



Employee Handbook

Provided by
The Department of
Human Resources

Human Resources

EMPLOYEE COPY

I hereby acknowledge receipt of the Clayton State University Employee Handbook (Revised June 2009) and understand my responsibility to be aware of and comply with all policies and procedures covered therein. I further recognize that this employee handbook does not constitute a contractual obligation on the part of Clayton State University, as policies set forth are determined by the Board of Regents of the University System and by the State of Georgia and/or the United States Government through various executive orders and federal employment guidelines and are subject to change.

Date

Employee Signature

The policies and procedures in this handbook are designed to serve as required guidelines for Clayton State University employees and does not constitute a contract of employment. All policies and procedures outlined in this handbook are subject to change. All updates, changes and/or revisions are noted in the online version of the employee handbook. All references noted within should be reviewed against the most up-to-date version which will be located on the Department of Human Resources website. This handbook is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

Clayton State University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Clayton State University is an Affirmative Action/Equal Opportunity Institution. For questions or more detailed information regarding this policy please contact the Clayton State University Office of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at: (678) 466-5445.

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Welcome to Clayton State University. You are now a member of one of Georgia's finest universities.

We are pleased to provide you with this "Classified Employee Handbook," which outlines the personnel policies and procedures for the University. Clayton State University's policies and procedures are intended to create and maintain an environment of fair and equal treatment. The handbook further details the responsibility of employees to maintain standards which focus on accountability and compliance with policies.

Please feel free to discuss the information contained in the Classified Employee Handbook with your supervisor or contact the Department of Human Resources. You may also visit the Department of Human Resources website for additional information.

We hope you will find your employment satisfying and will enjoy being a part of the University community.

Sincerely,

Thomas K. Harden
President

ABOUT CLAYTON STATE UNIVERSITY

INTRODUCTION

Founded in 1969, Clayton State University (CSU) is located on a beautiful lakeside campus in south suburban Atlanta. It is home to one of America's premier music venues, Spivey Hall. The University enrolls approximately 6,000 credit students, serves more than 65,000 people annually through continuing education/professional professional development programs, and has worked directly with 1,600 business and organizations including Delta Airlines, Hartsfield-Jackson International Airport and CSX. CSU meets the needs of a diverse student population, has outstanding NCAA Division II intercollegiate athletics and offers a wide array of services.

Clayton State University provides an intellectually challenging, culturally rich learning environment, encouraging all students to take advantage of the outstanding educational and career opportunities provided for residential and commuter students from a diverse range of ethnic, socioeconomic, experiential and geographical backgrounds. The University offers undergraduate and graduate programs of superior quality taught by a professionally active teaching faculty committed to promoting academic excellence.

CSU holds a distinctive position among Georgia's college and universities as a member of the University System of Georgia, the Georgia Department of Technical and Adult Education, and the Atlanta Regional Consortium for Higher Education Clayton State University students and faculty are able to draw upon a wide array of resources.

At CSU, students can prepare for more than 40 majors and earn bachelor's degrees in Information Technology, Applied Science, Business, Health Care Management, Nursing, Integrative Studies, Middle Level Teacher Education and Music. Graduate programs allow students to pursue the following degrees: Master of Arts in Liberal Studies, Master of Business Administration, Master of Health Administration and Master of Science in Nursing.

Clayton State University was one of the first public universities in the United States to require each student to own a notebook computer. CSU and the Information Technology Project (ITP) are models of how to improve student learning, expand and enhance services to students.

Distance learning is a key feature of a CSU education. Courses and degrees can be earned via the internet.

Faculty of Clayton State University consists of the corps of instruction and the administrative officers. Career paths are flexible, with opportunities to advance through the promotion and tenure process. Salaries are competitive with other academic institutions. Both performance and salaries are reviewed annually.

Staff development opportunities include a Tuition Assistance Program and courses that are offered through Continuing Education.

AFFIRMATIVE ACTION

It is, has been, and will continue to be the policy of Clayton State University to provide equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, or veteran status. Further, it is the policy of Clayton State University to undertake affirmative action in compliance with all federal, state, and local requirements.

The University assumes a positive stance in its commitment to develop a workforce that reflects the relevant labor market. The University's Affirmative Action Program is an important tool in achieving that goal. Our continued success depends heavily on the full and effective utilization of qualified persons. All matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs and recalls, as well as all CSU sponsored social and recreational programs and all treatment on the job shall be free of unlawful discriminatory practices.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications. Employees may self-identify any qualified disability as defined under the ADA for which assistance is needed in carrying out their assigned duties. Individuals with disabilities are defined under the ADA as persons who either have or are regarded as having a record of a physical or mental impairment that substantially limits one or more major life activities. Clayton State University will make every reasonable effort to accommodate any employees needing assistance within the definitions and requirements of the law.

STAFF COUNCIL

The Clayton State University Staff Council was formed in May of 2004 to act as an advisory board to the President in representing the concerns of all staff members. Additionally, Staff Council presides over three standing committees: Smith Award Committee that coordinates the annual awards presented to an outstanding faculty member and an outstanding staff member nominated by their peers; Professional Development Committee that coordinates the funding process for staff training as well as organizing professional development opportunities; and Elections Committee that coordinates the Staff Council election process. Staff Council is comprised of delegates from each department or group of departments and elected by their peers each year in May. Term durations are two years and delegates can serve up to two consecutive terms. All delegates serve on one of the three standing committees. Visit a Staff Council meeting held on the last Thursday of the month in UC-260 or browse the website <http://adminservices.clayton.edu/staffcouncil> to learn more about the Clayton State University Staff Council.

HUMAN RESOURCE POLICIES

As an employee of Clayton State University, you are a part of a group of people committed to serving the educational and cultural needs of the community. The institution is committed to maintaining an environment of professionalism, civility and respect. Each employee plays an important role in meeting this overall goal for the University. This handbook provides information on many of the University's policies and procedures, explains your responsibilities as an employee, and summarizes the benefits you may expect. Should you have further questions, the Department of Human Resources and its staff are here to serve you.

Clayton State University offers employment opportunities equally to all. You should familiarize yourself with the detailed policies located on the Department of Human Resources website at <http://adminservices.clayton.edu/ohr/policies.htm>.

PERSONNEL CLASSIFICATION

There are two types of "classified employees": professional and administrative personnel, and staff.

Professional and Administrative Employees: Employees who are exempt from the federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional and administrative responsibilities. These are generally salaried positions and are not eligible for overtime pay.

Staff Employees: Employees who are not exempt from the federal Wage-Hour provisions of the Fair Labor Standards Act. Staff employees are eligible for additional compensation for time worked over 40-hours in a week.

