. All employment finalists and promotion candidates at the Institute are required to sign a Background Disclosure & Authorization Form to be considered for employment with the Institute.

Consumer/Credit Reporting Agency (CRA)

An entity that collects and disseminates information about consumers to be used for credit evaluation and certain other purposes, including employment background investigations.

Hiring Department

The department hiring a new employee (whether internally or externally), or promoting an existing employee.

Talent Acquisition

The Institute's employment office that handles job postings and manages the applicant process for new hires/rehires/transfers at the Institute.

Position of Trust

Positions of trust are those that involve interaction with children, master access to facilities, access to financial resources, including but not limited to cash handling and Purchase Cards, delivery of patient care and have access to patient information or that have been otherwise so identified by the Institute.

Moral Turpitude

Georgia law defines crimes of moral turpitude.

Procedures:

The Institute will perform background investigations on regular full time and part-time new hires and rehires, as well as temporary, non-student hires. 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;
- An educational/academic credentials check for all positions (classified and faculty) which require a post-secondary education degree; and
- Office of Foreign Asset Control (OFAC) check 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.

A Background Investigation shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a new position unless a Background Investigation conforming to this policy 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 ('P-Card'), when they have not been assigned a P-Card previously, must submit to a credit check. It is the policy of the Institute to check the credit history of any individual applying for a position with access to, or responsibility for, financial resources, including, but not limited to, cash handling and P-Cards.

Responsibilities:

The responsibilities each party has in connection with the Background Investigation Policy are:

Party	Responsibility
AVP-OHR & Employee Relations	Ensure compliance with policy.
Legal Affairs	Offer assistance with policy interpretation.
OHR Talent Acquisition	Offer assistance with policy interpretation.

Testing - Classified Personnel

Policy No: 8.63

Type of Policy: Administrative

Effective Date: 2005-07-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Policy Statement:

Georgia Tech provides equal opportunity with respect to all employment practices including employment testing. The Office of Human Resources is the sole authority in administering software skills tests to measure a candidate's ability to perform certain essential functions of a position.

Procedures:**General Testing**

Candidates may be asked to demonstrate job-related skills or provide work examples to assist hiring supervisors in their evaluation of a candidate's qualifications. All similarly qualified candidates for a position must be given the same opportunity. All selected tests must be job-related and supported by the position description. Testing for specific positions must be included in the job announcement.

Disabled Candidates

An individual with a known disability, which prevents him/her from taking the test or performing the demonstration of a skill, may request an accommodation. Reasonable accommodations may include, but are not limited to, modification of the methods for providing testing, use of adaptive equipment or aids, etc. Hiring supervisors who know of a candidate's disability or receive a request for accommodation in testing should contact the Office of Human Resources/Disability Services at (404) 894-3344.

Job Openings Subject to Testing

Tests currently administered by OHR consist of office automation software, clerical skills, data entry skills and speed typing. Job openings that necessitate applicant testing are those positions requiring the use of personal computer skills in word processing, database, spreadsheet and/or presentation graphics applications and/or the demonstration of certain office support skills. Such positions include all secretarial, clerical and administrative assistant classifications as well as many accounting and technical positions.

Cost for Test Administration

The current cost for each software test administered by OHR is \$25.00. OHR will use the P. O. # listed on the Applicant Testing Request to transfer funds from the requesting department.

Applicant Testing Request

The hiring manager will specify the test(s) to be administered when the Job Requisition is submitted to the OHR/Compensation Administration Office. A copy of the web based [Qwiz Online Assessment tests](#) is included in this policy. Upon reviewing the assessment list, complete the [Applicant Testing Request Form](#) . The Applicant Testing Request form must accompany the Job Requisition submitted to Compensation Administration to initiate the hiring process.

The basis for test selection will be the software a successful candidate will be expected to use on an ongoing basis as an essential job function or the clerical skills that must be demonstrated.

Selection of Applicants for Testing

Following review of applications and/or resumes, the hiring contact will select those candidates whose qualifications appear best matched to the job requirements. The Employment Specialist assigned to the position will coordinate with the hiring contact to make arrangements to schedule testing. The average time frame for each test is 20-30 minutes.

Test Administration

At the scheduled time, the Testing Administrator (OHR second floor) will greet the candidate(s), introduce him or her to the testing process, and bring up applicable software test on the PC in the testing station. Once testing is completed, the system will automatically send the test results via email to the appropriate Employment Specialist. The Employment Specialist will then forward scores to the hiring contact. OHR will maintain files on all tests administered.

Test Score Standards

Several factors are involved in the selection process. In those cases where testing is applicable, the resulting test scores would certainly be one of the factors. However, test scores alone should not indicate whether or not an applicant should be hired. Other factors such as length of service, type of experience, interpersonal skills, etc. should also be considered. During evaluation of a candidate's test scores, it is often helpful to have a point of reference for purposes of comparison. When the hiring contact receives test scores, also included will be the Qwiz campus average for those who have taken the same test; and, the national average from Qwiz.

Immigration

Employment of Foreign Nationals

Policy No: 8.3

Last Revised: 2016-04-00T00:00:00

Review Date: 2019-04-00T00:00:00

Policy Owner: Human Resources

Contact Name: Lori Jones

Contact Title: Global HR Supervisor

Contact Email: lori.jones@gatech.edu

Reason for Policy:

This policy provides departments with general guidelines for inviting Exchange Visitors, processing petitions for the most common non-immigrant employment classifications, and for permanent residence for foreign nationals employed at the Institute.

Policy Statement:

This policy addresses the hiring of foreign nationals in academic and research positions, not the employment of enrolled students.

In accordance with federal regulations defining the employment of foreign nationals, the Institute has delegated to the Office of International Education (OIE) sole authority to administer the Department of State's J-1 Exchange Visitor Program. The Institute has delegated to Human Resources (Global HR) sole authority to work with the U.S. Citizenship and Immigration Services (USCIS) and the Department of Labor to petition for the B-1, E-3, H-1B, O-1, TN and U.S. permanent residency based on Institute employment in support of the teaching and research mission of Georgia Tech. Per Georgia state law, these petitions cannot be filed by private attorneys on behalf of Georgia Tech. Therefore no Institute representative may sign a G-28 (Notice of Appearance) allowing an attorney to represent Georgia Tech.

Procedures:

Overview

Immigration regulations, legislation, and interpretations are constantly changing. More detailed, up-to-date information on immigration matters can be obtained from Global Human Resources (Global HR) and the Office of International Education (OIE). Hiring foreign nationals and bringing them to Georgia Tech in a timely manner requires specialized attention and advice. Department of Labor regulations prevent employers from allowing foreign nationals to volunteer in positions that are usually compensated. Foreign nationals who are awaiting the necessary employment authorization or whose work authorization has expired are not allowed to serve as volunteers. Note: Foreign nationals who are financially supported by a source other than the Institute are not considered volunteers.

Federal law restricts the export of goods and technology pursuant to the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). An export includes the release or disclosure, including verbal disclosures or visual inspections, of covered technology, software or technical data to any foreign national

whether in the U.S. or abroad.

Thus, when research or educational activities involve providing information or a transfer of technology to foreign nationals, it is important to know whether the goods, services, data, or technology are covered by the export control laws and regulations.

Responsibilities:

The responsibilities each party has in connection with Employment of Foreign Nationals are:

Party	Responsibility
Office of International Education (J Exchange Visitor Program)	Offer assistance with policy interpretation and administer policy
Office of Human Resources (Global HR) (B-1, E-3, H-1B, O-1, TN, & U.S. Permanent Residence)	Offer assistance with policy interpretation and administer policy

Payments to Non-U.S. Citizen Employees

Policy No: 8.2

Last Revised: 2016-04-00T00:00:00

Review Date: 2019-04-00T00:00:00

Policy Owner: Human Resources

Contact Name: Lori Jones

Contact Title: Global HR Supervisor

Contact Email: lori.jones@gatech.edu

Reason for Policy:

This policy provides guidance to those seeking information about payments made to Non-U.S. Citizen employees.

Policy Statement:

Georgia Tech will comply with all federal, state, and local tax laws and regulations regarding payments made to non-U.S. Citizens. As allowed by those laws and regulations, Georgia Tech will honor requests by foreign national employees for applicable tax treaty exemptions. For more information regarding tax compliance procedures see <http://ohr.gatech.edu/tax-compliance>.

Scope:

All faculty and staff within the Georgia Institute of Technology are affected by, and should be aware of this policy.

Procedures:

Tax status and appropriate tax withholdings, including tax treaty determinations and implementations, will be determined and implemented by the Human Resources Office.

Responsibilities:

The responsibilities each party has in connection with Payments to Non-U.S. Citizen Employees are:

Party	Responsibility
Office of Human Resources (Global HR)	Offer assistance with policy interpretation

Party	Responsibility
	and administer policy

Policy History:	Change made	Date
	Policy statement, purpose, process/procedure, etc.	10/6/2010

Joint Staffing

Policy No: 10.3
Type of Policy: Administrative
Effective Date: 1998-05-00T00:00:00
Last Revised: 2014-03-00T00:00:00
Review Date: 2017-03-00T00:00:00
Policy Owner: Human Resources
Contact Name: Shalonda Cargill
Contact Title: Special Assistant to the Chief OHR
Contact Email: shalonda.cargill@ohr.gatech.edu
Policy Statement:

The following guidelines, issued by the University System's Board of Regents, pertain to recording personal services for personnel used by two or more units of the University System.

Procedures:
General Guidelines

- The faculty member, or other personnel, should receive full contract pay from the base institution. The employee thus should continue in "fully employed" status at the base institution.
- Each institution sharing the employee's time should budget its share of the employee's time (EFT) and dollars. Care should be taken to see that the EFT and dollars do not exceed the employee's contract.
- Upon making distributions of salary and wage costs from routine payroll records, the base institution would enter the personal service expenditures on its records in accordance with established procedures.
- Settlement of accounts may be effected by arrangements of several fiscal officers of the institutions involved. The timing and method shall be at the discretion of said officers.
- Staff Benefits related to the Personnel Service dollars involved may be transferred if the amount is deemed material by the fiscal officers involved.
- In instances where Sponsored Operations are involved, the overhead allowance in any given contract shall remain at the institution where the Sponsored Project is located. Exceptions to this rule may be made if the amount is material. An amount shall be considered material if it exceeds 50% of the total overhead allowance for that project.

This statement shall not apply to situations where Sponsored Projects are awarded jointly to two or more institutions. The arrangement as stipulated in the contract shall prevail in such instances.

Open Records Act

Policy No: 5.17

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Office of Legal Affairs

Contact Name: Kate Wasch

Contact Title: Managing Attorney

Contact Email: kate.wasch@legal.gatech.edu

Policy Statement:

The Office of Legal Affairs ("OLA") has been designated by the President as the appropriate office to review and respond to any request for documents.

Policy Terms:

SUBPOENA DUCES TECUM

is a process by which the Court commands a witness who has in his/her possession or control some document or paper which is pertinent to the issues of a pending controversy to produce it. Simply stated, it is a subpoena for the production of documentary evidence.

Procedures:

Any employee who has received a request for documents in any court proceeding or pursuant to the Georgia Open Records Act, or who has been served with a subpoena, should contact OLA immediately at (404) 894-4812 and forward the subpoena/request to OLA. OLA will respond to such requests in accordance with the statutory time frame and other procedural requirements of the law.

OLA, in conjunction with the appropriate employee, will coordinate the review and production of the documents requested or subpoenaed.

Performance Management Policy

Policy No: 4.5

Type of Policy: Administrative

Effective Date: 2008-03-00T00:00:00

Last Revised: 2010-11-00T00:00:00

Review Date: 2016-11-00T00:00:00

Policy Owner: Human Resources

Contact Name: Adrienne Richardson

Contact Title: Workforce Strategy

Contact Email: adrienne.richardson@ohr.gatech.edu

Reason for Policy:

The purpose of an effective performance management system is for employees to have a clear understanding of the work expected from them, to receive ongoing feedback regarding how they are performing relative to expectations, to distribute rewards accordingly, to identify development opportunities, and to address performance that does not meet expectations. A comprehensive performance management system empowers employees to have greater input to their personal career progression and will enable managers to better identify, recognize, and reward individuals based upon an agreed set of criteria.

Policy Statement:

Georgia Tech strives to provide an environment where all employees understand the impact their contributions have on the achievement of Institute goals and are provided the opportunity for ongoing personal growth. One way we can accomplish this goal is through a strong performance based management program that culminates in an annual performance review. The performance management process is continuous as we plan, manage, review, and reward performance.

Scope:**Entities Affected By This Policy**

All classified employees at the Georgia Institute of Technology should be aware of this policy.

Who Should Read This Policy

All classified employees at the Georgia Institute of Technology should be aware of this policy. Contacts

Policy Terms:**Performance Goals**

Help to define what is expected of you in your current position in relation to the department and/or unit's overall goals.

Career Development Goals

Outline opportunities for professional development and/or career growth

Competencies

Competencies are the key capabilities, characteristics, and behaviors that all Georgia Tech employees need to develop and demonstrate in order to drive superior work performance.

Procedures:

The Georgia Tech Performance Management Process consists of a four-phase cycle: planning, managing, reviewing, and rewarding performance.

The [planning phase](#) is the foundation of the entire Performance Management process. In this phase, individual goals and objectives are set for the performance period. Goals that are SMART (specific, measurable, achievable, relevant, and time based) increase employee motivation and commitment to goal attainment, leading to greater performance and productivity.

Regular communication between the manager and employee is critical during the [managing phase](#) of the performance management cycle. Through formal and informal conversations, both parties are kept abreast of progress towards the successful completion of goals and expectations. These discussions also enable the manager to provide timely feedback and coaching as the year unfolds. Because the performance cycle spans several months, it is important for managers and employees to keep track of key performance highlights and challenges that occur during the year. These notes will help immensely when it's time to prepare the annual review.

At the conclusion of the evaluation cycle, the manager meets with the employee to conduct the annual performance [review](#). If SMART goals have been set (planning phase) and ongoing communication/feedback has taken place (managing phase), the overall outcome of the annual review should come as no surprise to the employee.

When merit increases are available, employees may receive an increase to their annual base pay as a reward for meritorious performance. It is important to remember that performance increases should be differentiated between employees based upon their overall performance ratings and, in general, top performers should receive higher pay increases.

Additional resources are available on the Human Resources website at www.ohr.gatech.edu/performance.

The University System of Georgia prohibits employees grieving performance reviews (refer to the University System of Georgia's Grievance Policy for more details).

Responsibilities:

The responsibilities each party has in connection with Performance Management are:

Party	Responsibility
Human Resources Representatives	Offer assistance with policy interpretation and administer policy.
Office of Human Resources, Performance and Talent Management	Offer assistance with policy interpretation, administer policy, and ensure compliance.

Performance Review Following Probationary Period

Policy No: 4.6

Type of Policy: Administrative

Effective Date: 2009-02-00T00:00:00

Last Revised: 2010-11-00T00:00:00

Review Date: 2016-11-00T00:00:00

Policy Owner: Human Resources

Contact Name: Adrienne Richardson

Contact Title: Workforce Strategy

Contact Email: adrienne.richardson@ohr.gatech.edu

Reason for Policy:

The Performance Review is an opportunity for the supervisor to review the employee's performance from that period and advise the employee of his/her progress in meeting assigned job duties and responsibilities. Additionally, it provides the opportunity for the supervisor to review the employee's developmental needs and formulate and communicate a development plan designed to improve performance.

Policy Statement:

Board of Regents and Institute policy requires that all classified employees serve the first six months of employment on a provisional basis, which is designated as the employee's probationary period. If the employee completes this period, the supervisor should review the employee's performance from that period and advise the employee of his/her progress in meeting assigned job duties and responsibilities.

Scope:

Entities Affected By This Policy

All classified employees of the Georgia Institute of Technology.

Who Should Read This Policy

All employees of the Georgia Institute of Technology should be aware of this policy.

Procedures:

With the exception of certain public safety personnel, all classified employees are required to serve the first six months of employment with the Institute on a provisional basis. During this period, the new employee should

receive an on-the-job orientation relative to the work environment and job expectations so that he or she can begin fulfilling job duties on a regular basis. The supervisor should monitor the new employee's performance in the job and take appropriate action as necessary to make sure that expectations are being met, such as providing on-going feedback to the new employee regarding his or her performance relative to job expectations.

Immediately following the completion of the probationary period, and if the services of the employee are still needed, then the employee's performance should be formally reviewed and documented. Should performance problems occur during the first six months of employment, the supervisor should contact the Performance and Talent Management unit of the Office of Human Resources.

Public safety employees are subject to the same provisional employment requirements as other classified employees, except that the six month provisional period will not begin until any training mandated by the State of Georgia for certification as a police officer has been completed (if such training occurs after employment with the Institute begins).

The probationary review process involves assessing the employee's work performance during the first six months of employment relative to specific indicators and an overall rating. The following rating categories are employed:

- Meeting Expectations
- Needs Improvement

The University System of Georgia prohibits employees grieving performance reviews (refer to the University System of Georgia's Grievance Policy for more details).

