

**C. V. TROUP
ADMINISTRATION BUILDING**



EMPLOYEE HANDBOOK

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OFFICE OF THE PRESIDENT

Welcome to the Fort Valley State University family. I hope that you are just as excited to be here as I am, as we collectively serve our students and prepare them to become the next generation of leaders, scholars, professionals, artists, athletes, and a plethora of other noble ventures. Our work is not easy, but it is fulfilling. Our goals are not simplistic, but they are attainable. We hope that as you embark on this journey with us you will eagerly and actively embrace our zeal and zest to deliver excellence in outcomes.

After well over a century, this institution continues to honor its founding mission and legacy, while simultaneously and purposefully expanding those boundaries to meet the needs of a changing and dynamic higher education frontier. I am confident that with you on board - and fully invested in the sustainable and exciting future of "The Valley" - we shall continue to do magnificent things.

Know that your ideas and thoughts are valued here and, in fact, are necessary for us to meet and exceed our institutional and personal potential. So please feel free to share, indulge, innovate, and passionately push ahead, knowing that your positive contributions will always be appreciated. I look forward to meeting you personally and working alongside you. Until then, allow me to once again say welcome, and sincerely state that we are glad you have joined the family. I very much anticipate hearing about your accomplishments in the days, months and years to come.

Sincerely,

Paul Jones, Ph.D.

President

The Classified Employee Handbook is published by the Office of Human Resources, February 2016.

All previous editions are obsolete. The information contained in this handbook should in no way be considered an employment contract or a guarantee of continued employment. This handbook is intended only as a brief summary of Human Resources policies and procedures. Please consult the full policies as published by Fort Valley State University, the Board of Regents of the University System of Georgia, and other official source.

INTRODUCTION

How to Use the Employee Handbook

In order to achieve Fort Valley State University's goals, it is important for each employee to understand his/her role as a member of Fort Valley State University community. This handbook will acquaint you with the policies, regulations, pay, and benefits that apply to classified employees.

This handbook is presented as a matter of information only and its contents should not be interpreted as an express, implied, or inferred contract of employment between the University and any of its employees. Your employment with FVSU is —at-will and entered into voluntarily. You are free to resign at any time, for any reason, with or without notice. Similarly, FVSU is free to terminate the employment relationship at any time, with or without notice.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to become familiar with its contents. This handbook is only a summary of our policies, so please review it with your supervisor or the Human Resources Department if you have any questions. All information contained in this handbook is subject to change at any time at the discretion of FVSU with or without notice.

INSTITUTIONAL AND ACADEMIC PROGRAM ACCREDITATIONS

Fort Valley State University is one of 30 members of the University System of Georgia. As a member of the University System of Georgia, Fort Valley State University is charged to uphold the following guiding principles:

- Student access for success
- Academic excellence and recognition
- Development of human resources
- Efficient use of resources
- System strength through governance
- Effective external partnerships

Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's and educational specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

Fort Valley State University also offers degree programs accredited by the Council of the Accreditation of Educator Preparation (CAEP), the American Veterinary Medical Association, the Accreditation Board of Engineering Technology, Inc., and the American Association of Family and Consumer Sciences.

Mission of Fort Valley State University

Fort Valley State University is a public, comprehensive, 1890 land-grant institution serving Georgia and the nation. Founded in 1895 to serve African-American students, the university now accepts as its mission the provision of instruction, research, extension, and other public service programs for all segments of the population to achieve their personal, educational, and professional goals. The university is also committed to enhancing the economic, social, and cultural development of the regional community, the state, and the nation, as well as the international community. Following both the liberal arts and the land-grant traditions, the university provides diversified and challenging programs to meet educational needs resulting from societal changes. Fort Valley State University provides a learning and living environment that enables its graduates and all who come under its influence to become innovative and critical thinkers, problem solvers, and responsible citizens. Consistent with its mission and subject to continuous evaluation of the extent to which the mission is being accomplished, the university:

- Provides programs that allow each student to acquire knowledge and develop skills needed to grow academically, socially, and professionally.
- Promotes the attainment of excellence in teaching, scholarship, research, and service.
- Draws people from different backgrounds into the life of the institution and into the mainstream of society by offering a comprehensive curriculum consisting of a broad range of degrees and enhancement programs based on societal needs.
- Improves the quality of life of humankind by sharing new knowledge and technologies with regional, national, and world communities.
- Enriches the lives of students and community residents by serving as an educational and cultural center.
- Seeks to increase the quality and productivity of educational services through the promotion of experimentation with traditional and non-traditional methods and instructional strategies.
- Provides opportunities for all members of the University community to identify, clarify, and develop their aesthetic, moral, and philosophical values.
Provides continuous personal and professional growth opportunities for faculty, staff, and administrators throughout their careers at the university.

FORT VALLEY STATE UNIVERSITY EMPLOYMENT POLICIES

Equal Employment Opportunity Statement

It continues to be the policy of Fort Valley State University to implement affirmative action and equal opportunity for all employees, students, contractors, consultants and applicants for employment or admission without regard to race, color, religion, creed, national origin, sex, age, veteran status or disability.

The University's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973

(Sections 503 & 504) and the Americans with Disabilities Amendments Act of 2008 (Title II) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Fort Valley State University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified.

Persons wishing to file complaints under the provisions of this policy should contact the Office of Compliance.

Every member of Fort Valley State University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the Office of the President. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Fort Valley State University.

Specifically, the University will:

- comply with both the letter and spirit of the laws and regulations governing equal opportunity in the workplace providing equal opportunity to all employees and to all applicants for employment;
- 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 age, color, marital status, national origin, disability, race, religion, gender sexual identity or status as a disabled veteran or veteran of the Vietnam Era, and for people in any other legally protected groups;
- make reasonable accommodations for the physical and/or mental disabilities of qualified employees and applicants;
- inform employees of the right to refer complaints to their supervisor, the Compliance Office, the Office of Human Resources, or the Office of Legal Affairs without being subject to intimidation or retaliation in any form.

Disabled Veterans and Veterans of the Vietnam Era

It is the policy of Fort Valley State University not to discriminate against any employee or applicant for employment because he or she is an individual with a disability, a disabled veteran or a veteran of the Vietnam Era. It is also the policy of Fort Valley State University to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and individuals with disabilities.

This policy applies to all employment actions including, but not limited to, advertising, recruitment, hiring, compensation, retention, training, demotion, promotion or transfer, layoff,

Reduction in Force (RIF) or termination and tenure. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations.

In order to ensure compliance, operational responsibility for implementing and monitoring this policy and maintaining and updating the affirmative action plan for individuals with disabilities, disabled veterans and veterans of the Vietnam Era lies with the Human Resources Department. This policy has the unequivocal support of the Office of the President. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Fort Valley State University.

Any person wishing to self-identify as a disabled veteran or veteran of the Vietnam era should contact the Office of Human Resources.

Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA)

Fort Valley State University prohibits discrimination against qualified applicants and employees with disabilities who can perform the essential functions of the job, with or without reasonable accommodation(s). An individual is disabled under the Act if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Fort Valley State University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Fort Valley State University. Individuals currently using illegal drugs are excluded from coverage under Fort Valley State University's ADA policy.

Any person wishing to self-identify as disabled or request a reasonable accommodation due to a disability should contact the Office of Human Resources. The Office of Human Resources is responsible for implementation of this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Sexual Harassment Policy

Sexual harassment is prohibited by Fort Valley State University, the University System of Georgia and by state and federal law. Sexual harassment is a form of prohibited sex discrimination. Fort Valley State University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for all employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the

offender to disciplinary action which may include termination.

Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or,
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or,
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.
- Such conduct that can be implicitly or explicitly categorized under Sex Discrimination, a prohibited form of Sexual harassment under Title IX of the Education Amendments Act of 1972.

For more information regarding Fort Valley State University's Sexual Harassment Policy, click [here](#) .

Fort Valley State University will not tolerate any form of harassing behavior to or from employees, consultants, contractors, or other non-employees.

Reporting Procedures

Any employee who feels that he or she has been the victim of harassment is encouraged to use the University's internal procedures to resolve complaints. The complainant should submit a written, notarized complaint to the Office of Compliance.

Formal complaint procedures through the Office of Compliance focus on investigation and resolution. Appropriate disciplinary recommendations will be handled by the Office of Human Resources.

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX states, in part: No person shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The policy of Fort Valley State University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, veteran status or disability. Title IX prohibits sex discrimination. Sexual harassment is a form of prohibited sex discrimination. Students (male and female) and employees (faculty and staff) are protected from sexual harassment and may recover monetary damages. The Title IX Coordinator is responsible for enforcing the law. Faculty, staff, and students can file complaints of sex discrimination with the Title IX Coordinator. Retaliation against complainants is prohibited.

The Title IX Coordinator and Deputy Title IX Coordinator contact information is as follows:

- Title IX Coordinator – 478-825-6333
- Deputy Title IX Coordinator – 478-825-6179
- Deputy Title IX Coordinator – 478-825-6301

Discriminatory Harassment Policy and Non-Discrimination Policy Statement

Fort Valley State University will not tolerate discrimination on the basis of race, color, gender, sexual orientation, sexual identification, age, disability, national origin or religion. Every student and employee in the University community has the responsibility not to engage in any unlawful discrimination. The right of free speech, although fundamental to our democratic system of government and essential to the exchange of ideas in a university, is not absolute. The Supreme Court of the United States has held that certain categories of speech are not entitled to First Amendment protection.

These categories include obscenity, fighting words, and to a limited extent, defamation. There is no place on a university campus for speech or other expression that personally vilifies another individual. Such personal vilification is even more distasteful when it involves insults that are based on race, color, gender, sexual orientation, sexual identification, age, disability, national origin, or religion. Complainants who believe they are victims of discriminatory harassment are encouraged to use the University's internal procedures to resolve complaints in accordance with Fort Valley State University's Harassment Inquiry Procedure, click [here for more information](#).

The complainant may seek resolution by initiating formal procedures with the Office of Human Resources or the Compliance Office.

Drug and Alcohol Policy and Disciplinary Actions

The use, consumption, possession, distribution or sale of any narcotic, dangerous drug, or controlled substance by any employee of the University for which such employee does not have a legal license or valid prescription is strictly prohibited. The University supports all federal, state and local laws relating to the use of alcoholic beverages. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is prohibited. Exceptions may be made only by the President or a designee (campus events, tailgating, etc). In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be enforced.

No University funds may be used for the purchase of alcoholic beverages. The adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University and referral to the appropriate federal, state and/or local authorities for prosecution, as appropriate.

Any employee who is convicted of unlawful manufacture, distribution, sale, use or possession of a controlled substance, an illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be subject to disciplinary action up to and including termination. It is the employee's responsibility to inform the University of such convictions and/or admittance of guilt.

Employment following a drug related offense may be conditioned on the employee's completion of a drug abuse treatment and education program approved by the President. If, prior to arrest for an offense involving a controlled substance, or a dangerous and/or illegal drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving treatment or agrees to receive treatment under a drug abuse and education program approved by the President, such employee shall be retained for up to one year as long as the employee follows the treatment plan and the quality of his/her work remains satisfactory. Retention of such employee shall be conditioned upon satisfactory completion of the program.

The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to an University employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous and/or illegal drug.

Staff Grievance and Appeals Policy

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

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 Fort Valley State University's Harassment Inquiry Procedures, and
- normal supervisory counseling.

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

Circumstances under Which Grievances May Be Filed

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

A classified employee may file a grievance only if:

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

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

- The discharge occurred during the six (6)-month provisional period;
- They have been adversely affected by a reorganization, program modification or financial exigency (such employees may apply to the Board of Regents for review);
- The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability or religion. Such charges should be directed to the Compliance Office.
- The issues being grieved have been previously heard by an administrative panel at the institution.

Grievance Procedures

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

Performance Policy

Fort Valley State University supports a consistent, continuous and communicated performance management process. All classified employees shall be evaluated by the supervisor in a systematic manner at specified time intervals, but in no case less than once each year. As required by the University System of Georgia, a formal, written performance evaluation is to be completed within the first quarter of the calendar year. The performance evaluation must include an evaluation of the employee's capability, productivity, efficiency, and potential for departmental and institutional development. Merit-based compensation should be based upon performance as measured by the performance evaluation instrument.