TYPES OF EMPLOYMENT

Regular Employment: Regular employees are personnel employed on a continuing basis, including non-contract, fiscal, and academic contract employees. Regular employees must be employed at least one-half time (20-hours per week) for a continuous period of more than 6 calendar months. Regular employees are eligible for employee benefits.

Provisional Employment: All regular classified employees, with the exception of public safety officers pending training, are required to serve the first 6 months of employment on a provisional basis. During that time, performance is evaluated for satisfactory progress. If performance is less than satisfactory, employment may be terminated at any point during the provisional period. Provisional employees are ineligible to apply for posted job vacancies at Clayton State University until after the satisfactory completion of the provisional employment period. Temporary employees hired into regular positions are considered new employees and will serve a 6 month probationary period beginning with the first work day of regular employment.

Temporary Employment: Temporary employment is defined as personnel employed for a limited amount of time or for a specific period of time. Temporary employees may be appointed for no more than 6 months at a time. Written approval from the Department of Human Resources is necessary to extend employment beyond the 6 month period. Temporary employees are not eligible for benefits, holiday pay, or sick and annual leave accruals, but are required to participate in the Georgia Defined Contribution Plan (DEFCON) and the Medicare portion (1.45%) of FICA. At their option, temporary employees may participate in the 403(b) plan.

PERFORMANCE EVALUATION

Following the provisional period, all classified employees will be evaluated annually during March of each year.

PROFESSIONAL DEVELOPMENT AND TRAINING

Your supervisor will provide basic orientation and explain the operations and processes required by your position. Certain positions at the University offer opportunities to acquire advanced skills, information and experience that may qualify an employee for a higher level position. When possible, Clayton State University desires to fill vacancies from within thereby advancing competent employees.

BACKGROUND CHECK POLICY

It shall be a condition of employment for all finalists (including internal hires) hired for full-time positions at any institution of the University System of Georgia or the System Office of the Board of Regents for any administrative, service, professional, classified, faculty or academic position to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation. The background investigation shall include the following:

1. A state and federal criminal history check covering a minimum of 7 years;
2. A social security number check; and
3. For all professional, faculty and academic positions, academic credentials check.

FAIR LABOR STANDARDS ACT

All non-exempt staff employees are covered by the provisions of this Act which, in part, establishes a minimum hourly wage and requires the payment of overtime for work in excess of 40- hours per week at a rate not less than one and one-half times the employee's regular hourly rate of pay. Overtime will not be paid until the employee has worked 40-hours in one week, not including holiday, vacation, or sick leave.

For the purposes of calculating a 40-hour workweek, the week begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

Should any employee be required to work beyond the normal 8 hour day, the direct supervisor may make provisions for comparable time o to compensate for the overtime within that 40-hour workweek. If that is not possible, then such overtime will be recorded on the time records and paid as overtime in accordance with FLSA provisions.

WORKWEEK

A minimum workweek of 40-hours is observed by all full-time staff employees. The requirements of the various operations of the University are highly diverse and different/flexible work schedules may be adopted to meet these needs. The schedules for a given department are established by that department head, subject to the approval of the administrative officer. Most offices shall be open from 8:00 a.m. to 5:00 p.m. Monday through Friday and as required by some departments in the evening and on weekends. The employee's work schedule may differ in some departments, but only by mutual agreement between the employee and supervisor. Any flexible scheduling or teleworking shall be done in accordance with University policy. For additional information visit the website <http://adminsivices.clayton.edu/ohr/policies.htm>.

TIMESHEETS

Timesheets must be completed for all biweekly employees and are due in the Payroll Office no later than 9:00 a.m. on the Friday before the end of the pay period. Any vacation or sick leave should also be recorded on the timesheet. The employee and supervisor both must sign the timesheet indicating approval of the hours reported. If timesheets are not received in the Payroll Office on time the payroll check may be delayed until the following payday. Payroll records are subject to audit and will reflect actual time worked and leave taken. Any intentional falsification of time records may be grounds for termination of employment.

BREAKS

If your work situation permits, your supervisor may authorize you one 15 minute break each full workday. You may leave your work area during the break. Where it is necessary to have someone on duty at all times, care should always be taken to see that your work area is covered. Remember, the needs of the job must be met first, and in some jobs "breaks" are not possible. Some jobs have built in "breaks" because of frequent changes of pace. It is not possible to forego "breaks" to accumulate extra time o in the future.

LUNCH

Your lunch period will be determined by the needs of the individual department or office. Your supervisor will inform you of your lunch schedule. Unused lunchtime may not be routinely accumulated to shorten the work day. Lunch periods will be at least 30 minutes depending on the individual department, while ensuring the 40-hour workweek commitment is met.

OVERTIME

During peak workloads, or emergencies, it may be necessary for your supervisor to require you to work overtime. The standard workweek is 40-hours for employees who are non-exempt under the Fair Labor Standards Act. In these situations your supervisor will give you as much notice as reasonably possible.

When work is authorized to exceed 40-hours worked in any one week for non-exempt personnel, overtime is compensated. You may not work more than 40-hours a week unless prior approval has been given by your supervisor. Non-exempt employees who come under the Fair Labor Standards Act will be compensated at one and one-half times their standard pay rate or time for all work beyond 40-hours.

There shall be no accrual or payment for overtime worked by classified personnel who are determined to meet all the tests for exemption under the Fair Labor Standards Act. Exempt personnel are expected to plan their time and work as is necessary to perform their assignments in a satisfactory manner and to ensure departmental effectiveness.

SALARY AND BASIS FOR INCREASE

Pay rates depend upon many factors, such as knowledge, training, special skills and the responsibilities of the job. Constant effort is made to maintain a fair wage or salary range for each job and a fair relationship between the job levels. Wage and salary adjustments are made on the basis of performance and the availability of funds.

PROMOTIONS AND TRANSFERS

Employees who have a history of satisfactory performance and who have successfully completed their probationary period are eligible to apply for promotion or transfer to other positions. There are a number of factors which influence promotions and advancement. Qualification to perform the advanced work is the most important factor, as well as an individual's performance in his/her current position.

A lateral transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range.

Transfers must be based on mutual agreement between departments or between institutions.

Every classified vacancy that occurs on campus is posted on the job announcement board outside the entrance of the Department of Human Resources Office and on the Human Resources webpage. Any employee interested in a vacancy should complete an online application form by following the instructions on the Department of Human Resources webpage <http://adminsystms2.clayton.edu/jobs>.

PERSONAL PROBLEMS

The University encourages its employees to exhibit courtesy, appreciation, understanding, consideration, loyalty and use common sense when interacting with fellow members of the University community and while representing Clayton State University to others.