Responsibilities:

The responsibilities each party has in connection with **Performance Review Following Probationary Period** are:

Party	Responsibility
Office of Human Resources, Performance & Talent Management	Offer assistance with policy interpretation and administer policy.

Personnel Records

Policy No: 8.43

Type of Policy: Administrative

Last Revised: 2010-12-00T00:00:00

Review Date: 2016-12-00T00:00:00

Policy Owner: Human Resources

Contact Name: Shalonda Cargill

Contact Title: Special Asst to the Chief OHR

Contact Email: shalonda.cargill@ohr.gatech.edu

Reason for Policy:

Due to the confidential nature of certain information contained in the personnel files, access to these records is restricted to authorized personnel and to other individuals only in accordance with Institute policy and federal/state laws. Removing documents from a personnel file is prohibited and is a major rule violation.

Policy Statement:

The Human Resources Records Office maintains the official personnel record for all faculty, staff and student employees who are paid through the Institute’s Payroll Office. The personnel records consist of paper, digital, and microfiche and are stored in a restricted area within the Human Resources Office. These records are the property of The Georgia Institute of Technology.

Scope:

Entities Affected By This Policy

All faculty, staff, and student employees at the Georgia Institute of Technology should be aware of this policy.

Who Should Read This Policy

All faculty, staff, and student employees at the Georgia Institute of Technology should be aware of this policy.

Procedures:

Overview

The personnel file may contain documents including, but not limited to, the following:

- Personal Services Form to hire, change status, retire, or terminate employment
- Personal Data Form listing personal, educational, and other information related to the employee
- Board of Regents Security Questionnaire/Loyalty Oath
- Employment Agreement
- Payroll Authorization Agreement for Automatic Deposits, pay increases
- Federal W-4 and State G-4 Withholding Forms
- Garnishments, Tax Levy, Subpoenas, court ordered documentation
- Benefits elections, retirement information, beneficiary information
- Recognition letters from the Institute’s President
- Award letters
- Letters of Offer, acceptance, commendation, resignation
- Performance Reviews, written reprimands
- Separation notices
- Certificate of Degree
- Performance Improvement Plans (PIPs)
- Flexwork agreements
- Employment application, resume/curriculum vitae

Responsibilities:

The responsibilities each party has in connection with Personnel Records are:

Party	Responsibility
Office of Human Resources, Records	Offer assistance with policy interpretation, administer policy, and ensure compliance.

Progressive Discipline

Policy No: 5.13

Type of Policy: Administrative

Effective Date: 2015-07-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2018-07-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Reason for Policy:

To improve performance, attendance, and/or behavior by coaching employees and encouraging ownership of their job and career

Policy Statement:

Progressive Discipline is a constructive and corrective approach to solving work related performance, attendance, and/or behavior concerns. Through this process, employees are provided with the information needed to understand what aspect of their work performance, attendance, and/or behavior is unacceptable and what improvements are needed to demonstrate success.

Scope:

Entities Affected By This Policy

All staff at the Georgia Institute of Technology should be aware of this policy.

Who Should Read This Policy

All staff at the Georgia Institute of Technology should be aware of this policy.

Procedures:

Overview

It is the responsibility of all employees to adhere to the expectations outlined by their supervisor and to the standard of conduct at Georgia Tech. When employees fail to uphold these standards, the progressive disciplinary process may be utilized. However, there is no required number or sequence of warnings or reprimands that must take place before an employee is terminated. Further, some circumstances may warrant immediate termination.

If the progressive discipline process is used, managers must document the steps of the process as they occur. The steps involved in the process may include: verbal warning, written warning, final written warning, suspension, and termination. Performance and Talent Management (PTM) will review all supervisory recommendations involving disciplinary suspension, investigative suspension, demotion, or discharge and approve or deny such recommendations prior to actions being taken. As part of that process, PTM will review all disciplinary actions that have occurred to ensure they have been fairly administered and are consistent with policy and past practice.

Responsibilities:

Party	Responsibility
Performance and Talent Management	Offer assistance with policy interpretation.

Policy History:

Change made	Date
Policy streamlined, separated	07/05/2012

Change made	Date
procedures; added and revised language regarding suspension of exempt employees	

Promotion Guidelines for Professional Research Personnel

Policy No: 8.23

Type of Policy: Administrative

Last Revised: 2013-08-00T00:00:00

Review Date: 2016-08-00T00:00:00

Policy Owner: Human Resources

Policy Statement:

Please see the Faculty Handbook: [3.2.1 Research Faculty: Hiring and Promotion Guidelines](#)

Policy History:

Revision Date	Author	Description
08-2013	Policy Library	Fixed relative link

Provisional Employment (Probationary Period)

Policy No: 8.51

Type of Policy: Administrative

Effective Date: 2009-04-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2018-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Tamika Spirling-Brooks

Contact Title: Strategic Performance Consultant

Contact Email: Tamika.spirling-brooks@ohr.gatech.edu

Policy Statement:

Georgia Tech adheres to the University System of Georgia's policy on Provisional Employment. Visit

http://www.usg.edu/hr/manual/provisional_appointments/ to view the USG policy.

Relocation

Moving Expense Payment for New Academic Faculty

Type of Policy: Administrative

Last Revised: 2014-01-00T00:00:00

Review Date: 2015-09-00T00:00:00

Contact Name: Autumn Peppers

Contact Title: Faculty Affairs Manager

Contact Email: autumn.peppers@provost.gatech.edu

Policy Statement:

The Office of the Provost will support the actual costs for moving household goods of new tenured/tenure track faculty members. For other faculty and administrative hires, units may provide relocation through the unit's state and GTF funds. Research faculty and lab moves will be covered through GTRC funds. The overall Georgia Institute of Technology relocation policy can be found [here](#).

The New Academic Faculty Relocation Program for new tenured and tenure-track faculty members, described below, is administered by the Office of Faculty Affairs.

Disclaimer

Georgia Tech has the sole right to revise, amend, or discontinue this program at any time.

Procedures:

Time Limit

Because home relocations do not always follow a prescribed timeline, eligible faculty members can choose to initiate their relocation, as described here, at any time within one year of their appointment effective date. The New Academic Faculty Relocation Program is limited to one move per faculty member.

Relocation Initiation

New faculty members should contact their department administrator to begin the process once an official offer has been accepted. The responsible department administrator is asked to send the following information to the Faculty Affairs Manager:

- Faculty member's name
- Current (pre-hire) contact phone number and email address
- Current address
- Anticipated move date

Faculty Affairs will then authorize the move with the moving company. The moving carrier's customer service representative will contact the new faculty member to work out specific arrangements.

Georgia Tech has negotiated contract rates with several respected carriers in the moving industry. If new/prospective employees initiate their own move with a non-GT contract carrier, *their costs may be only partially covered by GT.*

Moving and Packing Allowances

The following costs are authorized:

- *Household Goods and Books (HHG)*: The actual costs of packing and moving of HHG.
- *Unpacking*: Unpacking is limited to the placement of furniture and appliances, setting up beds and mattresses, and placing boxes in appropriate rooms.
- *Motorcycle*: one motorcycle per faculty member
- *Minimal items*: Anything outside the scope of a normal move that can be moved with minimal cost.
- *Office Moves*: Contents of the faculty member's former office can be included if:
 - they are shipped with the HHG (i.e. loaded during the carrier-set HHG load time and invoiced to GT with the HHG)
 - they are already packed and ready to load when the movers – making an extra stop – arrive at the office. The packing of offices is not authorized without exception.

The following costs are not authorized:

- *Automobiles, boats, and/or pets shipment*
- *Firewood, outbuildings, chain link or other fencing, and building materials* (wood, bricks, cinder blocks).
- *Heavy equipment*
- *Hazardous materials*
- *Non-minimal costs beyond standard move*. This includes anything outside the scope of a normal move that cannot be moved at a minimal cost. In this event the charges will be the responsibility of the faculty member. Special circumstances will be taken into consideration, but consideration does not constitute approval.

Please contact your department administrator or Faculty Affairs with any questions.

Self Move

If a faculty member prefers to move their own belongings to Atlanta, they can be reimbursed for the following costs:

- cost for the truck rental (maximum of one truck),
- cost for necessary packing supplies,
- gas receipts, and
- personal travel expense for lodging (defined below).

Storage

Georgia Tech will pay for up to 30 days of storage through the contracted carrier servicing the move. Delivery out of storage must be taken within the 30 days for Georgia Tech to pay for drayage (delivery costs out of storage). Origination storage (storage that is initiated by the employee with a vendor not currently contracted by GT) will not be reimbursed.

Travel to Atlanta

VIA CAR

Mileage-based reimbursement. Georgia Tech will reimburse the new faculty member for driving his/her vehicle from the prior residence to the new residence in Atlanta according to the reimbursable mileage rate, set by the IRS in publication 521. Mileage will usually be based upon the standard road distance from the point of departure to Atlanta, GA as stated by the moving agent. If more than one car is owned and driven to Atlanta, Georgia Tech will reimburse for a maximum of two vehicles.

Gas. Gas costs are included in this reimbursement rate and will not be reimbursed.

Personal Travel Expense. A standard, mileage-based reimbursement will be given for personal travel-related expenses (hotels, etc.) documented with original receipts. Please note that food costs will not be reimbursed. Even if two cars are driven, personal expenses will only be paid for one of the vehicles.

VIA PLANE

Airfare. Reimbursement for one-way airfare for the faculty member and/or his/her immediate family, in lieu of car transportation allowance and personal travel expense, is authorized. If it is proven that a round-trip flight is cheaper at the time of purchase, reimbursement can be given in that instance.

Transportation to and from the airport. Use of public transportation (shuttle, taxi, bus, etc.) may be reimbursed when actually incurred in connection with common carrier transportation to and from residence and airport.

Reimbursement

The following should be submitted to your department administrator for reimbursement:

- Air travel: a detailed receipt that lists passenger and flight information and any applicable public transportation receipts
- Road travel: a list of passengers, a printed map of the route from your previous residence to your new address (Mapquest, GoogleMaps, etc.), and any related lodging receipts.

What is reimbursable under this policy?

- Mileage amount based on the IRS set relocation rate for the current year
- Toll receipts
- Lodging: Not to exceed mileage based amount
- One way airfare to Atlanta (see paragraph above regarding what round-trip tickets are acceptable for reimbursement)
- Public transportation to and from the airport, when air travel is the primary means of travel to Atlanta

What is NOT reimbursable under this policy?

- Food: Food is not considered a relocation expense by the IRS and would be taxable as income to the employee.
- Gas receipts: Gas expenses are included in mileage reimbursement calculation.
- Rental cars
- Storage receipts that have not been approved prior to the relocation.
- Mileage for a non-direct route driven to Atlanta: The faculty member will be reimbursed based upon the most direct driving route from their origination address to Atlanta.
- Temporary housing: Any hotel and/or temporary housing rental after the faculty member's arrival in Atlanta.
- Home sale/purchase costs: Any costs associated with the purchase or sale of a home in connection with the faculty member's relocation to Atlanta.

Family

Family members eligible for assistance under this policy include the employee, the employee's spouse and all of the employee's current, permanent household members.

IRS Regulations

The Internal Revenue Service requires that the personal travel reimbursement paid to the employee be reported as income to the employee on Form W-2. In the general, the employee may show a deduction for travel and lodging expenses, but not for meals. GTF reports these reimbursements to Georgia Tech Payroll for proper withholding and reporting. The employee may refer to publication 521 for additional information.

Relocation Expenses (Intrastate)**Type of Policy:** Administrative**Review Date:** 2015-02-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Jerry Jobe**Contact Title:** Director-Payroll**Contact Email:** jerry.jobe@ohr.gatech.edu**Reason for Policy:**

The Official Code of Georgia Annotated (O.C.G.A.) 45-7-22 through 45-7-24 authorize the reimbursement of relocation expenses to State employees and State of Georgia, Office of Planning and Budget. Policy Memorandum, No. 2 Revision 6 sets forth the rules, regulations and policies for the reimbursement program. The regulations limit reimbursement of expenses incurred which are related to moves made within the State of Georgia at the request of a state agency. The move must be in the best interest of the State of Georgia. The regulations as revised, went into effect December 1, 1989. They are summarized below:

Policy Statement:**Eligibility**

In order to be eligible for relocation expense reimbursement, the state employee must satisfy the following criteria:

- a. He or she must have been employed by the department ordering the transfer for at least six months prior to the date of transfer and must generally remain at his or her new duty station for at least one year following the effective date of move.
- b. The transfer must be the result of an action by a state department requiring the relocation and must be in the department's best interest.
- c. The relocation must be within the State of Georgia.
- d. The distance between old and new duty stations must exceed 50 miles and, the transfer must result in the employee having to drive at least 35 miles farther from his or her old residence to his or her new duty station than was driven from the old residence to the old duty station.
- e. The department must have sufficient operating expense funds within its budget to pay the reimbursement cost.
- f. No other member of the employee's family may be reimbursed for the same move.
- g. The move must be made within one calendar year of the employee's transfer.
- h. The costs to be reimbursed are reasonable and proper as determined by Accounts Payable. The employee shall have no right to any review or further appeal from the determination made by Accounts Payable.

Approval of Relocation Reimbursement

The employee being transferred must complete and submit to his or her school or laboratory director an Employee Application for Intrastate Relocation Expense Reimbursement. Cost estimates from three different firms must be submitted along with the application form. **(The employee selects a firm which will provide a quality move within a reasonable time frame for a reasonable cost. The lowest bid does not have to be selected, but written justification must be given.)**

The application must be reviewed and approved by the employee's supervisor. The employee's department head must sign the application, certifying that the transfer is in the best interest of the Institute. The department's fiscal officer must sign the application, certifying that sufficient funds are available within the department's budget to cover the relocation expenses estimated.

Expenses Authorized for Reimbursement

"Reasonable and proper" costs "incurred for transportation of household goods" or "incident to change of

residence" are reimbursable, as follows:

- a. **Looking for a New Residence** - If the move to the new residence is greater than 100 miles, the statutory mileage rate for up to three trips to the new location, plus food and lodging for up to a total of three days and nights may be reimbursable (sum of all three trips cannot exceed three days and nights). Travel regulations are applicable with the exception that double occupancy rate for one room may be paid. If the move to a new residence is less than 100 miles, only mileage for up to three days spent at the location looking for a new residence may be reimbursed. No reimbursement of food or lodging expenses will be paid since a visit to the new location should not require any overnight trips.
- b. **Transporting Household Goods** - The cost of moving household furnishings, equipment and appliances, furniture, clothing, books and similar property may be reimbursable. Actual costs associated with moving up to 11,000 lbs. of the afore-noted types of household goods by (i) commercial moving van, (ii) employee-owned or rented vehicle, and (iii) within an employee-owned mobile home will be reimbursed. The regulations include a breakdown of limitations on reimbursable amounts relating to insurance costs, fuel and labor. (The parameters of what constitutes reasonable includable and excludable expenses are listed in the regulations for each method of moving employed.)
- c. **Transporting Family to a New Location** - Actual food and lodging expenses may be paid up to two days and nights for one room at the multiple occupancy rate, applying the maximum daily amounts established in the statewide travel regulations. Meals for children under 12 are reimbursable up to one half the adult maximum.
- d. **Utility Reconnection** - Reimbursement is limited to the costs associated with establishing utility accounts and initiating basic service.

Employee Liability

The transferred employee must sign an agreement that he or she will remain at the new location for at least one year from date of move except for reasons beyond the control of the employee and acceptable to the department, or be liable to the state for the amount of expenses reimbursed.

Payment of Reimbursement

Payment will be made on the basis of the Employee Intrastate Relocation Expense Vouchers which have been approved by the Manager of Accounts Payable, Georgia Institute of Technology. All relevant receipts, invoices and bills of lading must be presented with the relocation expense voucher. Payments may be made either following each trip or in one lump sum upon the completion of the move at the discretion of the Institute.

Internal Revenue Service Reporting

Reimbursements that are not deductible are reported to the IRS as "wages, tips and other compensation". However, there is no withholding made on these amounts. (See Regs. Sections 2.10 for details.)

Inter-departmental Transfers

Employee transfers between state departments are not reimbursable under the subject regulations, and if made within one year from a reimbursed relocation, will result in employee liability for paying back any amounts received under these regulations.

Contact Person

It should be noted that specific questions relating to allowability of expenses or particular procedures in processing relocation applications, should be directed to the Manager of Accounts Payable at (404) 894-0348. Prior to filling

out any relocation expense application, specific limitations set forth in Policy Memorandum No. 2, Revision 6 should be reviewed. Copies are available from Accounts Payable.

Relocation Policy for New Faculty, Staff and Researchers

Type of Policy: Academic
Last Revised: 2014-03-00T00:00:00
Review Date: 2017-03-00T00:00:00
Policy Owner: Human Resources
Contact Name: Charvette Webb
Contact Title: Talent Acquisition Manager
Contact Email: charvette.webb@ohr.gatech.edu

Reason for Policy:

When relocation assistance must be provided in order to successfully recruit the candidate of choice, this policy provides guidelines regarding relocation assistance using Institutional funds for new academic and research faculty, and staff members. The policy also sets forth the guidelines for reimbursement of allowable relocation expenses to the new employee.