Conflict of Interest

An employee of Fort Valley State University shall make every reasonable effort to avoid even the appearance of a conflict of interest. This includes avoiding actual or apparent conflict of interests between his or her university obligations and his or her outside activities, to access the BOR Outside Activities Policy, click [here](#).

Occupational

An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties. All full-time faculty, administrators, and other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service.

Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises. The Request to Engage in Outside Activities form should be used utilized for this approval. To access the complete policy and form, please click [here](#).

In accordance with Official Code of Georgia, Section 45-10-23, it shall be unlawful for any full-time employee, for himself or on behalf of any business, or for any business in which such employee or member of his family has a substantial interest to transact any business with the agency by which such employee is employed.

Political

As responsible and interested citizens in a democratic society, employees of Fort Valley State University are encouraged to fulfill their civic obligations and otherwise engage in the normal

political processes of society. Nevertheless, it is inappropriate for employees to manage or enter political campaigns while on duty to perform services for the University or to hold elective political office at the state or federal level while employed by FVSU.

Therefore, the following policies governing political activities are hereby adopted:

- Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the University.
- Employees may not hold elective political office at the state or federal level.
- A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at the University, with or without compensation.
- Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the University.

Possession of Weapons/Workplace Violence Policy

Fort Valley State University prohibits the possession of any weapon on the Campus except as noted below. The Campus is defined by the law to include the campus proper as well as property leased by or loaned to the University for university functions. This includes, but is not limited to, off-campus sites used by Athletics for sporting events or vehicles used by the University to provide transportation for students and staff. This prohibition extends to all faculty, staff, students, and visitors.

Definitions

Under the law the following items are considered weapons and therefore may not be possessed on campus. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106. Weapon does not include baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes; and this policy does not apply to certain persons acting within their official capacity, i.e., law enforcement officers, prosecuting attorneys, etc. For a complete list, please refer to OCGA § 16-11-127.1(c).

Exceptions

The following exceptions are the only exceptions to this policy:

1. Weapons which are used in classroom instruction. Weapons used in classroom instruction by faculty, staff, or students must be approved in writing by the FVSU Chief of Police prior to the weapon being brought onto campus. In addition, students must secure approval by the instructor prior to requesting permission from the FVSU Chief of Police. Permission requests to the Chief of Police must include academic justification and security considerations. Those bringing weapons must comply with the stipulations established by the Chief for security and safety purposes, and failure to do so may be considered a violation of this policy. Weapons brought on campus for classroom instruction will not include live ammunition although deactivated rounds are allowed for demonstration purposes only.
2. Any person (including students) who holds a valid weapons carry license obtained in accordance with OCGA § 16-11-129 or pursuant to OCGA § 43-38-10 may keep a weapon within a vehicle in transit or parked within the campus property. Please be aware that a permit to carry belongs to an individual and does not automatically extend to persons authorized to operate a vehicle. If the license holder is not present with the vehicle to be used on campus, make arrangements to remove any weapon from the vehicle prior to entering the campus, or to secure the weapon in a locked compartment, container, or firearm rack, before operating the vehicle on campus.
3. A weapon may be kept in a motor vehicle used by an adult over the age of 21, for the purpose of dropping a student off to, or picking up from, a campus location, a University sponsored function, or a university form of transportation, provided the weapon is under the license holder's possession and control, or otherwise in a locked compartment, container, or firearm rack of the vehicle. This exception could also apply to non-university activities conducted on the campus if the activity has been authorized by a duly authorized official at the University. This exception is intended to allow the presence of weapons in a motor vehicle which is on campus for a short duration and for a specific purpose (i.e., dropping off or picking up a student), and therefore this exception DOES NOT apply to any student of the University. A student must be over the age of 21, must possess a valid weapons carry license and may only keep a weapon inside a parked vehicle on campus or while transiting through campus in a motor vehicle.

Violations

All persons found in possession of a weapon as defined by state law in OCGA § 16-11-127.1 that does not fall within one of the stated exceptions are subject to arrest. A violation of the law by any person with a valid license to carry weapons subjects the violator to a misdemeanor. Violations of the law by any person without a valid license to carry license subjects the violator to a felony. Please refer to OCGA § 16-11-127.1. Students found in

possession of any weapon other than one specifically listed as an exception will also be referred to Judicial Affairs for disciplinary action, up to and including expulsion. Staff and faculty will also be subject to discipline, up to and including termination.

Policy on Smoking

Fort Valley State University has a commitment to the health and wellness of its students, faculty, staff, and visitors. Smoking and tobacco use, of any kind, is prohibited on all Fort Valley State University and Fort Valley State University Foundation Inc. owned and/or leased locations/premises, all internal and external areas, all parking lots, and in all Fort Valley State University owned and/or leased vehicles. All events hosted by Fort Valley State University shall be tobacco-free. All events hosted by outside groups on behalf of Fort Valley State University shall also be tobacco-free. Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

Enforcement

Fort Valley State University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however all staff, faculty, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking/using tobacco are to be reminded in a professional and courteous manner of this policy.

CATEGORIES OF EMPLOYMENT

Employee Categories

Faculty: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.

Staff: Staff employees shall consist of two major employee groups 1) staff professional and administrative employees and 2) staff non-exempt and defined as follows:

Staff Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and

- Staff Non-Exempt Employees are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines”.)

- Student Employees: Student Employees are considered temporary and include graduate assistants and student workers.

Employment Status

Regular Employment Status: Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the “salary basis” requirement under the federal Fair Labor Standards Act (FLSA).

- Salary Basis: Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work subject to exceptions under FLSA.
- Temporary Employment Status: Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:
 1. A temporary is non-benefits eligible.
 2. A temporary does not have an expectation of long-term employment.
 3. A temporary may be full-time or part-time.
 - A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Employment applies across all USG institutions.
 - If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
 - A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.
 4. A temporary may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.
 5. A temporary is typically considered non-exempt under the federal Fair Labor Standards Act’s overtime provisions and paid for all hours worked on an hour-for-

hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

Employee Categories: Types of Employment:

Faculty: Consists of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.

- The types of faculty are described below:

Regular Faculty are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Those faculty with a work commitment of half-time or greater are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible. Regular Faculty who are not hired through a competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track or hold a non-tenured position in accordance with Sections 8.3.7 and 8.3.8 of the Policy Manual of Board of Regents of the University System of Georgia.

Temporary Faculty are employed on a short term basis through written appointment. They are not employed on an academic year contract. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.

1. Staff Employees:

- The types of staff employees are described below:

1. Regular Staff are employed on a continuous basis and whose duration of employment may also be defined by term and/or restricted funding source(s). Regular Staff employees may be full-time or part-time. Those with a work commitment of half-time or greater or .5 FTE are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible.

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

- Requirements of the Affordable Care Act (ACA): Under the ACA, all regular

staff employees who work less than 30 hours per week (less than .75 FTE) and all temporary staff employees shall record and report all hours worked to determine health benefits eligibility.

2. **Student Employees:** Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Student employees' are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements. For more information, click [here](#).

Employment of Foreign Nationals

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BOR 8.2.4 EMPLOYMENT OF FOREIGN NATIONALS, click [here](#)).

Employment of Relatives

The basic criteria for the appointment and promotion of employees of Fort Valley State University shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage. No individual shall be employed in a department or unit with the result being 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. This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then held a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the University System. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing (BOR 8.2.3 EMPLOYMENT OF RELATIVES, click [here](#)).

Employment Beyond Retirement

An individual, who has retired from the FVSU and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, may be eligible for reemployment on a part-time basis by the FVSU. Reemployment of FVSU retirees by the USG must be in accordance with the following conditions:

- A rehired retiree must have a minimum break of at least one (1) month between the effective date of his/her retirement and the effective date of his/her reemployment.
- The work commitment of a rehired retiree must be less than half-time; i.e., less than 49%.
- The salary that is paid to a rehired retiree must be either:
- No more than 49% of the annual benefit-base compensation amount that he or she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired; or,
- No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or,
- No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional Chief Human Resources Officer.
- The salary that is paid to a rehired retiree must be consistent with his/her work commitment.
- If you retired on a service retirement, all employment with a TRS covered employer must be reported by the employer of your eligibility to continue receiving a monthly benefit payment while working in an allowable position.

For specific information on employment beyond retirement for the University System, click [here](#) to access BOR 8.2.8.3 Employment Beyond Retirement.

Employment of Minors

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor. For more information, please see <http://www.dol.gov/dol/topic/youthlabor/>.

HIRING AND TERMINATION GUIDELINES

Pre-Employment Screening

The pre-employment screening process consists of a background check, credit check for specified positions with access to financial resources, drug testing for some positions, and a probable skills proficiency demonstration based on the assigned position and departmental requirements.

Background Investigation

It shall be a condition of employment with any institution of the University System of Georgia to submit to a background investigation. 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. Institutions may require state and federal criminal history check covering more than the minimum of seven (7) years for specified positions of trust;

- A nationwide sex offender search;
- A social security number check;
- For all professional, faculty and academic positions, an academic credentials check; and
- For all positions with access to or responsibility for money and/or a Purchase Card, a credit check.

A background investigation shall also be performed on:

- Any existing employee being transferred, reassigned, reclassified or promoted to a position of trust unless a background investigation conforming to this procedure has been performed within the past year. See also, current employee disclosure requirements under HRAP General Criteria for Employment.
- All part-time, student or temporary employees and volunteers with primary responsibilities involving the direct interaction or care of children under the age of 18.
- Any existing employee that is transferred, reassigned, reclassified or promoted into a position requiring a Purchase Card, when they have not been assigned a Purchase Card previously, must submit to a credit check. Existing cardholders are subject to a background check before next renewal of card.

Drug Testing

Employees in “high-risk” jobs on a regular basis shall be subject to pre-employment, reasonable suspicion, post-accident and random drug testing for evidence of use of illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem and is maintaining employment under Board of Regents Policy 8.2.18, Voluntary Disclosure of Drug Use, shall be subject to random drug testing.

The State of Georgia requires all state entities to conduct random testing of employees that:

- are regulated by the US department of Transportation and its operating authorities;
- require certification under O.C.G.A. 35-8 (POST) and whose incumbents regularly perform high risk work;
- have been identified by each appointing authority as performing duties are consider to be high risk.

All employees in the above referenced high risk positions shall be subject to random drug testing. The numbers of employees to be tested and the scheduling of employee selection shall be determined by the institutions Chief Human Resources Officer or his/her designee in accordance with applicable law and regulations.

Post-Accident

The State of Georgia requires all state entities to conduct post-accident testing of employees that:

- are regulated by the US department of Transportation and its operating authorities;

- have been identified by each appointing authority as performing duties that are considered high risk;
- Because they are also considered high risk employees, the University System of Georgia requires post-accident testing is conducted for POST certified employees.

Reasonable Suspicion

All employees shall be subject to drug testing for evidence of use of illegal drugs in cases of reasonable suspicion:

Any affected employee may be required to submit to drug testing when their supervisor has reasonable suspicion to believe that the employee is under the influence of illegal drugs. The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations and the Chief Human Resources officer or institutional legal department. With the approval of the Chief Human Resources officer or institutional legal department, the supervisor can require testing after making specific, well-articulated observations concerning the appearance, behavior, speech or odor of the employee.

Conditions of Employment

The following actions are required of all employees as a condition of employment:

- **Completion of I-9:** This form identifies an individual's legal right to employment in the United States and must be completed within three days of employment.
- **Federal and State Withholding Forms:** These documents indicate the amount of federal and state taxes to be withheld by the employer and must be completed upon employment.
- **Benefits Enrollment:** For benefits-eligible employees only: optional benefit enrollment (for example, health insurance) must be completed within 30 days of the employee's original hire date with the University in order to participate in benefit programs.
- **Loyalty Oath:** All employees of the University System of Georgia who receive public funds for services rendered as employees are required to affirm that they will support the Constitution of the United States and the Constitution of the State of Georgia. The Loyalty Oath must be completed as required by the laws of the State of Georgia. This form must be retained in the personnel files of Fort Valley State University.
- **State Security Questionnaire:** The State Security Questionnaire must be completed for all persons employed for 30 or more days. This form will be prepared and filed appropriately by the University. The Sedition and Subversive Activities Act of 1953 (Georgia Law 16-11-5 et seq.) requires each new employee to sign, prior to employment in state government, a questionnaire which is designed to establish that there are no reasonable grounds to believe that he or she is a subversive person. A subversive person is defined as one who commits, advocates, or teaches any act

intended to overthrow or destroy the government of the United States or government of the State of Georgia by force or violence, or who is a knowing member of a subversive organization.