Misunderstandings and differences of opinion may arise affecting working relationships. When such matters arise, the situation should be discussed, when possible, with one's supervisor or person up the chain of command. The University has an Office of Conflict Resolution and information on alternative dispute resolutions may be obtained by visiting their office or website <http://adminservices.clayton.edu/ocr>. When informal methods of resolution are unsuccessful, and further attention is needed, a systematic and orderly method of presenting a formal grievance is employed (see Guidelines for Resolution of Grievances for Classified Staff in this handbook).

GUIDELINES FOR RESOLUTION OF GRIEVANCES FOR CLASSIFIED STAFF

Informal Resolution: Problems, questions and grievances can be brought to and discussed with anyone in a supervisory position for advising and informal resolution. Throughout the advising process, information will be held in confidence to the greatest extent possible until the initiating individual agrees that a third party or parties must be informed to facilitate a solution.

No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith.

Once a legitimate inquiry or complaint is brought forward, every effort will be made to resolve the problem within a reasonable period of time.

Formal Complaint Procedures: Anyone who believes he/she is the object of discrimination involving an abuse of authority should, either initially or after having unsuccessfully sought an informal resolution, bring a formal complaint by direct report to the Director of Human Resources or by notifying an administrative officer including any of the University's chief administrative officers (Vice President for Academic Affairs, Vice President of External Relations, Vice President of Information Technology and Services, Vice President of Business and Operations, Vice President for Student Affairs, Director of External Relations or Senior Director of Continuing Education).

CHANGES IN STATUS

It is the employee's responsibility to notify the Department of Human Resources of changes in name, address, telephone number, tax exemptions, etc. and to keep information current in the personnel record at all times. It is vital that an emergency contact be maintained in the personnel file in the event of an accident or injury to the employee during working hours.

TERMINATION

Resignation: Employees who resign for any reason should give the supervisor a minimum notice of 2 weeks. All resignations must be submitted in writing. A longer notification period may be agreed upon in certain positions.

Termination for Cause: Employees may be terminated for misconduct, including violation of University policy or any other conduct detrimental to the University or its reputation, operations or activities. Termination for cause may also include termination due to the employee's unwillingness or inability to adequately perform his/her job responsibilities or for insubordination.

Dismissal, Demotion and Suspension: Dismissal, demotion, or suspension of classified employees may be affected by the employee's supervisor when the supervisor determines that the employee's job performance or personal conduct is unsatisfactory.

The employee shall be informed in writing of the reasons for the demotion or suspension and granted a reasonable opportunity (not less than 5 working days) to respond to the next highest authority prior to the effective date of the action; provided however, that under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted or suspended with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee also shall be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to the appeals procedure upon request made within 15 working days following the adverse personnel decision of the employee's supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

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

Exit Interview: All regular employees who are terminating their employment should participate in an exit interview conducted by the Department of Human Resources. At that time, employees will receive all pertinent information regarding their separation, complete all necessary paperwork, and return any identification cards, keys, or other institutional property to the University. This interview will also give employees an opportunity to express their thoughts about their employment experience at Clayton State University.

DRUG FREE WORKPLACE POLICY

It is the policy of the Clayton State University that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any University activities.

In order to maintain an environment that complies with Board of Regents policy, applicable state and federal laws (applicable federal and state laws include, but are not limited to, the Drug Free Workplace Act of 1988 and Georgia Drug Free Postsecondary Education Act of 1990) the following provisions have been adopted into our policy:

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

SMOKE FREE WORKPLACE POLICY

University Policy on Smoking: In order to protect the health and well being of faculty, academic professionals, staff, and students, Clayton State University prohibits all smoking inside campus buildings. Specific areas outside campus buildings are designated for those individuals who wish to smoke.

University Regulations on Smoking:

1. Smoking in campus buildings is prohibited.
2. Smoking is prohibited within 30 feet of all building entrances/exits/open windows.
3. Immediate supervisors have the responsibility for ensuring that all employees are aware of University policy related to smoking and, in the event of violations by an associate, taking appropriate disciplinary action.

Assistance: Clayton State University seeks to assist smokers in complying with institutional policy related to smoking. To that end and to encourage cessation, the University is providing employees with information about assistance programs available from the health insurance plans provided as part of the employee benefits program. Contacts for local agencies offering stop smoking programs are available in the Department of Human Resources.

SEXUAL HARASSMENT

Clayton State University is committed to a work environment in which all individuals are treated with respect and dignity. No member of its community including faculty, academic professionals, staff or students should be subjected to sexual harassment. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment. Clayton State University will not condone the sexual exploitation of individuals in the workplace, and expects that all relationships within the community be business-like and free of sexual harassment. Sexual harassment is a violation of law, and is a basis for disciplinary action up to and including termination of employment.

Retaliation against any employee who has filed a sexual harassment complaint or has cooperated in the investigation of a sexual harassment complaint is prohibited. Any employee engaging in retaliatory conduct is subject to disciplinary action, up to and including termination of employment. For additional information about this policy consult the website at http://adminservices.clayton.edu/ohr/policies/sexual_harassment.htm.

ARRESTS AND CONVICTIONS

Any current employee who is charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Department of Human Resources within 72-hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Department of Human Resources shall review the nature of the crime and make a determination on what, if any action should be taken regarding the employee's employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Department of Human Resources within 24-hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. Human Resources shall review the nature of the charge and make a determination on what, if any, action should be taken regarding the employee's employment status. Human Resources shall review the crime utilizing the same standards as it applies in reviewing crimes committed by a candidate for employment but may consider other factors, including the employee's length of employment and performance reviews.

EMPLOYEES AFFECTED BY REORGANIZATION, PROGRAM MODIFICATION OR FINANCIAL EXIGENCY

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of an institution or the President's designee, shall not be governed by the procedures described in the dismissal, demotion or suspension procedure or the appeals procedure. Such employees shall, however, have the right of appeal to the Board of Regents as provided in Article IX of the Bylaws of the Board of Regents.

I.D. CARDS

The LakerCard is the official Student, Faculty, Academic Professional and Staff ID for Clayton State University. It is also a Library card and an optional pre-paid financial transaction card. It is intended to be used the entire time you are employed at Clayton State University.

The LakerCard is issued to full-time and part-time permanent faculty, academic professionals and staff. Temporary staff may receive a LakerCard if authorized by their manager and the LakerCard Center. If you lose your ID card you must replace it at your own expense. For full details visit the website at <http://auxiliaries.clayton.edu/lakercardfaq.htm>.

COMPENSATION

PAYCHECK

Payroll distributions are made by direct deposit or mailed. Employees are paid monthly or biweekly, depending on the employee's payroll status. Your job classification determines your payroll status.