Policy Statement:

In order to attract the best faculty and staff, Georgia Tech's employment offers must be competitive. Georgia Tech may provide relocation assistance to new employees provided adequate funding is available and proper approval has been obtained.

Procedures:

Eligibility For Program

- New Academic Faculty – Over and above the following policy guidelines, the Office of the Provost may support the actual costs for moving household goods of new tenured/tenure track academic faculty members. Specific guidelines on faculty relocation may be found at [Moving Expense Payment for New Academic Faculty](#). Departmental Human Resource Representatives (HR Reps) may be contacted for assistance.
- Research Faculty
- Staff at Director level and above. Relocation expenses for other levels of staff may be provided based on availability of unit-level funds and appropriate approvals.
- All appointments must be hired into a benefits eligible position for a period to exceed one academic year.
- The hiring department must have determined that the new employee is the most qualified applicant available to fill the position.
- The recruit must reside, at the time of hire, more than 50 miles from the Georgia Tech office to which s/he will report and the employee's commuting distance must have increased by at least 50 miles one-way.

Responding to Allegations of Scientific or Other Scholarly Misconduct

Policy No: 5.14
Type of Policy: Administrative
Review Date: 2015-01-00T00:00:00

Please see the Faculty Handbook [42 Policy on Employment's Response to Scientific or Other Scholarly Misconduct](#)

Student Employment

Eligibility for Student Employment

Policy No: 11.1

Type of Policy: Administrative

Effective Date: 2006-04-00T00:00:00

Review Date: 2015-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Policy Statement:

A student employee is a part-time employee who is currently enrolled in at least a half-time credit load (6 credit hours for undergraduates, 4 credit hours for graduates) at Georgia Tech with the primary goal of achieving a degree. A student employee is considered a temporary employee and is not eligible for benefits. It is allowable to hire enrolled students within the University System of Georgia; however, contact the Office of Human Resources for more information.

Procedures:

There are three categories in which a student can be classified; Graduate, Undergraduate, and Co-op described below:

1. Graduate: Graduate Students can be classified as Graduate Research Assistants (GRAs), Graduate Teaching Assistants (GTAs), Graduate Student Assistants (GSAs) and Graduate Assistants. GRAs, GTAs and GSAs are typically hired by the graduate schools to perform assistantships that are related with the student's degree. Graduate Assistants can be hired to perform tasks within a department such as clerical support, web development, etc. Please refer to the policy on [Hour Loads for Graduate Students](#). In addition, contact the Graduate Studies Office and the Office of Academic Affairs for more information regarding appointment of and approvals for hiring GRAs, GTAs, and GSAs.
2. Undergraduate: Undergraduate students are considered Student Assistants. They can perform many jobs within an office such as clerical support, web development, etc. Undergraduate students may qualify for Federal Work Study.
3. Co-op: Co-op students are those students who are currently in a Co-op work semester. For more information regarding the Co-op program, contact the Undergraduate or Graduate Co-op offices.

Funding

Funding for student positions is allocated within each department each fiscal year. Departments pay 100% of the student's salary unless the student has been approved for a Federal Work-Study Award.

Federal Work-Study

The Federal Work-Study Program (FWSP) is a federally funded financial aid program offered to students that have a demonstrated financial need. If a student qualifies for the Federal Work-Study Program, a department can hire the student as a FWS Student Assistant. The FWSP will pay a portion of the student's salary up to the allocated award and the department pays the remainder. For more information regarding the FWS Program, refer to policy on [Federal Work-Study Program](#).

International Students

International students that have an F-1 or J-1 student visa are eligible to work anywhere on campus as a student employee. The following conditions must be met:

- F-1 and J-1 students must maintain a full course load of study in the Fall or Spring unless authorized by OIE to be less than full-time.
- F-1s must have a Georgia Tech I-20; J-1s must have a Georgia Tech DS-2019.
- The international student can work no more than 20 hours per week during the Fall and Spring semesters, but can work more than 20 hours per week during the Summer semester and breaks between the semesters provided that s/he intends to enroll in the next term. However, students who are transferring to a new school may work on-campus until the date that their I-20 is released to the new school.

Allowable Work Hours

Generally, during an enrolled semester or summer, students should work no more than 20 hours per week or 50% time. There are exceptions to this rule, especially during break or summer periods (if not enrolled for the summer). Students cannot be appointed greater than a total of 100% time.

International students holding an F-1 or J-1 visa cannot work more than 20 hours per week, or 50% time. Please refer to the ISSP office for questions regarding changes in F-1 or J-1 status and how it may affect employment. International students holding an F-1 or J-1 visa cannot work more than 20 hours per week, or 50% time during the Fall and Spring semesters. F-1 and J-1 students can work more than 20 hours in the summer or during semester breaks. Please refer to the Office of International Education for questions regarding changes in F-1 or J-1 status and how it may affect employment.

For graduate students, refer to policy 11.5 on Hour Loads for Graduate Students.

Breaks/Vacation (including summer)

Students can work full time as Student Assistants or Graduate Assistants during break and summer session (if not enrolled), provided that s/he was enrolled in the previous term of the break period and will be enrolled in the following term of the break period.

Hour Loads for Graduate Students

Policy No: 11.5

Type of Policy: Administrative

Effective Date: 2005-10-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Policy Statement:

The following general policies are provided to serve as guidelines for determining the hourly workloads of students who are pursuing graduate degrees:

1. Full-time graduate students are expected to give primary attention to the pursuit of their degrees.
2. Graduate students are expected to take semester workloads which will contribute to substantial progress toward a degree.
3. Graduate students shall register for a number of hours of research which is consistent with a realistic appraisal of the amount of work to be done on a project, thesis, or dissertation, and the amount of faculty involvement and use of Institute facilities required.
4. Realistic accounting for graduate student credit hours helps support a quality graduate program.

Procedures:

Transcript Recognition of Teaching and Research Activity

Students holding graduate teaching or graduate research assistantships may register for courses in recognition of teaching (8997) and research (8998) activities if these courses are available for their school. The 8997 and 8998 courses are audit-base courses. **A student may not register for more than a total of 9 hours of 8997 and 8998 during any semester.**

Course Load Requirements

The following regulations shall govern the semester registration requirements for students who are pursuing graduate degrees:

1. Full-time students must be enrolled for at least 12 credit hours on a letter grade or pass-fail basis. As an exception, the advisor and school chair may allow up to 3 hours out of the 12 minimum to be taken on an audit basis in Fall and Spring semesters; in Summer semesters the advisor and school chair may allow up to 6 hours out of the 12 minimum to be taken on an audit basis. Hours in excess of the required 12 may be taken on any basis. Full-time students working exclusively on thesis research should be registered for 18 or more hours of 7000 or 9000 (Master's or Doctoral Thesis) in Fall and Spring semesters, and for up to 16 hours during Summer semesters.
2. The following students must register on a full-time basis as defined above:
 1. graduate research and teaching assistants
 2. students supported by fellowships, traineeships, or individual grants
 3. students with out-of-state tuition waivers
 4. students assigned to the Institute by the Armed Forces for the purpose of pursuing a degree
 5. students on student visas
 6. graduate co-op students on non-work semesters.
3. Students involved in thesis research must register for an appropriate number of 7000 or 9000 hours.
4. The minimum load for part-time students is 3 credit hours.
5. A student may register for only one hour of Master's or Doctoral Thesis (7000 or 9000) during the semester of graduation. This exception may be used once for each degree.
6. The maximum allowable semester load for employed students other than graduate assistants is reduced as a function of the number of hours employed per week as follows:

Workload per week	Maximum semester hour load
Full time (40 hours)	6
3/4 of full time (30 hours)	9
2/3 of full time (27 hours)	10
1/2 of full time (20 hours)	12
1/3 of full time (13 hours)	15
1/4 of full time (10 hours)	18 (16 for Summer semesters)

The minimum load for these students is three hours, except as described in Course Load Requirement #5 above, but such students should be encouraged to take the maximum load they can handle in order to progress toward completion of the degree.

Course Selection

Full-time students are expected to enroll for a letter grade in regular courses and thesis hours whenever possible.

Registration loads should reflect, as much as possible, the student and faculty efforts involved in the program of study. Registration loads each semester should be comprised of various hours from the areas listed below:

n Regular courses: letter-grade, pass-fail and in special cases, audit;

n 7000 or 9000 courses for thesis students;

n Special problem or research project courses;

n Specific courses for teaching or research education;

n GTA/GRA courses 8997/8998 (up to a maximum of 9) if available in the student's major school and the student has an assistantship.

Guidelines for Registration of Doctoral Dissertation Hours

- a. Beginning full-time doctoral students, especially those who are research assistants, are encouraged to register for at least 3 hours of 9000. This would allow, and encourage, such students to maintain a lighter academic load to begin laying the groundwork for Ph.D. research.
- b. Advanced full-time doctoral students who are working primarily on their dissertation research should register for 18 or more hours of 9000 in Fall and Spring semesters, and for up to 16 hours of 9000 for Summer semesters. If they are taking other coursework, the number of 9000 hours would be reduced by the number of formal coursework hours. Students who are required by their school to register for 8997 or 8998 would further reduce the number of 9000 hours, so that the total number of hours is at least 18 (no more than 16 in the Summer). The advisor and/or school determines whether the total is above 18 for Fall and Spring semesters.
- c. Part-time doctoral students engaged in their research phase for the Ph.D. should register for 9000 consistent with their and their faculty member's activity on the dissertation research.
- d. All full-time students coded as Master's students but involved in preparation for the Ph.D. are encouraged to register for 9000 consistent with the amount of work involved.

Academic units are encouraged to remove any in-school restrictions on registering for 9000. For example, some schools will not allow a graduate student to register for 9000 until after the student has become a candidate for the Ph.D. degree. The reasoning behind this restriction is not clear unless one takes a very restrictive interpretation of what registering for 9000 means. Academic units are encouraged to adopt a broader interpretation, so that dissertation hours reflect all stages of the doctoral dissertation--literature research, topic selection, experimental/theoretical preparation, research performance, writing, and presentation. All of these stages require Institute facilities and faculty involvement.

Responsibilities:

The responsibility for advising graduate students properly, not only in regard to programs of study, but also in regard to minimum and maximum semester course loads, rests solely within the chain from advisor/graduate coordinator to school chair to college dean. Although each graduate student is responsible for knowing the requirements for his or her degree and for insuring the appropriate, steady progress is being made toward that degree, each graduate student must have access to fair and equitable advisement. Responsibility for scheduling the proper requirements for a particular program of study and an appropriate course load per semester rests with the student and advisor alike.

Tech Temp

Tech Temp Employment Procedures

Policy No: 8.64

Type of Policy: Academic

Effective Date: 2009-04-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Policy Statement:

The Tech Temp Office will prepare PSFs for all Tech Temp employees. This includes PSFs that effect: Hires, Changes of Status, and Terminations.

Procedures:

Tech Temp Employment

A completed Job Order Request is mandatory to initiate online recruitment and/or generate a PSF. The Tech Temp Job Order Request details the Tech Temp employment process and can be used as a reference for most Tech Temp administration.

Hiring where assistance with recruitment is needed (if candidate is already identified skip to #6):

1. Complete a Job Order Request form. Tech Temp Job Order Request may be obtained from OHR's web page (<http://www.ohr.gatech.edu/>) by clicking on the "Forms" link.
2. Either e-mail the form to the Tech Temp Office or forward the hard copy (via campus courier) to the OHR/Tech Temp Office mail code 0435.
3. Indicate on the form that you want to review resumes from the online application Tech Temp pool. To request access to the applicant pool, (at a minimum) the perceived job title, work duties description, required education/experience, and hiring department (and manager) fields must be completed.
4. Instructions as well as access for using the Georgia Tech online application system for Tech Temp recruitment will be sent via email. Make sure your password is operational and contact the OHR/Tech Temp office if there are any problems.
5. While reviewing candidates, print the applications of interest and follow-up with interviews as necessary. Do not move applicants through the brackets, otherwise other departments will not be able to use the applicant pool.

Hiring where recruitment is completed or not needed (applicant identified through OHR recruitment or referral):

1. When a candidate is identified and an appropriate title is finalized; determine if the title requires a pre-employment substance abuse screening (all Tech Temp hires require a criminal background check). The Tech Temp office is available for assistance with choosing an appropriate title and pay range for duties assigned to the position.
2. Complete all field s of the Tech Temp Job Order Request . The proposed Tech Temp must bring the authorized Job Order Request, an updated resume (proving qualification for the position/title), appropriate identification documents, and a Pre-Employment Screening Request Form to the Tech Temp Office before the start of any assignment. Applicants are not permitted to begin work until the hiring manager receives conformation of a passed background screening (and a passed substance abuse screening, if applicable).
3. The OHR/Tech Temp office will send a copy of the completed PSF for review and **conformation. Tech**

Temp Termination Procedures

Hiring managers are required to send a separate request (termination dates on the Tech Temp Job Order Request are projected only) to terminate a Tech Temp assignment.

1. Send an e-mail requesting the termination and specify the reason and termination date. NOTE : The termination date should be the day after the last day worked by the Tech Temp, e.g., if Brandi Johnson's last day worked was December 1, 2003 -- then her termination effective date would be December 2, 2003.
2. The terminating Tech Temp must hand deliver their completed termination clearance form to the OHR/Benefits Office on the last day of their employment. OHR/Benefits will release the final check and help prepare the Georgia Defined Contribution refund paperwork.

Pay Rate Changes, Job Changes

Send an e-mail requesting the pay rate/job change and specify an effective date. Include a detailed outline of the circumstances which justify the pay change.

Send an e-mail detailing any other employment change requests so the circumstances can be evaluated and the proper course of action can be initiated.

The requesting department will receive a copy of all PSFs prepared by the Tech Temp Office via e-mail. Please review these copies for accuracy and if you have any questions or concerns, contact us immediately at 404-894-7011 or 404-894-8963.

Tech Temp Service

Policy No: 8.61

Type of Policy: Administrative

Effective Date: 2005-06-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Policy Statement:

Georgia Tech Temps are temporary employees of the Georgia Institute of Technology. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to an additional six months if the appropriate employing supervisor needs the services of that individual, subject to the approval of the Associate Vice President for Human Resources or his/her designated representative. Once an individual has served as a "temporary" employee for a twelve month period, he/she shall not thereafter be employed as a "temporary" employee until a period of thirty (30) calendar days has elapsed. Temporary employees are not eligible to participate in any of the benefits programs offered by the Institute. All assignments are temporary and the Office of Human Resources (OHR) cannot guarantee continuous work assignments. OHR will make every effort to send current Tech Temps on assignments when they become available.

Tech Temp recruitment through the Office of Human Resources is facilitated by use of the Georgia Tech online application system. However, departments may hire applicants (who can present a resume proving their qualification for a position) via personal referral. Hiring managers also have the option to hire a temporary employee through a currently approved and contracted temporary employment vendor (vendor temporary workers are not considered to be Georgia Tech employees and are not paid through Georgia Tech payroll). Information regarding currently approved vendors can be obtained by contacting the Georgia Tech HR/Tech Temp office.

Procedures:**Requirements for Eligibility**

Before the start of any assignment, Tech Temp applicants who are hired as campus employees (whether through referral or OHR recruitment) must provide the Office of Human Resources with the following; an authorized Pre-Employment Screening Request Form, an updated resume documenting their qualification for the open position, proper identification proving their eligibility to work in the United States, and a Tech Temp Job Order Request (signed and dated by the hiring department). The cost of pre-employment screening is the responsibility of the hiring department. See OHR online Policy No. 5.6 for a list of safety sensitive positions.

Benefits Eligibility

Tech Temp employees are not eligible to participate in any of the benefits programs offered by the Institute except for the mandatory Georgia Defined Contribution Plan and the optional 403(b) retirement plan.

Criminal Background Investigations

Georgia Tech requires a criminal background investigation for all Tech Temps. Board of Regents policy prohibits employment of applicants with certain convictions. Applicants with a history of these convictions will be refused employment with Georgia Tech. Before the start of any assignment, a Tech Temp must present a departmentally authorized Pre-Employment Screening Request Form. A hiring manager must receive confirmation of a passed background check from the HR/Tech Temp office before any Tech Temp begins work.

Pre-employment and Substance Abuse Screening

Georgia Tech requires alcohol and drug screening tests for individuals working in selected safety-sensitive positions. The notification requiring pre-employment alcohol and drug tests is included in all advertised (regular and temporary) safety-sensitive positions included in the program. Applicants testing positive for alcohol and/or drug abuse will not be considered for employment at Georgia Tech for a period of two years.

Candidates are not allowed to start working until the Tech Temp Office calls a department by phone or e-mail to officially give the hiring status. Timeliness regarding notification of test results can vary depending on applicant's date of specimen submittal, results of test, and administration of Medical Review Officer Rules regarding confidentiality. Complete information regarding this policy can be located at [Pre-Employment and Substance Abuse Screening](#).

Dress

Tech Temps should dress in a professional manner appropriate to their work assignment and/or department. Complete guidelines regarding dress for classified staff can be found, online, in the [Business Casual Dress Policy for Summer and Fridays](#).