- **USG Ethics Training & Compliance Agreement:** The Board of Regents approved a System wide Ethics Policy at the November 10, 2008 meeting. The new Ethics Policy is part of a three pronged approach the University System is taking to ensure ethical conduct by USG faculty, staff, administrators, vendors, contractors, and members of the Board of Regents. The training is mandatory for all University System staff and faculty. The training must be completed within 90 days from initial hire date, and annually thereafter.
- **Orientation:** Orientation is required of all benefits-eligible employees. A general orientation program is regularly scheduled for all new employees. The orientation program provides critical information concerning policies, procedures and employee benefits. All new employees are required to attend the orientation program. On the first day of work, new employees will be scheduled for orientation by the Employment Manager in Human Resources. In addition to attending the general orientation program, each new employee should meet with his or her supervisor, who will explain the duties and responsibilities of the position. Any specific departmental policies, procedures, and regulations will be explained by the supervisor at that time.
- **Identification Card:** A new employee may obtain a FVSU identification card as soon as his/her information is added to the HRIS by the Office of Human Resources. ID cards can be obtained in the Student Financial Services office. The card is the bearer's official University identification and should be carried at all times. It is to be shown upon request to any University employee whose assigned responsibilities authorize him/her to verify employee identification. The card is not transferable and is the property of Fort Valley State University. It should be returned to the University upon termination of employment. Loss of an ID card should be reported immediately to the Student Financial Services office.
- **Official Forms and Updates:** New employees will be asked to fill out information forms for payroll and benefit purposes and will be responsible for the continuing accuracy of all information, including all criminal actions. Be certain to notify the Office of Human Resources of changes to your contact information. To change federal or state withholding, pick up the forms at the Office of Human Resources.
- **Participation in Teachers Retirement System (TRS) or Optional Retirement Plans (ORP):** When applicable, application for membership in the Teachers Retirement System of Georgia or one of the Optional Retirement Plans must be made. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. This election is irrevocable.

- Georgia Defined Contribution Plan (temporary non-student employees and part time instructors): The COBRA '90 legislation contained a provision that all state employees except student employees must be part of a public retirement system or participate in Social Security during their employment with Fort Valley State University. The State of Georgia has created a retirement plan for temporary employees called the Georgia Defined Contribution Plan to comply with this legislation. When employment ends with Fort Valley State University the temporary employee will be entitled to a refund of all the contributions made to the plan. Visit the ERS site at <https://secure.ers.ga.gov/> to log in to your account and request a refund of GDCP contributions.

Provisional Period for New Hires, Transfers and Rehires

With the exception of certain University Police employees, each new classified employee is required to serve the first six (6) months of employment at Fort Valley State University in a provisional status. During this time, the new employee has the first opportunity to evaluate the University as a place to work. The supervisor is strongly encouraged to evaluate the employee's job performance during the provisional period. If the employee's work performance is not satisfactory, the employee will be notified in writing during the six month provisional period and the employee may be terminated at that time without the right of appeal.

In the event of an approved leave of greater than thirty (30) days, an equivalent extension of the provisional period may be granted with the approval of the Chief Human Resources Officer. An extension should be granted only in exceptional circumstances, and in no instance shall the provisional period be extended such that the total provisional period would exceed nine (9) months. University System employees transferring to another University System institution or the University System Office are subject to a new six (6) month provisional period upon beginning at the new location.

University Police employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a police officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those University Police employees for whom specified training is mandated by state law and such training occurs after their employment begins.

Employees in the six-month provisional period are only eligible for transfer or promotion within their current department/college/division during that period and only when granted permission by the department head, dean/vice president of their current department/college/division.

Employees who have successfully completed a provisional period and who are transferring or being promoted into a new position within Fort Valley State University will not be subject to another provisional period.

Former employees who are rehired will be considered new employees and will have another provisional period.

Involuntary Termination

Staff employees may be terminated at any time based upon failure to meet the conditions of employment. Fort Valley State University encourages all supervisors to follow the performance improvement process; however, there are certain offenses that warrant immediate termination. Those offenses should be discussed with employees by their supervisors. When notified of termination, the employee must return all University property and must leave the University premises by the date specified.

Reduction in Force

Should it become necessary to reduce the work force at the University, job eliminations or job consolidation may be required. When personnel reductions become necessary, affected employees will be given at least 60 days notice when possible so that they may seek employment elsewhere within or outside of Fort Valley State University. For more information, please see the University System of Georgia Reduction in Force Policy at: http://www.usg.edu/hr/manual/reduction_in_force/

Rehire after Termination

Former employees who are terminated are generally not eligible for rehire. However, former employees who were terminated may request the Chief Human Resources officer to review the case and determine eligibility for rehire six months from the effective date of the termination. A decision will be rendered after a review of the employee's work records at the University and other information as deemed appropriate.

Resignation

Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of termination a minimum of two weeks prior to his or her last day worked. Before leaving, the employee must return all University property including keys, I.D. cards, etc. Employees who resign for any reason are requested to give as much notice as possible. See Clearance/Exit Interview.

Retirement

No staff member may be required to retire because of age. The requirements for retirement under TRS can be found in the BOR Policy Manual. Employees planning retirement are encouraged to discuss their plans with representatives in the Human Resources Office well in advance of their planned retirement dates. For more information, refer to BOR Policy 8.2.8 Retirement at <http://www.usg.edu/policymanual/section8/C224>.

CLASSIFICATION AND COMPENSATION GUIDELINES

Fort Valley State University's classification and compensation program for classified staff employees is administered by the Classification and Pay Analyst in the Department of

Human Resources. The program consists of a Pay Plan and BCAT Classification System that are designed to group positions that have similar duties, levels of responsibility, skills and educational requirements into the same general levels of pay. The pay rates for each job title are determined by the knowledge, training, skills and level of responsibility and risk assigned to that position. In addition, every effort is made to ensure equitable salary ranges are in keeping with other universities in the University System of Georgia and similar positions in the local, regional and national markets.

Employment Classification

All employee job titles at Fort Valley State University are assigned a Fair Labor Standards Act (FLSA) status of either exempt or non-exempt.

Exempt

Exempt status is assigned to positions that are not eligible for overtime pay as defined by the Fair Labor Standards Act (FLSA). Employees in executive, administrative, and professional positions are typically exempt under the FLSA and are paid a designated salary, regardless of the number of hours they might work in a week. Such positions are hence —exempt from the FLSA. Exempt employees are not entitled to additional pay or compensatory time off for hours worked in excess of 40 hours in a given work week. Any schedule adjustments for an exempt employee must be approved by his/her immediate supervisor.

Non-Exempt

Non-exempt employees are subject to the provisions of the Fair Labor Standards Act (FLSA) and are eligible to be compensated for hours worked in excess of 40 per week. Employees that are assigned non-exempt status must complete timesheets and be paid on an hourly basis for all hours worked over 40 in a workweek. If non-exempt employees work more than 40 hours in the workweek, they must be paid overtime at a rate of time-and-a-half. Working overtime must be approved in advance by the supervisor or department head. Failure to obtain supervisory approval may result in disciplinary action.

Job Postings

Human Resources posts position announcements on the FVSU Human Resources site with a current listing of classified and temporary position vacancies. Employees are encouraged to use the website below as a resource for potential promotion or transfer opportunities. The position openings can be accessed online at <http://www.fvsu.edu/job>.

A posted position may specify that it is restricted to applicants within Fort Valley State University Community. Such a vacancy will be indicated for —internal applicants only. Internal applicants include regular classified staff and full time casual labor employees.

Employment in Multiple Positions

Employees of Fort Valley State University may be employed in only one full-time position or classification within the University System of Georgia at any given time. If an employee wishes to accept another position in addition to a current position at the University or within

the University System of Georgia, the following rules will apply:

- The combined work time for both positions cannot exceed 100 percent of full time status (or 40 hours per week). Both positions must be the same FLSA classification, either exempt or non-exempt. Acceptance of the second position must be approved by the employee's department head and the Chief Human Resources Officer or designee. Questions concerning specific circumstances should be directed to the Office of Human Resources for more detailed information.

Salary Increases and Adjustments

Salary increases and/or adjustment funds are dependent on the University's allocation from the Board of Regents through the State of Georgia legislative appropriations process, or if allowable, by the sponsoring agency by which an employee's salary is funded, in whole or in part. A classified employee (classified employees are defined as benefit eligible employees who are not identified as faculty) must complete his/her six month provisional period before being eligible for promotion, demotion or lateral transfer. In order to be entitled to receive a merit increase, classified employees must be employed a minimum of three months prior to the preparation of the fiscal year budget.

There are typically five types of salary increases and salary adjustments:

- Merit: A merit increase is a performance-based salary increase.
- Market Adjustments: A form of salary increase based on criteria other than merit. This adjustment could be to establish equity within a unit or vice presidential area or an adjustment based on market conditions. The institution does not receive any additional funding for these adjustments and must do internal shifting of funds whenever these types of salary increases are awarded.
- Promotions: A promotion is defined as a shift of an employee from one position to another position on a higher pay grade than his/her current position. The amount offered for a promotion cannot be less than the minimum salary of the pay range for the position.

Demotions or Lateral Transfers

Demotion: A demotion is when an employee is selected to fill a vacant position with a lower pay grade. Whenever this occurs, Human Resources will determine, in consultation with the hiring manager, a rate of pay at any point from the minimum salary of the pay range for the position up to the present salary of the employee, provided that the present salary does not exceed the maximum salary amount authorized for the new job. Whenever an employee is demoted he or she cannot receive a pay increase. The salary rate may also depend on departmental funding and is linked to the vacant position, not the employee's current rate of pay.

Lateral Transfer: A lateral transfer is when an employee moves from one position to

another position that is on the same pay grade regardless of the title of the new position. When an employee is moved to a lateral position due to either applying for an advertised position or via reclassification, the employee may:

- transfer at his current rate, provided it does not exceed the maximum of the pay grade;
- with HR approval, receive up to the midpoint of the pay range;
- with Vice President of Division of Business & Finance approval, receive any amount above the midpoint of the pay plan.

The department head must prepare written justification and submit to the Chief Human Resources Officer. Criteria for additional money should be based on an employee's exceptional performance and/or education and is subject to the approval of the Chief Human Resources Officer.

Temporary Salary Increases

The institution authorizes supplemental compensation on a case by case basis. There are times an employee is asked to perform duties outside his/her normal scope of responsibility or absorb work previously performed by an employee who has resigned or is on an extended leave of absence. If these duties are ongoing it may be necessary to provide a temporary supplement to the employee. This supplement does not become part of the employee's base compensation, and ceases when the temporary assignment ends. This supplement is subject to approval by Human Resources.

The following conditions apply:

- Whenever an employee is asked to assume additional duties or duties with a higher level of responsibility or complexity, the period of time should not exceed 12 months.
- The amount of the supplement may be affected by departmental funding availability.

Job Evaluation Process

The University's job evaluation process is designed to maintain consistency in the utilization of various job titles. This process ensures that employees performing similar duties have the same or similar job titles with corresponding pay levels. The job evaluation process requires a comparative analysis of a position to determine if the current classification and/or compensation levels are appropriate. The job evaluation process also includes the review of required knowledge, skills and abilities needed to perform duties assigned to a position. A review of current market data may be required during the job evaluation process as a means of obtaining the University's goals in:

- Attracting and retaining qualified individuals by matching job skills with the assigned position
- Ensuring that internal and external equity issues are addressed
- Encouraging professional growth for employees
- Recognizing necessary knowledge, skills, and abilities required for a position

- Ensuring that the employee is appropriately compensated

Job Analysis and Job Audit

Generally, a position only needs to be reviewed if its duties have changed significantly over time or if substantive new duties have been assumed that are beyond the scope of what generally might be expected for a position with the current title. If an employee believes his position should be reviewed for reclassification, the employee should discuss the possibility with his immediate supervisor. If the manager concurs, contact Human Resources for assistance with the process of modifying the job description. Employees may be asked or may offer to help describe the duties they perform so that their managers can fully reflect the current scope of their responsibilities. The

Office of Human Resources will review the information provided and make any recommendations to the manager or supervisor in the college or department.