If you are paid biweekly, you will receive 26 payments during the year. Each payment represents the two week period ending the previous Friday. If a payday falls on a holiday, payroll will normally be direct deposited/mailed the preceding day. If you are on the monthly payroll, you will receive 12 paychecks during the year. Checks are direct deposited/mailed on the last working day of the month. If a payday falls on a holiday, compensation will normally be made the preceding day.

A written request for reissue of payment should be directed to the payroll office if, in the unlikely event, payment is not received.

DIRECT DEPOSIT

The preferred method of payment is using direct deposit. This is an electronic transfer of funds to your bank account. The service may be elected by completing the online authorization. If the authorization agreement is not completed online, the employee choosing direct deposit must complete an authorization form, attach a voided check, and deliver to the Department of Human Resources. This agreement and voided check will remain in your personnel file. It may take up to two pay cycles for direct deposit activation. In order to verify receipt of your payment via direct deposit you should check designated account. You may set up your direct deposit on the Employee Self Service which is located on website <http://adminservices.clayton.edu/ohr>.

BENEFITS

VACATION/ANNUAL LEAVE

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

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

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

2. Earned vacation may be accrued up to a maximum of 45 working days.

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

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

It is the **responsibility of the supervisor** to submit an Absence Report Form indicating an employee's requested vacation time to the Payroll Office.

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

SICK LEAVE WITH PAY

For all regular full-time employees of Clayton State University, sick leave shall be accumulated at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative. Also, paid sick leave shall not be used until it is accrued.

If an employee is ill or unable to work, it is the **employee's responsibility** to notify his/her supervisor or a designated representative of the department as soon as possible so that the day's work assignments can be managed. At that time, the employee should give an approximate time of] his/her return to the work place. If the employee's absence is more than 5 continuous workdays, a physician's statement is required to permit further claim of sick leave rights by the employee-patient. The institution may require a physician's statement for absences of a shorter duration if deemed necessary by the supervisor and approved by the Department of Human Resources.

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

It is the **responsibility of the supervisor** to make sure that employees who are absent on sick leave, complete the Absent Report Form upon their return. The supervisor will send the completed form to the Payroll Office, and inform Human Resources if it becomes clear that the employee's absence will be in excess of 5 consecutive workdays. The form may be downloaded from the http://adminsivices.clayton.edu/payroll/forms/absence_report_form.doc website.

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

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

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

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

In addition, Clayton State University shall accept up to a maximum of 96-hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. In order for the institution to accept sick leave, the employee must have no more than a 30 calendar-days break in service. Written verification of the employee's sick leave balance must be provided to Human Resources by the terminating State of Georgia agency.

SICK LEAVE WITHOUT PAY

Any employee unable to return to work after exhausting all accumulated sick and annual leave, may be granted sick leave without pay for a period not to exceed one year. Such approved leave shall allow the employee the right to elect continuation of group insurance benefits with institutional participation. All other benefits which would otherwise accrue to the employee will not be provided (i.e. sick leave, annual leave, and retirement service credit).

An employee who wishes to request sick leave without pay must make this request to the supervisor as soon as it becomes apparent that such leave will be needed. In addition, medical documentation and a Leave of Absence Request Form must be submitted to the supervisor, who in turn will forward the material to Human Resources for processing.

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

SHARED SICK LEAVE PROGRAM

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

FAIR LABOR STANDARDS ACT LEAVE

When an exempt employee is absent from work for less than one scheduled workday and his/her accumulated leave is insufficient to cover the partial day of absence Clayton State University will:

1. Deduct the cost for such leave in hourly increments from an exempt employee's salary; or
2. Place the exempt employee on leave without pay.

Such action by the institution will not disqualify the exempt employee's position.

FAMILY MEDICAL LEAVE

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during any 12 month period. An eligible employee is defined as any employee (including part-time and temporary) of Clayton State University who has:

1. Been employed by Clayton State University for at least 12 months total (not necessarily the last 12 months), and;

2. Worked at least 1,250-hours during the 12 month period immediately preceding the leave.

Leave under FMLA may be taken for one or more of the following reasons:

1. The employee's own serious health condition, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his/her job;
2. The care of an immediate family member with a serious health condition;
3. The birth and care of a newborn child;
4. The legal placement of a child with the employee for adoption or foster care; or
5. A spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

With certain exceptions as indicated in the Family Leave Act provisions, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her employee benefits during the period of leave with institutional participation. In addition, concurrent with approved family leave, an employee may elect to apply any accrued sick and/or vacation days to his/her time off.

Care for a Recovering Service Member: Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to 26 work weeks of "caregiver" leave during any 12 month period, for the following reason:

A spouse, son, daughter, parent, or next of kin caring for a recovering service member.

A recovering service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

FMLA Requests: Employees requesting FMLA must inform their supervisor and submit a Family and Medical Request Form, as well as a Healthcare Provider Certification Form if applicable. All required documents must be forwarded to the Department of Human Resources. Forms may be accessed via website <http://adminservices.clayton.edu/ohr/forms.htm>.

MATERNITY LEAVE

Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions shall apply (see Sick Leave With Pay).

COURT DUTY

Employees of Clayton State University who are called for jury duty or witness duty will be paid by the institution at the normal rate of pay for any regularly scheduled time lost from the job. This leave will be granted upon presentation of official orders from the appropriate court. When a court does not require full-time attendance an employee is expected to return to work whenever he/she is not required to be present in court.

When a court does not require full-time attendance an employee is expected to return to work whenever he/she is not required to be present in court.

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 2-hours before or 2-hours after an employee's normally scheduled work shift, up to 2-hours of leave may be granted to permit the employee to vote.

LEAVE FOR ORGAN AND BONE MARROW DONATION

Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of 30 days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of 7 days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued 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. (BR Minutes, 2002-03)

MILITARY LEAVE

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

Reemployment: A returning service member will be reemployed in the position that was held, or in a position that would have been attained, had he/she not been ordered to active military duty. Upon reemployment, an employee will be required to present the institution with a copy of his/her completion of military assignment orders that specify the dates/duration of ordered military service. The cumulative length of time that a returning service member may be absent from work for military service, and retain her/her reemployment rights is 5 years.

MILITARY LEAVE WITH PAY

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

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

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

MILITARY LEAVE WITHOUT PAY

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

SELECTIVE SERVICE AND MILITARY EXAMINATIONS

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

EDUCATIONAL LEAVE

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

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

PERSONAL LEAVE

At the discretion of the institution's President, requests for personal leave of absence without pay, for a period not to exceed one year and when deemed in the best interest of the institution, may be approved. Such approved personal leave without pay shall allow the employee the right to elect continuation of group insurance benefits. The employee **must** pay the full cost for any coverage continued under this provision.