Punctuality

It is the responsibility of each temporary employee to be on time for all assignments. If a situation occurs where the Tech Temp is unable to be on time, or must cancel the assignment, the Tech Temp must call the immediate supervisor. If problems such as absenteeism or tardiness persist, the Tech Temp will be terminated.

Evaluation and Performance Expectations

Tech Temps sent out on assignments will be evaluated by the department. The evaluation will be returned to the Office of Human Resources and become part of the employment records. Unsatisfactory evaluations will result in the Temp being denied future referrals as a Tech Temp. Departments may terminate the assignment at any time based on performance, change in needs, or budget considerations. It is the Temp's responsibility to clear all departments at the end of each assignment (turn in keys, Georgia Tech I.D., etc.).

Parking

For information concerning parking permits please see the [Office of Parking and Transportation](#) for further information.

Pay Period

Pay periods end every other Wednesday, and checks are issued the following week on Friday.

Overtime

Tech Temps on assignment do not normally work overtime (more than 40 hours in one workweek) unless written approval is first received from the current supervisor.

Transfers

Tech Temps on long term assignments will not be transferred to another assignment unless they have been on the current assignment at least one month; made a request in writing to be reassigned; and, received a favorable evaluation from their current assignment.

Regular Employment

Hiring for regular positions is coordinated by the Office of Human Resources. Temporary employees may apply for internal campus-wide (and departmental postings within their department) positions listed on the OHR online application Job Bulletin.

Distinction Between Tech Temp and Temporary Researcher

Applicants who are being considered for positions conducting scientific research (and generally requiring an advanced degree) on a temporary basis should be classified in an appropriate research faculty position. These research faculty positions require additional credential verification (transcripts, reference letters, BOR approval, etc.) beyond what is required to become a Tech Temp. Any Tech Temp job order request that is submitted with primary duties of conducting scientific research will be evaluated by the HR/Research Faculty office for proper classification.

Terminations, Reorganizations, and Reassignments**Exit Interview**

Policy No: 12.3

Type of Policy: Administrative

Effective Date: 2011-08-00T00:00:00

Last Revised: 2011-08-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Policy Statement:

To view the Board of Regents Policy on Exit Questionnaires, please visit:

http://www.usg.edu/hr/manual/exit_questionnaires/

To access the Georgia Tech Office of Human Resources exit survey, please visit: <http://gtohr.gtexit.sgizmo.com/s3>

For Georgia Tech Office of Human Resources Termination Procedures, please visit: <http://www.ohr.gatech.edu/termination>

Reassignment and Reductions in Force

Policy No: 12.5

Type of Policy: Administrative

Last Revised: 2015-07-00T00:00:00

Review Date: 2016-11-00T00:00:00

Policy Owner: Human Resources

Contact Name: Kim Harrington

Contact Title: Associate Vice President-Human Resources

Contact Email: kim.harrington@ohr.gatech.edu

Reason for Policy:

The Institute established this policy to address unit reorganization and/or reduction of Institute programs and the reassignment or termination of employees.

Policy Statement:

It is the goal of Georgia Tech to provide a working environment which offers job stability and security for all Institute employees; however, the continuation of academic, research, and service programs depends to a large degree on the availability of State and Federal funds and the organizational needs of the unit.

Scope:

Entities Affected By This Policy

All employees of the Georgia Institute of Technology are covered by this policy.

Who Should Read This Policy

All employees within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

Reduction in Force

An involuntary separation of an employee due to shortage of funds, lack of work, organizational changes, or other reasons of business necessity which require a reduction in staff.

Reassignment

A change from one position to another

Procedures:

The policy is intended to explain the process to follow should it become necessary to reassign or terminate the services of regular employees because of general program or project reduction, discontinuance, or modifications.

1. Staff reassignments or reductions will be determined on a unit or department basis as necessary.
2. If reassignment within the same unit or department is not possible and a determination has been made to reduce the work force, a written summary justifying the proposed actions shall be prepared by the unit head for review by appropriate higher administrative levels, the Chief Human Resources Officer, and approval by the President or the President's designee. For positions being eliminated, the summary must include the incumbent's age, sex, and race. The summary must also include plans for reassignment or discontinuation of duties.
3. Factors to be taken into account in determining which employee(s) are to be terminated shall include length of service, overall job performance, the position level, and future organizational needs.

4. Employees whose employment will be terminated will be afforded as much notice as possible. Whenever possible the employee should receive the notification at least sixty (60) and preferably ninety (90) days prior to the effective date.
5. The Office of Human Resources shall be notified concurrently with the terminating notice to the employee(s) in order that preferential referral to other available Institute positions can be made.

Appeals of terminations because of general program or project reduction, discontinuance, or modifications are prohibited according to the University System of Georgia's Grievance Policy (refer to the University System of Georgia's Grievance Policy for more details).

Responsibilities:

The responsibilities each party has in connection with Reassignments & Reductions in Force are:

Party	Responsibility
Office of Human Resources, Performance and Talent Management	Ensure compliance with policy and offer assistance with policy interpretation.

Reorganizations

Policy No: 12.6

Type of Policy: Administrative

Last Revised: 2010-11-00T00:00:00

Review Date: 2016-11-00T00:00:00

Policy Owner: Human Resources

Contact Title: HR Business Partner Manager

Reason for Policy:

The Institute established this policy to address unit reorganization which may result in one or more of the following conditions: addition or elimination of responsibilities that impact the structure and scope of the unit, change(s) in reporting relationships within the unit that impact occupied positions, and significant increase or decrease in the number of positions.

Policy Statement:

It is the goal of Georgia Tech to provide a working environment which offers job stability and security for all Institute employees; however, the continuation of academic, research, and service programs depends to a large degree on the availability of State and Federal funds and the organizational needs of the unit. Reorganizations should always be based on sound business reasons which promote the improvement or enhancement of operational efficiencies, implementation of best practices, and/or achieve cost reduction.

Scope:

Entities Affected By This Policy

All classified employees of the Georgia Institute of Technology are covered by this policy.

Who Should Read This Policy

All classified employees within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

Reorganization

The restructuring of an organizational unit, which may result in one or more of the following: addition or elimination of responsibilities that impact the structure and scope of the unit, change(s) in reporting relationships within the unit that impact occupied positions, and significant increase or decrease in the number of positions.

Procedures:

The policy is intended to explain the process to follow should it become necessary to reorganize an organizational unit, which may result in one or more of the following: addition or elimination of responsibilities that impact the structure and scope of the unit, change(s) in reporting relationships within the unit that impact occupied positions, and significant increase or decrease in number of positions.

The requesting unit must prepare a reorganization plan detailing the reasons for action and the positions to be affected. The information should be prepared in the form of a memorandum directed to the AVP-OHR. The recommended format for the memorandum is:

1. Describe actions the unit has taken to this point, if any, to respond to budget reductions (i.e. services, programs or events eliminated, unfilled positions in unit, reductions in travel, etc.)
2. Describe the current business operations and the role of the affected positions within the operation of the unit. Attach a current organization chart with employee titles.
3. Describe the new/different business operations and the impact on positions within the unit. If positions are being reclassified or new positions are being created, include the proposed new job titles; if jobs are being eliminated or an employee's percentage of time is being changed, elaborate on the rationale for doing so. Factors to consider include, but are not limited to: employee tenure with the Institute or department, job performance, and job competencies. Attach a proposed organization chart reflecting the new organization along with relevant job classification questionnaires.
4. Summarize the changes including the number of jobs eliminated, the number of jobs to be changed or created, and any salary savings or adjustments. Include the dates the actions are to be implemented.
5. Include an approval signature block for the AVP-OHR.

Within the Office of Human Resources, the plan will be reviewed by HR Consultancy, Employee Relations, and Compensation (referred to collectively as the "OHR Group"). This review will consist of an assessment of the probable impact on affected personnel. Specifically, the OHR Group will analyze:

1. The impact on employees, particularly those in protected classes
2. The impact of new assignments/opportunities
3. The length of service of affected employees
4. The salary equity within the unit
5. The demonstrable business reasons for the reorganization

The Compensation unit will analyze the impact of the reorganization on current and proposed job grade assignments.

The OHR Group will submit the plan to the AVP-OHR along with a recommendation to approve or deny the request. HR Consultancy will notify the requesting unit, in writing, of the Institute's decision.

Therefore, the following levels of approval are required:

1. Unit Level: Dean or Associate Vice President
2. Office of Human Resources: Heads of Consultancy, Employee Relations, and Compensation
3. Executive Level: AVP-OHR

The University System of Georgia prohibits appealing actions associated with reorganizations such as termination, demotion, salary reduction, program modification, promotion decisions, hiring decisions, challenges to transfers or reassignment, challenges to classification or salary decisions, and termination or layoff because of lack of work or position elimination (refer to the University System of Georgia's Grievance Policy for more details).

Responsibilities:

The responsibilities each party has in connection with Reorganizations are:

Party	Responsibility
Office of Human Resources, Consultancy	Ensure compliance with policy.
Office of Human Resources, Performance and Talent Management	Ensure compliance with policy and offer assistance with policy interpretation.

Termination Procedures

Policy No: 12.9

Type of Policy: Administrative

Effective Date: 2011-08-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2017-08-00T00:00:00

Contact Name: Kim Harrington

Contact Title: Associate Vice President-Human Resources

Contact Email: kim.harrington@ohr.gatech.edu

Procedures:

To view the Board of Regents Policy on Resignations addressing voluntary terminations, please visit:

<http://www.usg.edu/hr/manual/resignations/>

To view the Board of Regents Policy on Dismissals, Demotions or Suspensions addressing involuntary terminations, please visit: http://www.usg.edu/hr/manual/dismissal_demotions_or_suspensions

To view the Board of Regents Policy on Exit Questionnaires, please visit:

http://www.usg.edu/hr/manual/exit_questionnaires/

For Georgia Tech Office of Human Resources Termination Procedures, please visit:

<http://www.ohr.gatech.edu/termination>

Unemployment Compensation

Policy No: 4.13

Type of Policy: Administrative

Effective Date: 2000-02-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2017-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Sherald Giddens

Contact Title: Records Supervisor

Contact Email: sherald.giddens@ohr.gatech.edu

Policy Statement:

Institute employees are covered under The Georgia Employee Security Act, known as unemployment

compensation. This insurance program is designed to assist eligible employees who are temporarily unemployed through no fault of their own, are able and available for work, and are unsuccessful in finding work.

Procedures:

Employees are mailed a separation notice following termination. The notice should be used to apply for unemployment compensation if eligible for benefits. The notice will be issued by the Benefits Department. If further information is needed contact the Benefits Department at (404) 894-1417.

Human Resources Administrative Practice Manual: Classification, Compensation, and Payroll

Last Revised: 2014-05-00T00:00:00

Review Date: 2017-05-00T00:00:00

Contact Name: Charvette Webb

Contact Email: charvette.webb@ohr.gatech.edu

Reason for Policy:

This policy ensures consistency among institutions of the University System as necessary for hiring, extending benefits, applying policy, and meeting applicable reporting requirements while also affording the appropriate level of flexibility needed at the institutional level.

For additional information http://www.usg.edu/hr/manual/employee_categories

Policy Statement:

The University System of Georgia has established employee categories (types of employees and types of employment) to identify persons who are employed by the University System of Georgia. The types of employees and types of employment are used to determine benefits eligibility and applicability of Board of Regents policy, as well as ensure accuracy in reporting based on employee and employment type.

Safety & Security

Alcohol and Illegal Drug Use

Drug and Alcohol Testing

Policy No: 5.7

Type of Policy: Administrative

Effective Date: 1999-06-00T00:00:00

Review Date: 2017-01-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Reason for Policy:

To establish policies and procedures for drug and alcohol testing in accordance with the Omnibus Transportation Employee Testing Act of 1991.

Policy Statement:

The Omnibus Transportation Employee Testing Act requires alcohol and drug testing of safety sensitive employees in various fields of transportation including employees of the Board of Regents who hold commercial driver's licenses. Rules mandating implementation of the controlled substance (drug) abuse and alcohol misuse prevention

programs were published by the United States Department of Transportation (USDOT) in February 1994.

In accordance with the federal law, Georgia Tech will conduct pre-employment, random, reasonable suspicion, post accident, return to duty, and follow-up drug testing for employees in safety sensitive positions requiring a commercial driver's license.

Policy Terms:**Employee or applicant**

Any individual who is employed or who has been offered employment in a safety sensitive position.

Safety sensitive position

Any position whose incumbent is required to undergo drug and alcohol testing by regulations of the United States Department of Transportation (49 CFR Part 382.103). In general, such positions shall be those where the duties require possession of a valid Commercial Driver's License or other positions subject to drug and alcohol testing as required by federal law or regulation.

Established drug test, drug testing or drug test

The collection and testing of urine administered in a manner equivalent to that required by the regulations of the United States Department of Transportation (49 CFR Part 40).

Illegal drug

Marijuana/cannabinoids (THC), cocaine, amphetamines/methamphetamine, opiates or phencyclidine (PCP). The term illegal drug shall not include any drug when used pursuant to a valid prescription or when used as otherwise authorized by state or federal law.

Medical Review Officer

A properly licensed physician who reviews and interprets drug tests and evaluates those results together with medical history or any other relevant biomedical information to confirm positive results.

Alcohol testing or alcohol test

A breath test using an evidential breath testing device capable of printing results and approved by the National Highway Traffic Safety Administration and placed on their "Conforming Products List of Evidential Breath Measurement Devices". Such testing shall be performed only by a certified Breath Alcohol Technician.

Alcohol confirmation test

A second test following an alcohol test which indicated an alcohol concentration of 0.02 percent or greater.

Breath alcohol technician

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device in accordance with the regulations of the United States Department of Transportation.

Alcohol

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol concentration or alcohol content

The alcohol in a volume of breath expressed in terms of grams of alcohol per two hundred and ten (210) liters of breath as indicated by an alcohol test.

Substance abuse professional

A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Refuses testing or refused testing means:

1. Expressly declining to submit to testing;
2. Failure to appear for testing after proper notification;
3. Failure to remain readily available for testing;
4. Failure to provide adequate breath for alcohol testing without a valid medical explanation;
5. Failure to provide adequate urine for drug testing without a valid medical explanation;
6. Providing a urine sample determined by the testing laboratory and the Medical Review Officer to have been adulterated; or;
7. Engaging in conduct that clearly obstructs the testing process.

Procedures:

All applicants for listed positions will be advised of Georgia Tech's commitment to a drug free workplace and that the position for which they are applying requires a pre-employment alcohol and drug test. In addition, applicants will be advised that if selected, they will be subject to random, reasonable suspicion, post accident, return to duty, and follow-up alcohol and drug testing.

Administration

Drug and alcohol testing shall be conducted in accordance with applicable federal law, regulations, and procedures. The Georgia Institute of Technology shall enter into such contracts as may be necessary to provide for testing and verification services. Such testing programs shall give due consideration to security of sample collection, chain of custody requirements, accuracy of testing and confidentiality of testing results.

Applicability

All safety sensitive employees and applicants shall be subject to drug and alcohol testing for evidence of use of illegal drugs and/or misuse of alcohol. Prior to being placed in a position subject to testing, an employee or applicant shall be notified of the requirement for such testing and of the consequences of a positive result or having refused testing.

Expense of Drug Testing

The expense of drug and alcohol testing shall be the responsibility of the employer; provided, however, if an employee or applicant request that a split sample be submitted for separate analysis, the cost of such analysis shall be the responsibility of the employee or applicant.

Types of Testing:

Pre-employment Applicants for safety sensitive positions and employees who have not previously performed safety sensitive duties shall be required to successfully complete drug and alcohol testing prior to performing safety sensitive duties.

An employee selected for drug and alcohol testing shall be considered as being on duty for all time necessary to undergo the testing process including such time, if any, as may be required for transportation to and from the same collection facility. An applicant shall not be considered as being on duty for any time necessary to undergo drug and alcohol testing.

Random All affected employees shall be subject to random drug and alcohol testing. The numbers of employees to be tested and the scheduling of employee selection shall be determined by the Office of Human Resources in accordance with applicable law and regulations.

Post-Accident All affected employees shall be subject to post-accident drug and alcohol testing.

Return-to-Duty Any affected employee who has been subject to alcohol testing and whose test result indicates that the employee has misused alcohol, shall undergo a return-to-duty test. Such test must indicate an alcohol concentration of less than 0.02 percent before the employee can be returned to safety sensitive duties.

Follow-Up Following a determination by a Substance Abuse Professional that an employee is in need of assistance

in resolving problems associated with alcohol misuse, the appointing authority shall ensure that the employee is subject to unannounced follow-up alcohol testing. Follow-up testing shall be conducted only when the employee is scheduled to perform safety sensitive functions. Testing shall be conducted at least six (6) times in the first twelve (12) months following return to safety sensitive duty and may, upon the recommendation of the Substance Abuse Professional, be continued for up to sixty (60) months.

Reasonable Suspicion Any affected employee may be required to submit to drug and/or alcohol testing when their supervisor has reasonable suspicion to believe that the employee has used illegal drugs or has misused alcohol. The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations. Such training shall consist of one (1) hour of illegal drug training and one (1) hour of alcohol training which covers physical, behavioral, speech and performance indicators of probable illegal drug use or alcohol misuse. A written record, signed by the observing official, shall be made to document the observations. Alcohol testing may be conducted only when the employee is scheduled to perform safety sensitive duties.