Payroll Guidelines

Payroll Deductions

Each employee's paycheck will have specific deductions as required by law, Fort Valley State University's regulation and/or at the employee's request as listed below:

Required Deductions:

- Federal and State Income Taxes
- Social Security (FICA), if applicable
- Medicare (FICA), If applicable
- Teachers Retirement System Contributions or Optional Retirement Plan Contributions
- Georgia Defined Contribution (7.5% of gross pay – for Temporary Employees Only)

Optional Deductions (This list is not all-inclusive):

- State Charitable Contributions Program
- U.S. Savings Bonds
- Tax-Sheltered Annuity contributions under 403(b) of Internal Revenue Code
- 457 Deferred Compensation Plan
- FVSU Foundation, Inc. contributions
- Dependent Care Spending Account contributions
- Flexible Medical Spending Account (FSA) contributions
- Health Savings Account (HSA) Contributions

All temporary employees are exempt from Teacher Retirement System contributions and Optional Retirement Plan contributions and are not eligible for insurance benefits, but do participate in the Georgia Defined Contribution Plan. Regular employees working less than half time are not eligible for insurance or retirement benefits.

Garnishments, Withholding and Debt Repayment

The University considers the acceptance and settlement of just and honest debt to be a

mark of personal responsibility. The University is required by law to accept and process garnishments served by officials of the court. Failure to meet financial obligations causes discredit to the University. Repeated instances of default in the payment of debt, after appropriate counseling, are sufficient grounds to terminate employment for cause. The University is authorized to hold paychecks and/or deduct from regular paychecks or vacation pay amounts owed by its employees for any fine, fee, penalty or other financial obligation to the institution.

ADP/Timesheets

Provisions of the Fair Labor and Standards Act require that non-exempt employees record and submit a record of the hours worked per workweek and per pay period. The official workweek for all non-exempt employees begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. Friday evening. Timesheets must reflect hours worked for each work week of the pay period and include all absences taken in the pay period.

Exempt employees do not positively record time worked, but record exceptions to their time. These exceptions must be entered in ADPeTime by the 20th of each month. Timecard corrections must be submitted to the Payroll Office for the appropriate adjustment(s).

Falsification of and/or failure to complete timesheets may result in failure to get paid and/or disciplinary action, including termination. All time records must be approved by both the employee and an authorized reviewing authority.

Paychecks

Non-exempt, bi-weekly staff and temporary employees are compensated for all hours worked on every other Friday. These hours are worked through midnight the Friday before payday. Exempt employees (monthly employees) are compensated on the last business day of each month.

Direct Deposit

All employees will be required to enroll in direct deposit which provides for the direct deposit of pay to a participating financial institution. Employees using direct deposit are required to complete an FVSU Direct Deposit Authorization Form. The form is available in the Office of Human Resources, or may be accessed [here](#). Once enrolled, employees are required to remain enrolled in direct deposit for the remainder of their employment. Direct deposit account management can be completed online in ADP. Employees who do not submit direct deposit information to Human Resources will be required to enroll in the ADP TotalPay Card program. Employees will be issued a TotalPay Card from the Payroll Office. Signing for this card authorizes Fort Valley State University to initiate entries related to the distribution of payroll through the Money Network Service. Such authorization will remain in effect until the employer has received written notification of its termination. If an employee elects to

terminate this card, another source of electronic payment will be required. The TotalPay Card packet contains a phone number and the steps required to activate service and establish a pin number.

Overtime Pay

Overtime pay is calculated at one and a half times an employee's regular hourly rate of pay. Overtime pay is applicable for physical hours worked in excess of 40 in a work week. This applies only to non-exempt staff.

Benefit Guidelines

Fort Valley State University offers benefits-eligible employees the opportunity to participate in various benefit plans provided by the Board of Regents and/or Fort Valley State University, which include but are not limited to health insurance, dental insurance, vision insurance, basic life insurance, supplemental life insurance, disability income insurance, dependent life insurance, flexible spending accounts, health savings accounts, and retirement plans. The University contributes toward the premiums for health and life insurance and matches retirement contributions based upon terms set by the Georgia Legislature. The Office of Human Resources along with the Board of Regents provides each eligible employee with complete descriptions and comparisons of the available benefit plans, along with the respective monthly premiums. For specific information on the available benefit plans, please refer to the University System of Georgia's website, located at <http://www.usg.edu/hr/benefits/>.

Benefits Eligibility

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

1. Full Benefits Eligible: This is defined as 30 or more hours per week or .75 FTE and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy 8.2.9 Insurance.
2. Partial Benefits Eligible: This is defined as 20 to 29 hours per week or .5 FTE to .74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.
3. Non-Benefits Eligible: This is defined as 19 or less hours per week (.49 FTE or less), which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12 month period as defined later in this policy. Students may not be placed into a regular status.

New Employees

New benefits-eligible employees may enroll in available benefit plans within the first 30 days of employment. Employees who do not enroll in benefit plans within the first 30 days of employment must wait until the annual open enrollment period to enroll. Employees should be aware that their first 30 days of employment may be their only opportunity to enroll in

certain benefits. The Office of Human Resources will notify you of any benefits which fall into that category. Additionally, enrollment in certain benefit plans during the Open Enrollment period may be based upon the approval of a medical underwriting review and evidence of insurability.

Eligible Dependents

Eligible dependents for health insurance purposes include the spouse and dependent children up to age 26. When adding dependants, it will be required that employees present a marriage license for spouses, birth certificate for children, or other document establishing a dependent relationship as a condition of their coverage.

Health Insurance

New employees who are benefits-eligible have 30 days from their date of hire to select a medical plan. On an annual basis, the University offers an Open Enrollment period. During Open Enrollment, employees may change their healthcare plan elections and/or levels of coverage. The University pays a share of the cost of healthcare coverage. The employee must pay the remaining portion of the premium through payroll deduction. Premiums for medical insurance are withheld from the payroll check on a pretax basis.

Dental Insurance

The University provides a voluntary dental insurance program for all eligible employees, which must be selected within the first 30 days of employment with the University. The employee pays 100% of the monthly premium and the premium is withheld from the payroll check on a pre-tax basis.

Vision Insurance

The University provides a voluntary vision insurance program for all eligible employees, which must be selected within the first 30 days of employment with the University. The employee pays 100% of the monthly premium and the premium is withheld from the payroll check on a pre-tax basis.

Life Insurance

Group Basic Life Insurance

The University provides \$25,000 of basic life insurance for all benefits-eligible employees at no cost to the employee.

Supplemental Life Insurance

Eligible employees may purchase supplemental life insurance through the same program in increments from one to eight times your salary, up to a maximum of \$2.5 million. The premiums are based on the age of the insured and the amount of coverage selected. This is

optional coverage is paid by the employee.

Dependent Life Insurance

Eligible employees may also insure their dependents (spouse & children). Spouse coverage options are available in coverage options of \$10,000 to \$500,000. Evidence of insurability (EOI) is required for all requests for spouse coverage during Open Enrollment. Child(ren) coverage options are available in increments of \$5,000, \$10,000, or \$15,000. No EOI is required. Premiums for dependent life insurance plan are paid by the employee via payroll deduction.

Acceptance and Continuation Policy

The supplemental and dependent life insurance plans are guaranteed to be accepted if the employee enrolls during the initial 30 day period. After the first 30 days of employment, evidence of insurability will be required to acquire coverage.

Disability Income Insurance

Eligible employees may participate in short-term and/or long-term disability income insurance. These voluntary plans allow employees to receive a monthly benefit if they become disabled (physician certification required). Employees pay the full premium for disability insurance through payroll deduction.

Section 125 Plan

Fort Valley State University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee health, dental, and flexible spending account premiums and Health Savings Account contributions are deducted on a pre-tax basis and are not subject to federal tax, state tax or FICA. The choices made by a new employee or during the annual open enrollment period must remain in effect for the entire plan year (January 1 – December 31), unless the employee has a mid-year qualifying event.

The annual open enrollment period normally occurs during the month of October or November with coverage dates effective January 1 of the following calendar year. A Benefits Fair is held during this time to give employees the opportunity to gather benefits information and discuss plan options with the various providers.

Qualifying Events for Mid-Year Changes

The IRS regulation, under Section 125, has strict rules regarding the operation of these plans. Exceptions are permitted under IRS rules when a member has a qualifying event during the plan year. Employees are required to notify the Human Resources Department within 30 days of the qualifying event and provide appropriate documentation to make mid-year changes. Some examples of plan year qualifying events include:

- Change in marital status
- Birth or adoption of a child

- Death of a covered dependent
- Loss of eligibility status by a covered dependent
- Change in employment status that affects eligibility for coverage
- Losing or gaining healthcare coverage eligibility under Medicare or Medicaid
- Change in residence to a location outside of a healthcare plan's service

Transfer of benefits to another Unit within the University System of Georgia

To transfer benefits to another unit of the University System of Georgia, there must not be a break in service over 30 days and the effective date may not be a holiday. All benefit plans offered by the Board of Regents carry over to an employee's new employment. Plans which are unique to Fort Valley State University may not be transferred to an employee's new employment.

For employees with accrued vacation of 20 (160 hours) or fewer days, the employee must transfer to the new unit all accrued vacation up to 20 days (160 hours). For employees with accrued vacation of greater than 20 days (160 hours), an employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed 45 days (360 hours); or
- Receive payment from the former institution of accrued vacation leave in excess of 20 days (160 hours). The total accrued vacation leave for which the employee may be paid shall not exceed 25 days (200 hours). An employee must transfer accumulated sick leave if there is not a break in service of over 30 days.

Continuing Benefit Plans at Termination (COBRA)

Terminating employees will retain insurance benefits through the end of the month that employment is terminated, provided the full premiums have been paid. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may elect to continue medical or dental coverage for up to 18 months. In special instances, the 18 month period may be extended. COBRA election must be made within 60 days from the date COBRA notification is received. Terminating employees will receive notification and COBRA information in the mail.

COBRA Disabled Status

If a qualified beneficiary is determined to be disabled under Title II or XVI of the Social Security Act at the time employment ended and the plan administrator is notified within 60 days, the qualified beneficiary may elect continuation for up to 29 months following the termination of employment.

COBRA Dependents

A spouse of an employee whose coverage ends due to divorce or a child who reaches the maximum age for coverage as a dependent may continue coverage for thirty-six (36) months. COBRA Election must be made within sixty (60) days from the date the COBRA notification is received. The cost for COBRA dependents is 100 percent of the total

premium, plus a 2% administrative fee. It is the participant's responsibility to ensure that premiums are paid in a timely manner. This premium must be paid on time each month, or COBRA coverage will be discontinued. Cobra is administered through ADP.

Tuition Assistance Program (TAP)

The Tuition Assistance Program (TAP) is available to full-time, benefits-eligible employees of the University System of Georgia who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the TAP application deadline for the desired academic semester. Employees are required to go through the regular student admissions process prior to applying for TAP. Employees must complete a TAP application and return it to the Human Resources office by the deadline for each semester in attendance. Employees may seek approval to enroll in up to nine (9) academic semester credit hours for each of the three designated semester periods: Fall Semester, Spring Semester, and Summer Semester. Complete policy reference and TAP forms can be found at: http://www.usg.edu/hr/benefits/tuition_assistance_program_policy.

Professional Liability Insurance

Fort Valley State University, as a unit of the University System of Georgia, provides limited liability insurance protection to its employees while in the conduct of the business of the University. This insurance covers employees' legal liability to others for personal or bodily injury and property damage resulting from actions or inactions of an employee of Fort Valley State University acting within the scope of his or her employment. The Office of the Attorney General will defend the employee from such claims under most circumstances.

Retirement Plans

All state employees, excluding student employees, must be part of a state sponsored retirement system and/or Social Security during their employment with Fort Valley State University. Georgia law requires membership in the Teachers Retirement System of Georgia (TRS) or an Optional Retirement Plan (ORP) for all benefits-eligible employees. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. The employees must either opt to participate in the Optional Retirement Plan or the Teachers Retirement Plan. This election is irrevocable.

Non-exempt (hourly paid) employees are required to participate in the Teacher's Retirement System of Georgia. Exempt (monthly paid) employees may choose either the TRS or the ORP. Employees who fail to make an election within 60 days of their original hire date will be enrolled in the Teachers Retirement System of Georgia.