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

INCLEMENT WEATHER OR OTHER EMERGENCIES

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

HOLIDAYS

The University observes 12 official paid holidays each year for regular employees working onehalf time or more. Holidays observed are as follows: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving (2) and Winter Break (5). Temporary employees will not be paid for holidays. A schedule of holidays is available on the Department of Human Resources webpage, listed under policies/guides.

Holidays shall be awarded in addition to earned vacation time, and shall be observed in accordance with institutional rules and regulations. In order to receive holiday pay, an employee must be in active pay status the day before and the day after the holiday. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment. In the case of retirement or inter-institutional transfer, employees will receive pay for holidays occurring at the end of their final month of employment if in a paid status (work time, annual leave, sick leave or other paid leave) on the last scheduled work day of the month.

GROUP LIFE INSURANCE

Clayton State University offers several life insurance plans to regular/full-time and regular/part-time employees who work at least one-half time or more. An employee leaving the services of the University before retirement may convert the group life insurance to an individual policy without medical examination.

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

Supplemental Life and AD&D: On a "full contributory" basis, employees may elect supplemental life insurance in the increments of 1x, 2x, or 3x annual salary, rounded to the nearest \$1,000. The premium cost is based on the age of the insured and the amount of elected coverage. On January 1st of the plan year, premiums will increase based upon the age the employee attains during the plan year.

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

Dependent Life: Employees may elect to insure their eligible dependent(s) in the University's offered dependent life insurance plan. The cost of dependent coverage is a flat rate regardless of the number of dependents covered. The coverage amount for each spouse and child age 6 months to 19 years of age (up to 26 if unmarried, full-time student) is \$10,000. Dependent children, age 2 weeks to 5 months, are insured to \$2,000. If coverage is not elected within the initial benefits eligibility period, or within 31 days of a mid-year qualifying event, coverage may be denied by the carrier.

SECTION 125 PLAN

The University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee health, dental, vision, and flexible spending account premiums are deducted on a pre-tax basis and are not subject to federal, state, or FICA taxes. Under this plan, elections must remain in effect for the entire plan year, unless a mid-year qualifying "change in status" event occurs.

GROUP HEALTH INSURANCE

Clayton State University offers several health insurance plans that are available to all regular fulltime and regular part-time employees. Both the University and the employee share in the cost of the health care coverage. Employees and their dependents are eligible for coverage, beginning the date of hire. Eligible dependents include lawful, non-legally separated spouses; children from birth to age 18; and older children age 19 - 26 who are unmarried, full-time students. It is the employee's responsibility to notify the Department of Human Resources of any changes which may affect a dependent's eligibility.

The University encourages eligible employees to apply for coverage at the time of their employment. If an employee chooses not to participate in a plan during the initial eligibility period, the individual would not be permitted to enroll until Open Enrollment, or within 31 days from the occurrence of a "change in status" event.

GROUP DENTAL INSURANCE

The University offers group dental insurance to all regular full-time and regular part-time employees who work one-half time or more. Employees may choose a plan which best meets their financial and family dental needs. Participation in the dental program is strictly voluntary and the total premium cost is paid by the employee.

Enrollment in the University System of Georgia (USG) dental plan is only **allowed** during the initial benefits eligibility period; or within 31 days of a change in family circumstance. Employees choosing not to participate in the offered “non-core”/USG dental plan at the time of initial employment; will not be able to enroll until Open Enrollment, or within 31 days following a mid-year qualifying event. The USG does not offer an annual open enrollment period. For further information consult the website <http://adminservices.clayton.edu/ohr/benefits/dental.htm>.

GROUP VISION INSURANCE

The University provides a voluntary vision plan to all eligible employees. Each participating employee pays 100% of the monthly insurance premium on a before-tax basis. Employees electing not to enroll in the plan during the initial eligibility period; will not be allowed to enroll until Open Enrollment, or within 31 days of a change in status event.

FLEXIBLE SPENDING ACCOUNTS (FSA)

Clayton State University offers two programs which allow employees to set aside funds on a pretax basis for certain health care and dependent care expenses. Employees may reduce their salary from \$120 to \$6,000 annually, depending on the program elected. Contributions to either the Health Care or Dependent Care account are not subject to federal or state income taxes, or to FICA (Social Security) deductions.

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

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

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

Dependent Care Flexible Spending Account: Clayton State University recognizes that many employees in today’s workforce are faced with child or parent care expenses due to the employment of one or both parents. To assist with these expenses, the University provides an opportunity for employees to participate in the Dependent Care Flexible Spending Account. This account allows employees to pay for dependent care expenses (i.e. daycare and eldercare) with before-tax dollars. Claims for incurred, eligible expenses may be submitted to Budget and Finance for reimbursement.

DISABILITY INCOME

Clayton State University offers both short-term and long-term disability insurance protection plans. The plans provide income protection to employees who become disabled from a covered injury, sickness, or pregnancy. Participation in either plan is voluntary with the full cost paid by the employee with after-tax dollars. More detailed information regarding disability income plans may be obtained by contacting the Department of Human Resources.

LONG TERM CARE

Eligible employees may take advantage of benefits provided by long-term care insurance coverage on a voluntary basis. This type of coverage is designed to help protect employees' retirement, as well as preserve their independence in the event long-term care services are needed.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, eligible employees and dependents may elect to continue medical, dental, vision, and/or health care flexible spending benefits for a pre-determined period of time when certain criteria are met (i.e. termination of employment). Participants must pay the full premium cost (employee and employer portion), plus a small administrative fee. COBRA election must be made **in writing** within 60 days from the date you lose coverage or 60 days from the date of notification. Additional information regarding continuation of coverage may be obtained by contacting the Department of Human Resources.

WORKERS' COMPENSATION BENEFITS

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

UNEMPLOYMENT COMPENSATION

Employees are covered under the Georgia Employment Security Law, commonly referred to as "Unemployment Compensation." The unemployment payments provided by this act help workers get through the difficult time of unemployment and to maintain some degree of purchasing power. When an employee terminates employment, the Department of Human Resources provides a Georgia Department of Labor Separation Notice during out-processing. Employees no longer employed, should consult the nearest Georgia Department of Labor Office to determine their eligibility and/or file an unemployment insurance claim if applicable.