Disciplinary Action

If an employee refuses testing or documentation from the Medical Review Officer indicates that an employee has used an illegal drug, the supervisor shall dismiss the employee. The notice of dismissal shall include the name, address and telephone number of at least one (1) Substance Abuse Professional or counseling and treatment program.

If an applicant refuses testing or documentation from the Medical Review Officer indicates that an applicant has used an illegal drug, the applicant shall not be permitted to report for duty and the offer of employment shall be withdrawn.

Alcohol Testing

If an employee refuses testing, the employee shall be dismissed.

If the results of an employee's alcohol confirmation test indicate an alcohol concentration of 0.02 percent or greater, the employee shall be immediately removed from safety sensitive duties. Any disciplinary or adverse action deemed appropriate by the supervisor may be imposed.

Random Testing

Random Sample Once each month, the Office of Human Resources shall select, at random, a sample of positions in the subject pool.

Notice of Selection The Office of Human Resources shall notify each employee, if any, that have been selected from the subject pool. The notice shall contain the effective date to be utilized for determining the commencement of testing.

Time Limits

Employees selected for random drug testing shall be notified of the selection by the supervisor. The supervisor shall specify a date and time by which each employee must report for testing. Such date and time shall be as soon as possible, but not later than two (2) business days following the date the employee is notified to report.

Employees selected for random alcohol testing shall be notified by the supervisor. The supervisor shall specify a date, time, and location to report for testing. The date and time must be during a workday on which the employee is scheduled to perform safety sensitive duties. The employee shall not be notified more than four (4) hours prior to the time of testing. In no case shall such testing be performed more than two (2) hours before or two (2) hours after the performance of the safety sensitive duties.

Employees on Leave

If an employee selected for drug or alcohol testing was on any form of paid or unpaid leave as of the date specified in the Notice of Selection and the incumbent returns to duty within thirty (30) calendar days of the effective date, the supervisor shall specify when the employee shall report for testing.

Post Accident Testing

Any employee performing safety sensitive duties who is involved in an on-the-job vehicular accident shall be required to undergo drug and alcohol testing as soon as possible following the accident. Such testing shall only be conducted if the employee is cited under state or local law with a moving violation or the accident involved the loss of human life.

If the accident involved the loss of human life, any employee present in the vehicle at the time of the accident shall be required to undergo drug and alcohol testing.

Under no circumstances shall an employee who may be subject to post-accident testing consume alcohol between the time of the accident and the administration of an alcohol test or until efforts to administer such test have been discontinued.

A drug test shall be administered as soon as possible following an accident, but not later than thirty-two (32) hours following an accident.

In any instance in which an employee is not tested within specified time limits, the supervisor shall prepare and maintain on file a record of the reasons the test was not promptly administered.

Alcohol Testing Results

Any employee whose test indicated an alcohol concentration of 0.02 percent or greater shall be given an alcohol confirmation test not less than fifteen (15) minutes nor more than twenty (20) minutes after the original test.

Any employee whose alcohol confirmation test indicated an alcohol concentration of 0.02 percent or greater shall be immediately removed from safety sensitive duties for a period of not less than twenty-four (24) hours.

Any employee whose alcohol confirmation test indicated an alcohol concentration of 0.04 percent or greater shall not be returned to safety sensitive duties until the employee has been evaluated by a Substance Abuse Professional and is able to provide documentation that the Substance Abuse Professional has certified that the employee is fit to return to duty.

Any employee whose alcohol confirmation test indicated an alcohol concentration of 0.02 percent or greater shall not be returned to safety sensitive duties until a subsequent test indicates an alcohol concentration of less than 0.02 percent.

Unsuitable Sample

If the testing laboratory and the Medical Review Officer determine that a urine sample is unsuitable for testing without legitimate medical explanation, the employee shall be directed to appear for retesting. Such retesting shall be conducted as an observed sample.

Rejected Sample

An employee whose sample is rejected by the testing laboratory or cancelled by the Medical Review Officer shall be directed to appear for retesting.

Insufficient Sample

If an employee, while at a collection facility, is unable to produce at least forty-five (45) milliliters of urine after following the procedures of the collection facility, the employee shall be directed to appear the next business day for retesting.

Positive Results From Testing

Any employee whose drug testing results indicate the use of illegal drugs shall be dismissed.

Confidentiality of Results

Results of drug testing shall be accessible only as is necessary to comply with state and federal laws.

Medical Review Officer - Drug Testing**Laboratory Reports**

The testing laboratory shall forward the results of all drug testing to the Medical Review Officer who shall assure the security of such results.

Negative Results

The Medical Review Officer shall forward negative results of drug testing to the Office of Human Resources as soon as practical.

Positive Results

Laboratory reports indicating the presence of an illegal drug(s) shall be retained by the Medical Review Officer for five (5) years. Such information shall be confidential and shall only be available to the Medical Review Officer or designee and the affected employee. Positive laboratory reports shall be reviewed by the Medical Review Officer who shall make determination of legal or illegal usage.

Employee Contact Procedure

The Medical Review Officer or designee shall, upon receipt of a laboratory report indicating the presence of an illegal drug, attempt to contact the employee at the daytime or home phone number indicated on the drug testing form and shall attempt to establish a time at which a private discussion may be conducted regarding the results of the random drug testing.

If the employee expressly refuses to discuss with the Medical Review Officer the results of the random drug testing, declines the opportunity to provide an explanation of the results, or admits to the usage of an illegal drug(s), the Medical Review Officer, without further action or review, shall report to the Office of Human Resources that the results of the random drug testing indicate that the employee has used an illegal drug(s).

If the Medical Review Officer is, within two (2) business days of the initial attempt, unable to directly contact the employee, the Medical Review Officer or designee shall contact the Office of Human Resources, who shall contact the employee. The supervisor shall inform the employee that the employee must contact the Medical Review Officer by the end of the next business day, or the employee shall be considered to have refused to contact the Medical Review Officer and, to have used an illegal drug.

Reporting Determination of Illegal Drug Usage

If after appropriate review, the Medical Review Officer determines that the results of a random drug testing indicate that an employee has used an illegal drug, the Medical Review Officer shall, in writing, notify the Office of Human Resources. Such notification shall include the specific drug(s) the employee has been deemed to have illegally used.

Disqualification from Employment**Period of Disqualification**

Applicant Any applicant who refuses drug or alcohol testing or whose testing results indicate the use of illegal drugs or the misuse of alcohol shall be disqualified from employment for a minimum of two years from the date of testing.

Employee Any employee whose employment is terminated due to refusing drug or alcohol testing or whose testing results indicate the use of illegal drugs, shall be disqualified from employment for a minimum of two years from the date of termination.

Positive Alcohol Or Drug Test Result

Employees who violate the alcohol misuse rules will be removed from safety sensitive duty, and be referred to a substance abuse professional for evaluation. Before being returned to a safety sensitive position, the employee must:

1. be evaluated by a substance abuse professional;
2. comply with any recommended treatment;
3. have a negative result on a return-to-duty alcohol test;

4. subject his/herself to unannounced follow up tests.

As with an alcohol misuse violation, an employee who has a positive test result will be removed from duty and be referred to a substance abuse professional for evaluation. The result is not considered positive until the Medical Review Officer has interviewed the employee and determined that the positive drug test resulted from the unauthorized use of a controlled substance. Before being returned to a safety sensitive position, an employee must:

1. be evaluated by a substance abuse professional;
2. comply with any recommended treatment;
3. have a negative result on a return-to-duty alcohol test;
4. subject his/herself to unannounced follow-up-drug tests.

The Institute will provide information on contacting substance abuse professionals, counseling and treatment programs. All employees who test positive for alcohol or drug misuse will be encouraged to fully participate in case management and treatment follow-up services available through the Faculty and Staff Assistance Program. Participation is a voluntary adjunct to, not a replacement of rehabilitation. The employee assistance counselor may act as the substance abuse professional, or the counselor may refer the employee to a substance abuse professional appropriate to the employee's insurance plan.

Employee Alcohol and Illegal Drug Use

Policy No: 5.5

Type of Policy: Administrative

Effective Date: 2009-10-00T00:00:00

Last Revised: 2011-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Compliance Reporting Date: 2012-12-31T00:00:00

Compliance Reporting Reason: Annual notification of Institute policy and programs to employees and students as required by Drug Free Schools and Communities Act. More information can be found at:

<http://www.higheredcenter.org/mandates/dfsca>

Contact Name: Eric White

Contact Title: Workforce Strategy

Contact Email: eric.white@ohr.gatech.edu

Reason for Policy:

Georgia Tech has a vital interest in maintaining safe, healthful, and efficient working conditions for its students and employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user and to those who work with the user, but also to the public we serve. In compliance with the federal Drug Free School and Communities Act Amendments of 1989 and the Georgia Drug Free Post Secondary Education Act of 1990, Georgia Tech has established this policy on alcohol and illegal drug use. As a condition of employment, Georgia Tech faculty and staff agree to abide by the items of this policy.

Policy Statement:

The Georgia Institute of Technology is committed to having faculty, staff, and administrators who do not engage in illegal alcohol and drug activities. Georgia Tech will take the necessary steps to comply with all federal, state, and local laws and policies, including the policies of the Board of Regents of the University System of Georgia, on the abuse of alcohol and drugs by its employees.

It is our goal to educate our employees about wellness and the hazards of alcohol and drug abuse and to provide appropriate referrals to health professionals when problems are reported.

In accordance with federal and state laws and because of the potential detriment to the health and well-being of its employees, all employees (including full-time, part-time, temporary, and intermittent) are prohibited from engaging in the unlawful use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages, controlled

substances (including marijuana) and other dangerous drugs on the campus of Georgia Tech (including all property owned or leased by Georgia Tech) and at all Georgia Tech activities, including approved off-campus events.

Georgia Tech requires its employees to comply with all federal, state, and applicable local laws pertaining to the use, possession, manufacture, distribution, dispensation, and sale of alcohol and controlled substances including marijuana. Employees shall not use any substance in any manner that impairs performance of assigned duties or adversely affects Georgia Tech business.

Federal, state, and local sanctions for those convicted of violating laws prohibiting the unlawful use, sale, possession, and distribution of alcohol or controlled substances include heavy fines, incarceration for various periods of time including life, forfeiture of assets, and suspension or loss of driver, business, or professional licenses. More detailed information on legal sanctions for illegal drug and alcohol activity, as well as availability of training for supervisors to help identify and appropriately handle employee substance abuse problems, may be obtained from the Campus Drug Policy Coordinator in the Office of Human Resources at 404-894-0300.

Scope:

This policy applies to all departments, all faculty and staff (including contracted employees*) and all job applicants.

*Subcontracts with other organizations may require additional procedures if Georgia Tech employees work under those contracts.

Each member of the Georgia Tech community should be involved in the implementation of, and compliance with, this Policy.

Policy Terms:**Alcohol**

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol

Controlled Substance

Any drug or immediate precursor included in the definition of "controlled substance" in the Official Code of Georgia Section 16-13-21 (4), including marijuana, or Schedules I through V of the Federal Controlled Substance Act [21 United States Code 812]

Dangerous Drug

As defined in the Official Code of Georgia Section 16-13-71

Illegal Drug

Marijuana/cannabinoids (THC), cocaine, amphetamines/methamphetamine, opiates or phencyclidine (PCP). The term illegal drug shall not include any drug when used pursuant to a valid prescription or when used as otherwise authorized by state or federal law.

Procedures:

The Georgia Tech Campus Drug Policy Coordinator is responsible for ensuring that this policy is distributed annually to each employee of Georgia Tech.

Testing

In accordance with federal law, Georgia Tech will conduct pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up to rehabilitation drug testing for employees or applicants whose main duties include: carrying weapons and utilizing arrest powers; providing health care and treatment service; administering medications, driving cars, trucks, vans, and buses and other types of vehicles on state roads and highways to transport patients, passengers and equipment; using or operating heavy machinery and equipment; certain security clearance access (see Appendix A for additional requirements); and providing counseling services often directly related to substance abuse.

All drug testing will be conducted in accordance with federal and state law, Board of Regents policy, and other applicable regulations and procedures. Georgia Tech shall enter into such contracts as may be necessary to provide for testing and verification services. Such testing programs shall give due consideration to security of sample collection, chain of custody requirements, accuracy of testing, and confidentiality of testing results.

Employees identified for drug testing under this policy shall be provided a specific date and time to report for testing; such date and time shall be as soon as possible, but not later than two (2) business days following the date the individual receives notification to report.

Employees subject to testing due to the duties of their position will be removed from their position or terminated from employment if they decline to submit to a drug test or if they test positive for the use of illegal drugs. Employees subject to testing for reasonable suspicion shall be subject to disciplinary action to include possible termination if they decline to submit to a drug test or if they test positive for the use of illegal drugs.

Georgia Tech reserves the right to conduct alcohol testing on any employee in the case of reasonable suspicion of intoxication while performing employment duties. Employees subject to alcohol testing for reasonable suspicion shall be subject to disciplinary action to include possible termination if they decline to submit to an alcohol test or if they test positive for the use of alcohol while performing employment duties.

Alcohol

The posted advertisement of alcoholic beverages or any other controlled substance or dangerous drug on campus is not permitted. Campus publications are encouraged to eliminate all advertisement of alcoholic beverages. No promotion or advertising on campus of incentive drinking ("happy hours", "2-for-1 specials", unlimited quantities of alcohol available or at reduced prices or free, events focusing on the consumption of alcohol, etc.) is allowed. All campus organizations are encouraged to seek promotional sponsorship and support for campus events from vendors other than purveyors of alcoholic beverages, who target their products toward college age populations.

Employee misconduct related to alcohol use or abuse in violation of this policy will not be tolerated. Any employee who violates this policy, or any state or federal law or policy, regarding the use, possession, manufacture, distribution, dispensation, or sale of alcoholic beverages shall be subject to corrective disciplinary actions and penalties up to and including termination of employment and referral to appropriate federal, state, or local authorities for prosecution in the courts. Employees may be required, at the discretion of Georgia Tech, or as mandated by law, to participate satisfactorily in an alcohol abuse assistance or rehabilitation program.

Conviction/Informing

An employee who is convicted of any offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug must notify in writing the Georgia Tech Drug Policy Coordinator of such conviction no later than five days after the conviction. If the employee works on Federal grant, Georgia Tech will notify the granting agency within ten (10) calendar days after receiving notice of the conviction from the employee or otherwise receiving actual notice of such conviction.

After a first conviction, any such employee, shall at minimum, be suspended from his/her employment for a period of not less than two months. Any such employee shall be required, as a condition of completion of suspension, to complete a drug abuse treatment and education program approved by Georgia Tech. Upon a second conviction, the employee will be terminated and made ineligible for any state employment for a period of five years.

Pursuant to Georgia state law and Board of Regents Policy 8.2.18, if prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his/her immediate supervisor that he/she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by Georgia Tech, such employee shall be eligible to retain their position for up to one year, provided such employee follows the treatment program and is subject to random drug testing. Retention of such employee is conditioned upon satisfactory job performance and does not affect any disciplinary action for criminal conviction or drug related misconduct on the job. This option is available to employees only once during a five year period and shall not apply to any such employee who has refused to be tested or who was tested positive for a controlled substance, marijuana, or other drug.

Georgia Tech operates programs that provide information and referral to professional services for its faculty and staff on matters related to the abuse of alcohol and drugs. The Faculty and Staff Assistance Program, FSAP (404) 894-1225 makes confidential referrals to clinics, physicians, and agencies. The Faculty and Staff Assistance Program is provided at no cost to employees; however, the clinics, physicians, or agencies to which an employee is referred may charge for their services.

Responsibilities:

The responsibilities each party has in connection with the Employee Alcohol and Drug Use Policy are:

Party	Responsibility
Chief Human Resources Officer & Performance and Talent Management	Ensure compliance with policy.
Legal Affairs	Offer assistance with policy interpretation.
OHR Talent Acquisition	Offer assistance with policy interpretation.

Policy History:

Last revised by Office of Human Resources October 2011 updated for compliance

Pre-employment and Substance Abuse Screening

Policy No: 5.6

Type of Policy: Administrative

Effective Date: 2001-08-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Charvette Webb

Contact Title: Talent Acquisition Manager

Contact Email: charvette.webb@ohr.gatech.edu

Reason for Policy:

To establish policies and procedures for pre-employment drug testing as required by O.C.G.A 45-20-111.

Policy Statement:

The Georgia Institute of Technology will conduct pre-employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicate a potential for impaired or unsafe job performance.

Georgia Tech has vital interest in maintaining safe, healthful and efficient working conditions for its students and employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, and to those who work with the user, but also to the public we serve. The possession, use or sale of an illegal drug or alcohol in the workplace may also pose unacceptable risks for a safe, healthful and efficient operation.

Designated job applicants at Georgia Tech will undergo screening for the presence of alcohol and/or illegal drugs as a condition for employment. Applicants will be required to submit to a urinalysis test at a laboratory chosen by Georgia Tech.