The State of Georgia created a retirement plan for temporary employees called the Georgia Defined Contribution Plan. When employment ends with Fort Valley State University, the temporary employee will be entitled to a refund of all the contributions made to the Georgia Defined Contribution Plan.

Social Security

Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of The Social Security Act, as amended, apply to all officers and employees of the University System except those specifically excluded under the agreements with the Employee Retirement System of Georgia.

Employees Covered by Social Security

All employees eligible for the Teachers Retirement System of Georgia and Optional Retirement Plan will make contributions to Social Security.

Employees Not Covered by Social Security

Non-resident aliens may be exempt, in accordance with their visas. All non-resident aliens are required to undergo a tax analysis prior to claiming exemption from Social Security.

Georgia Defined Contribution Plan

Temporary employees contribute 7.5% of their wages to the Georgia Defined Contribution Plan (GDGP), which is the State equivalent of Social Security. Complete policy information can be found at: <http://www.ers.ga.gov/plans/gdcp/gdcpforms.html>.

Teachers Retirement System of Georgia

The Teachers Retirement System of Georgia is a defined benefit plan. All regular employees who work 1/2 time or more are eligible. Employee and employer contribution rates are set annually by the USG Board of Regents. Employee contributions are deducted from salary before federal and state income taxes (pre-tax dollars) are paid on contributions. Federal and State of Georgia income tax is deferred until the account is withdrawn or retirement benefits are received. Employees who leave the University before retirement are advised to investigate their options regarding the TRS funds. All withdrawals of funds (not including rollovers) are subject to additional tax and penalties. The form to request a refund or rollover of contributions is available either in the Human Resources office, or online at: <http://www.trsga.com/>.

Vesting

A member with at least ten years of service credit has a vested right to a benefit at age 60. If you have 10 or more years of service credit and leave a TRS covered position, you will be entitled to a monthly retirement benefit when you are age 60, if you have not withdrawn your TRS contributions.

Eligibility for Retirement

Eligibility for retirement is governed by the Teachers' Retirement System of Georgia and the Board of Regents. The Board of Regents policy reference can be found at: http://www.usg.edu/policymanual/section8/policy/8.2.8_retirement/

Disability Retirement

A TRS member who is mentally or physically disabled, and who has at least 10 years service credit is eligible to apply for disability retirement. The inability to satisfactorily perform one's current work duties, due to health reasons, is the major factor in determining 'disability'.

Optional Retirement Plan (Regents Retirement Plan)

The Optional Retirement Plan is available to exempt employees hired after June 30, 2008, faculty and certain key administrators who work 1/2 time or more. The employee and employer contribution rates are set by the Board of Regents. This contribution rate is applicable regardless of the source of salary. Employee contributions are deducted from salary before federal and state income taxes (pre-tax dollars) are paid on the contributions. Federal and State of Georgia income tax is deferred until the account is withdrawn or retirement benefits are received.

Contributions may be distributed among several funds offered by Lincoln Investment, TIAA-CREF, and Valic. Members may change companies once per quarter. Employees eligible for the Optional Retirement Plan have 60 days from their hire date to make an election. This election is irrevocable.

Vesting

Vesting in the Optional Retirement Plan is immediate. Since vesting is immediate, the total funds, including the state's contributions, remain in the member's name for his or her ultimate retirement. Every dollar set aside by the University for the member will remain in the fund, even if employment is terminated. If the member becomes permanently and totally disabled or dies, all monies in the fund, including the State's contribution and appreciation or depreciation of the funds, would be made available to the member or the named beneficiary.

Eligibility for Retirement

Eligibility for retirement is governed by the Board of Regents. See section 8.2.8 in the Board of Regents Policy Manual at: http://www.usg.edu/policymanual/section8/policy/8.2.8_retirement/.

Voluntary Supplemental Retirement Accounts

Fort Valley State University provides 2 voluntary retirement programs to eligible employees. The following two programs allow employees to set aside additional funds for retirement on pre-tax bases.

Tax-Sheltered Annuity Plans - 403(b)

All exempt and non-exempt employees are eligible to participate in a voluntary tax-sheltered annuity plan offered through Fort Valley State University under provision 403(b) of the Internal Revenue Code (IRC). This plan allows participants to shelter a portion of their income, on a pre-tax or post-tax basis, into any of a number of investment vehicles such as annuity contracts and mutual funds.

Taxes are deferred until their money is withdrawn - usually upon retirement (withdrawal prior to retirement age carries a penalty). Employees make the full contribution, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 403(b) plan at any time, including during the annual benefits open enrollment period. In general terms, employees may set aside an additional amount based on current IRS guidelines. The annual contribution is allocated equally across the number of paychecks an employee receives during the year for his/her base salary. The current 403b vendors are Lincoln Investment, TIAA-CREF, and VALIC.

Deferred Compensation Plans - 457(b)

All exempt and non-exempt employees are eligible to participate in a voluntary tax-deferred annuity plan offered through Fort Valley State University under provision 457(b) of the Internal Revenue Code (IRC). This plan allows participants to defer a portion of their income, on a tax-deferred basis, into any of a number of investment vehicles. Taxes are deferred until the money is withdrawn. Unlike a 403(b) plan, withdrawals at times other than retirement do not carry an additional penalty. Employees make the full contributions, via salary reduction (there are no employer contributions). Employees may enroll or change their elections for the 457(b) plan at anytime, including during the annual Benefits Open Enrollment period. In general terms, employees may set-aside up to the current IRS mandated limit in a 457(b) Plan. The deferral is allocated equally across the number of paychecks an employee receives during the year for his/her base salary. There are two authorized vendors offering a variety of investment options: TIAA-CREF and VALIC. Employees may participate in both the 403(b) and the 457(b) plans.

Healthcare Savings Account

This is a tax advantage account established to pay for qualified medical, dental, and vision expenses. An employee must be enrolled in a high deductible health plan (HDHP). Any employee not covered by any other health plan that is not an HDHP and is not currently enrolled in Medicare is eligible. Any unused funds are accumulated in the account toward future expenses (i.e. this is not a 'use it or lose it plan'). Maximum contributions are set annually according to IRS guidelines.

Flexible Spending Accounts

These programs allow individuals to set aside funds on a pre-tax basis for certain healthcare, dependent care, and transportation related expenses.

Dependent Care Spending Account

The Dependent Care Flexible Spending account may be used to cover the cost of qualifying childcare, eldercare, or care of other legal dependents. Electing a Dependent Care FSA can save employees substantial tax dollars on predictable childcare costs. IRS maximum election limits combined for both parents cannot exceed \$5,000 in a plan year. Any unspent funds left in the account after the end of the plan year must be forfeited. Under the law, the combined dependent care contributions of both parents cannot exceed the maximum

allowable election set by the IRS.

Qualifying Events for Mid-Year Changes

The IRS regulation, under Section 125, has rules regarding the operation of these plans. Exceptions are permitted under IRS rules when a member has a mid-year qualifying event. Employees are required to make the election change and submit documentation to the Benefits Office within 30 days of the qualifying event which includes:

- Change in marital status.
- Change in number of dependents.
- Change in employment.
- Change in dependent eligibility due to plan requirements (e.g., loss of student status, age limit reached).
- Change in residence (e.g., employee or dependent moves out of plan service area).
- Significant cost changes in coverage.
- Significant curtailment of coverage.
- Addition or improvement to benefits package option.
- Change in coverage of spouse or dependent under another employer plan (e.g., spouse's employer had no insurance coverage before but now offers a plan).
- Loss of certain other health coverage (e.g., plans provided by governmental or educational institutions).
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events.
- Judgments, decrees or orders.
- Entitlement to Medicare or Medicaid.
- Change in hours worked to less than 30 hours per week on average if the employee and covered family members enroll in another plan providing minimum essential coverage. The employee is eligible for a special enrollment period to enroll in a qualified health plan through a marketplace/exchange. Employees and others covered must enroll in the plan by the first day after coverage ends under the employer plan.

Appealing Denied Benefit Claims

Denied benefit claims must be contested directly through the benefits provider. For additional information please contact Human Resources.

ANNUAL LEAVE, SICK LEAVE AND LEAVE OF ABSENCE

Time-off Benefits

Time-off benefits are provided to eligible employees of the University for a variety of reasons, including rest and enjoyment, jury/witness duty, illness, etc. The University has designed a comprehensive time-off benefits program.

Holidays

Fort Valley State University observes 12 official paid holidays each year. An exact schedule of these holidays is published each year by the University administration. These holidays are observed in accordance with the rules and regulations set forth by the University. Student assistants, graduate assistants, part time instructors and temporary (non-student) employees are not eligible to receive holiday pay. To receive pay for the holidays, an employee must be in pay status the day before and the day after the holiday. A terminating employee will not be paid for any official holiday occurring after the last working day of his or her employment.

Annual Leave (Vacation)

Eligibility

Regular, full-time and part-time benefits-eligible employees are eligible to accrue vacation hours. Full-time employees accrue 10 hours vacation per month for the first five years of employment. After the completion of the 5th year of service, vacation will accrue at 12 hours per month. Employees with 10 or more years of service will accrue at 14 hours per month. Regular employees working at least one-half time but less than full time earn and accrue vacation hours in an equivalent ratio to their work commitment. Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn or accrue annual leave. An employee must be in pay status on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the vacation. Otherwise, the employee will be in a Leave without Pay status. Annual Leave time may be taken at times mutually acceptable to an employee and his/her immediate supervisor.

Carryover of Unused Vacation Days

On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave. Any hours in excess of 360 will be forfeited.

Terminal Vacation Pay

All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted. An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

Record of Earned Annual Leave

Accrued vacation and sick time can be viewed in ADP. Employees are responsible for checking balances periodically. All leave time taken will be documented in ADP on an employee's electronic time sheet.

Sick Leave

Eligibility

Regular, full-time and part-time benefits-eligible employees are eligible to accrue sick leave hours. Regular employees working at least one-half time but less than full time earn and accrue vacation hours in an equivalent ratio to their work commitment. Full-time employees accrue eight (8) hours of sick leave per month. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

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

An employee must be in pay status on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. An employee must have a sufficient leave balance from prior months to cover the hours taken through the last day of the absence. Otherwise, the employee will be in a Leave without Pay status. Employees are not to perform University related tasks while on sick leave.

Annual Allowance and Accumulation

For all regular full-time employees, sick leave shall be accumulated at the rate of one eight (8) hour work 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 the percentage of their work commitment. Sick leave for employees shall be cumulative. Temporary employees, including student assistants, graduate assistants, part-time instructors, and regular employees who work less than one-half time do not earn or accrue sick leave.

Reporting Absences Due to Illness

Employees are expected to report all absences due to illness or injury directly to their supervisors or department heads as soon as possible and should indicate probable length of absence so that schedule adjustments may be made. Employees absent for prolonged periods should communicate with their supervisors weekly, unless on approved Family Medical Leave. Exempt employees' timesheets are due on the 20th of the month, for leave taken after the 20th, but during the current month, send an email to: fagant@fvsu.edu.

Physician's Statement

When sick leave is claimed by an employee for a continuous period in excess of three (3) working days, the employee must supply the university with a physician's statement before any further claim of sick leave rights by the employee-patient can be made. The statement should specify the date upon which the employee became incapacitated and the tentative

date upon which the employee may be expected to return to duty. A physician's statement is also required for a lesser period of absence if the supervisor has reason to believe that employee is abusing sick leave. Abuse of sick leave constitutes cause for disciplinary action. A copy of all such physician statements must be submitted to the Office of Human Resources.

Physician's Return to Work Certification

Supervisors reserve the right to request a release from a physician to allow an employee to return to work. Such certification may also be requested of employees returning from Family Medical Leave provided that the employee is notified by Human Resources of this requirement at the time the Family Medical Leave is approved. A copy of all such return to work certifications must be submitted to the Office of Human Resources.

Sick Leave without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one (1) year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee. Fort Valley State University cannot guarantee that an employee will be returned to his or her original job. Should an employee be unable to return to work after being granted sick leave without pay for one year, the employee will be terminated.

Terminating Sick Leave

A terminating employee shall not be paid for any sick leave earned but not taken. However, employees retiring may use accumulated sick leave to earn additional service time with the Teacher's Retirement System of Georgia.