EMPLOYEE TRANSFER AMONG UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS

Upon movement of an employee among institutions of the University System, accumulated sick leave, retirement benefits and service continuity will be transferred if there is no actual break in service. An employee must transfer accrued vacation leave of 20 or fewer days, with no break in service. Employees with accrued vacation of greater than 20 days may elect one of the following options:

1. Transfer of total accrued vacation balance, not to exceed 45 days; or
2. Receive payment of accrued vacation leave in excess of 20 days from the former institution. The total accrued vacation leave for which the employee may be paid shall not exceed 25 days.

RETIREMENT

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

Both eligible employees and Clayton State University contribute a percentage of the employee's gross salary. The percentage rate is reviewed annually and is subject to change. Employee contributions to the TRS or ORP are sheltered from federal and state income taxes.

TEACHERS RETIREMENT SYSTEM OF GEORGIA (TRS)

The Teacher's Retirement System of Georgia is a defined benefit plan. Participation in the plan is **mandatory** for all regular non-exempt employees, as well as exempt employees hired **prior** to July 1, 2008, with a work commitment of half-time or more. Faculty and principal administrative officers hired **on or after** July 1, 1990, and exempt employees hired **on or after** July 1, 2008, are also eligible to elect membership in the Teachers Retirement System of Georgia in lieu of the Optional Retirement Plan. Such election is not revocable.

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

Disability: A TRS active member who is mentally or physically disabled, and who has at least 9 ½ years of creditable service is eligible to apply for disability retirement.

More specific information regarding the TRS plan may be secured online at <http://www.trsga.com>.

OPTIONAL RETIREMENT PLAN (ORP)

The Optional Retirement Plan is a defined contribution plan established in accordance with the Official Code of Georgia Annotated, Section 47-21-7. Faculty and principal administrators hired **on or after** July 1, 1990, and exempt employees hired **on or after** July 1, 2008, have a **one-time** irrevocable decision to participate in the Optional Retirement Plan in lieu of the Teachers Retirement System of Georgia. This decision must be made within the 60 days following employment. If an election is not made within the 60 days of eligibility, all eligible employees will automatically be enrolled in the TRS plan for the remainder of their employment with the University System of Georgia. Employees whose status changes from a TRS to an ORP covered position are not eligible to participate in the ORP plan. Detailed information on the available ORP investment companies may be obtained by contacting the Department of Human Resources.

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

MAXIMUM RETIREMENT COMPENSATION LIMIT

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

EMPLOYEES RETIREMENT SYSTEM OF GEORGIA (ERS)

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

RETIREMENT BENEFITS

Employees eligible for retirement from the University System, in accordance with set criteria, may elect to continue participating in Clayton State University's group benefit program. Retirees may maintain coverage in the same plan(s) that they participated in prior to retirement. Clayton State will continue to provide basic life insurance coverage at no cost to the retiree, as well as pay the employer portion of the health insurance premium. The retiree, however, must bear the entire cost for dependent life, supplemental life, health (employee portion), dental, vision and long term care coverage. Both the life and health insurance policies will dictate changes in the coverage and cost as retirees attain certain age brackets. Applications for retirement and other applicable benefit information may be requested directly from the Department of Human Resources. Additional information may be located on website <http://adminservices.clayton.edu/ohr/benefits/retirement.htm>.

EMPLOYMENT BEYOND RETIREMENT

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

1. The reemployment of a University System of Georgia retiree must be approved by the Board of Regents.
2. A rehired retiree must have a minimum break of 30 days between the effective date of his/her retirement and the effective date of his/her reemployment.
3. The work commitment of a rehired retiree must be less than one-half time (i.e. less than 50%).
4. The salary that is paid to a rehired retiree must be less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement.
5. The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BOR 802.0903, Employment Beyond Retirement).

VOLUNTARY SUPPLEMENTAL RETIREMENT PLANS

Eligible employees may elect to participate in several tax deferred annuity and deferred compensation plans offered through Clayton State University under Internal Revenue Code provisions 403(b) and 457(b), respectively. Up to the IRS mandated maximum amount, these plans permit participants to tax shelter income into a number of investment vehicles (i.e. mutual funds). Taxes are deferred until the funds are withdrawn (usually upon retirement). Employees may participate in both the 403(b) and 457(b) plans. Clayton State does not contribute to either plan.

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

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

GEORGIA DEFINED CONTRIBUTION PLAN (GDCP)

Effective July 1, 1992, the Georgia Defined Contribution Plan was created by the 1992 Georgia Law, Act 996. The plan provides a retirement system for temporary, seasonal, and part-time (less than 50%) employees of the Board of Regents of the University System of Georgia, who are not eligible for membership in the Employees Retirement System of Georgia, the Teachers Retirement System of Georgia, or the Optional Retirement Plan.

Eligible participating employees contribute a set percentage of gross salary to the plan through payroll deductions. This amount is deposited into each member's account.

SOCIAL SECURITY

Most employees of Clayton State University are covered by the Federal Social Security Act. This act provides aid to dependent children, disability payments, retirement, and death benefits. Social Security contributions are shared equally by the employee and the University.

EDUCATIONAL OPPORTUNITIES

The Board of Regents Policy (802.20) Tuition Assistance Plan (TAP) allows full-time benefits eligible employees of Clayton State University to continue their formal education by enrolling for University credits or in other educational institutions. An employee may seek approval up to 8 semester credit hours for each of the 3 designated periods: Fall Semester, Spring Semester and Summer Semester.

Employees with at least 6 months of service may be permitted to enroll for undergraduate or graduate credit. Requests for authorization to enroll must be made at least 30 days prior to the date of said proposed enrollments and must be approved by the employee's supervisor and the Director of Human Resources.

Enrollment for University credits or in other educational institutions shall not conflict or interfere with the normal working hours or the punctual and effective discharge of all duties and responsibilities of the employee to Clayton State University.

TUITION ASSISTANCE PROGRAM (TAP)

The University System of Georgia (USG) has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees. TAP employee registration period begins immediately after the end of the "teaching institution's" regular student registration period. TAP enrollment is granted on a space-available basis.

To the extent possible, no employee should take a course(s) that would require him/her to be absent from work during regularly scheduled work hours. If attendance in an approved TAP course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible depending upon the needs of the unit/department and of the employee. The supervisor must certify that the employee's participation in TAP will not adversely affect departmental services or result in undue hardship on other employees. Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation. For additional information regarding TAP click on Tuition Assistance Program on website <http://adminservices.clayton.edu/ohr/benefits/misc.htm>.

CLASS ATTENDANCE DURING NORMAL WORKING HOURS

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

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

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

GA HIGHER EDUCATION SAVINGS PLAN (529)

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

EMPLOYEES ATTENDING CREDIT CLASSES AS "AUDITORS"

Board of Regents Policy (402.04) allows regular employees of the University System to attend credit classes at their home institution as an "auditor". The Office of Admissions requires that the interested employee complete a Clayton State University application and have it approved by the immediate supervisor and dean/administrative officer. This written request must be filed in the Registrar's Office before the first day of class. Enrollment in the class is on a space available basis as determined by the Registrar. No credit will be issued, nor will there be a permanent record maintained for the class participation.

