



(SECTION 100) EMPLOYMENT POLICIES

101 POLICY PHILOSOPHY

Kennesaw State University recognizes that the capacity of its employees is its greatest asset and thus endeavors to support employees' efforts to realize their full potential by:

- employing and promoting on the basis of merit;
- providing opportunities for training and development to all employees; and
- providing opportunities for advancement

The pages of this handbook expand on these employment principles, setting forth guidelines that affect your job.

101.1 Equal Opportunity Statement

It is the policy of Kennesaw State University to provide affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, sex, sexual orientation, age, religion, national origin or disability.

Kennesaw State University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified.

For additional information or to file a complaint under the provisions of this policy, employees should contact the Equal Employment Opportunity (EEO) Office.

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



101.2 Americans with Disabilities, Disabled Veterans and Veterans of the Vietnam Era

It is the policy of Kennesaw State University not to discriminate against any employee or applicant for employment because he or she is an individual with a disability, a disabled veteran or a veteran of the Vietnam Era. It is also the University's policy to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and individuals with disabilities. This policy applies to all employment actions including, but not limited to, advertising, recruitment, hiring, compensation, retention, training, demotion, promotion or transfer, layoff, reduction in force (RIF), termination or tenure.

Persons wishing to self-identify as an individual with a disability, disabled veteran or veteran of the Vietnam Era should contact Human Resources.

An individual wishing additional information or to file a complaint should contact the Equal Employment Opportunity (EEO) Office.

Americans with Disabilities Act (ADA)

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

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

KSU provides, and will continue to provide, reasonable accommodations to enable the hire and retention of qualified employees who are able to perform the essential functions of their positions. Any person wishing to self-identify as disabled or request a reasonable accommodation due to a disability should contact Human Resources.



101.3 Sexual Harassment Policy

Sexual harassment is prohibited by Kennesaw State University, the University System of Georgia and by state and federal law. Kennesaw State University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the offender to disciplinary action which may include termination.

101.3a Definition of Sexual Harassment

The Equal Employment Opportunity Commission definition of sexual harassment, includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

101.3b Reporting Procedures

Any employee who feels that he or she has been the victim of harassment is encouraged to use the University's internal procedures to resolve complaints.



Any questions and/or complaints should be directed to the Equal Opportunity and Diversity Programs Office.

101.3c Sexual Orientation Policy

It is University policy that an individual's sexual orientation will not be considered when making any personnel decisions. One's sexual orientation is strictly personal, and such information will not be used in any way by the University or its employees in employment decisions.

101.4 Drug and Alcohol Policy

Kennesaw State University expressly prohibits the use, possession, sale, or distribution of alcohol beverages on campus by any campus constituency. Alcohol beverages may be served at off-campus activities to adults of legal drinking age at which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcohol consumption.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees on the University campus is prohibited and violations of this policy will result in appropriate disciplinary action. Faculty, staff and students are expected to adhere to the policies of the University and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state and federal laws relative to unlawful use of illicit drugs and alcohol.

The Kennesaw State University Drug and Alcohol Policy can be found at
http://www.kennesaw.edu/hr/pdf/Drug_and_Alcohol_Policy.pdf

The adherence to University policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University.



101.4a Drug and Alcohol Testing

The University is committed to maintaining safe, healthful and efficient working conditions for its students and employees. As part of this commitment, the University will conduct pre-employment screening examinations, random testing, post accident testing, and reasonable suspicion testing in order to prevent the employment of individuals who have substance abuse problems.

Individuals selected for or employed in regular or temporary positions where the main duties include: carrying weapons and utilizing arrest powers, providing health care and treatment service, administering medications, driving vehicles, operating heavy machinery or equipment, lab safety, set building (theater), coaching, and providing counseling services directly related to substance abuse will be subject to pre-screening and random testing.

Applicants and employees selected for testing and who fail to report for the test, decline testing, or engage in conduct that obstructs the testing process will be deemed to have refused testing. Individuals in such situations will not be employed by the University. Additionally, individuals who fail a substance abuse test will not be eligible for employment for two years afterwards.

Additional information on this policy and positions subject to testing is available from Human Resources.

101.4b Drug-Related Disciplinary Actions

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



Employment following a drug related offense may be conditioned on the employee's completion of a drug abuse treatment and education program approved by Human Resources.

If, prior to arrest for an offense involving a controlled substance, or a dangerous and/or illegal drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving treatment or agrees to receive treatment under a drug abuse and education program approved by Human Resources, such employee shall be retained for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a University employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous and/or illegal drug.

