

GRU

2014 Edition

Employee Manual

GRU GEORGIA REGENTS
UNIVERSITY

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1.1 How to use this manual

To have a good working relationship, it is important for each employee to understand his/her role as a member of the Georgia Regents University (GRU) community. This manual will acquaint you with the policies, regulations, pay and benefits that apply to classified employees.

This manual is presented as information only and should not be interpreted as an express, implied or inferred contract of employment between the university and any of its employees. This manual is only a summary of our policies. Consult the GRU Administrative Policies and Procedures Manual (policy.gru.edu) for comprehensive information. All previous editions of the Employee Handbook and Employee Manual are obsolete.

Please read this manual carefully and keep it handy for future reference. One of your first responsibilities is to become familiar with its contents. Please contact your supervisor or the GRU Division of Human Resources if you have any questions.

1.2 About GRU

Georgia Regents University is one of four comprehensive research universities within the University System of Georgia, and includes the state's sole public academic health center, representing a statewide vision for health care education, biotechnological development, public health, disease prevention and advanced clinical care.

Chartered in 1828, GRU encompasses nine colleges with an enrollment of nearly 10,000 students and over 100 academic programs.

- Katherine Reese Pamplin College of Arts, Humanities, and Social Sciences
- James M. Hull College of Business
- College of Education
- College of Science and Mathematics
- College of Allied Health Sciences
- College of Dental Medicine
- College of Graduate Studies
- College of Nursing
- Medical College of Georgia

Additionally, hundreds of residents, fellows and postdoctoral fellows complete advanced training on the GRU Health Sciences Campus.

GRU scientists are seeking better ways to treat, cure and prevent disease through a comprehensive and interdisciplinary biomedical sciences research program. Their laboratory and clinical research focuses on cancer, cardiovascular diseases, diabetes, infection/inflammation and neurological diseases. The Office of Technology Transfer and Economic Development is helping transfer new knowledge from the laboratory to the bedside.

The Georgia Regents Health System (GRHS) includes the 478-bed Georgia Regents Medical Center (GRMC) – one of four level-one trauma centers in the state, the 154-bed Children's Hospital of Georgia (CHOG) and Georgia Regents Medical Associates (GRMA), a 400-physician practice group with more than 80 specialty clinics and centers. These resources offer a vast spectrum of health care, from annual checkups for people of all ages, to care of the most critically ill and injured.

GRU also operates the Georgia War Veterans Nursing Home (GWWNH) and Georgia Correctional Healthcare (GCHC). GWWNH is

a 192-bed facility adjacent to campus. In conjunction with the Veterans Administration, GWVNH offers primary-care nursing and rehabilitation to veterans throughout the state and is the area's most dynamic and innovative long-term care facility.

GCHC provides clinical services for the approximately 45,000 inmates in the Georgia Department of Corrections system. GCHC employs about 1,000 physicians, nurses, dentists, physician's assistants and other supporting staff in more than 65 correctional facilities statewide. Augusta State Medical Prison in Grovetown, Ga., is the flagship of the correctional system with a 134-bed prison hospital.

As a unit of the University System of Georgia – the state's public system of higher education – GRU shares with other research universities the following core characteristics:

- A statewide responsibility and commitment to excellence and academic achievements having national and international recognition
- A commitment to excellence in a teaching/learning environment dedicated to serve a diverse and well-prepared student body, to promote high levels of student achievement, and to provide appropriate academic support services
- A commitment to excellence in research, scholarship and creative endeavors that are focused on organized programs to create, maintain and apply new knowledge and theories that promote instructional quality and effectiveness and enhance institutionally relevant faculty qualifications
- A commitment to excellence in public service, economic development and technical assistance activities designed to address the strategic needs of the State of Georgia along with a comprehensive offering of continuing education designed to meet the needs of Georgia's citizens in life-long learning and professional education
- A wide range of academic and professional programming at the baccalaureate, master's and doctoral levels

GRU's mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

Our vision is to be a top-tier university that is a destination of choice for education, health care, discovery, creativity, and innovation.

GRU values collegiality, compassion, excellence, inclusivity, integrity and leadership.

1.3 The Division of Human Resources

Our mission in the Human Resources Division of Georgia Regents University is to provide a quality program of services to facilitate, complement and support institutional priorities and goals established in the areas of research, education and health care.

The Human Resources Division is committed to effectively and efficiently serving the best interests of all faculty, staff, students and retirees. A few of the services offered include: providing advice and counseling to management on employee issues, policy clarification, grievance procedures, hiring the best qualified candidates, offering competitive salary and benefits packages, providing workforce development opportunities and more.

Human Resources Division Directory

HR Division	Phone Ext.	Fax
Vice President's Office	1-3777	1-7192
Benefits and Data Management	1-3770	1-1996
Classification/Compensation	1-3634	1-4106
Talent Acquisition & Management	1-1523	1-1123
Personnel Records	1-3631	1-1996
Faculty Support Services	1-1072	1-1074
GCHC (Georgia Correctional Health Care)	1-1783	1-1784
Workforce Development	1-3196	1-0160
Employee Relations	1-6197	1-0160

2.1 About Your Job

Your employment with GRU is "at-will" and entered into voluntarily. You are free to resign at any time, for any reason, with or without notice. Similarly, GRU is free to terminate the employment relationship at any time, with or without notice.

2.2 Conditions of Employment

Classified employees are required to complete the following items as a condition of employment:

- An employment application, resume and/or curriculum vitae. Applicants may apply for vacant positions through any of the following:
 - Completing an online application and submitting their resume/curriculum vitae through gru.edu/hr.
 - Completing an application and submitting their resume/curriculum vitae in person at the Human Resources office.
 - Mailing their resume to Human Resources and specifying the vacant position of interest.
- If applicable, a drug screening authorization form followed by satisfactory completion of the drug test.
- A criminal history background check authorization.
- A State of Georgia Security Questionnaire if employment is for a period of 30 or more days.
- A Loyalty Oath, which is required by the laws of the State of Georgia.

- A credit check authorization for P Card, cash handling, and other financial positions
- A pre-employment physical examination, including chest X-ray and tuberculin skin test or an employee Statement of Health, if applicable. An annual medical screening, including laboratory tests, is required for personnel assigned to Georgia Regents Medical Center, CHOG, GWVNH and other clinical areas on campus.
- Application for membership in the Teachers Retirement System of Georgia (Learn more about retirement plans in Section 4.9) if you are employed in a regular position, you are non-exempt staff, and if your work commitment is 50% or greater. If you are an exempt employee, you will have an option of selecting the Teachers Retirement Plan or the Optional Retirement Plan. However, you must make a selection within the first 60 days of your employment.
- Application for membership in the Georgia Defined Contribution Plan if employment is less than 50%.
- Completion of all federal and state withholding tax forms.
- Submission of appropriate documents required by immigration laws and regulations.
- Proof of current licensure, certifications, degrees or other credentials as required for your position.

Pursuant to Board of Regents policy, a person shall be disqualified for employment for any of the following:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in the application.
- The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- The candidate for a position of trust has been convicted of a felony or a crime involving moral turpitude, unless the applicant has been pardoned.

2.3 Orientation and Training

New employees are required to review and complete new employee orientation and/or attend the Georgia Regents University & Health System StartWise orientation. The orientation provides information on GRU, its policies, its mission and purpose, services available to employees and an opportunity to select benefits prior to payroll processing.

The in-person Startwise orientation allows new employees to ask questions of Human Resources representatives so that they can make informed choices when selecting benefits. New employees are required to attend a payroll processing appointment/session on or before their first day of employment, but not later than the third day, to complete all necessary paperwork and have an opportunity to learn about various GRU policies and benefits.

In addition to your initial orientation, your supervisor will assist you in learning about your job and will explain any departmental policies, special procedures, techniques or processes required in the performance of your duties. Many GRU positions offer opportunities to learn important skills and acquire specialized knowledge that may qualify you for advancement. GRU encourages employees to seek out internal promotions whenever possible. To learn about new opportunities, visit gru.edu. For training opportunities, Human Resources offers a variety of workshops that will assist you with your career path.”