Workers Compensation

All employees of Fort Valley State University are covered under the provisions of the Workers' Compensation Act. This act provides protection in the event of injury, illness or death that arises out of the course and scope of employment for the University. When an on-the-job injury or illness occurs, the employee should fill out a First Report of Injury form and/or notify his/her supervisor immediately. The supervisor will notify Risk Management or forward the injury form. If medical attention is required, treatment must be coordinated through our insurer. However, in the case of emergency, immediate treatment should be obtained from the nearest hospital emergency room. If emergency services are required, first contact the University Police at (478) 825-6211.

When an employee returns to work, it is the responsibility of the supervisor to inform the Office of Human Resources immediately. Late notification of return to work status may result in incorrect payroll reporting for the employee. Information on accident and reporting instructions for Workers' Compensation can be obtained from the Office of Human Resources.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides eligible employees with up to 26 weeks of unpaid, job protected leave each rolling 12-month period. A rolling 12-month period is defined as 12 months from the date of first absence. To be eligible, the employee must be employed for at least one year and have worked at least 1,250 hours over the previous 12 months.

Family Leave Entitlement

Events that qualify an employee for Family Medical Leave:

- Birth of a child
- Adoption of a child
- Family member called to active duty
- Employees who have a spouse, parent or child who is on or has been called to active duty in the Armed Forces when he/she experiences a “qualifying exigency”
- Serious health condition of employee’s child, spouse or parent
- Serious health condition of employee

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient hospital care (such as an overnight stay), hospice or residential medical care facility;
- any period of incapacity requiring sporadic absences from work, school
- or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- continuing treatment by (or under the supervision of) 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.

Spouses who are both employed by the University are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent (but not parent “in law”), who has a serious health condition. Leave for birth, adoption or foster care placement must conclude within 12 months of birth or placement.

Under some circumstances, employees may take FMLA leave intermittently— that means taking leave in blocks of time or by reducing the normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to approval by Fort Valley State University Human Resources. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

Employees who have a spouse, parent, child or who have been named next of kin for a service member who incurred a serious injury or illness on active duty in the Armed Forces

may take up to 26 weeks of leave to care for the injured service member.

Notice and Certification

Employees requesting FMLA must complete the University System of Georgia's FMLA request form and submit it along with the University System of Georgia's FMLA Medical Certification form to Human Resources. The Medical Certification form includes a section for the health care provider to verify the existence of a serious health condition. In the case of a foreseeable leave, an employee is required to give at least 30 days' notice prior to beginning FMLA. In the event that the leave is not foreseeable, the employee is required to advise Human Resources as soon as practical. Whenever possible, the employee requesting FMLA should set up an appointment with Human Resources to provide required paperwork and make preparations regarding compensation and benefits. The employee will be notified of their eligibility within 5 days of receipt of the request of the employee or when Human Resources receives notification that the employee's leave may be an FMLA qualifying event. The employee may be required to obtain a second or third medical certification, at University of Fort Valley State University Georgia's expense.

Paid vs. Unpaid Leave

When taking FMLA leave, employees may choose to use either accumulated sick and/or annual leave based on the following criteria. Sick leave must be used concurrently while employees are taking FMLA. Once all sick leave has been exhausted, Fort Valley State University Georgia will charge leave to vacation unless the employee elects to freeze the vacation leave at any given point. The request to freeze annual vacation leave must be documented with a signed memo from the employee to Human Resources. Once the annual vacation leave has been exhausted or if accrued vacation leave has been frozen, the remainder of the FMLA leave will be in an unpaid leave status.

During the period of FMLA leave, an employee may retain health, dental, vision and life benefits under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his/her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums will result in loss of coverage.

Job Restoration

Upon return from FMLA leave, the employee will be restored to his/her original position or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

The employee's use of FMLA will not result in the loss of any employment that the employee earned or was entitled to before using FMLA leave. In an unpaid leave status, however, the employee will not continue to accrue vacation or sick leave benefits.

Return from Leave

Employees must notify Human Resources of their return to work date at least five (5) business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned in to Human Resources prior to or on the employee's first day back to work. The employee is responsible for ensuring that the documentation is delivered to Human Resources either in person, via e-mail or facsimile. Upon receipt of the statement, the employee will be added to payroll if he/she was on leave without pay. In some cases, the employee may be required to provide a fitness-for-duty certificate prior to being restored to active status.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to Human Resources at least five (5) business days prior to the employee's planned return. Human Resources is responsible for notifying the employee's supervisor of the employee's status. The employee must provide medical certification that he/she is able to return to work earlier than expected.

Extension of Leave

An employee requesting an extension of FMLA leave due to the continuation, recurrence or onset of his/her own serious health condition or of the serious health condition of the employee's spouse, child or parent must submit a request for an extension in writing to Human Resources. The maximum amount of FMLA leave that an employee may take during a rolling 12-month period is 12 weeks (or 26 weeks in the case of an injured service member). The employee is required to notify Human Resources as soon as it is determined that he/she will not be able to return from leave as originally planned. Human Resources is responsible for notifying the employee's supervisor of the employee's status.

Military Leave

Definition of Military Leave

Military duty, for the purpose of these regulations, includes any ordered military duty in the service of the State of Georgia or the United States. This includes schools conducted by the armed forces of the United States.

Duration of Military Leave

Regular benefit-eligible employees are entitled to 18 days of leave in any one (1) federal fiscal year with pay while engaged in the performance of military duty including going to and from such duty during normal working hours. If the employee's active military duty transcends portions of two (2) different federal fiscal years, the employee will be paid eighteen (18) days military leave for each fiscal year in which the military leave occurred. After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave.

The maximum leave time without pay cannot exceed five (5) years. In order to receive the annual military leave with pay, the employee must provide a copy of his or her original orders

to Human Resources and the supervisor must complete a Personnel Action Notice Form (PAN).

Benefits during Military Leave

At the expiration of maximum paid military leave time, continued absence by the employee shall be considered as military leave without pay. The employee may elect to exhaust accrued vacation leave hours prior to going on an unpaid leave status. During the period of military leave without pay, an employee may retain health, dental, and life benefits under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from his/her pay, the employee will be required to pay his or her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage. Any regular employee required to take a Selective Service or military physical examination is eligible for paid military leave if the exam is scheduled during normal working hours. The employee must submit the documentation of the exam request to his or her supervisor.

Annual Leave

Once an employee has been paid for his/her maximum number of paid military leave days and is not receiving a military differential pay, he/she may elect to use his/her accrued annual leave. Employees who elect not to use accrued leave or who exhaust accrued leave shall be deemed to have a leave of absence without pay.

Health and Dental Benefits

An employee may elect to continue coverage under a University System of Georgia health insurance and/or dental insurance plan while he/she is performing order military service. The military will provide primary medical and/or dental coverage for an employee while he/she is on active duty. The University System of Georgia will provide primary medical and/or dental coverage for a covered spouse and dependents, unless the covered spouse/dependents have primary coverage through another group plan.

For an employee who is called to full time active military duty such action constitutes a qualifying event and permits an employee to make a change in his/her health and/or dental plan coverage. An employee must make a change in health and/or dental plan coverage within thirty-one (31) days of his/her activation date. If the required military service of an employer coincides with a University System of Georgia open enrollment period, the member may make an open enrollment election within thirty-one (31) days of his/her return to employment within the System.

A member may enroll, change type of coverage (single, employee plus spouse, employee plus child, family) or discontinue coverage as a result of the employee's full time activation into the military service. When an employee returns to employment with the University

System of Georgia, the member may revert to his/her initial election of health and/or dental coverage.

A military activated employee who elects to continue with the University System of Georgia health and/or dental coverage while on unpaid active military duty will be responsible for remitting the employee portion of the monthly premium. Coverage will be cancelled if the employee fails to remit required premiums within institutionally defined deadlines.

Retirement Plans

While an employee is on paid leave military status, employee and employer retirement contribution amounts should continue to be paid. When an employee enters a leave without pay military status the employee and employer retirement plan contributions should cease.

Upon return from active military service, an employee is entitled to catch up' with the retirement plan contributions that he/she would have made had the individual remained as an active employee with the University System of Georgia. Upon re-employment, USERRA identifies the time period that an employee is allowed to catch up with the retirement plan contributions. An employee may have either three (3) times the length of his/her active military service, or five (5) years, whichever is shorter.

A person's entitlement to the catch up retirement plan contribution benefit will be terminated if he/she separates from the uniformed services under other than honorable conditions. When an employee begins making military service retirement plan catch up contributions, the institution must begin submitting its corresponding employer contribution. Upon payment of these contributions to TRSGA for active military service such service shall be added as years of creditable military service.

Life Insurance

The employer should continue to provide \$25,000 of basic life insurance for an employee while he/she is on active military duty.

With regard to supplemental and dependent life insurance, a covered employee may elect to continue such coverage while he/she is on active military duty. To continue this type of coverage, the member would be required to remit premiums to the employer. If a covered employee elected to drop this type of coverage while on active military duty, he/she would have to demonstrate evidence of insurability' to be reinstated in the plan. There will be no accidental death and dismemberment benefit if the member dies from an "act of war or service in any military force of any country when the country is engaged in war."

Holidays

There will be no payment for any holidays occurring during the period of an employee's order military service.

Return from Military Leave

The employee must provide advance notification to his department and Human Resources

of the return-to-work date. Upon receipt of the statement, the individual will be reactivated on payroll if the individual was on leave without pay. Employees may be required to provide fitness-for-duty certification prior to being restored to active status. Failure to return from leave for reasons other than a continued serious health condition may require the individual to repay the employer's contributions to healthcare premiums during the period the individual should have returned.

The cumulative length of time that a returning service member may be absent from work for military service, and retain his/her re-employment rights is five (5) years. A returning service member is to be reemployed in the position that he/she held, or that he/she would have attained had he/she not been ordered to active military duty.

USERRA regulations specify return to work or re-employment timeframes that an employee must follow upon completion of active military service. They are:

- Less than 31 days: An employee should return to work the first day following the completion of his/her active military service.
- 30 – 180 days: An employee must request reinstatement of employment within fourteen (14) days following the completion of his/her active military service.
- Over 180 days: An employee must request reinstatement of employment within ninety (90) days following the completion of his/her active military service.

A service member convalescing from injuries during military service or in training may have up to two (2) years to return to his/her position.

Maternity Leave

Disability due to pregnancy is considered as any other disability and appropriate sick leave provisions of these policies apply. See Sick and/or Family and Medical Leave for further information.

The Patient Protection & Affordable Care Act (2010) and Georgia state law (O.C.G.A. 34-1-6) provide that a nursing mother shall have the opportunity to express breast milk for her infant during work hours. If employees request accommodations for breastfeeding, units should contact the Office of Human Resources regarding their responsibilities in accordance with federal and state regulations.

Educational Leave

The President or a designee may grant educational leave without pay to full-time employees who have at least one year of service at the time of requesting leave. Educational leave may not exceed one year at a time and is to be used for obtaining a degree or professional certification. Such approved leave allows the employee the right to elect to continue his or her group insurance benefits at the same employee rate the individual paid through payroll deduction. The employee will be required to pay his or her share of insurance premiums while on leave each month. Failure to pay the employee share of the insurance premiums

may result in loss of coverage.

Education Support Leave

For the purposes of promoting education in Georgia and supplementing work life balance options for University System of Georgia employees, each full benefits eligible, non-temporary employee of the USG are eligible for up to eight (8) paid hours of Education Support Leave per calendar year. Such leave is in addition to, and not charged against, an employee's other leave. The University System of Georgia has established guidelines for institutions concerning the use and administration of Educational Support Leave with pay.

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

Education Support Activity Examples:

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

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

1. Any full benefits eligible, non-temporary employee of Fort Valley State University, may request to use and be considered for education support leave.
2. Only activities directly related to student achievement and academic support will qualify for education support leave. Such activities may range from early care and learning through higher education. Fort Valley State University maintains the authority to determine, in accordance with the provisions outlined in BOR Policy on Education Support Leave, whether an activity would qualify for education support leave.
3. To use education support leave, an employee may be, but is not required to be, the parent of a student.
4. Employees must not receive pay for services they perform while using education support leave.
5. Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave.
6. Fort Valley State University has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

7. Fort Valley State University maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. FVSU will ensure that denials are applied consistently for all similarly situated employees.
 8. Use of education support leave for any political purpose or agenda is prohibited.
- Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.
 - Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one USG institution or office to another. FVSU is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.
 - Education support leave carries no cash value if unused. There will be no payout for unused education support leave upon termination.