Georgia Tech will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol which prevents employees from properly performing their jobs that the Institute will not tolerate.

Policy Terms:

Applicant

a candidate who may be offered employment regular and/or temporary with Georgia Tech or has commenced employment but has not submitted to an established test for illegal drugs.

Job

a defined set of key responsibilities and performance standards encompassing one or more positions sufficiently similar in responsibilities and performance standards to be grouped together.

Position

a set of duties and responsibilities assigned or delegated by competent authority for performance by one person.

Illegal Drug

means marijuana/cannabinoids (THC), cocaine, amphetamines/methamphetamines, opiates, or phencyclidine (PCP). The term

illegal drug

shall not include any drug when used pursuant to a valid prescription or when used as otherwise authorized by state or federal law.

Establish Test

the collection and testing of bodily fluids administered in a manner equivalent to that required by the mandatory (Guidelines for Federal Workplace Drug Testing Programs (HHS) regulations 53 Fed. Reg. 11979, et seq., as amended).

Medical Review Officer/

a properly licensed physician who reviews and interprets results of drug testing and evaluates those results together with medical history or any other relevant biomedical information to confirm positive and negative results.

Procedures:**Positions to Be Tested**

[Positions to be tested](#)

Testing

Fill out the [Applicant's Disclosure and Consent Release of Information](#) form.

An applicant who is offered employment in a position requiring a drug test shall, prior to commencing employment, submit to an established test for alcohol and/or illegal drugs.

Any applicant who declines an offer of employment for reasons not related to drug testing shall not be deemed to have refused drug testing.

Any applicant who expressly declines drug testing or engages in conduct that clearly obstructs the testing process shall be deemed to have refused drug testing.

Any applicant who fails to appear for drug testing after proper notification shall be deemed to have refused drug testing.

Any applicant who fails to provide adequate urine for testing without a valid medical reason shall be deemed to have refused testing.

Campus Violence

Policy No: 5.2

Type of Policy: Administrative

Effective Date: 2004-04-00T00:00:00

Review Date: 2015-10-00T00:00:00

Policy Owner: Security and Police

Contact Name: Rob Connolly

Contact Title: Chief of Police

Contact Email: robert.connolly@police.gatech.edu

Reason for Policy:

This procedure outlines an orderly process for handling violence and threatening behavior at Georgia Tech and its affiliate locations. The establishment of clear policies and procedures which prohibit threatening behaviors and situations are intended to create and maintain a safe educational and work environment for all students and employees. Ignoring such behavior reinforces the behavior and sends a message to the individual that such behavior is acceptable.

Policy Statement:

Threatening behavior or violence on the campus of Georgia Tech, satellite locations, and sanctioned functions off campus are prohibited and will not be tolerated. Threatening behavior includes any behavior, physical or verbal, that is menacing, harassing, provoking, or unsafe which by its very nature could be interpreted by a reasonable person as an intent to cause physical harm or psychological/emotional harm to another individual. Threatening behavior may or may not include the actual act of physical force, with or without a weapon, toward another individual. Any behavior or comment that creates a threatening environment is a violation of this policy and will result in immediate disciplinary action.

This policy is not meant in any way to curtail an individual's right to express himself/herself as long as that expression is not disruptive, inappropriate or unprofessional and does not cause fear or harm to individuals affected.

Possession or use of firearms and other dangerous weapons by unauthorized personnel on Georgia Tech property, owned or leased, to include grounds and buildings on campus, at satellite locations and sanctioned functions off-campus, during, before or after regular class or work hours, is prohibited and will not be tolerated. Violation of this policy will result in immediate termination of employment or expulsion from Georgia Tech.

Procedures:

Responsibilities

1. Each member of the Georgia Tech community is accountable for his/her own behavior and is expected to interact responsibly with fellow employees, supervisors, students, and the general public. In addition, individuals are expected to report to those in authority any threatening behavior or situation, unauthorized individuals in the workplace or student areas and threats from non-members of the Georgia Tech community.
2. The individual having authority over the threatening individual is responsible for contacting the Faculty Staff Assistance Program (404) 894-1225, the Associate Vice President for Human Resources (404) 894-2499, or the Assistant Vice President for Student Affairs (404) 894-9192 when a situation is identified or violence has occurred. That individual is also responsible for arranging for the safety of subordinates or others for whom he/she is responsible, care of those affected, maintaining the departments mission, and communicating information regarding the incident or behavior to his/her immediate supervisor and upper management.
3. **Upper Management:** Upper management will identify and address underlying workplace situations which may give rise to stress and support the supervisor dealing with the threatening behavior or violence.
4. **Associate Vice President OHR:** For employees, the AVP/OHR advises management throughout the process. Responsibilities include advising management on proper action, reviewing adverse personnel action documentation, and ensuring that evidence exists to support action pending or taken.

5. **Assistant Vice President for Student Affairs:** For students, the Assistant Vice President for Student Affairs advises the group or individuals responsible for student discipline throughout the process. Responsibilities include notifying the Administration and Vice President for Student Services of the incident and advising the group or individual responsible for student discipline on proper action, reviewing documentation and ensuring that evidence exists to support pending action.
6. **Faculty Staff Assistance Program or Counseling Center:** The FSAP or CC will assess the threatening individual and make appropriate referrals when necessary, provide support and consultation to supervisors and victims and participate in debriefing sessions regarding the incident within the legal and ethical bounds of confidentiality. The FSAP or CC will play a key role in the aftermath of an incident as a lead member of the Crisis Response/Threat Management Team (CRTMT) in counseling affected employees and effecting the healing process.
7. **Crisis Response/Threat Management Team:** The CRTMT consists of representatives of the Police Department, Student Health, FSAP, Office of Human Resources, Legal Office, Student Services and Counseling Center's Crisis Intervention Team Leader, Media Relations and a member of line management. Additional expertise will be solicited as necessary. The CRTMT will analyze risk factors and plan a course of action. The Team is responsible for balancing the rights of the individual over the threats and anyone who is the target of those threats. In the event of an incident, this team is the vehicle to implement a compassionate, professional response on the part of Georgia Tech. Following an incident, coworkers, students, and witnesses will be shielded from the press and all requests will be processed through the media relations representative. This team will bring together all those who witnessed the incident to discuss their reactions in a debriefing session to take place within two days of the incident. This team, in conjunction with the appropriate department, will address issues such as; contacting victims' families, insurance and death claims, cleanup and repairs of affected area, etc.

Preventive Measures: to minimize the risk of violent acts occurring in the workplace, or elsewhere on campus, attention must focus on collective initiatives that will include early warning signs, applicant screening, and supervisory training.

Early Warning Signs

Early warning signs for a potentially troubled individual include but are not limited to:

- Attendance problems
- Increased mental distraction
- Inconsistent work practices
- Poor interpersonal relationships
- Increased health and safety problems
- Poor health and hygiene habits
- Persistently inappropriate demonstrations of anger
- Escalated verbal aggression
- Brandishing weapons at work

It is important to note that almost without fail, violent individuals will fall within one or more of these categories:

- History of violence
 - Psychosis-loss of contact with reality
 - Romantic obsessions
 - Chemical dependence
 - Depression
 - Pathological blaming
 - Fascination or interest in death, violence, weapons
8. **Supervisory Training:** Supervisors should be trained in effective communications, conflict resolution, team building, performance counseling, coaching, and stress management. They should also be trained to handle layoffs, disciplinary actions, and terminations with professionalism, sensitivity, and respect for the individual.

9. **Applicant Screening:** There are several elements to the screening process. The first is the application. Applications are required to be completed by all applicants for employment at Georgia Tech. Applications should be complete with all items answered. Special attention should be given to number of positions held and the duration of each. In addition, there should be a complete accounting of time since enrolled as a full-time student or as far back as practical. All periods of unemployment should be explained fully. These same areas should be covered extensively during the interview. Applicants may be questioned about felony CONVICTIONS. If the applicant admits to a felony conviction, please consult with the Office of Human Resources for appropriate action.
10. Verification of employment and two (2) complete reference checks are required.

DRAFT: Visitor Policy

Policy No: 5.19

Type of Policy: Administrative

Effective Date: 1998-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Doug Podoll

Contact Title: Director of Global HR

Contact Email: doug.podoll@ohr.gatech.edu

Reason for Policy:

Georgia Tech may host individuals who are temporarily invited to visit its campus or other locations leased, controlled, or operated by Georgia Tech, including high school students and summer program participants, faculty and staff dependents, journalists, auditors, advisory board members, short-term researchers, and others.

When agreeing to host visitors in Georgia Tech facilities, faculty and staff must be mindful of allocating resources and effort toward the Institute's primary missions of providing study and research opportunities to regularly matriculated Georgia Tech students and Georgia Tech research.

Policy Statement:

Visitors are individuals who are invited by a Georgia Tech faculty or staff member to the campus or Georgia Tech facilities for a temporary and defined purpose. Visitor access is limited to periods no greater than 12 months and therefore must be reviewed annually. All visitors to Georgia Tech must comply with Georgia Tech policies as well as all applicable state and federal laws, rules, and regulations during their entire length of visit.

A Georgia Tech host (faculty or staff member) shall be responsible to Georgia Tech for the actions and omissions of an invited visitor. The Georgia Tech host should carefully review the requirements for hosting visitors to ensure his or her ability to comply with the requirements before inviting a visitor.

Access to Georgia Tech laboratories and work areas needs to be controlled and restricted in order to address public safety, export control, intellectual property, and other issues.

Disruptions to the work place should be minimized in order to achieve a distraction-free environment. Time spent attending to personal visitors, including children of an employee, reduces the focus and productivity of the employee as well as co-workers and should be avoided except in occasional circumstances.

Individual department managers may impose additional restrictions on visitors to Georgia Tech facilities as appropriate for the operation of the individual unit. Except when authorized by the department chair or director for official Georgia Tech business, visitors should depart Georgia Tech immediately upon completion of their approved program.

A visitor is present on campus or at Georgia Tech facilities at the pleasure of Georgia Tech and the visit to Georgia Tech may be terminated at any time without cause or recourse.

Scope:

This policy applies to all Georgia Tech faculty and staff who invite visitors to campus or Georgia Tech facilities. This policy is not meant to apply to visitors attending public events on campus.

Policy Terms:

This policy groups Georgia Tech's visitors into the following seven categories*:

Minor

Any individual under the age of 18 participating in activities sponsored or approved by the Institute inclusive of academic and athletic camps.

This does not include Georgia Tech students under the age of 18.

GT Employee's Spouse or Dependent

Spouse, domestic partner, children, or other dependents of a Georgia Tech employee.

Employees of Third Parties Not Engaged in Research

Employees of a third party who are conducting business for or on behalf of Georgia Tech. Examples include: 1) contractors; 2) independent consultants; 3) employees of temporary agencies; 4) employees of state and federal agencies.

Visiting Delegations

Groups of individuals from other entities invited to Georgia Tech for a defined period of time. Examples include: 1) officials visiting from another university and/or country; 2) attendees of a GT-sponsored conference; 3) members of an external review committee, such as those with SACS, ABET, or a program review; 4) corporate delegations; 5) coaches, athletes, spectators, and officials invited to Georgia Tech to compete in, participate in, or view athletic contests as part of an intramural or sport club event, intercollegiate competition, or contracted event for an external group not otherwise affiliated directly with Georgia Tech (e.g., summer camps, high school and club practices and competitions); and 6) contractor on an agreement utilizing Georgia Tech facilities and/or social media for commercial use or distribution.

Visiting Media

Any individual associated with a private or public media or public relations business.

Visiting Scholars & Researchers (Nonemployees)

Individuals who are participating in instructional or research activities for scholarly pursuit. Individuals who fall into this category include: 1) international visitors with a non-immigrant status; 2) research and instructional faculty, consultants, and collaborators (non-GT); and 3) students enrolled at another institution, including student interns (non-GT).

Volunteer

Individuals performing tasks at and/or for Georgia Tech and not paid by Georgia Tech. Volunteers generally fall into four categories: 1) structured volunteer program volunteers; 2) volunteers providing services; 3) third-party volunteers; and 4) international volunteers.

* Individuals holding Adjunct Faculty and Researcher appointments are not considered visitors.

Procedures:**5.1 All Visitors****ADA**

Georgia Tech complies with the Americans with Disabilities Act (ADA), and Georgia Tech hosts should ensure that visitors are aware of the availability of accommodations at Georgia Tech. More information can be found at [Disability Services in the Office of Human Resources](#).

Agreements & Forms

The Georgia Tech host should obtain a visitor’s signature on any agreements or forms required by Georgia Tech or the Board of Regents.

Conflict of Interest

If a visitor’s employment at another institution involves access to information that may lead to a potential conflict of interest, the visitor (and his or her employer if necessary) must provide information as necessary to determine if there is a conflict, and sign appropriate documentation to manage such conflict, if any. More information can be found through the [Conflict of Interest Management Office](#).

Duration of Visit

In the event that the purpose or duration of the visit changes, the Georgia Tech host shall review and complete all necessary documentation, and secure approval from the appropriate Georgia Tech departments (see [Visitor Matrix](#), Appendix A) for the revised purpose or duration as soon as practicable but no later than 14 days prior to the expiration of the initial authorized visit.

Limited Access Areas

Work areas, laboratories, closed stacks, trade shops, machine rooms, and other Georgia Tech work areas should be off limits to anyone but authorized employees to minimize physical risk to the individual as well as risk to Georgia Tech. However, if visitors must visit risk-associated areas, they should be accompanied by an authorized Georgia Tech faculty or staff member.

Proprietary Information

If a visitor has access to any Georgia Tech proprietary information, the visitor must sign a non-disclosure agreement and any other documents necessary to protect proprietary information, prior to being permitted access during the visit to Georgia Tech.

NOTE: Visitors may not access any proprietary information received from a third party under a Georgia Tech non-disclosure agreement. Such access requires written approval from the third party. The Office of Legal Affairs will assist with obtaining such written approval.

Responsibilities:

Georgia Tech Service/Support	Authorizing Office
<i>Pre-Arrival</i>	
Media-Public Relations Notification	Institute Communications (general media) Georgia Tech Athletics (athletics-focused media)
Verification for Access to bldg/lab	Office of Research Integrity Assurance
Liability/indemnification	Insurance and Claims Management
Export Review	Office of Research Integrity Assurance & Office of Legal Affairs
Verification of Immigration	Global HR (Business

Georgia Tech Service/Support	Authorizing Office	
	status Issues for Foreign National	Visitors/B) & Office of International Education (Exchange Visitors/J)
	Intellectual Property & Nondisclosure Agreement	Office of Industry Engagement & Legal Affairs
<i>Post Arrival</i>		
	Georgia Tech ID/BuzzCard	BuzzCard Center
	Payments & Reimbursements	Accounts Payable
	E-mail Account/Campus Network	Office of Information Technology
	Parking	Parking & Transportation
	Campus Tour	Office of Admissions
	Secured Bldg Access or Use	Host Department
	Unsecured Bldg Access or Use	Host Department
	Campus Recreation Center	Campus Recreation Center
	Library Access and/or Use	Library
	Conflict of Interest	Conflict of Interest Management Office
	Georgia Tech Athletics	Georgia Tech Athletics

Enforcement:

Georgia Tech hosts may be held liable for the actions of invited visitors. Violations of this policy could result in disciplinary action for Georgia Tech employees pursuant to Institute policy and procedures.

Policy History:

Revision Date	Author	Description
09-1998	Office of Human Resources	New Policy
07-2013	Office of Human Resources	Policy update to specify the

Revision Date	Author	Description
		different types of visitors to Georgia Tech and visitor procedures.

Environmental Health and Safety

Type of Policy: Administrative
Last Revised: 2010-11-00T00:00:00
Review Date: 2016-11-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Aleece Foxx
Contact Title: Manager-General Safety
Contact Email: aleece.foxx@ehs.gatech.edu

The Environmental Health and Safety (EHS) Office at Georgia Tech consists of the following department units: Fire and Life Safety, General Safety, Chemical/Lab Safety, Radiation Safety, Biosafety, and Hazardous Materials.

EHS develops programs and provides oversight, consultation, training, and other specialized services to assist the Institute community in meeting its public health, safety, environmental protection, and compliance responsibilities.

For more information please visit, [Environmental Health and Safety](#).

Hazardous Weather/Emergency Conditions Plan

Policy No: 2.9
Type of Policy: Administrative
Effective Date: 2006-06-00T00:00:00
Review Date: 2015-01-00T00:00:00
Policy Owner: Security and Police
Contact Name: Andy Altizer
Contact Title: Dir-Emergency Preparedness
Contact Email: andy.altizer@police.gatech.edu
Reason for Policy:

The purpose of the plan is to set forth policies, procedures, lines of responsibility, authority, and communications necessary to effect a rapid and orderly process for either canceling classes or closing the campus in the event of hazardous weather conditions or other emergency situations.

Policy Statement:

Situation

Weather (or other emergency situations) may make it necessary for Georgia Tech to declare either CLASSES CANCELED or CAMPUS CLOSED conditions. Which declaration is made will determine which employees are required to come to work.