2.4 Employment Definitions

Classified Personnel: All GRU employees with the exception of those identified as “Faculty,” “Administrative Officer,” “Resident,” “Postdoctoral Fellow,” or “Student” are considered “Classified Personnel.” This category includes the following:

- *Professional and Administrative Personnel:* All employees assigned to the monthly payroll who are exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act (FLSA) and who are identified in the category of “Professional Staff” or “Administrative Staff.”
- *Staff Personnel:* All employees assigned to the biweekly payroll who are not exempt from the Federal Wage & Hour provisions of the Fair Labor Standards Act and who are identified in the category of “Staff” or “Regular Staff.”
- *GRMC Leased Employees:* GRU employees, whose services are “leased” to GRMC, as defined in the Master Affiliation Agreement and the Personnel Agreement between GRU and GRMC, shall not be subject to or governed by GRU and Board of Regents policies regarding classification, compensation or evaluation. These employees will be governed by and subject to the classification, compensation and evaluation, disciplinary and grievance policies and procedures of GRMC.

Type of Employment: The type of employment determines an employee’s eligibility for benefits. All employees fall into one of the three categories: regular full-time, regular part-time or temporary. The definition of each type is listed below.

- *Regular full-time:* Personnel employed for a continuous period exceeding six calendar months who are regularly scheduled to work 40 hours each week. Regular full-time employees are eligible for all benefits.
- *Regular part-time:* Personnel employed for a continuous period exceeding six calendar months who are regularly scheduled to work at least 20 hours but less than 40 hours each week. Regular part-time employees are eligible for either full or partial benefits with .75 and above eligible for full benefits and .50 through .74 eligible for retirement and prorated leave benefits only. The specific benefits eligibility will depend on the individual’s work commitment.
- *Temporary:* Personnel employed for a period of less than six calendar months, or personnel employed for a period exceeding six calendar months who are regularly scheduled to work less than half time (20 hours) each week. Temporary personnel are not eligible for benefits.

Work Commitment: Work commitment represents the number of hours an employee is regularly scheduled to work in a normal 40-hour week. It is expressed in employee records and in the budget as a percentage, with full-time represented as 1.0, which equates to 40 hours per week. Employees with a work commitment less than 1.0 have hours and workdays based on the position and departmental needs. For example: An employee with a .40 work commitment would equate to 16 hours per week. These hours could be worked over a period of five days or less, depending on the position. Classified employees who participate in the Teachers Retirement Plan who change their work commitment to less than half time will not be permitted to change back to half time or more for a minimum period of six months if they withdraw their Teachers Retirement System contributions.

2.5 Work Hours

Regular full-time employees are required to work 40 hours per week. The standard work schedule for full-time employees is a five-day workweek that is generally eight hours per day, plus a meal break. Meal breaks are typically either 30 minutes or one (1) hour, with 30 minutes being the minimum time to constitute a bona fide meal break. Employees who work less than full-time will work the number of hours proportional to their FTE.

Some areas of campus are staffed around the clock, and employees in these areas may work rotating shifts. Working hours are scheduled to satisfy the operational needs of GRU and the department in which you work. Your supervisor will inform you of

your normal schedule and any subsequent changes in the hours you may be required to work. Your supervisor may also seek approval to use a variable work schedule including telework, flextime or both, subject to the department's needs. The normal workweek consists of a seven-day period starting with the first shift on Sunday and ending at the conclusion of the third shift Saturday. For employees assigned to work shifts, the shift times are generally as follows: First shift - 7 a.m. to 3 p.m.; Second shift - 3-11 p.m.; and Third shift -11 p.m. to 7 a.m.

Overtime/Compensatory Time: If you are a non-exempt employee, it is expected that most work will be completed within a normal 40-hour workweek. Your supervisor may occasionally ask you to work overtime because of unusual operational requirements. For all non-exempt employees, you may not work more than 40 hours a week unless specifically requested to do so by your supervisor.

Non-exempt employees who are required to work overtime will receive compensatory time off at the rate of 1.5 times the number of hours worked over 40 in a workweek. An employee may not accrue more than 60 hours of compensatory time in one calendar quarter, and such compensatory time must be taken before the end of the following calendar quarter. An employee who has accrued compensatory time must request use of the compensatory time of his/her manager, who will be expected to monitor the compensatory time balance to ensure such time is taken.

A manager may choose to pay a non-exempt employee who works more than 40 hours in a workweek overtime at 1.5 times the employee's regular rate of pay if that manager has identified the funding from his/her existing budget to cover the overtime expense, prior to the overtime work being performed. Managers should notify employees whether they will receive compensatory time or overtime pay.

Equivalent time off during the same workweek may be scheduled by supervisors to preclude the requirement for providing compensatory time off or overtime pay. Holiday time, vacation time or sick leave is not computed as "time worked" in determining overtime/compensatory hours.

Classified employees assigned to the monthly payroll are exempt from the overtime/compensatory time pay requirements of the Fair Labor Standards Act. Exempt employees are employed on a job basis and are expected to perform their duties for whatever periods of time are required.

2.6 Compensation

Pay rates depend upon the knowledge, training, special skills and responsibilities of your job. Participation in direct deposit (Electronic Funds Transfer, EFT) is required of all GRU employees. Direct deposit arrangements can be made through the Payroll Office, located in the GRU Annex Building, or through SoftServ, the online system that allows employees to monitor and manage their personal pay and information. An employee, however, may request an exception to the direct deposit requirement from Payroll using the Direct Deposit Personal Exemption Request form. Exemption requests must be approved by the university's Chief Business Officer or their designee. If you are approved to receive a check, it will be mailed to your designated address.

Employees are paid biweekly or monthly depending upon their job classification. If your salary is specified as an "amount per hour," you are paid biweekly. If so, your pay is calculated on the basis of actual hours worked each week, as well as any paid time off you may have during the week such as vacation, sick leave or holiday time. The biweekly payroll includes 26 pay periods during the year. If you are paid biweekly, you will receive a paycheck every other Friday.

If you are paid monthly, you will receive your pay on the last working day of each month. If a GRU-recognized holiday falls on an official pay date, then the preceding business day becomes the payday.

Employees can view their pay statement on-line using the SoftServ System. You will receive an email notice on the eve of each payday to let you know your pay statement is available for viewing. Please check all deductions each time you review your pay

statement and should you have any questions or concerns, you may contact your department manager, Human Resources or Payroll.

GRU is required by law to deduct federal and state income taxes as well as Social Security and Medicare taxes. The amount of federal and state withholding is based on your withholding status and exemptions entered on the Form W-4 (federal) and Form G-4 (state). Each January you will be provided with a Form W-2 that reflects your taxable earnings and tax withholdings for the previous year.

3.1 Change of Personal Status

Your supervisor and Human Resources should be notified immediately concerning any change of address or telephone number, as well as any change of marital status or dependents. Information can be updated by the employee's department submitting the appropriate paperwork or by the employee in-person at the Human Resources office. Employees may also access the GRU Softserv system to change personal information online.

3.2 Identification Badge/Smart Card

GRU Policy 1.6.11 requires all employees and students to wear their GRU Identification Badge/Smart Card in a visible manner while on any of the campuses or other property operated by GRU. Public Safety provides the identification badge/smart card with a color photograph to all employees. This badge/card is to be worn on the outer clothing when on duty at GRU and must be presented when requested by a university official. The badge/card is GRU property and must be returned to Public Safety when employment is terminated for any reason. There is a charge if the badge/card is lost or not returned upon termination of employment. Lost or misplaced I.D. badges/cards should be reported immediately to prevent misuse at unattended locations.

3.3 Employment of Relatives

Individuals are not permitted to be employed in a department or unit under the supervision of a relative through any line of authority. "Line of authority" means any authority extending vertically through one or more organizational levels of supervision or management. Relatives are defined as husbands, wives, parents, children, brothers, sisters and their in-laws.

3.4 Rules of Conduct

GRU expects every employee to meet standards of satisfactory work performance and to observe basic rules of good conduct. It is not possible to list all employee actions or behaviors that might result in disciplinary action (see partial listing in the appendix section). GRU's management reserves the right to impose discipline that it, in its sole discretion, deems appropriate, including discharge.

3.5 Non-Discrimination

GRU is an affirmative action/equal opportunity/equal access educational institution that prohibits discrimination on the basis of age, disability, gender, national origin, race, religion, sexual orientation or status as a Vietnam War-era veteran.