Currently, in the ADP system there is not a place where an employee can request time off for Education Support Leave. Therefore, this is the current procedure:

1. Employee emails their supervisor requesting Education Support Leave. The employee must indicate the date and amount of time.
2. The supervisor will review the request and respond back to the employee in writing whether the request is 'Approved' or 'Denied'. The supervisor should base their decision on business needs.
3. After given approval, the employee will go into their ADP time card and select the code 'Education Support Leave', then enter the appropriate hours for the specific day.
4. At the end of the pay period, the supervisor should review the employee's time card to ensure the information entered is correct.

Bereavement Leave

Regular employees working one-half time or more who have a death in the immediate family may, upon approval of his/her immediate supervisor, be allowed necessary time off with pay, chargeable to sick leave. The amount of time allowed shall be determined by the immediate supervisor based on individual circumstances. In the event of death in the immediate family, sick leave with pay may not exceed five working days. For purposes of leave granted in the event of a death, immediate family is defined to include husband or wife, partner, children, mother, father, sister, brother, the in-laws of the aforementioned, and certain other relatives when, in the judgment of the employee's immediate supervisor, the employee's presence is justified. Employees who work less than half time may be granted time off due to a death in the family. However, since such employees do not accrue sick or vacation leave, they will not be paid for time off due to a death in the family.

Court Duty

Court duty leave with pay is granted to regular employees for the purpose of serving on a jury or as a witness. Such leave is granted upon presentation of official documentation from the appropriate court. A subpoena from the appropriate court qualifies as documentation as serving as a witness. Court documentation must be submitted to the Office of Human Resources. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving on a jury summons. Employees may retain juror or witness fees paid by the court. An employee appearing in court related to a personal matter will not be granted leave with pay but may take vacation time, if available.

Voting

Employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time, consisting of a two-hour block, will be granted to permit the employee to vote. Time off for voting should be coordinated with employee's immediate supervisor.

Military Physical Examination

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

Personal Leave

At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one (1) year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

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 thirty (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 seven (7) days.

Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

WORKPLACE PRACTICES

Work Schedules

The normal work week for a full time regular classified employee consists of 40 hours per

week. Employees may, on occasion, have to work more or less than forty hours per week. In these instances, advance notice will be provided when permissible and the employee will be compensated for the hours worked in excess of 40 hours per week in accordance with the Fair Labor Standards Act. The supervisor determines work hours for the employee according to the needs of the University. There may be instances when the needs of the University dictate a change in schedule. This change will be communicated to the employee by the supervisor with at least two weeks' notice when possible. Breaks, including lunch or coffee breaks, will be communicated by the immediate supervisor. When awarded, breaks may not be skipped in order to leave early or come in late. The University reserves the right to change work schedules as necessary to meet changing departmental needs.

Attendance

Each employee, exempt and non-exempt, is expected to adhere to his/her scheduled hours. The supervisor sets the work schedule. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify his/her supervisor. It is not sufficient to leave a message with a co-worker nor should the notification be made by a friend or family member except under emergency situations. Such notification should be made as far in advance as possible. Failure to give the appropriate notification may result in disciplinary action, up to and including termination.

University Closing (Inclement Weather or Emergency)

In the event of inclement weather or any emergency that jeopardizes the safety of employees, the President or designee of the University may declare leave with or without pay.

Web Site Notification

University closings will also be posted on our web site at www.FVSU.edu. We will do our best to inform employees as early as possible about the University's operating status during periods of inclement weather. Information on closing can also be obtained by calling Campus Police and Safety, (478) 825-6211 (day or night), or Marketing & Communications, (478) 825-6319 (daytime only).

Personnel Action Notice (PAN)

It is the responsibility of the supervisor to ensure a Personnel Action Notice (PAN) form is completed and routed for approval for each personnel change to include funding source changes, account distribution changes, departmental changes, title changes, etc. The supervisor must complete the Personnel Action Notice (PAN) to effectuate salary payment. This form can be accessed at the link below. PANs received after the deadline may require an adjustment to the following paycheck.

Supervisors must ensure that a PAN is approved and received in the Office of Human Resources prior to the employee's start date.

Time Records

Provisions of the Fair Labor and Standards Act require that non-exempt employees record and submit time worked each pay period. The current official workweek for all non-exempt employees begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. Friday evening. Time records must reflect hours worked for each work week of the pay period and should include all absences during the pay period. ALL TIME RECORDS MUST BE APPROVED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.

Breaks

Breaks are a privilege granted by each individual supervisor and are not a right. The needs of the job must be satisfied before breaks can be granted. If the work situation permits, the supervisor may authorize breaks of up to a 15-minute duration. Employees on break may leave the work area. In departments where it is necessary to have someone on duty at all times, it is the employee's responsibility to ensure that work assignments are covered to the approval of the supervisor. Therefore, in some units, breaks are not possible. Employees may not forego breaks to accumulate extra time off in the future or to make up for tardiness or previous absence. Breaks may not be skipped in order to leave early or arrive late.

Flexible Scheduling

Flextime allows for flexible scheduling arrangements that permit variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. Flextime can be used to improve coverage and extend service hours. Flextime is a privilege and may be discontinued, temporarily suspended or altered, with or without notice, at the sole discretion of the appropriate supervisor, vice president or dean when the work needs change or if service is impaired. Each request for a flextime schedule will be decided on an individual basis by the supervisor of the employee in accordance with the University's Telework/Flextime Policy. All decisions should be consistent with department practices. For more information, contact the Office of Human Resources.

EMPLOYEE RECORDS

The Department of Human Resources maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up-to-date, it is the employee's responsibility to promptly notify Human Resources in writing of any changes in name, home address, marital status, number of dependents, beneficiary changes, telephone number, and person to notify in case of emergency. It is also important to notify Human Resources of scholastic achievements that may enhance your opportunities for advancement.

Access to Employee Records

Access to employee records is subject to state statutes on personnel records. Fort Valley State University is a public university and is therefore subject to the Georgia Open Records Act O.C.G.A. § 51-18-70, which means that employee information can be made available upon request.

Disclosure of Information

As a service to employees, the Department of Human Resources will furnish, upon written request of third parties outside the University, an employee's dates of employment at the University and his or her title or position. In instances when payroll information is requested (e.g., salary information for the purpose of obtaining a mortgage), the requesting party will be advised that this information will only be made available with the written consent of the employee.

Updating Information

In order to respond to possible emergencies and to provide employees with important notices relating to salaries, benefits, and other matters, it is important that the University have current and accurate records. Accordingly, it is the employee's responsibility to keep his ADP profile current (address, telephone number, marital status, number of dependents, etc).

Duty to Report Criminal Charges/Determinations

Criminal charges:

An employee of Fort Valley State University who is charged with a crime (other than a minor traffic offense) shall report having been charged to the Office of Human Resources within 72 hours of becoming aware of such charge. The employee shall report the crime(s) he or she has been charged with, and provide documentation of the charges upon request. Within 3 days of receiving notice from the employee, the supervisor will contact Human Resources so a determination can be made as to what action, if any, is immediately warranted.

Criminal Convictions:

An employee of Fort Valley State University who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Office of Human within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment.

EMPLOYEE HEALTH AND SAFETY

The prevention of accidents and the promotion of safety are the responsibility of everyone in the University community. Everyone is encouraged to be alert to and report any unsafe practices and conditions that may present an imminent danger to individuals or property. Employees should report these types of conditions to their immediate supervisor. Risk Management provides support to the University in all areas of environmental and chemical safety, including chemical and other hazardous waste removal and radiation safety. If there are any concerns with fire safety, worker's compensation, accident prevention and property and liability insurance, employees are encouraged to contact the Department of Risk Management and Environmental Health and Safety for these services.

Emergency Treatment

In the event of a serious or life threatening emergency, call 911 for immediate assistance. If the situation is not an emergency, University Police may be contacted.

Campus Safety

Each of Fort Valley State University's buildings have fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors, and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route, vacate the premises and move to a safe area until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures. Employees are strongly encouraged to become familiar with the emergency action procedures associated with their work areas and how Fort Valley State University prepares for, responds to and recovers from a major emergency. For questions about fire safety or emergency preparedness, contact University Police at (478) 825-6211 or (478) 825-6500.

IN THE EVENT OF A MEDICAL EMERGENCY, CALL University Police at (478) 825-6211.

University Police

University Police provide a variety of services to the University community including assistance to stranded motorists, safety escorts, and crime prevention programs. Call boxes linked directly to University Police are located throughout the campus in the event of an emergency situation. The phone number to contact in the event of an emergency is (478) 825-6211. To enhance campus security, University Police suggest that employees program this number in cell phones for easy access.

Employee Right to Know

The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 was passed to help protect public employees from dangerous exposure to hazardous chemicals. In compliance with this law, Fort Valley State University has established labeling, reporting and training procedures relating to the use of hazardous materials. All University employees have access to Material Safety Data Sheets (MSDS), which outline specific information about hazardous chemical materials. As part of its responsibility as your employer Fort Valley State University has developed a written plan for implementing the Hazard Communication Program. All new hires are provided an overview of the major elements of the Hazard Communication Standard and an understanding of the potential hazards of the chemicals they handle and the procedures to be used to ensure personal safety. FVSU requires the training of employees about hazardous chemicals, labeling of chemical containers, and the management of chemical information sheets (Material Safety Data Sheets). The intent of the training is to provide employees with the chemical health and safety information they need to help protect themselves and to work safely with hazardous chemicals. Deans, vice presidents, department chairs, business managers and supervisors are responsible for assuring that their employees are trained if they are covered by this regulation, that containers are labeled, and an updated list of non-laboratory chemicals used in their work areas is maintained. The manner in which FVSU is complying with each of these requirements is detailed in the Hazard Communication Plan. As an employee of the

University, you must follow established procedures, attend a Hazard Communication training session, read chemical labels and Material Safety Data Sheets, and follow their instructions and warnings. For additional information, contact the Risk Management and Environmental Health and Safety Department.

Children in the Workplace

It is expected that employees will not bring their children to work during the employee's scheduled work hours. In addition, children may not be cared for in the workplace. Other arrangements must be made. Employees bringing children to work may be asked to leave and be required to use accrued leave.

Pets

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

EMPLOYEE PERFORMANCE AND CONDUCT

Performance Policy

FVSU supports a consistent, continuous and communicated performance management process. As required by Board of Regents policy, a formal, written performance evaluation is to be completed at least once every fiscal year. The performance evaluation must include an evaluation of the employee's job knowledge, accuracy and quality, customer service, attendance and punctuality, productivity, supervision required, adaptability, organizational skills, communication skills and interpersonal relations/teamwork. Merit based compensation should be based upon performance as measured by the performance evaluation instrument.

Performance Expectations

Supervisors are required to provide employees with a job description, related performance expectations, and a copy of the evaluation instrument. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations. The applicable Fort Valley State University Performance Evaluation Form must be used by the evaluator in evaluating his/her direct subordinates.

Performance Evaluations

FVSU has established a system of performance evaluation for all classified, exempt and nonexempt employees. Performance evaluations are used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training and development and for consideration in salary determination. All classified employees are evaluated by the immediate supervisor or department head on an annual basis, no less frequently than in twelve month intervals. At a minimum, the following elements are considered: job knowledge, quality of work, customer service, attendance and punctuality, teamwork, timeliness, flexibility and adaptability, organizational skills, communication skills and interpersonal relations/teamwork. The supervisor or department head is not restricted to the

foregoing as criteria for performance evaluation. Employees in the six-month provisional period should have an informal written evaluation after four months of employment.

The job performance of each Fort Valley State University staff member should be appraised during the provisional period (first six months of employment) for new University employees and at least once per year for Regular Classified Employees outside of their probationary period.

Performance Evaluation Forms are available on the Human Resources website. Completed evaluations, signed by the immediate supervisor and the employee, are to be submitted to the Department of Human Resources, no later than March 31st each year.