When the CLASSES CANCELED condition is in effect, all classes and instructional laboratories are canceled. Students and instructional faculty are not to report to campus. Administrative and research activities not directly tied to the instruction function will generally continue as normal, unless otherwise instructed by a supervisor. Other support employees may also be instructed not to report to work at the discretion of the administrator responsible for

each major division.

When a CAMPUS CLOSED condition is in effect; no employees are to report to work, except those previously designated as "emergency essential" by their department, or otherwise instructed by a supervisor.

When a DELAYED OPENING UNTIL TIME condition is declared.

Procedures:

Execution

Weather conditions may change drastically at any time of the day or night presenting hazardous conditions affecting employees working all shifts.

When the decision is made by the Senior Vice President for [Administration and Finance](#) (or alternate), in consultation with the President, to declare CLASSES CANCELED, CAMPUS CLOSED or DELAYED OPENING UNTIL TIME, the Associate Vice President of Institute Communications and Public Affairs will immediately notify local radio and television stations and place the campus status decision on the Institute's main Web page (<http://www.gatech.edu/>). The AVP will also contact the [Office of Information Technology \(OIT\)](#) to place a message on the main campus phone line, 404.894.2000, noting the status of the campus.

The [Georgia Tech Police Department](#) will also immediately notify the administrators on the [Hazardous Weather/Emergency Conditions Notification List](#) . Each administrator will then notify appropriate people in their own departments.

Since safety of employees and students is of primary concern, it is of utmost importance that a decision process and a notification process be established so those who might otherwise be traveling to campus will be notified of campus conditions prior to the time they would normally begin their commute to campus. Conditions permitting, all decision processes will be completed immediately upon the determination of a current or imminent hazardous weather condition and all notifications of CAMPUS CLOSED be made as soon as possible after the decision is rendered by the Senior Vice President for Administration and Finance.

Employees and students should listen or watch the major radio and/or television media in the Atlanta area to learn about the campus' status. For those with Internet access, check the Georgia Tech home page (<http://www.gatech.edu/>) frequently for the most up to date information. Employees and students may also call the main Georgia Tech phone number (404.894.2000) to hear a pre-recorded message.

Motor Vehicle Use

Type of Policy: Administrative

Last Revised: 2010-05-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Eric White

Contact Title: Director, Talent Management

Contact Email: eric.white@ohr.gatech.edu

Policy Statement:

Georgia Tech adheres to the University System of Georgia's policy on Motor Vehicle Use. Visit http://www.usg.edu/hr/manual/motor_vehicle_use/ to read the USG policy.

Smoking Policy

Policy No: 5.15

Type of Policy: Administrative

Effective Date: 2006-01-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Policy Statement:

The Georgia Institute of Technology is committed to taking all practical measures to create a safe and healthy work environment for all students, faculty, staff, and visitors. Georgia Tech complies with the Board of Regents Tobacco and Smoke-Free Campus Policy (9.1.7).

Compliance

Management is responsible for ensuring adherence to the policy. Violators of this policy may be subject to disciplinary action. Questions or concerns regarding this policy or other related matters should be addressed to the appropriate department manager or to the Office of Human Resources.

Policy History:

Revision Date	Author	Description
10-2015	Policy Specialist	Policy Owner and contacts update
10-2014	Human Resources	Updates to verbiage

Visitors in the Workplace

Policy No: 5.19

Type of Policy: Administrative

Effective Date: 1998-09-00T00:00:00

Last Revised: 2014-03-00T00:00:00

Review Date: 2017-03-00T00:00:00

Policy Owner: Human Resources

Contact Name: Lori Jones

Contact Title: Global HR Supervisor (Interim)

Contact Email: lori.jones@ohr.gatech.edu

Policy Statement:

It is the policy of Georgia Tech to provide a workplace for all employees that is professional and free from distraction.

Procedures:

Individual department managers may impose restrictions, which are considered appropriate to the successful operation of the individual unit, on visitors in the workplace.

Except when authorized by the department-head/manager, all visitors including relatives of employees, who do not have official business with the department may be restricted from prolonged visits to the workplace. Time spent attending to a personal visitor, especially a child, detracts from work production of not only the employee, but also co-workers. In no case should the work site become a substitute for a day care center.

Work areas, laboratories, closed stacks, trade shops, machine rooms, and other Institute work areas should be off limits to anyone but employees authorized access to minimize physical risk to the individual as well as risk to the Institute. However, if visitors must visit risk associated areas, they should be accompanied by an authorized employee.

Time Away From Work

Absenteeism and Lateness

Policy No: 2.1

Effective Date: 1998-03-00T00:00:00

Review Date: 2015-02-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director-Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

Georgia Tech's primary objective is to educate our students and at the same time operate efficiently the various departments across campus that support this effort. In order to do this in a tradition of high quality, our departments must be fully staffed. Absenteeism and lateness detract from this service and cause an undue burden for those employees who must fill in for absent employees. Each employee is expected to report to work promptly at the beginning of the day and after lunch. If an employee finds it necessary to be absent from work, such absence should be immediately reported to the supervisor. A record of tardiness and inexcusable absence may interfere with promotion and may result in loss of pay or disciplinary action. See Sick Leave Policy--Procedure No. 2.13 and Vacation Policy--Procedure No. 2.15.

Policy Statement:

In regard to attendance and lateness, employees are expected to:

1. Maintain good personal health standards which will allow them to perform their work in a competent manner on a regular basis.
2. Avoid letting minor ailments keep them from performing their jobs. At the same time, good judgment should be used with respect to contagious ailments which might have an adverse effect on other employees.
3. Attend to personal affairs during nonworking hours.

Minor Rule Violations

The following are considered as minor rule violations:

1. Excessive tardiness or absenteeism.
2. Failure to notify the supervisor within the first two hours after start of shift on the first day of absence.

Procedures:

The department supervisor is responsible for maintaining the lowest practical level of absence. The most effective way for the supervisor to do this is to talk with the employee returning from an absence. This will place emphasis on attendance and set the climate in the unit. At the same time the supervisor can ascertain if there is a reason behind the absenteeism. Although it is the employee's responsibility to correct problems and prevent absenteeism, the supervisor can counsel the employee on the importance of maintaining good attendance. In order to accomplish this the supervisor should:

Receive the call concerning absence personally (if possible).

1. Speak directly to the employee rather than a relative or friend.
2. If the employee appears to be suffering only minor ailments, encourage the employee to come to work.
3. Inquire whether the employee has taken steps to improve the condition causing the absence.
4. Determine when the employee expects to return to work.

By following the pattern outlined above, the supervisor should be able to detect poor attendance habits and take corrective action. There is no substitute for working closely with an employee and determining the validity of each absence as it occurs. The supervisor might also bear in mind the following:

1. Frequency of absence. Frequent short-term absences often indicate the formation of poor attendance habits.
2. Patterns of absence. A pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, will indicate an unsatisfactory attendance pattern.
3. Causes of absence. Absences of a questionable nature or those absences which could have been avoided by proper advance planning should be monitored closely.
4. Lateness record. Lateness should be considered with absenteeism in determining unsatisfactory attendance patterns.
5. Length of service. An employee with long service and an attendance record which in previous years has been good would be given a little more latitude in any particular year when there is a noticeable change in attendance.

Campus Closed-Charging Time

Policy No: 2.10

Type of Policy: Academic

Last Revised: 2010-04-00T00:00:00

Review Date: 2016-09-00T00:00:00

Policy Owner: Human Resources

Contact Name: Jerry Jobe

Contact Title: Director Payroll

Contact Email: jerry.jobe@ohr.gatech.edu

Reason for Policy:

The policy outlines how employees are to be paid when a campus closes for an emergency condition. As with all policies, not every situation can be anticipated or covered. Any situation that is not specifically addressed in this policy will be handled on a case-by-case basis at the discretion of the Institute.

Policy Statement:

Emergency conditions like the weather, declared state of emergency, safety, or other situations may require the Georgia Institute of Technology to declare that a campus is closed. When a campus is declared to be closed, all academic classes, administrative offices, and instructional laboratories are suspended and only essential campus services are maintained.

Scope:

Entities Affected By This Policy

All U.S. based campuses of the Georgia Institute of Technology.

Who Should Read This Policy

All U.S. based campuses of the Georgia Institute of Technology.

Policy Terms:

Essential Personnel

Each department is charged with the responsibility of creating and maintaining a list of employees who are essential to running critical functions within their operations in the event of a declared emergency. This list is to be updated on a quarterly basis and employees are to be notified they are on that list.

CCD

The payroll code entered on a timecard to represent Campus Closed time.

Procedures:

Once a decision to close a campus is made, only those employees previously designated by their departments as "essential personnel" to running critical functions during campus emergencies are required to report to work. All other employees are to either stay home/away from the campus, or to leave their work area as soon as practicable after the notice is made. The decision to close a campus will generally be made on a workday by workday basis.

Responsibilities:

The responsibilities each party has in connection with the Campus Closure Policy are:

Party	Responsibility
AVP-OHR & Compensation	Ensure compliance with policy.
OHR Consultancy	Offer assistance with policy interpretation.

Party	Responsibility
OHR Payroll	Offer assistance with policy interpretation

Donated Sick Leave

Policy No: 2.14

Type of Policy: Administrative

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Director-Total Rewards

Contact Email: brandon.conkle@ohr.gatech.edu

Reason for Policy:

The purpose of this policy is to establish criteria and standards for the donation of accrued sick leave to a sick leave pool in order to cover absence of a benefits-eligible employee necessitated by illness or injury of the benefits-eligible employee or an immediate family member (spouse, parent, or child) of a benefits-eligible employee

Policy Statement:

This policy addresses a donation program whereby accrued sick leave may be donated to a sick leave pool for sharing with benefits-eligible employees in certain circumstances.

Scope:

Entities Affected By This Policy

All faculty and staff (excluding GTRI) who are eligible to accrue and use paid sick leave and who have been continuously employed as a benefits eligible employee for not less than 12 months by the Georgia Institute of Technology. The department of the recipient receiving donated leave is responsible for funding as the expense has been allocated in the employees' salary. If you have any questions, please contact your assigned budget analyst.

Who Should Read This Policy

All faculty and staff within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

Family Member

As defined by the Family Medical Leave Act (FMLA):

Spouse - the employee's legal husband or wife as defined or recognized under State Law for purposes of marriage in the State where the employee resides.

Parent

A biological parent of the employee. An individual who stands or stood "in loco parentis" to an employee by providing primary day-to-day care and financial support when the employee was a child. Coverage does not include parents-in-law.

Child

The employee's biological son or daughter under the age of 18. A legally adopted son or daughter under the age of 18. A foster child, stepchild or ward under the age of 18, legally placed with the employee. Any such child over the

age of 18 if the child is incapable of self-care due to a mental or physical disability.

Incapable of self-care

Requiring active assistance or supervision to provide daily self-care in three or more basic or instrumental "activities of daily living," such as grooming and hygiene, bathing, dressing, eating, cooking, taking public transportation, etc.

Physical or mental disability

One that substantially limits one or more major life functions as defined under the American with Disabilities Act (ADA).

Serious medical condition

A serious medical condition is a health condition involving a serious illness, injury, impairment, or condition that is likely to require the employee's absence from work for an extended period of time longer than the amount of sick and vacation leave available to the employee, and the health condition is such that it is not medically appropriate for the employee to delay the absence in order to accrue additional sick or vacation leave prior to the absence. Some examples of such conditions include: advanced or rapidly growing cancers, acute serious illnesses, chronic life threatening conditions involving failure of bodily organs or systems (e.g., heart attack) or chronic conditions requiring extended rehabilitation such as back surgery. The absence may be continuous, as in hospitalization following surgery or an accident, or intermittent, as in period absences for chemotherapy or other procedures. Normal pregnancy without complications is not considered a serious health condition under this program.

Procedures:

Overview

This program shall be a donation program whereby accrued sick leave may be donated to a sick leave pool for sharing with benefits-eligible employees in certain circumstances.

Employee Donation of Sick Leave

1. The donation of sick leave is strictly voluntary and is irrevocable.
2. An employee may donate sick leave to a pool for use by eligible recipients. Any unused sick leave so donated will revert to the donor pool and will not be returned to the donating employee.
3. The donation of sick leave is on an hour-by-hour basis, without regard to the dollar value of the donated or used leave.
4. The minimum number of sick leave hours that a benefits-eligible employee may donate is 8 hours. All donations will be in increments of whole hours.
5. The maximum number of sick leave hours a benefits-eligible employee may donate in one calendar year is 80 hours.
6. No employee may donate sick leave if, after that donation, his or her balance of sick leave is less than 80 hours.
7. Employees will be given the opportunity to donate sick leave annually during benefits open enrollment. The donated sick leave will be transferred from the donor to the leave pool on December 31st.

Recipient Eligibility

Employees may utilize donated leave when they have exhausted all available accrued vacation and sick leave. The employee or immediate family member must:

1. Provide certification from a licensed physician of a serious medical condition; or
2. Be in quarantine due to exposure to contagious disease.

Conditions or Circumstances That Do Not Qualify for Receipt of Donated Leave

Employees may not receive donated leave in the following circumstances:

1. Any occupationally-related accident or illness which is compensable under Workers' Compensation benefits;

2. Disability incurred in the course of the commission of a felony (including driving while impaired) or assault; or
3. Disability related to an uncomplicated pregnancy/delivery
4. An employee may also not utilize donated leave:
 - During the period of any disciplinary suspension;
 - While receiving disability insurance/Social Security Income (SSI) benefits; or
 - After the termination of employment.
5. An employee employed less than one year is ineligible to receive donated leave.

Responsibilities:

The responsibilities each party has in connection with Donated Sick Leave are:

Party	Responsibility
Donated Leave Certification Committee	Ensure Compliance with policy.
Benefits	Offer assistance with policy interpretation.
Payroll	Maintain leave balances in PeopleSoft.

Family Leave

Policy No: 2.12

Type of Policy: Administrative

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Reason for Policy:

This policy ensures compliance with applicable law and consistency among institutions of the University System in providing leave to eligible employees under the Family and Medical Leave Act.

Policy Statement:

Georgia Tech complies with the provisions of the federal Family and Medical Leave Act. FMLA allows employees to balance their work and family life by the use of paid and unpaid leave for certain family and medical reasons. FMLA is a complex policy. Readers should refer to the related documents/resources cited in this policy as well as consult Human Resources for additional information.

Scope:

All faculty and staff within the Georgia Institute of Technology should be aware of this policy.

Policy Terms:

Eligibility

To be eligible for federal FMLA leave, an employee must have at least 12 months of total service and have worked at least 1,250 hours in the 12 months immediately preceding the beginning of the requested leave. ("Hours worked" does not include time spent on paid leave- sick, vacation, personal, administrative, or unpaid leave).

Health Care Provider

Department of Labor regulations for the FMLA define a health care provider as a doctor of medicine or osteopathy, podiatrist, dentist, chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), clinical psychologist, optometrist, nurse practitioner, nurse-midwife, or clinical social worker who is authorized to practice by the State and performing within the scope of their practice as defined by State law, or a Christian Scientist practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts.

Spouse

The employee's legal husband or wife as defined or recognized under State law for purpose of marriage in the State where employee resides

Parent

A biological parent of the employee; an individual who stands or stood "in loco parents" to an employee by providing primary day-to-day care and financial support when the employee was a child; Does not include "parents-in-law"

Child

The employee's biological son or daughter under the age of 18; a legally-adopted son or daughter under the age of 18; a foster child, stepchild, or ward under the age of 18, legally placed with the employee; any such child over the age of 18 if the child is incapable of self-care due to a mental or physical disability; "incapable of self-care" means requiring active assistance or supervision to provide daily self-care in three or more basic instrumental "activities of daily living" such as grooming & hygiene, bathing, dressing, eating, cooking, taking public transportation, etc.; a "physical or mental disability" is one that substantially limits one or more major life functions as defined under the Americans with Disabilities Act (ADA)

Inpatient Care

As defined by FMLA, (i.e. overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to inpatient care

Absence plus treatment

As defined by FMLA, a period of incapacity of more than three full consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves (a) treatment two or more times by a health care provider or (b) treatment by a health care provider on at least one occasion which results in a regiment of continuing treatment under the supervision of the health care provider

Pregnancy

Includes prenatal care

Chronic conditions requiring treatment

A chronic condition which 1) requires treatment at least twice a year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; 2) continues over an extended period of time (including recurring episodes of a single underlying condition); and 3) may cause episodic rather than a continuing period of incapacity (i.e. asthma, diabetes, epilepsy, etc.).

Permanent long-term conditions

(i.e. Alzheimer's, a severe stroke, terminal states of a disease)

Multiple treatments of non-chronic conditions

(i.e. cancer and kidney disease)

Injury or Illness in the line of duty

In the case of a current member of the Armed Forces, including a member of the National Guard and Reserves, this means an injury or illness incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty, that may render the member medically unfit to

perform the duties of the member's office, grade, rank, or rating. In the case of a veteran of the Armed Forces, including a member of the National Guard or Reserves, this means an injury or illness incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty, and that manifested itself either before or after the covered service member became a veteran.