It is the policy of GRU to maintain an academic community free of sexual harassment, intimidation and exploitation for all staff, faculty and students. GRU has a zero-tolerance policy toward sexual harassment and discrimination; and is prepared to take action to prevent and correct such behavior. Individuals who engage in such behavior will be appropriately disciplined.

It is important that faculty, staff and students feel free to bring complaints concerning sexual harassment or discrimination to the attention of appropriate administrative officials. Employees may contact the Director of AA/EEO Office; students may contact the Vice President for Student Services/Development

3.6 Nonviolence in the Workplace

GRU is committed to providing and maintaining a safe working environment for all employees and will not tolerate acts of violence or threats in the work place. Incidents of violence and/or threats will be dealt with swiftly and appropriately. Employees should report threats in the workplace to Human Resources or directly to Public Safety. Employees are encouraged to call GRU Police at 721-2911 immediately if they witness an act of violence on campus.

3.7 Use of Alcoholic Beverages Prohibited

The use or possession of alcoholic beverages on campus shall comply at all times with federal, state, local laws and GRU policies governing use, manufacture, distribution, possession, sale and transportation of alcoholic beverages.

3.8 Provisional Period of Employment

All classified personnel serve the first six months of employment on a provisional basis. This period provides you the opportunity to assess your new job and environment and allows your supervisor an opportunity to evaluate your ability, suitability and overall performance.

After completing three months of employment, a performance evaluation will normally be completed by your immediate supervisor. If your performance is satisfactory, your employment with GRU may be continued. If your performance is not satisfactory during your provisional period, specific areas where improvement is required will be discussed with you. If performance has not improved within the time specified, area(s) of poor performance will be documented and copies of these records will be forwarded to Human Resources for inclusion in your personnel file.

If it is determined you are not suited for the job, you may be terminated any time during your provisional period without the right to appeal. An employee terminated involuntarily during the provisional period will be advised the reason for termination is failure to satisfactorily complete the provisional period of employment.

3.9 Performance Evaluations

A performance evaluation will be completed prior to the end of your provisional period, usually after three months, but before the conclusion of six months, and then annually. Evaluations will be completed by your supervisor and will include results achieved in your job as well as your performance of specific job duties and responsibilities. Evaluations are part of your permanent GRU personnel file. You will be asked to sign your evaluation after your supervisor has reviewed it with you. Your signature does not imply you agree with the evaluation, only that you have reviewed it. You may add any comments you consider appropriate in the section on the form provided for this purpose. Evaluations are used in determining your eligibility for merit salary increases and continued employment opportunities at GRU. A rating of "below expectations" should be considered equivalent to a warning that an employee's performance is not acceptable. Unacceptable performance can lead to discharge.

3.10 Promotions

Promotions are based on qualifications and experience. GRU considers filling vacancies by promoting internal candidates who meet or exceed qualifications whenever possible. Promotional opportunities for classified employees are published on the Human Resources website, gru.edu/hr. A promotion is a change from a position in one classification to a position in another classification with a higher pay grade. Promotional increases vary and are coordinated through Human Resources. A transfer is a lateral change from one position to another within the same classification title and/or pay grade assignment.

Human Resources provides confidential job promotion and transfer counseling services to classified employees. To bid for another position on campus, you must have completed your provisional period, have been in your current position for at least six months and have no recent employee relations concerns documented. The six-month waiting period may be waived with the consent of your department head. The six-month waiting period does not apply to employees who wish to make a transfer within their own department. A notice of at least two weeks is considered appropriate for an approved transfer and promotion.

3.11 Termination

Termination of employment with GRU can be voluntary or involuntary. Voluntary terminations include resignations and retirement. Involuntary terminations involve the dismissal of an employee due to unsatisfactory job performance, a reduction in force or other circumstances.

Employees who resign are requested to provide as much notice as possible.

- For non-exempt employees, the minimum notice is two weeks , except where a shorter period of time is agreed upon in writing between the supervisor and the employee.
- For exempt, non-faculty employees, the minimum notice required is 30 days.
- All tenured faculty **must** provide a minimum 60 day notice of their intent to resign and all other faculty is expected to provide a 60 day notice. All faculty employed under a written contract for the fiscal or academic year are subject to the terms of their binding contract. While supervisors have the discretion to accept an early resignation if that is in the best interests of the university, early resignation (prior to the end of their contract year) that will incur additional costs (e.g.,to cover teaching or clinical services) will not normally be in the university's best interests.

If you leave without providing minimum notice, the action will become a part of your GRU employment record.

If a termination is due to retirement, the employee is expected to provide as much notice as possible and more than listed above is often possible given the planning involved in preparing for retirement. Human Resources will notify your department of your date of retirement once the retirement date has been validated. GRU policies provide a grievance procedure for employees who believe they have been discharged unfairly (subjected to unfair, discriminatory or abusive treatment (see more information in the appendix section). Information concerning the grievance process is available through Human Resources.

Your termination date will be the last date you worked unless you were on approved leave. For exempt employees, your term date will be the last business day of your notice period. If you were on paid leave, your termination date will be the last paid date. If you were on leave without pay, your termination date will be the effective date of your resignation. If terminated involuntarily, the supervisor will determine the date of your termination and will inform you in writing of that date. If you wish, you also may make an appointment with Human Resources to discuss your employment.

To receive your final paycheck, an Employee Clearance form indicating that all GRU-issued property has been returned or paid for must be signed by the appropriate authority and submitted to Human Resources. Your GRU identification badge/card must be submitted to Key Control in the Division of Public Safety. Your final paycheck is mailed to the address you give to Human Resources when you out-process.

4.1 Vacation

GRU provides paid vacation for regular full-time and regular part-time benefits eligible employees with a work commitment of half- time (20 hours per week) or greater. Temporary employees do not earn or accrue vacation leave.

Employees are encouraged to select their vacation dates as far in advance as possible and must submit their request for appropriate supervisory approval. Every effort will be made to grant vacation time as requested when staffing and scheduling requirements of the employee's department are adequate. If a GRU-recognized holiday occurs while you are on vacation, that day will be considered holiday time rather than vacation time.

Accrual: The rate of vacation accrual for eligible employees is based on an employee's length of continuous service. Regular full-time employees earn vacation according to the chart below:

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

You may accrue a maximum of 45 days (360 hours) of vacation. Any vacation time above 45 days is forfeited as of Dec. 31 each year.

Regular part time: Regular eligible part-time employees accrue vacation leave based on length of continuous service as outlined above, and at an equivalent ratio of their work commitment. Regular eligible part-time employees may receive paid vacation leave for an approved absence from scheduled work. The hours of vacation leave recorded on the timesheet will be the same number of hours the employee was scheduled to work each day of approved leave.

Vacation Payment: Employees will be paid for all accrued vacation leave up to the maximum amount of 45 days (360 hours) upon termination from GRU for any reason or upon reverting to a work commitment of less than half time. The payout of your accrued vacation/annual leave will be at the rate of pay you are earning at the time of your termination or reduction in work commitment to a non-benefits eligible position. Under certain conditions, accrued vacation leave may be transferred to another institution within the University System in lieu of payment provided there is no actual break in service. A terminating employee does not accrue vacation leave after the last working day of employment.

4.2 Sick Leave

All regular full-time and regular part-time employees with a work commitment of half- time (20 hours per week) or greater earn and accrue sick leave. Temporary employees do not earn or accrue sick leave.

Accrual: Sick leave for eligible employees accrues and is cumulative with no maximum limit during an employee's length of continuous service. The rate of sick leave accrual for all eligible employees is based on the employee's work commitment. Regular full-time employees accrue sick leave at the following rate:

Monthly Accrual	Annual Equivalent
8 hrs.	12 working days

Use of Sick Leave: When you need to use accrued sick leave, inform your supervisor that you cannot come to work at the scheduled time. If you are unable to contact your supervisor, notify the supervisor's designated representative as soon as possible at the beginning of the scheduled work period. Failure to notify the supervisor or designated representative of absence could result in automatic termination of your employment. Should a scheduled holiday occur while you are on sick leave, that day will be considered holiday time rather than sick leave.