Interim Evaluation

Supervisors are encouraged to give continuous and ongoing feedback to employees as it relates to their performance. Supervisors are also encouraged to conduct at least one interim performance evaluation during the evaluation period. This evaluation does not have to be formal, but should provide feedback to recognize and reinforce positive performance, to identify areas needing improvement, and to develop an improvement plan, when necessary. This evaluation should be documented for the record. The annual performance evaluation should not be the first time the employees hear that they are meeting or not meeting expectations.

Performance Improvement Plan (PIP)

A Performance Improvement Plan (PIP) is a useful tool that can be used in conjunction with or in lieu of disciplinary action. A PIP is a written document that discusses an employee's current behavior or performance problems and sets benchmarks for improvement. Generally, a PIP is structured so that the employee's immediate supervisor will meet with the employee 30, 60, and 90 days after the PIP is introduced. The PIP can specify ever increasing benchmarks for the 30, 60, and 90-day periods, such that the expected performance after 90 days is that normally expected for the position. Alternatively, the PIP can simply specify the ultimate performance goals and schedule 30, 60, and 90-day meetings to discuss progress. Either way, the supervisor must follow up by monitoring the employee's progress and by meeting with the employee at the specified intervals to discuss the employee's improvement (or lack thereof) as well as strategies for making additional improvements. To provide a timetable outlining the dates by which improvement will be necessary, PIP's are frequently put in place as a follow-up to disciplinary action.

Conduct Guidelines

Each employee must be responsible for his own behavior. Common sense, good judgment, cooperation, and appropriate personal behavior are part of the essential responsibilities of every employee at FVSU.

Examples of Inappropriate Conduct

Across Fort Valley State University, there are common themes for performance. Though jobs may vary across the University, there are some common conducts that are unacceptable. The following are examples of inappropriate behavior:

- Falsification of employment or other records, including timesheets
- Working under the influence of alcohol or an illegal substance
- Inappropriate handling or disclosure of confidential information or records
- Submission of falsified claims under the University's medical or other insurance plans
- Excessive absenteeism or tardiness
- Sleeping on the job
- Failure to maintain professional standards of conduct with clients and co-workers
- Neglect of duty or failure or refusal to perform job-related duties and assignments
- Illegal manufacture, possession, use, sale or distribution of drugs, or use of alcoholic beverages on University premises
- Refusal to cooperate with an audit or investigation authorized by FVSU President, President's designee or an authorized agency with oversight of FVSU
- Larceny, misappropriation, or unauthorized possession or use of property belonging to Fort Valley State University or any employee or visitor
- Creating unsafe conditions or contributing to such conditions by act of omission or neglect
- Misappropriation of departmental or organizational funds
- Unauthorized possession, copying or release of University records to unauthorized persons
- Threatening, intimidating, harassing or coercing of another individual
- Gambling on University premises or while engaged in University business
- Violation of the University nondiscrimination or sexual harassment policy

The conduct listed above is not an exhaustive list of inappropriate conduct. Employees participating in such conduct will be subject to disciplinary action including termination.

Amorous Relationships

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations. The University prohibits all faculty and staff, including graduate teaching assistants, from pursuing amorous relationships with undergraduates whom they are currently supervising or teaching. FVSU strongly discourages amorous relationships between faculty or administrators and graduate/professional students and/or employees whose work they supervise. Anyone involved in an amorous relationship with someone over whom he or she has supervisory power must recuse themselves from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

Process/Procedures

Any individual in authority who is or has been involved in an amorous relationship with a person whom they may be called upon to evaluate must promptly report this fact to his or her supervisor. The supervisor will then arrange to see that the individual in authority does not evaluate nor participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instructions, and/or academic status of the subordinate involved. Any individual who violates this policy is subject to disciplinary action commensurate with the offense.

Any person who believes that a faculty member, administrator, graduate assistant or other employee is involved in an amorous relationship with a person under his/her direct authority or supervision should contact Human Resources. FVSU has the authority to take appropriate action when disruptive conduct, job performance problems, or actions that reflect poorly on the institution result from amorous relationship.

Progressive Discipline

The Progressive Discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance and/or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior of employees and to assist employees in taking ownership of their performance, attendance, or behavior. It is the responsibility of the employee to adhere to the expectations outlined by the supervisor and to adhere to the standards of conduct. It is recommended that employees whose performance or behavior is unsatisfactory be provided an opportunity to go through the progressive discipline process; however, there are circumstances that warrant immediate termination. In addition, there is not a required number of instances that a supervisor must warn or reprimand an employee before termination is warranted.

Progressive Discipline Steps

When an employee's performance or behavior is unsatisfactory, a progressive disciplinary process is strongly advised. The steps involved in the process may include verbal discussion, written warning, suspension without pay, and termination.

It is required that department management document all steps of the corrective disciplinary process as they occur. All disciplinary documentation must be forwarded to the Office of Human Resources for enclosure in the employee's personnel file. Written letters of reprimand must state the ramifications if the unacceptable performance and/or behavior is not corrected. In each step, department management is advised to state the next step to be taken if the performance does not improve. However, in cases of serious misconduct (please see the section on serious misconduct below), the employee may be immediately terminated, or suspended from the work force with approval of the Chief Human Resources Officer.

Verbal Disciplinary Action

The initial disciplinary action should be verbal, whenever possible. The discussion should be firm but fair and should ensure that the employee clearly understands the established standards and expectations with respect to the unacceptable performance or behavior. A written record of the date and content of such discussions should be maintained in the appropriate files in the department.

Written Disciplinary Action

If the initial offense indicates a need for stronger action, or if verbal disciplinary action fails to improve the employee's performance, the supervisor may issue a written disciplinary warning. The written warning outlines the undesired behavior, states expectations and lists consequences if issues continue. The Department of Human Resources is available to assist department management with the composition of the warning document. Copies of the warning document should be maintained in the appropriate departmental file and also forwarded to Human Resources to be placed in the official employee file.

Suspension Without Pay Action

Suspension without pay follows a verbal or written disciplinary warning if the desired results have not been accomplished. The length of the suspension should depend upon the facts of each case, (e.g., type and severity of the behavior, previous work record of the employee, and previous disciplinary actions). The suspension should be clearly explained in a written disciplinary warning to the employee and should indicate any possible consequences of further performance, attendance, or behavior issues. The employee has the right to grieve the disciplinary action in certain situations. Please see the Staff Grievance procedures for further information.

Dismissal Action

Dismissal is advised when, among other reasons, an employee has engaged in serious misconduct or an employee has not corrected performance and/or behavior. Prior to dismissing an employee, department management must review the situation and related information with the Chief Human Resources Officer and supply appropriate documentation.

Serious Misconduct

If dismissal is for serious misconduct, the employee may be dismissed immediately and no notice or payment in lieu of notice is required. Payment of wages to the employee is only required up to the moment of dismissal. This is a non-exhaustive definition of serious misconduct which includes:

- willful or deliberate behavior by an employee that is inconsistent with the continuation of employment;
- conduct that causes imminent and serious risk to:
 - o health or safety of a person; or

- o the reputation, viability or profitability of FVSU operations;
- o the employee, in the course of the his employment, engaging in:
 - theft; fraud; or assault;
 - the employee being intoxicated at work (defined as where the employee's faculties are, through intoxicating liquor or unprescribed drugs, so impaired that he or she is unfit to be entrusted with any duty he or she may be required perform);
 - an employee refusing to carry out a lawful and reasonable instruction

If serious misconduct is the cause of the dismissal, the employee will be given the reason for the dismissal and be given a chance to explain his conduct prior to the supervisor making the decision to dismiss him/her. Dismissal actions must be approved by the Chief Human Resources Officer.

Job Abandonment

When an employee does not report to work for three consecutive, scheduled workdays and does not communicate with the department as to his/her whereabouts or intentions regarding the job, the department should terminate the employee for job abandonment. Prior to taking such action, department leadership is advised to make reasonable efforts to contact the employee to determine the employee's intentions regarding the job.

Termination Procedure for Job Abandonment

After it has been determined by the hiring manager that an employee has abandoned his/her position (has not shown up or communicated with the department for three consecutive scheduled workdays) the supervisor should move to terminate employment. The hiring manager should work with Human Resources to conduct the following procedures (these procedures should be followed within 24 hours of determining an employee has abandoned his job):

- Contact Human Resources to draft a termination letter to the employee and to discuss other steps that need to be taken in the termination process (i.e. return of equipment, etc.)
- Contact University Police to restrict access to Fort Valley State University property.
- Contact Facilities to determine if locks need to be changed or if additional keys are needed for the department.

Personal Appearance

Because of the varying degrees of performed duties on campus it is difficult for the University to have one uniform dress code. However, Fort Valley State University is a professional organization with a high level of visibility in the community. Our premises are visited by state/elected officials, students, clients and guests on a daily basis. Discretion in style of dress and behavior is essential to and enhances the perception of the University. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. Please use good judgment in choice of work attire and remember to conduct yourself at all times in a way that best represents you and the University.

USE OF UNIVERSITY SERVICES AND PROPERTY

The University strives to maintain the highest standards of personal and business ethics and professional conduct. As an employee, you are required to do the same. Your daily activities on behalf of the University should always be carried out in an ethical and legal manner and conflicts of interest should be avoided. For more information, please click [here](#) to access the BOR Policy on Use of Institutional Facilities/Property.

FVSU ID Cards

Employees are required to obtain a FVSU ID within thirty (30) days of employment from the FVSU ID Office. The FVSU ID is the official Fort Valley State University card that is used for identification purposes and for access to many facilities on the main campus. It is a card used for photo identification and library materials check out. The FVSU ID is the property of FVSU and, upon leaving the University, employees are expected to return the card to their supervisors. If the card is lost or stolen, employees must immediately contact the FVSU ID Office during normal office hours, Monday through Friday. After hours, lost or stolen cards should be reported to the FVSU Police. After the card has been reported to either of these locations, a new card can be issued the following business day. There is a replacement fee of \$25 for lost, stolen or damaged cards.

Vehicle Registration/Parking Permits

All students, staff, and faculty members must register motor vehicles (cars, trucks, motorcycles, scooters, etc.) that are to be parked on campus to include off campus locations. Permits and regulations will be handled by Campus Police located in the basement of the Bywaters Building. Although one vehicle permit is issued per person (faculty and Staff permits may be moved from vehicle to vehicle), each vehicle must be registered. When registering a vehicle, the registrant will be required to provide information as to the make, year, and model of the vehicle, as well as the license number and state where the vehicle is titled. Parking permits may be purchased by faculty and staff members and are subject to the fee structure listed below. Payroll deduction for payment of fees is available for faculty and staff.

Parking permit costs are listed below:

Reserved Premium Parking.....	\$150 annually
Regular Faculty/Staff Parking.....	\$100 annually
Bicycle/Handicapped permits.....	No Charge

Parking permits are valid from August 16 to August 15 of the following year. For more information, click [here](#) to access FVSU's Parking Plan and Procedure Guide.

Use of Telephones

The use of all State of Georgia telephone services should be limited to official University business only. Telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls. Using office phones for

personal long distance calls is a violation of University policy, which is subject to disciplinary action up to and including termination. Employees may not make personal long distance calls with the intention of repaying the University at a later date. Personal cell phones should be kept in the off or vibrate mode during normal business hours. Failure to do so may result in disciplinary action up to and including termination.

University Equipment

Electronic mail, voice mail, fax machines and copiers should be used for official FVSU business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

Computer Usage

FVSU equipment, including computer hardware and software are valuable assets. They should be used for official Fort Valley State University business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered to be entirely private or secure. Under the Georgia Open Records law, information stored on a computer system, including electronic mail, might be available for inspection by any member of the public. Further, FVSU reserves the right to have access to any information stored on a University owned computer or network. Under no circumstances may software be copied or installed on a FVSU computer if such copying or installation would violate any copyright or licensing agreement or risk the security of FVSU's network (i.e. file sharing). Any employee in violation of this policy may be subject to disciplinary action, up to and including termination, as well as possible legal action.

Mail and Packages

The University is not responsible for loss or damage to personal packages or mail addressed to any of its employees at a FVSU facility. In order to avoid a possible financial loss, it is strongly recommended that such items be mailed or shipped to the employee's home address.

Visitors

It is expected that employees will not receive personal visitors during working hours or in staff working areas.

Business Activities

Employees who supplement their earnings by the promotion or sale of products and services do so entirely on their own initiative and without implied approval or endorsement by the University. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of FVSU premises.