STANDARDS OF CONDUCT

To insure the smooth operation of the University, it is necessary to establish certain rules. Some of the most important rules are listed below.

RULES OF CONDUCT

Clayton State University expects all employees to observe basic rules of good conduct. While not exhaustive, the following violations of the rules of good conduct may result in disciplinary action or discharge:

1. Failure to perform assigned duties;
2. Negligence;
3. Falsifying records, reports or information;
4. Theft;
5. Intoxication or drinking on the job;
6. Failure to report one's absence or reason for absence;
7. Rude, discourteous behavior;
8. Habitual absence or tardiness;
9. Unauthorized absence from assigned work area;
10. Entering an unauthorized area at any time;
11. Interfering with the work performance of another employee;
12. Wasting materials;
13. Willful damaging of equipment or property
14. Willful violation of safety regulations;
15. Gambling while on duty;
16. Sleeping while on duty;
17. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drug not prescribed by a physician is prohibited on University premise;
18. Disruptive or violent behavior or threats;
19. Failure to follow University policies or procedures; or
20. Any other conduct interfering with performance of duties.

INTEGRITY AND ETHICS AT THE UNIVERSITY

Clayton State University is committed to preserving and enhancing the integrity of this institution and its faculty, staff and students. We provide an environment where everyone on campus is held to the highest standards of conduct as outlined in the [University Employee Handbook](#) and [Board of Regents policies](#). Hard work, honesty, mutual respect, taking personal responsibility, doing the highest quality work, trust, teamwork, positive attitude and ethical leadership are a must for any organization to function and succeed.

Statement of Core Values

1. **Integrity** - We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the USG.
2. **Excellence** - We will perform our duties to foster a culture of excellence and high quality in everything we do.
3. **Accountability** - We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
4. **Respect** - We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

Code of Conduct

We will:

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
2. Act as good stewards of the resources and information entrusted to our care.
3. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
4. Treat fellow employees, students and the public with dignity and respect.
5. Refrain from discriminating against, harassing or threatening others.
6. Comply with all applicable laws, rules, regulations and professional standards.
7. Respect the intellectual property rights of others.
8. Avoid improper political activities as defined in law and Board of Regents Policy.
9. Protect human health and safety and the environment in all USG operations and activities.
10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
11. Disclose and avoid improper conflicts of interest.
12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
13. Not use our position or authority improperly to advance the interests of a friend or relative.

The actions we take every day set the tone and reflect on you as an individual and us as an institution and community. Neither employees nor faculty should engage in activities that are considered a [conflict of interest](#) (see page 36). Our employee handbook provides more details regarding additional [policies and procedures](#) (see page 33), but the following is strictly prohibited: [accepting gratuities](#) (see BOR policy 802.13), [solicitation](#) (see page 33), and [improper use of our purchasing card](#).

Our students are held to high standards as well. Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible. The [Student Handbook](#) provides an official statement of student policies and procedures. Students are encouraged to refer to the handbook for a complete listing of the Conduct Code, rules, regulations, policies and procedures that provide for orderly operation of the University.

Each member of our community has a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when we see or suspect misconduct. If you have any concerns, you should discuss them with the appropriate manager or dean. If you still have concerns, you may use our [Ethics and Compliance program](#).”

ATTENDANCE

Your supervisor will tell you about your daily work schedule and lunch period. You will, of course, be expected to report for work on time and remain on the job until official quitting time unless you have been excused by your supervisor. Violations of this rule can result in termination of employment.

RELATIVES IN EMPLOYMENT

The basic criteria for the appointment and promotion of staff personnel shall be appropriate qualifications and performance as set forth in the policies of the University and the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University appointment and promotion standards.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

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.

CHILDREN IN THE WORKPLACE

Due, in part, to the liability factor involved, extended and regular visits by employee's children in the workplace are not allowed. This policy is designed to eliminate disruptions to the daily operations of the University and for the safety of your children.

STUDENT AND STAFF INTERACTIONS

It is the intent of Clayton State University to provide a safe and secure environment for the teaching, learning, operation and management of the institution for its students, employees and visitors by establishing preventative measures and requiring accountability for disruptive actions. Maintaining civility and mutual respect are intrinsic to such an environment.

All members of the University community should interact in a professional and respectful manner, avoiding behavior which might reasonably be perceived as harassing or intimidating. Employees should observe federal and state laws and the statutes and rules of the University System. All members of the University community should conduct themselves in a courteous manner and maintain ethical conduct. CSU staff involved in teaching and working with students that exhibit disruptive, violent or threatening behavior should report such behavior to the appropriate University official and if necessary take such further action as outlined in the Policy on Student and Staff Interactions.

Clear communication of behavior expectations for students and employees; early consultation and communication with students, key administrators, mental health professionals and/or University Police and Student Affairs; and written documentation of disruptive behavior are key elements in effective prevention and early intervention of disruptive and violent behavior. For further information visit website <http://adminserves.clayton.edu/ohr/policies.htm> and click on Clayton State Student and Staff Interaction Policy.

SAFETY

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

DISRUPTIVE BEHAVIOR AND WORKPLACE VIOLENCE

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

Workplace Violence: Students, faculty, and employees who believe threats or acts of violence have been made against them or others should report the details of the incident(s) to the CSU Department of Public Safety at (678) 466-4050, their supervisor and/or Department of Human Resources or other authorized University officer as soon as possible. If a student or employee threatens harm to self or others, this information should not be kept confidential. It should be shared with Counseling Services and/or University Police. Additional information can be located on website <http://adminservices.clayton.edu/ohr/policies.htm>.

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

PUBLIC EMPLOYEE HAZARDOUS CHEMICAL PROTECTION AND RIGHT TO KNOW

In 1988 the Georgia legislature passed the Public Employee Hazardous Chemical Protection and Right to Know Act (O.C.G.A. 45-22-2) to ensure that employees were provided with information and proper training for handling, storing and disposing of hazardous chemicals in their work areas. Because of this law the Board of Regents recognized the need to address employee safety and created an online training program which is designed to educate USG employees on the importance and benefits of properly recognizing and safely working with hazardous materials.

In an aim to continue heightening employee safety awareness, new employees of Clayton State University are required to take the online Right to Know Training (RTK) which can be located on website <http://www.usg.edu/ehs/training/rtkbasic>. The questionnaire completed during the web-based training (<http://www.usg.edu/ehs/training/rtkbasic/7phtml>) is forwarded automatically via email to the RTK Coordinator. Employees whose job functions require routine exposure to any hazardous chemicals must be retrained at least annually on the hazards associated with the chemicals to which they may be exposed.