Accrued sick leave with pay may be used for the following reasons:

- Illness or injury of the employee.
- Medical and dental treatment or consultation that cannot be scheduled before or after duty hours or on a day off.
- Illness of the employee's spouse, child, stepchild, parent, or spouse's parent that requires the employee's presence to care for the ill family member at home or in the hospital. The amount of accrued sick leave authorized for this purpose is limited to increments of 10 normal workdays, unless the reason for leave meets the criteria of the Family & Medical Leave Act. If it meets FMLA criteria, the employee will be eligible for up to 12 weeks of leave.
- Birth or adoption.
- Death in the employee's immediate family. See "Bereavement Leave" for definition of immediate family.
- Quarantine due to a contagious illness in the employee's household.

Regular part-time benefits eligible employees who accrue sick leave may use sick leave for absence from scheduled work for any of the above reasons. The hours of sick leave used each day cannot exceed the number of hours the employee is scheduled to work.

Sick leave may be used if you become ill while on vacation, provided prior approval is obtained from your supervisor to change from vacation leave to sick leave. If prior approval is not possible, submit a doctor's statement to your supervisor upon return from vacation, certifying the dates of illness.

Physician's Statement: A physician's statement is required in the following instances: If you use accrued sick leave for a period of six or more continuous workdays; for shorter absences at the discretion of your supervisor; and for any period of absence due to a work-related injury or illness.

Initial Use of Vacation or Sick Leave: Leave is accrued at the end of each month. Vacation Leave, Sick Leave or an Unscheduled Holiday may not be taken before it is accrued. If you must be absent prior to that time, the hours taken will be recorded as Leave Without Pay.

Leave Upon Termination: Employees will not accrue sick leave after the last day worked and will not be paid for accrued sick leave upon termination of employment. Accrued sick leave maybe transferred to another institution in the University System, provided there is no actual break in service.

4.3 Holidays

If you are a regular/full-time or regular/part-time employee, you are eligible for 12 paid holidays during the year. Nine of these are scheduled holidays and three are unscheduled. For part-time employees, the holidays are prorated according to the employee's work commitment. Temporary employees are not eligible for paid holidays, regardless of work commitment.

The nine scheduled holidays recognized by GRU are: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.

Scheduled holidays falling on Saturday are usually observed on the preceding Friday, and those falling on Sunday are usually observed on the following Monday, except for Christmas Eve and Christmas Day. The New Year's Day holiday must be observed in the calendar year of the holiday.

When Christmas Eve falls on a Friday, Christmas holidays will be observed on the Thursday and Friday proceeding Christmas Day. When Christmas Eve falls on Saturday, the preceding Friday and the following Monday will be observed as a holiday. When Christmas Eve falls on Sunday, Monday and Tuesday will be observed as the Christmas holidays. At all other times, Christmas holidays will be observed on Dec. 24 and Dec. 25.

If a scheduled holiday occurs while you are on vacation, that day is considered holiday time rather than vacation time. If you are on sick leave or temporary leave without pay the day before and/or the day after a scheduled holiday occurs, the holiday will be considered unpaid holiday time because you are not in an active payroll status. You will not be paid for any scheduled holidays that occur while you are on inactive payroll status even if on an approved leave of absence.

If you are required to work on one of the scheduled holidays, or if a scheduled holiday falls on your day off, your department head will arrange a substitute holiday within 60 days before or after the actual holiday.

4.4 Unscheduled Holidays

GRU authorizes three Unscheduled Holidays for eligible employees to accrue at the end of January, April and July. To receive credit for an Unscheduled Holiday, you must be on the payroll on the first working day of the appropriate quarter in which the holiday is earned. Unscheduled Holidays may be taken with supervisory approval when your departmental leave record indicates you have accumulated holiday time. Unscheduled holidays may not be taken in advance of the quarter in which they are authorized and must be taken in whole or half day increments or in an amount equivalent to an employee's work commitment if less than full time. Employees on inactive payroll status the first working day of a calendar quarter are not authorized an Unscheduled Holiday for that quarter. Unscheduled Holidays do not accrue beyond Dec. 31 each year and will be lost if not used by that date. Therefore, you should plan to take your Unscheduled Holidays prior to the end of December each year.

Scheduled Holidays and Unscheduled Holidays for regular part-time employees:

- Payment for holiday hours will be in an amount equivalent to the employee's work commitment.
- When one of the scheduled holidays falls on a scheduled workday of the employee and the day is taken as a holiday, the time should show holiday hours (H) in an amount equivalent to the employee's work commitment.
- When a scheduled holiday falls on a day the employee is not scheduled to work, time off in an amount equivalent to the employee's work commitment will be given during other regularly scheduled working hours within 60 days before or after the actual holiday.

At termination: A terminating employee is not eligible to be paid for unscheduled holidays not taken prior to their last working day or any scheduled holiday that occurs after their last working day of employment.

4.5 Absence Due to Weather and Other Emergencies

The GRU President will determine when employees and students may be excused from work or classes because of hazardous weather conditions or other emergency situations. In the event GRU is closed because of hazardous weather conditions or other emergency situations, non-exempt and exempt employees will receive inclement weather leave with pay equal to the number of hours the institution is officially closed during their scheduled workday or workweek. Official notice of a closing will be communicated by your supervisor and through radio, television announcements and GRU Alert.

4.6 Leave of Absence Without Pay

After all accrued sick leave and accrued vacation leave is exhausted for a period not to exceed one year, regular full-time and regular part-time employees may, at management's discretion, be granted a leave of absence without pay for an extended

period due to sickness or conditions not covered by the Family & Medical Leave Act.

Absence exceeding an entire biweekly pay period is considered to be extended. This type of LWOP is normally limited to 30 days. A physician's statement, outlining the requirement for an estimated period of absence must be submitted along with an electronic personnel action request (ePAR) authorizing the leave. Any extension of the absence, not exceeding the one-year maximum time period, must also be supported by a physician's statement.

Educational Leave Without Pay: Regular full-time employees may be granted Educational Leave Without Pay for the purpose of encouraging professional development. This type of LWOP is normally limited to 90 days (three calendar months).

Personal Leave Without Pay: Regular full-time and regular part-time employees may request Personal Leave Without Pay for reasons other than those provided in other leave categories by completing the Leave of Absence Without Pay Notification Form prior to beginning Leave Without Pay. Personal Leave Without Pay for a period not to exceed 14 calendar days may be approved by an employee's supervisor and department head. A request for Personal Leave Without pay that exceeds 14 calendar days requires approval of the President and must be submitted to the Vice President for Human Resources, who is the reviewing official. Requests for Personal Leave Without Pay require approval prior to the effective date of the leave. All accrued annual leave must be exhausted before a personal leave request will be considered for approval. An employee on Personal Leave Without Pay for a period that exceeds 14 days may elect to continue group insurance benefits.

Approved Leave of Absence Without Pay permits an employee to continue all group insurance and retain continuity for determining the rate of vacation leave accrual and record of service. No additional vacation leave or sick leave will accrue while the employee is on Leave of Absence Without Pay.

Insurance Benefits Continuation: If continued coverage under the GRU Group Insurance Plans is desired, the employee beginning leave without pay must make arrangements in advance with the Employee Benefits and Data Management office for premium payments.

4.7 Other Types of Leave

All leave except sick leave requires prior approval of your supervisor.

Bereavement Leave: Regular full-time and regular part-time employees may use accrued sick leave to attend an immediate family member's funeral. In most cases, three days is the maximum amount of sick leave authorized for this purpose. Annual leave or leave without pay may be used for any additional time. Immediate family includes spouse, parent, parent-in-law, brother, sister, child, stepchild, son-in-law, daughter-in-law, grandparent, grandchild, foster parent or legal guardian. Employees who work less than half time may be excused for the above purpose but are not eligible for paid time off since they do not accrue sick leave.

Court Leave: Regular full-time employees who are subpoenaed or otherwise directed by proper legal authority to appear as a witness in a jury trial or to serve as a juror in any court may be given court leave during scheduled working hours. Court leave is not charged against any other leave accrued and there is no deduction in pay for the absence even though a jury or witness fee may be paid to you. Court leave may not be given to any employee summoned to a court as a defendant or plaintiff unless the summons is in connection with the employee's official duties with GRU. Court leave does not cover any period of absence other than your scheduled working hours. You are expected to return to work if the court excuses you during your scheduled workday.