Procedures:**Family Medical Leave Act (FMLA)****FMLA Request Procedures**

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job protected leave each year. The employee must be employed for at least one year and have worked at least 1,250 hours during the previous 12 months. Employees may request FMLA for the following reasons:

- Birth of a child
- Adoption of a child
- Serious health condition of the employee, the employee's child, spouse, or parent
- Any period of incapacity or treatment connected with inpatient hospital care, hospice, or residential medical care facility
- Any period of incapacity, sporadic absence from work, school, or other regular daily activities that also involves continuing treatment by a health care provider, or
- Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated, would likely result in a period of incapacity; and for prenatal care
- Military Caregiver Leave-An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. Military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of FMLA leave. A single 12-month period begins on the 1st day the employee takes military leave and ends 12 months later. A covered service member is a member of the Armed Forces, including a member of the National Guard and 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, OR a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.
- Active Duty Leave- Eligible employees are entitled to up to 12 weeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status in the Armed Forces in a foreign country. Qualifying exigencies may include: short-notice deployment (7 days notice or less and only available for 7 days total), military events and related activities (such as ceremonies and briefings), child care and school activities (for non-routine matters), financial and legal arrangements, counseling, rest and relaxation (up to 5 days), post-deployment activities (including debriefings or funeral services for up to 90 days following the termination of the covered military member's active duty status), and any additional activities agreed upon by the Institute and employee.

Responsibilities:**8.1. AVP-OHR**

Ensure appropriate utilization of family leave as governed by the FMLA.

8.2. OHR Consultancy

Provide guidance to institution human resources officers on effective utilization of policy and monitor for compliance.

Enforcement:

Optional: To report suspected instances of noncompliance with this policy, please visit Georgia Tech's *EthicsPoint*,

a secure and confidential reporting system, at:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Holiday Schedule for Employees

Policy No: 2.5
Type of Policy: Administrative
Last Revised: 2011-09-00T00:00:00
Review Date: 2017-03-00T00:00:00
Policy Owner: Human Resources
Contact Name: Shalonda Cargill
Contact Title: Special Asst to the CHRO & Chief of Staff
Contact Email: shalonda.cargill@ohr.gatech.edu

Reason for Policy:
 The policy outlines holiday eligibility, how employees are paid, and how to treat certain situations for holiday pay. As with all policies, all situations cannot be anticipated or covered. Any situation that is not specifically addressed in this policy will be handled on a case-by-case basis at the discretion of the Institute.

Policy Statement:
 The Georgia Institute of Technology has designated certain days as Holidays. All benefit eligible employees are covered by this policy and are entitled to the holidays stipulated herein.

Scope:
Entities Affected By This Policy

Employees located at U.S. based campuses of the Georgia Institute of Technology.

Who Should Read This Policy

All U.S. based campuses of the Georgia Institute of Technology.Entities Affected By This Policy

Policy Terms:
Holiday
 Any day designated by the Georgia Institute of Technology as paid day(s) off from work.

Part-time employee
 Any benefit eligible employee that is regularly scheduled to work less than 40 hours in a workweek.

Non-Exempt employee
 An employee not exempt from the Fair Labor Standards Act (FLSA) and entitled to overtime for hours worked in excess of 40 in a given work week.

Exempt employee
 An employee exempt from the Fair Labor Standards Act (FLSA) and not entitled to overtime for hours worked in excess of 40 in a given work week.

Procedures:
 The Institute recognizes the following days as its official Holidays. The actual day any particular holiday falls upon may differ from year to year, based on the calendar.

New Years' Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	Winter Break

With the exception of the Thanksgiving and winter break, any of the above holidays falling on:

- Saturday will typically be observed on the Friday preceding the holiday for those employees not typically subject to Saturday scheduling.
- Sunday will typically be observed on the Monday following the holiday for those employees not typically subject to Sunday scheduling.

Non-Exempt Part time employees: If a holiday falls on a regularly scheduled workday, the employee will be paid for their standard hours as holiday pay. If the employee is not schedule to work on that day, there will not be an alternate date scheduled.

- **Example 1:** Joe normally works 32 hours a week, Thursday, Friday, Tuesday and Wednesday. On Monday there was an official holiday. Will Joe be paid for that day? Joe will not be paid for the holiday.
- **Example 2:** Joe normally works 32 hours a week, Thursday, Friday, Tuesday and Wednesday. On Thursday there was an official holiday. Will Joe be paid for that day? Joe will receive 8 hours pay for the holiday.

Exempt Part time employees: If a holiday falls on a regularly scheduled workday, the employee will observe that holiday. If the employee is not scheduled to work on that day, there will not be an alternate date scheduled. Exempt employees are not paid hourly and their monthly salary will remain the same as though there were no holiday hours.

Essential Employees both exempt and non-exempt:

Employees that are department designated as essential will receive normal pay for the hours worked on the holiday and will work with their manager to observe the holiday at a different time.

- **Example:** Lee's department has designated him as an essential employee. On the upcoming Monday holiday, he will report to work for a full day. He will be paid for that day, and will work with his manager to reschedule his holiday off at a later date.

Compressed Work Week: Per the Institute's Flexwork Arrangements Policy 8.65 (see the Flexwork Agreement Form), employees working a compressed work week will:

1. Revert back to a normal schedule (five 8-hour days) during a holiday week or
2. Take vacation time for any additional hours beyond the hours of holiday time granted by the Institute for a holiday.

Responsibilities:

The responsibilities each party has in connection with the Campus Holiday Policy are:

Party	Responsibility
AVP-OHR & Compensation	Ensure compliance
OHR Payroll	Offer assistance with policy interpretation
OHR Consultancy	Offer assistance with policy interpretation

Leave of Absence

Policy No: 2.11

Type of Policy: Academic

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Dir Total Rewards

Contact Email: Brandon.Conkle@ohr.gatech.edu

Reason for Policy:

This policy ensures consistent application of leave at Georgia Tech.

Policy Statement:

This policy outlines the process for the granting and the use of a Leave of Absence at Georgia Tech.

Scope:

All regular part-time or full-time classified or faculty employees within the Georgia Institute of Technology.

Policy Terms:

Personal Leaves of Absence without Pay

Due to unforeseen events or special circumstances, an employee may need time off for personal reasons. Such approved leaves shall allow the employee the right to elect to continue their group insurance benefits by making arrangements through the Office of Human Resources Benefits Department and paying the total amount of all premiums due. All other benefits for which the employee is eligible would not accrue during the unpaid leave. Employees requesting a personal leave of absence of more than 30 days must first exhaust accrued vacation before going into an unpaid status. Failure to return to work at the conclusion of the leave period constitutes grounds for termination of employment. Every effort will be made to place an employee in the same position or another of equal status upon return from an approved leave of absence. Temporary personnel may be employed to fill the vacancy during the approved leave period.

Educational Leave with and without Pay

Please refer to the [USG Time Away from Work Educational Leave Policy](#) for additional information.

Military Leave

Please refer to the [USG Time Away from Work Military Leave Policy](#). A [Military Leave Reporting Form](#) should be completed and submitted along with the supporting orders to the Benefits Department in the Office of Human Resources prior to start of the military leave. Employees should also contact the Office of Human Resources Benefits Department prior to the start of an extended military leave to make arrangements with regards to their benefits.

Maternity Leave

Appropriate sick leave provisions shall apply. See 2.13 Sick Leave Policy and 2.12 Family and Medical Leave Policy for more details.

Family Leave

See 2.12 Family and Medical Leave Policy for more details.

Miscellaneous Leave

Bereavement Employees may take up to five accrued sick days due to the death of an employee's immediate family member (employee's spouse, parents, parents-in-law, grandparents, children, brothers, sisters, and members of the employee's household). Employees must notify his/her supervisor immediately if he/she needs to take time off due to the death of an immediate family member. If an employee does not have adequate sick days to cover the absence, then he/she must use vacation time.

Court Duty

Any employee summoned for court duty as a juror or witness must notify his/her immediate supervisor as soon as official orders are received and provide a copy of the orders. Employees called for jury duty or witness duty will be paid at the normal rate of pay for any regularly scheduled time lost from the job. If the court duty is completed prior to the end of the employee's normal work schedule, the employee must report to work for the remainder of his/her shift.

Voting Employees

are encouraged to exercise their constitutional right to vote in all federal, state, and location elections. If election polls are not open at least 2 hours before or 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 employee should be granted a two-hour block of time in which to vote, if needed.

Selective Service and Military Physical Examinations

Any employee required by Federal law to take a physical examination for Selective Service must notify his/her immediate supervisor as soon as orders are received and provide a copy of such orders. The employee shall be paid for any time lost to take such an examination.

Leave for Blood Donations

An employee is allowed a leave of absence, without loss of pay, of not more than 8 hours in each calendar year for the purpose of donating blood with his/her supervisor's approval. This absence shall be computed as 2 hours per donation, up to 4 times per year. Any employee who donates blood platelets or granulocytes through the plasmapheresis process shall be allowed a leave of absence, without loss of pay, of not more than 16 hours in each calendar year. This leave shall be computed as four hours per donation, up to four times per year. Tracking and monitoring of Blood Donation leave shall be done by the department.

Leave for Organ and Marrow Donation

Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of 30 days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of 7 days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued vacation 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 actually donated an organ or marrow and who presents his/her supervisor with a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation. Leave for the purpose of organ or marrow donation may qualify under the Family and Medical Leave Act (see 2.12 Family and Medical Leave Policy for more details). Tracking and monitoring of Organ and Marrow Donation leave shall be done by the department.

Procedures:**Requesting Leave**

Personal or educational leaves must be approved by the supervisor and department/unit head via the Leave of Absence request form.

Leave of Absence Request Form

If the request is for a Classified employee, the form must be submitted to the AVP of Human Resources for approval.

If the request is for an Academic Faculty member, the form must be submitted to the Office of the Provost for approval.

If the request is for a Research Faculty member, the form must be submitted to the Office of the Executive Vice President- Research for approval.

Requests for military leave and supporting orders must be submitted to the Benefits Department in the Office of Human Resources via the Military Leave Reporting Form. After receiving approval for any of the above requests, the originating department would then submit an ePersonal Services Form (ePSF) when the person begins his/her

leave.

Reporting Leaves of Absence

Time granted for leaves of absence without pay will not be reported on time sheets/documents, etc. Court duty and military leave with pay will be reported.

Exempt Employees with Insufficient Accrued Leave

When an exempt employee is absent from work for less than one scheduled workday and his/her accumulated leave is insufficient to cover the partial day of absence, the employer will deduct the cost for such leave in hourly increments from an exempt employee's salary.

Responsibilities:

8.1. AVP-OHR

Ensure appropriate utilization of leave

8.2. OHR-Consultancy

Provide guidance to institution human resources officers on effective utilization of policy and monitor for compliance.

Enforcement:

Description of potential repercussions for those within policy scope who are found in violation of the policy. As much as possible, there should be a prescribed set of consequences for the various *types* and *frequency* of noncompliance that may occur.

Optional: To report suspected instances of noncompliance with this policy, please visit Georgia Tech's *EthicsPoint*, a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Sick Leave

Policy No: 2.13

Type of Policy: Administrative

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Human Resources

Contact Name: Brandon Conkle

Contact Title: Director-Total Rewards

Contact Email: brandon.conkle@ohr.gatech.edu

Reason for Policy:

This policy ensures consistency in the administration of sick leave with or without pay as well as sick leave transfer between Institutions and State of Georgia Agencies. The Institute recognizes that employees may experience catastrophic life events.

Policy Statement:

For all regular full-time exempt employees, 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. Non exempt employees will accrue vacation based on a percentage of the time worked during the pay period.

Scope:

Entities Affected By This Policy

All faculty and staff within the Georgia Institute of Technology

Who Should Read This Policy

All faculty and staff within the Georgia Institute of Technology should be aware of this policy.

Procedures:**Classified Employees**

Regular full-time exempt classified employees accrue twelve sick leave days per year at the rate of one working day per month. Regular full-time non-exempt classified employees accrue twelve sick days per year based upon the number of compensable hours recorded each pay period. In all cases, a day of sick leave for purposes of pay and time off will be computed on the basis of an employee's regular workday.

For nonexempt employees, all sick leave will be earned by the compensable hour and will be credited to each employee's record at the end of each pay period. Accruals for a pay period will not be posted to an employee's record until the pay period has ended, which will prohibit charging sick leave against accruals earned in the same period in which the leave is taken. Accrual will be based on factors which were computed by dividing the number of sick leave hours accrued per year by the number of working hours in the year (2080). Non-exempt employees will accrue sick leave at the rate of .046154 per compensable hour. ($12 \times 8 = 96 / 2080 = .046154$)

For regular full-time exempt employees, all sick leave is accrued on a monthly basis at a rate of one day per month. During the first month of employment, the employee must be on the payroll on or before the 15th of the month and work (or be in a paid status) through the end of the month in order to accrue sick leave. No time will accrue for a month in which employment begins on or after the 16th day. Regular part-time employees working one-half time or more will accrue sick leave in an equivalent ratio to their percentage of time worked.

For nonexempt employees, all sick leave will be earned by the compensable hour and will be credited to each employee's record at the end of each pay period. Accruals for a pay period will not be posted to an employee's record until the pay period has ended, which will prohibit charging sick leave against accruals earned in the same period in which the leave is taken. Accrual will be based on factors which were computed by dividing the number of sick leave hours accrued per year by the number of working hours in the year (2080). Non-exempt employees will accrue sick leave at the rate of .046154 per compensable hour. ($12 \times 8 = 96 / 2080 = .046154$)

For regular full-time exempt employees, all sick leave is accrued on a monthly basis at a rate of one day per month. During the first month of employment, the employee must be on the payroll on or before the 15th of the month and work (or be in a paid status) through the end of the month in order to accrue sick leave. No time will accrue for a month in which employment begins on or after the 16th day. Regular part-time employees working one-half time or more will accrue sick leave in an equivalent ratio to their percentage of time worked.

Vacation**Policy No:** 2.15**Type of Policy:** Administrative**Last Revised:** 2011-08-00T00:00:00**Review Date:** 2017-03-00T00:00:00**Policy Owner:** Human Resources**Contact Name:** Jerry Jobe**Contact Title:** Director-Payroll**Contact Email:** jerry.jobe@ohr.gatech.edu**Reason for Policy:**

This policy ensures consistency in the administration of vacation as well as vacation transfer between Institutions.

Policy Statement:

This policy addresses vacation as well as vacation transfer between Institutions.

Scope:

Entities Affected By This Policy

All faculty and staff (excluding GTRI) who are eligible to accrue and use paid sick leave and who have been continuously employed as a benefits eligible employee for not less than 12 months by the Georgia Institute of Technology. The department of the recipient receiving donated leave is responsible for funding as the expense has been allocated in the employees' salary. If you have any questions, please contact your assigned budget analyst.

Who Should Read This Policy

All faculty and staff within the Georgia Institute of Technology should be aware of this policy.

Procedures:

During the first month of employment, an employee must begin working on or before the 15th and must work (or be in a paid status) through the end of the month in order to accrue any vacation for the month. No time will accrue for a month in which employment begins on the 16th or later. For persons terminating before the 15th, vacation does not accrue for that month. It will accrue if the employee's last working day is on or after the 15th. No vacation time is accrued by an employee during a nonpaid leave of absence. Vacation time does not accrue past the last working day.

It is the responsibility of the employee's home department to ensure that vacation balance(s) are accurate. When vacation has been reported incorrectly in a prior pay period, the department's administrator must send an email to payroll's customer service desk: pay.ask@ohr.gatech.edu. The adjustments must be made to time reported and current balance(s) on the Georgia Tech Vacation & Sick Adjustment Request Form (scanned copy of the form should be included with email).

All regular employees working half-time or more, but less than full-time shall accrue vacation in a ratio to his/her percentage of time worked.

Up to 45 days (360 hours) earned vacation may be carried over each calendar year. Once time taken through December 31st has been posted, individual vacation records are adjusted to show no more than 45 days of vacation time. Vacation time may be taken as accrued upon the consent of the employee's immediate supervisor.

Vacation time may not be taken in excess of the amount accrued. To do so places the employee in a nonpay status for the overdrawn hours. The department's administrator must send an email to pay.ask@ohr.gatech.edu to request that future pay be docked for the overdrawn hours.

Employees should complete the [GT Vacation and Sick Leave Request Form](#) or follow his/her department's procedure for requesting vacation time. An employee's immediate supervisor must approve all requests for taking vacation time in advance so that proper provision can be made for absences. Reasonable effort will be made to accommodate the employee's wishes in this matter, but the time selected for vacation must be mutually acceptable to the employee and to the supervisor. Taking of vacation time must not be allowed to interfere with essential work. Vacation time must be reported on time sheets/time documents or forms specified by each department. Employees will be instructed by their respective department on reporting vacation time according to the department's specifications.

Upon termination of employment, payment shall be made for accrued vacation time (up to a maximum of 45 working days) that has not been used by the employee. Such compensation shall be based on information derived from vacation leave records.

Responsibilities:

The responsibilities each party has in connection with Vacation are:

Party	Responsibility
AVP-OHR	Ensure compliance with

Party	Responsibility
	policy.
Payroll	Offer assistance with policy interpretation and administer policy.
OHR Consultancy	Offer assistance with policy interpretation.