For additional information, which includes environmental health and safety, contact the Right to Know Coordinator or visit website <http://adminservices.clayton.edu/ehs>.

ADDITIONAL POLICIES AND PROCEDURES

USE OF UNIVERSITY PROPERTY

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

PURCHASE OF GOODS AND SERVICES

All purchasing and receiving of merchandise for Clayton State University must be coordinated, authorized or handled by the Purchasing Agent in the Procurement Services Office. Requisitions for supplies and equipment should be submitted well in advance of need to the Purchasing Agent, who is the only authorized procurement agent for the University. All purchases of goods and services follow the rules and regulations of the State of Georgia. For additional information visit website: <http://pur.doas.ga.gov/SPDportalDocs/GeorgiaProcurementManual.pdf>. Unauthorized purchases or receipt of items for the University may result in personal liability for the cost thereof. Unauthorized use of the purchasing card (P-Card) can result in termination and criminal prosecution. For detailed information regarding purchase of goods and services refer to the Procurement Services website <http://adminservies.clayton.edu/procurement/pcarduse.htm>.

SOLICITATION

Solicitation is broadly defined as any and all activity conducted on campus by an individual, group or organization seeking to solicit funds, promote trade or encourage the acceptance of ideas by persuasion, petition, entreaty or formal application.

Solicitation by Private Enterprises: Commercial activities are generally prohibited unless the University does not offer the goods or services and it is determined that the activity is compatible with the purpose of the University.

Clayton State University does not permit the operation of private business enterprises on campus, except as otherwise provided by contract. All business enterprises are generally operated as auxiliary enterprises and under the direct management, control and supervision of the Vice President of Business and Operations.

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

GIFTS AND GRATUITIES

No official or employee of Clayton State University may accept gratuities, courtesies or gifts in any form whatsoever from person or persons, corporations or associations that directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking. (See Board of Regents Policy 802.14.)

TELEPHONE USAGE

The use of all State of Georgia telephone services, including University issued cellular communication devices should be limited to official University business only. No personal long distance calls should be made. Personal calls (incoming and outgoing) on employee owned cellular telephones and the use of all personal communication electronic devices should be kept to a minimum during working hours. Clayton State University employees are expected to represent the University in a professional and courteous manner when communicating. This includes prompt response to incoming calls and messages.

COMPUTER USE AND SECURITY STATEMENT

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

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

MAIL SERVICES

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

AUTOMOBILE REGULATIONS

Employees, that park a vehicle on campus, must obtain a parking permit from the Department of Public Safety. One free parking permit will be issued, with additional permits available for purchase. All permits issued, unless otherwise indicated, are valid for the academic year, Fall Semester through Summer Semester. All parking permits will be displayed by placing the parking permit in the rear window of the vehicle on the lower left driver's side windshield where it is clearly visible from the exterior of the vehicle. It is the responsibility of each individual that operates a motor vehicle on the campus of Clayton State University to know, understand and comply with all parking regulations. For complete details see website <http://adminsivices.clayton.edu/ps/parkingrules.htm>.

PERSONNEL FILE

The Department of Human Resources maintains a file on each employee, the official University record starting with the initial day of employment at Clayton State University. Employees should notify the Department of Human Resources of any change in name, dependents, address or telephone number (at home or at CSU), so that the personnel file will be correct. The personal information in this file is confidential and will be released to persons outside of the University only upon written authorization or as required by law. An employee may request an opportunity to review the contents of his/her Individual personnel file. He/she will be charged the cost of duplicating documents.

Note: There is an open records law in Georgia that may require the release of portions of such records. O.C.G.A. § 50-18-72.

INCLEMENT WEATHER

Unless notified by your supervisor, each classified employee is to report to work regardless of class cancellations. In the event the University is closed, announcements will be made via radio (which includes AM Station WSB 750), the internet on website <http://www.clayton.edu> and television. Information on campus closing can also be obtained by telephoning the University's information number at (678) 466-4000. Employees should contact their supervisor about any inclement weather concerns that might impact their ability to get to work safely.

STATE EMPLOYMENT OTHER THAN CSU (STATE BUSINESS TRANSACTION DISCLOSURE REPORT)

During the 1983 session of the General Assembly, a comprehensive conflicts of interest law was enacted which pertains to all employees of Clayton State University. As required by this law, if a CSU employee or his/her immediate family member is or will be doing business with other state agencies (over and above his/her regular CSU job) the employee may need to seek approval and the employee/family member must file a disclosure report before January 31 of each year. Generally, state employees are limited in working for other state agencies even on a part-time basis. Detailed information and the State Business Transaction Disclosure Reports can be located on website http://www.usg.edu/legal/documents/bus_transact.pdf and in State laws O.C.G.A. § 45-10-22, 23 and 45.

GARNISHMENTS

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

WITHHOLDING OF PAY

Clayton State University may withhold paychecks or deduct from paychecks amounts owed by employees of the University for any fine, fee, penalty or other financial obligation(s) to the institution of employment.

OUTSIDE ACTIVITIES

1. Occupational
 - A. 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.
 - B. 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.

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

2. Political

As responsible and interested citizens in a democratic society employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level, while employed by the University System. Therefore, the following policies governing political activities have been adopted.

- A. 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/she receives compensation from the System.
- B. Employees may not hold elective political office at the state or federal level.
- C. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff or other position at an institution of the System, with or without compensation.
- D. 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.
- E. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the University System.

CONFLICT OF INTEREST

An employee of Clayton State University should avoid actual or apparent conflict of interest between University obligations and outside activities.

COOPERATION IN INTERNAL INVESTIGATIONS

An employee of Clayton State University shall cooperate to the fullest extent possible in any internal investigation when directed to do so by the immediate superior or such other persons who have been given investigative authority by the President of the University. Such cooperation may involve the use of polygraph tests. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

TRAVEL

Travel by employees on official University business is covered by regulations relating to reimbursement for reasonable and necessary expenses. Employees required to make official University trips must complete a Clayton State University Request to Travel Form and have the form approved by the appropriate personnel before reimbursement of travel will be allowed.

A Travel Reimbursement Form (located on website <http://adminservices.clayton.edu/ohr> click on Employee Self Service and click on Travel and Expense Homes) should be completed, signed and approved by the appropriate personnel and submitted to the Budget and Finance Office for reimbursement. For additional information regarding travel visit website: <http://adminservices.clayton.edu/procurement/travelregulations.htm>.