Military Leave With Pay: Leave with pay will be granted to regular full-time and regular part-time employees who are members of the Georgia National Guard or a reserve component of the Armed Forces of the United States for periods specified by official orders. This type of leave does not cover drill periods and/or reserve training periods on "weekends" or other scheduled days off. The amount of military leave with pay is limited to 18 workdays in any one federal fiscal year, and may not

exceed 18 workdays in anyone continuous period of such absence.

Family Medical Leave: In accordance with the Family & Medical Leave Act (FMLA), employees who have worked for GRU for a total of at least 12 months (total, not necessarily continuous), and at least 1,250 hours during the 12 months preceding the commencement of the leave, are eligible for 12 workweeks of family medical leave during any consecutive 12-month period.

Family leave shall be granted in the event of: (a) the birth and care of a newborn child of the employee; (b) the legal placement of a child with the employee for adoption or foster care; (c) the care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; (d) a serious health condition of the employee that renders the employee unable to perform the duties of his/her job; or (e) for qualifying exigencies arising from the employee's spouse, son, daughter, or parent being on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Child is defined as a biological, adopted or foster child, a stepchild or legal ward. The child must be under 18 years of age, or 18 and older if incapable of self-care due to physical or mental disability.

Entitlement to family leave due to birth or adoption of a child expires 12 months after the birth date or date of adoption. Family leave for birth or adoption may not be taken intermittently. Leave because of a health condition of the employee or the employee's child, spouse, parent or spouse's parent may be taken intermittently.

Spouses who work for the same employer may not take family leave at the same time when the leave is due to birth or adoption of a child, and are limited to a combined 12 weeks of leave. FMLA defines a serious health condition as an illness, injury, or impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility, or
- Continuing treatment by a health care provider.

A claim for leave because of a serious health condition of the employee or the employee's child, spouse or parent must be supported by certification issued by the health care provider.

In the case of a serious health condition of the employee, the certification shall be sufficient if it states (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; and (3) a statement that the employee is unable to perform the functions of the position.

In the case of a serious health condition of the employee's child, spouse or parent, the certification shall be sufficient if it states (1) the date on which the condition commenced; (2) the probable duration of the condition; and (3) a statement that the employee is needed to care for the child, spouse or parent. The employee's immediate supervisor has the option to require recertification at times deemed appropriate. Requests for family medical leave should be submitted in writing to the immediate supervisor. Supporting medical certification should be submitted to the Employee Benefits and Data Management Section of Human Resources. Employees requesting family medical leave are expected to provide as much notice as possible to ensure appropriate adjustments are made to handle workload commitments.

Family medical leave is unpaid (GRU is not required to grant FMLA as paid time off). GRU may require employees utilize their accrued paid sick leave and/or annual leave, as appropriate, for such absences. Accrued sick leave and annual leave will be used concurrently with FMLA.

Employees will be informed in writing that leave time is being counted toward the 12-week FMLA entitlement. If the requested leave period is less than 12 weeks and the employee desires a continuance of the leave, the employee will be required to furnish a physician's statement documenting the need for continued leave and an estimated date of return.

If a request for family medical leave is denied for any reason, notice of the denial and reason for the denial will be provided in

writing to the requesting employee by the supervisor in a timely manner.

4.8 Group Insurance Programs

Detailed information on each of the plans, including costs, is available in the Employee Benefits and Data Management Section of Human Resources. Rates are subject to change.

Health Insurance: All regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) are eligible to enroll themselves and their dependents in a group health insurance plan. GRU shares in the cost of health insurance premiums. You are urged to enroll for coverage at the time of your employment, otherwise your ability to elect coverage will be delayed until the next open enrollment period, usually each fall (mid-October to mid-November), with coverage effective Jan. 1 of the following year.

Dental Insurance: Dental Insurance is offered to all regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) . The University System of Georgia administers one plan with claims processed by MetLife. An election to enroll in this plan must be made within the first 30 days of employment. There is no open enrollment period for the USG dental plan. If coverage is not applied for within 30 days of employment, there will be no other opportunities for enrollment in the USG plan. Another dental plan is offered through Delta Dental. Election to enroll in this plan must be made within the first 30 days of employment. However, there is an open enrollment period, usually each fall (mid-October to mid-November), with coverage effective Jan. 1 of the following year.

Life Insurance Regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) are eligible for \$25,000 in free group life insurance coverage, including accidental death and dismemberment. Coverage is not automatic. The insurance does not become effective until you have started work and signed the required forms at Human Resources. The effective date of coverage is determined by your employment date.

GRU also provides low cost supplemental life insurance, including accidental death and dismemberment coverage in amounts up to 4 times your annual salary but not to exceed \$500,000 or a flat amount of \$15,000. Dependent life insurance is also available on an optional basis. Employees pay the total cost of this additional insurance. Enrollment should occur within 30 days of employment to avoid a delay or denial of coverage by the insurance company.

Long-Term Disability Insurance: All regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) are eligible to participate in a long-term disability insurance plan. This insurance provides for payment of a monthly benefit equivalent to 60% of salary, up to a maximum benefit of \$6,000 per month. If you do not enroll within 30 days of employment, the insurance company may deny your application. Employees pay the cost of long term disability insurance.

Personal Accident Insurance: Regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) are eligible to enroll in a group accident insurance program at discounted group rates. The amount of coverage chosen may be in \$10,000 increments up to \$500,000. Coverage including educational benefits is available for your dependents at a percentage of the coverage amount you choose. Employees pay the cost of this coverage. You are urged to enroll at the time of your employment, otherwise coverage could be delayed. Personal accident insurance is a separate plan not connected with the Basic Life Insurance or the optional Supplemental Life insurance program.

Long-Term Care Insurance: Long-term care insurance is available to all regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week) . This insurance is offered through CNA Insurance Company and provides coverage in the event an employee or employee's spouse must be confined to a nursing home or require home health care.

Supplemental Health Insurance: Supplemental health insurance is available to regular full-time and regular part-time

employees with a work commitment of three-quarters time or more (30 hours or more per week) through American Family Life Assurance Corporation (AFLAC). AFLAC offers four supplemental insurance products: cancer insurance, hospital indemnity plan, accident insurance and short-term disability insurance.

Flexible Benefits Plan: The GRU Flexible Benefits Plan allows you to pay the premium costs of some of the benefits you select with pretax dollars. Because premiums are paid on a pretax basis, you save federal, state and Social Security taxes, which increase your take-home salary. All benefits eligible staff of GRU automatically participate in the Flexible Benefits Plan. The premiums for the following benefit plans are deducted on an after-tax basis: Dependent Life, any portion of a premium for a domestic partner for Delta Dental and Personal Accident Insurance, Supplemental Life with AD&D and Long Term Disability.

Workers' Compensation: If you sustain a work-related injury or illness while at work, GRU's Workers' Compensation Program will pay for your medical care, prescription medications, necessary medical equipment and supplies, and may compensate you for time lost from work. The Georgia Workers' Compensation Law determines benefits payable to you as a result of a work-related injury or illness. Any injury or illness received on the job, no matter how slight, must be immediately reported to your supervisor, who is responsible for preparing and distributing the required documents to the proper authorities. Employees with work-related injuries that require immediate medical attention should seek treatment at the nearest emergency room. Otherwise, supervisors must contact the Georgia Department of Administrative Services (DOAS) at 1-877-656-7475 before employees seek treatment. Additional information is located in the GRU Administrative Policies and Procedures manual. Accidents that are not a result of a work-related injury or illness should be reported to the Public Safety Department at extension 1-2914.

Dependent Care Flexible Spending Account Plan: The Dependent Care Flexible Spending Account Plan is available to regular full-time and regular part-time employees with a work commitment of three-quarters time or more (30 hours or more per week). This plan allows employees who have regular dependent care expenses, such as baby-sitting and day care, to contribute pretax dollars to a special account from which they are reimbursed for such expenses. Depending upon your particular situation, you may contribute up to the maximum set by the Internal Revenue Service from your paycheck to the flexible spending account. These contributions are made before taxes are withheld from your pay, which results in a reduction in federal, state and Social Security taxes.

Healthcare Flexible Spending Account Plan: The HealthCare Flexible Spending Account Plan is available to regular full-time and regular part-time employee with a work commitment of three-quarters time or more (30 hours or more per week). This plan allows employees who have deductibles, copayments and other non-covered medical expenses to contribute pretax dollars to a special account from which they are reimbursed for such expenses. The maximum amount employees may contribute is set by the institution and may change yearly. These contributions are pre-tax and are withheld from your pay, which results in a reduction in federal, state and Social Security taxes.

Health Savings Account: The Health Savings Account (HSA) is available to all employees that are eligible and enroll in the High Deductible Healthcare Plan. This plan allows enrolled employees to set aside pre-tax contributions from their paychecks up to the IRS maximum each year to pay for annual deductibles, prescriptions and other medical-related expenses. Unlike the Healthcare Flexible Spending Account, you do not lose the contributions left in the account at the end of the plan year. They roll over into the next calendar year. Additional information may be obtained by contacting the Employee Benefits and Data Management Section of Human Resources.

Tax Sheltered Annuities [403(b) Accounts]: Three companies offer the Tax Sheltered Annuity Plans at GRU: VALIC, TIAA/CREF and Fidelity. All GRU employees are eligible to participate in the Tax Sheltered Annuity program. This program allows you to exclude a portion of salary from taxable income for the purchase of an annuity contract. Payment of taxes on this money and the interest it earns is deferred until withdrawal, presumably at retirement when most people are in a lower tax bracket.

Contact the Employee Benefits and Data Management section at 721-3770 for a list of approved tax sheltered annuity vendors. GRU does not promote, sponsor or endorse any particular company or plan. The limit of contributions is set in accordance with

IRS code and may change yearly. The Employee Benefits and Data Management section can provide current information for contribution limits.

GRU Deferred Compensation Plan [457(b)]: Three companies offer Deferred Compensation Plans at GRU: VALIC, TIAA/CREF and Fidelity. Deferred compensation, and the investment earnings from it, is not taxed as income until distributed to you, usually at retirement. Eligibility for distribution of accumulations is limited by the IRS to separation from employment, retirement, death or substantiated conditions of severe financial hardship. The limit of contributions is set in accordance with IRS code and may change yearly. The Employee Benefits and Data Management staff can provide current information for contribution limits.

4.9 Retirement

Participation in a retirement plan is mandatory if you are a regular employee with a work commitment of one-half time (.5 FTE) or more. If you are a non-exempt employee employed in a regular position at .5 FTE or greater, your retirement plan is the Teachers Retirement System of Georgia (TRSGA). If you are an exempt employee or faculty member employed in a regular position at .5 FTE or greater, you may choose between the Teachers Retirement System of Georgia (TRSGA) or the Optional Retirement Plan. If you are a temporary employee or part-time employee with a work commitment of less than half-time, you will participate in the Georgia Defined Contribution Plan. Details of each plan are described below.

Teachers Retirement System of Georgia: Participation in the Teachers Retirement System (TRS) of Georgia is mandatory if you are a regular employee with a work commitment of one-half time (.50) or more and are employed as an hourly (non-exempt) employee. Each employee will contribute a percentage of earnable compensation as determined by the TRSGA Board of Directors. Earnable compensation is defined as the full regular compensation payable to a member for his full normal working time. Earnable compensation does not include salary for secondary jobs. GRU contributes an additional percentage of your salary to the retirement program. The amount of this contribution is adjusted as required to keep the retirement fund actuarially sound. Employee and employer portions are subject to change. Criteria for normal retirement is age 60 with 10 or more years of service, or 30 years regardless of age. An early retirement option is available for those who have 25 years of service and who have not attained age 60, but this option results in a reduction in benefits.

The eligibility requirement for retirement with Georgia Regents University is located in the Board of Regents Policy Manual, Section 800 at <http://www.usg.edu/policymanual/>. Employees planning for retirement are encouraged to schedule an appointment with the Human Resources Benefits Specialist well in advance of the effective date of their planned retirement.

If your employment ends before you retire, you may withdraw your retirement contributions but not the amount contributed by GRU. Applications for withdrawal of contributions cannot be processed until after your last pay period. If your contributions are left in TRS and you have TRS credit for 10 or more years of service, you have a vested interest and will be eligible to receive a monthly retirement benefit beginning at age 60. The retirement program is explained more fully in your orientation program and the staff in the Employee Benefits and Data Management section of Human Resources is available for counseling regarding TRS benefits.

Optional Retirement Plan: Participation in the Optional Retirement Plan (ORP) is available to exempt classified employees and faculty members whose work commitment is one half (.50) or more and are in a regular benefits eligible position. Your contribution is 6% of salary. GRU contributes an additional percentage of your salary to the retirement plan. You must select one of the following three companies to contribute to this plan: Fidelity, TIAA-CREF, or VALIC. Employee and employer portions are subject to change.

Georgia Defined Contribution Plan: The Georgia Defined Contribution Plan is a retirement plan for part-time employees who work less than .50 and for temporary employees. Members contribute 7.5% of gross salary to the plan. Participation in the plan is mandatory for part-time and temporary employees, but these employees will not be required to pay FICA (Social Security taxes).

Social Security: GRU participates in the Social Security Program. You and GRU share contributions toward your retirement

benefit under this program equally. The U.S. Congress establishes the amount of contribution and the benefits you receive upon becoming eligible.

5.1 Information Technology Services Definitions

Term	Definition
Sensitive information	Defined as: non-public data (i.e. medical record or educational data) or personal/corporate information that can be harvested and used for identity theft or criminal use.
Strong Password	A password that is at least 6 characters long with a combination of letters and numbers/symbols (e.g. using the phrase “a new one for you,” the password would be “an3w14u” – replacing letters with numbers)
Encryption	The process of scrambling a message so that a key, held only by authorized recipients, is needed to unscramble and read the message. Unencrypted data is called plain text; encrypted data is referred to as cipher text.

5.2 Computer and Network Use

GRU expects all users of computing resources to use them responsibly and productively. While incidental personal use is acceptable, each business unit within GRU may prescribe procedures that are more restrictive than this policy, but not less restrictive.

All members of the GRU community are obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on our ability to protect confidentiality. For legal purposes, electronic communications are no different than paper documents. Electronic communications are, however, more likely to leave a trail of inadvertent copies and more likely to be seen in the course of routine maintenance of computer systems.

In the course of their job, GRU employees may need to access information for professional, education, self-training and discussion on a wide range of subjects, not just those immediately necessary for a person’s job or courses. In this context, GRU employees are accountable nonetheless for how they use time and equipment at work. Just like a telephone, an Internet connection at an employee’s desk does not automatically confer permission to use it for personal purposes or entertainment.

Accessing the GRU network from a remote site (i.e. home, hotel, etc.) can be done using a virtual private network client. The same policies, standards, and guidelines for computer and network use apply when this connection is active.

Any and all electronic transfer of sensitive information is to be encrypted. Under no circumstances shall protected health information (PHI) be transferred to external entities without ensuring the data is encrypted.

5.3 System and Network Activities

The following activities are strictly prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by GRU.
- Knowingly introducing malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

- Interfering with the operation of any system with the intent to disrupt normal operations.
- Attempting to circumvent the security controls of any system or host.
- Exporting software, technical information, encryption software or technology that violates international or regional export control laws is illegal. Management should be consulted prior to export of any material that is in question.
 - Port scanning or security scanning unless these duties are within the scope of an employee's normal job responsibilities.
 - Executing any form of network monitoring that will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
 - Providing confidential data to parties external to GRU without authorization.
 - Sending unsolicited email messages, including "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - Using computing resources to harass another individual.
 - Creating or forwarding chain email letters.
 - Impersonating another individual or device, including "spoofing" one's identity or forging of email header information.
 - Assisting, encouraging or concealing from authorities any unauthorized use, or attempt at unauthorized use, of any GRU computer or network facility. Computers and networks are just like any other GRU facilities – they are to be used only by people who have permission

5.4 Privacy

GRU's electronic communications systems, and all information stored thereon, are property of GRU. Employees should have no expectation of privacy whatsoever in any data in any format or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on any of these systems.

GRU reserves the right to monitor all employee usage of these systems and to intercept and review any data or communication, in any format, using these systems, including but not limited to social media postings and activities. You consent to such monitoring by your acknowledgement of this policy and your use of such assets and systems. GRU may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice. Do not use GRU's electronic communications assets for any matter that you desire to be kept private or confidential.

The college reserves the right to:

- Examine computer records or monitor activities of individual computer users and/or systems for official purposes
- Protect the integrity or security of the computing resources or protect the college from liability
- Investigate unusual or excessive activity
- Investigate apparent violations of law or university policy, and as otherwise required by law or exigent circumstances

5.5 Authentication

No one shall use the GRU network (wired or wireless) or any device (e.g. computer, PDA, or other system with an operating system and/or CPU) on the network, regardless of ownership, without a valid and unique username and STRONG password. No one shall circumvent user authentication or security of any host, network or account.

Authentication and data encryption or point-to-point communication will be implemented for all systems that send or receive sensitive data or when it is critical that both parties know with whom they are communicating. (Information Systems Security and Computer Usage Policy)

5.6 Computer Crime

Using a computer without permission is theft of services and is illegal under state and federal laws. In addition, the following specific computer crimes are defined by state law (Ga. Code 16-9-90 et seq.):

Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);

Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);

Computer invasion of privacy (unauthorized access to financial or personal data or the like)

Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);

Computer password disclosure (unauthorized disclosure/sharing of a password resulting in damages exceeding \$500).

Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal. (Ga. Code 16-9-93.1).

5.7 Breach of Security

Suspected breach of security, based on the level of severity, should be reported to the appropriate resource owner and/or the GRU Chief Information Officer, who are responsible for determining the best course of action to correct the situation and protect against future occurrences. Certain extreme cases may involve additional levels of review and could call for disciplinary action, up to and including dismissal, or civil or criminal penalties.

Any violation of federal or state law with regard to this ITS policy may be reported to the proper authority.

The above is a summary of Information Technology policies. For a complete list of ITS policies, visit policy.gru.edu.

6.1 Motor Vehicle Registration and Parking

Your primary motor vehicle(s) must be registered if you plan to park on campus. An annual registration fee is required and a monthly parking fee is charged. For convenience, the parking fee may be paid through payroll deduction on a pretax basis upon completion of an election form which is available as part of New Employee Orientation and/or directly from the Parking Office during the annual registration period, which normally occurs in May.

New employees must elect the pretax option within 31 days of their employment date to have payroll deduction. To take advantage of parking as pretax deduction, employees must submit an election form to the Parking Office prior to the beginning of each year during the parking registration period as noted above. An election is valid for the fiscal year and cannot be changed once started. Employees who do not wish to have parking paid through the pretax payroll deduction will pay the registration and parking fees directly to the Parking Office upon registration. When you register your vehicle, you will receive a parking permit that must be displayed in your vehicle when it is parked on campus. The permit will be valid for the GRU fiscal year, July 1 through June 30.

The parking permit must be returned to the Parking Office when your employment ends. A \$100 fine will be assessed for lost permits. Fines for violations are assessed with the authority of the Board of Regents of The University System of Georgia. Fines not paid on a timely basis are subject to payroll deduction.

Georgia Regents Medical Center (GRMC) operates its own separate parking program. GRU employees participating in the campus parking program are allowed to park in hospital and clinic parking areas only when they are seeking medical treatment or have clinic appointments. GRU employees may be fined by the GRMC Parking Office for violations of medical center parking rules, and these fines are also subject to payroll deduction. The Georgia Regents Medical Center Parking Office may be contacted at 721-7275.

GRU employees may ride any GRU MEDXpress shuttle for free. Shuttle routes and campus parking maps are available on the GRU Parking website or from the Parking Office.

For further information please contact the GRU Parking Office at 721-2953 or visit the Parking website at gru.edu/parking.

6.2 Food Service

Breakfast and lunch are served Monday through Friday in the Student Center Cafeteria. Vending machines featuring canned and bottled soft drinks and water, cold foods and snack items are located throughout campus. Several vending machines in high traffic areas are equipped with debit card readers, eliminating the need to carry change and small bills to access these food items.

6.3 Lost and Found

The Public Safety Division provides a "lost and found" service. Employees who find or have lost articles on GRU premises should take them to the Public Safety Office. (Public Safety 721-2911)

6.4 Child Care Center

GRU operates a child care center for children of employees and students on Old Bailie Street, north of Walton Way next to the Medical Center Inn. The center was established to provide a comprehensive program of special care and education for the children of GRU employees and students. A variety of learning and play activities are scheduled for children of different ages. Nutritionally balanced hot lunches are served daily in addition to morning and afternoon snacks. Fees are charged on a weekly basis for full-time or regular part-time enrollment and on a daily basis for "drop-in" enrollees. Employee fees are payroll deducted; students can pay by cash or personal check. GRU's Child Care Center rates are competitive with local commercial and institutional facilities. Contact the center at extension 1-4171 for further information.

6.5 GRU JagCard

The JagCard is the official ID card system for Georgia Regents University and Georgia Regents Health System. JagCards are the property of Georgia Regents University. You must carry it with you at all times when you are on the Summerville campus. If you are on the Health Sciences campus, you must wear your JagCard on your person. However, your JagCard is much more than just a badge.

The JagCard is accepted for payment at many locations on campus. Many GRU Athletics events, Student Life and Engagement events, or theater events offer free entry with your JagCard. Simply by using your JagCard, you have secure access to buildings or computer suites.

The JagCard is not a credit card. Much like a debit card, only funds that have been deposited on the card can be spent. Once the funds are spent – additional deposits will be needed to deposit more money to continue making purchases. Lost cards can be immediately deactivated to prevent use by an unauthorized person.

For additional information, please visit gru.edu/jagcard or contact the JagCard office at (706) 721-7080.

6.6 Credit Union

GRU employees are eligible for membership in the Health Center Credit Union (HCCU). The non-profit cooperative financial institution has served greater Augusta's medical and educational community for more than 30 years. HCCU is run for and by the members themselves. As shareholders, members directly guide and benefit from the credit union's growth. Members also comprise the credit union's Board of Directors.

HCCU is conveniently located on the GRU's campus with a branch on Harper Street in the Faculty Office Building and in the Annex II building.

A savings account begins your credit union membership; simply maintain a minimum balance of \$25 in your account to keep it open and access the full array of HCCU's financial products, services and membership benefits. Visit HCCU online at hccu.coop for a full list of products and services, as well as locations and hours of operation.

- GRU Harper Street: (706) 434-1600
- GRU Annex II: (706) 434-1600
- GRU Summerville: (706) 737-1762
- Evans: (706) 434-1600
- Trinity: (706) 434-1552

6.7 Wellness Center

GRU faculty, staff and students have access to one of the regions' most impressive fitness facilities. The Wellness Center is a 42,000-square-foot fitness and recreation facility with indoor basketball/volleyball courts, cushioned running/walking track, full lines of strength-training and cardiovascular equipment, locker room and shower amenities, group exercise classes and fitness assessment facilities.

The Wellness Center is located adjacent to the Student Center at the corner of Laney-Walker and 15th Street. Hours are 5:30 a.m. to 10 p.m. Monday through Thursday, 5:30 a.m. to 8 p.m. on Fridays, 9 a.m. to 5 p.m. on Saturdays and Sunday noon to 8 p.m.

Membership options include four-month or 12-month packages. Monthly payment options are also available. Fees can be paid via payroll deduction, credit/debit card or check. Daily guest passes are also available.

Please visit gru.edu/wellness for additional information and a membership application or call (706) 721-6800.

6.8 Voting

Voting is a community responsibility and it is hoped that you will vote in every election. Since most polls are open from 7:00 a.m. until 7:00 p.m., time off is normally not necessary to fulfill this obligation. Employees required to work during this entire time period may be excused for a reasonable length of time not to exceed a maximum of two hours to vote.

6.9 Tobacco Restrictions

Smoking is widely recognized as a major preventable cause of many diseases and GRU is committed to the promotion of good health. Effective Nov. 15, 2007, the GRU Health Sciences Campus became tobacco free. The Summerville and Forest Hills campuses of GRU became tobacco free effective August 1, 2013, and the use of tobacco products on all GRU enterprise property is prohibited.

6.10 Safety

GRU has an excellent safety record. You are encouraged to avoid unsafe practices and to report unsafe working conditions to your supervisor. Many injuries are caused by carelessness, even though the job itself is not hazardous. GRU strives to develop and maintain safe working conditions and encourages its employees to work safely.

6.11 Political Activities

Employees may not manage or take an active part in a political campaign that interferes with the performance of their duties. Employees are not permitted to hold elective political office at the state or federal level. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay with a beginning date prior to their qualification as a candidate in a primary or general election. If elected to state or federal office, the employee must resign prior to assuming office.

Employees may seek and hold elective office at other than the state or federal level, or appointive office, when candidacy for or holding of the office does not conflict or interfere with the employee's GRU duties and responsibilities. An employee cannot engage in any political activities during work hours, nor use any GRU resources (facilities, supplies, equipment, etc.) for political purposes.

6.12 Conflict of Interest

GRU employees should avoid actual or apparent conflicts of interest between their university obligations and outside activities. You are encouraged to contact the Human Resources or Legal Affairs offices if you have questions concerning whether a particular activity constitutes a conflict of interest.

6.13 Gratuities

GRU employees shall not accept gratuities, courtesies or gifts in any form whatsoever from any person or persons, corporations or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

6.14 Telephone

Use GRU telephone lines must necessarily be kept clear for business use. Incoming personal telephone calls to employees and outgoing personal calls by employees are discouraged except in the case of an emergency. Personal long-distance telephone calls may not be charged to the institution.

6.15 Employee/Faculty Assistance Program

The Employee/Faculty Assistance Program (EFAP) is a non-campus assessment, counseling and resource service for employees, faculty, house-staff, graduate students and for the immediate members of their family. Clinical information of those

who attend is kept confidential; supervisors and department chairs who make referrals to the program receive only feedback regarding attendance. EFAP focuses on psychological problems of either a personal or work-related nature.

Assessments are provided and, when indicated, short-term Therapy may be scheduled for up to five sessions at no cost to the employee. For persons/families requiring extended or more specialized therapy, the program can arrange continuing care by an appropriate local practitioner or agency. In addition, EFAP staff is available to consult with supervisors on how to better recognize and work with employees who are experiencing difficulties of various kinds. For more information or for an appointment, please contact the GRU Employee Faculty Assistance Program at 721-2599.

6.16 Tuition Assistance Program

The Board of Regents and GRU are committed to helping full-time employees pursue growth and development. Tuition remission is available to all full-time employees who have been with GRU for at least six months prior to the application period and are working towards a degree at one of the 35 participating University System of Georgia(USG) institutions. Tuition and most fees are waived for up to 9 hours per semester. Learn more at usg.edu/hr/benefits/tuition_assistance_programTap.

Rules of Conduct

GRU expects every employee to meet standards of satisfactory work performance and to observe basic rules of good conduct. It is not possible for an employer to list all of the employee actions or behaviors that might result in disciplinary action, but the following acts or omissions on the part of an employee represent examples of what may result in disciplinary action ranging from counseling, to written reprimands, to further action up to and including dismissal from employment. At all times, GRU's management reserves the right to impose discipline that it, in its sole discretion, deems appropriate.

1. Failure to perform duties required by the employee's job description or assignments directed by management, including the failure to abide by the particular rules of an employee's place of work.
2. Failure to maintain work quality and/or productivity.
3. Failure to adhere to established safety policies and procedures.
4. Rude or discourteous behavior toward patients or other persons at GRU.
5. Tardiness, temporary unauthorized absence from the work area, and leaving the work area early.
6. Presence in an unauthorized area.
7. Failure to report an injury occurring on premises operated by GRU concerning an employee, patient, staff member, student or any other person.
8. Failure to conform to an established uniform dress policy.
9. Behavior, which interferes with the work performance of other employees and/or disrupts any teaching, administrative or other activity of GRU.
10. Failure to adhere to established Information Technology policies and procedures.
11. Absenteeism and misuse of sick leave.
12. Unauthorized absence from work for an entire shift or workday without notification to the supervisor. Note: If an employee is absent from work for three days without authorization, they are considered to have quit without notice.
13. Insubordination or willful disobedience.
14. Consumption, possession or being under the influence of alcohol or other impairing substance on GRU property or during working hours.
15. Carrying a weapon, whether licensed or unlicensed, on GRU property.
16. Inappropriate treatment or neglect of a patient or anyone else at GRU, which did or could have caused harm or distress to that person.
17. Sleeping while on duty.
18. Threatening, engaging in threatening behavior (physical/verbal), or fighting in the workplace towards a co-worker, supervisor, patient, or any individual within the institution or enterprise.
19. Sexual harassment.

20. Exploitation of patients or their families for personal gain or benefit, or for the gain or benefit of others, including but not limited to engaging in financial transactions with patients or their families, accepting payment in any form for services rendered, borrowing or attempting to borrow money, inducing a patient to name a particular beneficiary in the patient's will or insurance policy or engaging in the management of the patient's financial or business affairs.
21. Acceptance of additional compensation in any form for work performed in the scope of employment at GRU for which compensation has been or will be made through the payroll.
22. Commission of a criminal act.
23. Violation of confidential information pertaining to patients, students, employees or research/intellectual property, to include gaining unauthorized access to records or information, with or without harmful intent.
24. Drug offenses.
25. Failure to properly dispose of infectious or hazardous waste.
26. Dishonesty.
27. Refusal to cooperate in GRU administrative actions (i.e. refusal to appear as a witness at an official grievance or other hearing, refusal to cooperate in an official investigation or inquiry, etc.)
28. Illegal use of the computer and/or network that would include, but not be limited to, copyright and software license violation, failure to adhere to all federal and state laws including those prohibiting slander, libel, harassment and obscenity.
29. Private use of state property including computing/IT resources for personal gain or benefit, or for the gain or benefit of others.
30. Disclosing information that is confidential by law, including educational and medical records.
31. Willful damage or theft of GRU property or property belonging to another person.
32. Falsification of institutional documents or records including applications for employment.
33. Violation of GRU's procurement card or purchasing policies.

Informal Dispute Resolution

Conflicts and disagreements between employees and their supervisors are inevitable. It is the policy of GRU to resolve these disputes fairly, and at the lowest possible level. When these conflicts or disagreements occur, employees should first attempt to resolve them through discussion with their supervisor. However, an employee must follow their supervisor's orders, even if they disagree with them, unless the orders are clearly illegal or unsafe, in which case the matter should be brought immediately to the next higher authority. When discussion with their supervisor fails to resolve a dispute, an employee has several other options. They may take the issue up with the next higher authority, or they may consult the Human Resources Employee Relations office at 706.721.6197 or 706.721.9365. The GRU Informal Mediation Program is also available to help resolve disputes GRU encourages the use of all of the informal methods of dispute resolution described above, even after an employee has filed a grievance.

Grievance Procedures

Note: This is a brief summary.

For more information, contact the GRU Human Resources Director of Employee Relations at 706-721-6197 or 706-721-9365

A classified employee may file a grievance by completing grievance form and submitting it to the Vice President for Human Resources, or designee. Unless there is good cause for delay, a grievance must be filed within 10 working days of the notice of suspension or discharge. If filed after that time, the grievance must be accompanied by a written explanation for the delay. The Vice President for Human Resources or designee will rule on whether the employee had good cause for filing the grievance late. Good cause consists of fraud, severe illness, or other circumstances beyond the employee's control, which significantly impaired their ability to file the grievance in a timely manner.

A classified employee may file a grievance only if:

1. The employee has been suspended; or
2. The employee has been discharged; or
3. The employee has been demoted, or their salary has been reduced.

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

1. The discharge occurred during the six-month provisional period;
2. They have been adversely affected by a reorganization, program modification or financial exigency (such employees may apply to the Board of Regents for review);
3. The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability or religion. Such charges should be directed to the Affirmative Action/EEO Officer.
4. The issues being grieved have been previously heard by an administrative panel at GRU. At the discretion of the President, he may direct that a hearing be held concerning any matter related to the employment of a classified employee.

Upon submission of the grievance statement, the grievant will be provided with a copy of the formal grievance policy and other documents pertaining to grievance hearing procedures.