101.5 Staff Grievance Procedure

The Staff Grievance Procedure is available to any classified employee or administrative officer working at least .50 FTE (full-time equivalency) who has completed the provisional employment period. The Staff Grievance Procedure is not available to temporary employees, faculty, students or non-University employees (consultants, contractors, etc.).

The Staff Grievance Procedure may be used by an eligible employee to bring a grievance about:

- an action or decision that is inconsistent with a specific University rule, regulation or policy;



- a suspension, demotion, or other disciplinary action(s); or
- an involuntary termination (involuntary terminations do not include resignation or retirement)

This Grievance Procedure may not be used to bring a grievance about:

- performance evaluations;
- flexible work option(s) decisions;
- reductions in force;
- salary and position classification determinations;
- organization of a department or allocation of its resources;
- termination of funding; or
- non-renewal of a limited term position

Complaints regarding allegations of discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability should be directed to the Kennesaw State University Equal Employment Opportunity (EEO) Office.

If an employee wishes to file a grievance, they may do so by contacting Human Resources.

Staff may view the entire Staff Grievance Procedure on the KSU HR website and/or consult with HR's Employee Relations staff. Employees should contact Human Resources for questions or clarification concerning the filing of a grievance or informal problem resolution services.

101.6 Performance Policy

Kennesaw State University supports a consistent, continuous and communicated performance management process. As required by Board of Regents policy, a formal, written performance evaluation is to be completed at least once every fiscal year. Additional information along with the performance evaluation forms is available on the Human Resources web site.

101.7 Conflict of Interest (Including Outside Employment/Activities)



The University encourages employees to participate in activities of professional associations, government entities, industry organizations and other public and/or private groups that serve to benefit the participants and the University. A conflict of interest occurs when an employee has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person, profession, or the University. In those cases where an employee's activities are part of their regular duties and responsibilities, and performed during time they are receiving a KSU salary then the payment for non University worked will be turned over to Kennesaw State University. To avoid actual or the appearance of conflict of interest, any employee who engages in remuneration activity in any field directly related to KSU programs must have prior approval of their Vice President.

101.8 Political Activities

As responsible citizens in a democratic society, employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for employees to take an active part in political campaigns while on duty or to perform political services for which an employee receives compensation from the University. Therefore, the following policies governing political activities should be followed:

- Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from Kennesaw State University
- Employees may not 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 beginning prior to qualification as a candidate in a primary or general election and ending after the general or



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

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

101.9 Gratuities/Receipt of Gifts

No employee may accept gratuities, courtesies or gifts in any form whatsoever from any person or persons, corporations or associations directly or indirectly seeking to use such actions for securing favorable comment or consideration on any commercial commodity process or undertaking.

The following is not considered a gratuity:

- Food or beverage consumed at an occasional meal or event, provided the value is reasonable;
- Promotional items distributed to the general public;
- Textbooks, software and instructional materials to be reviewed by teaching faculty;
- An award, plaque, certificate, memento or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;
- Legitimate salary, honoraria, benefit, fees, commissions or expenses associated with the recipient's non-public business, employment, trade or profession;
- Consulting fees, honoraria or financial benefits from sponsors or foundations, received in conformance with University System, campus policies and Georgia law;
- Gifts to or from University System foundations or other separately incorporated, charitable entities. (BOR, 802.14 GRATUITIES)

101.10 Possession of Dangerous Weapons/Workplace Violence

University employees whether working or not, are not permitted to carry firearms or other weapons on property owned or leased by the University. This policy also applies to those who may have



licenses granted by other authorities to carry weapons. University Police Officers are exempted from this prohibition.

The University is committed to creating and maintaining a working, learning and social environment that is free from violence for all members of the University community. Civility, understanding and mutual respect toward all members of the University community are major factors providing excellence in teaching and learning. Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation and/or coercion which involve or affect the Kennesaw State community will not be tolerated. These threats or acts of violence include conduct against persons or property that are severe and offensive, and create a hostile, abusive or intimidating work environment.

If an employee has been confronted with a violent incident, he/she is encouraged to report such incident to his/her supervisor and to the University Police immediately.

101.11 Policy on Smoking

To protect the health of the University community, smoking is prohibited in all campus buildings. Smoking is permitted in designated areas of the campus which are identified by signage.

101.12 Policy on Amorous Relationships

The integrity of academic and work relationships is the foundation of the University's educational mission. These relationships vest considerable trust in persons with authority whether as mentor, educator, evaluator and/or administrator. The unequal institutional power inherent in University academic and work relationships heightens the vulnerability of those in subordinate positions. The University must protect itself from influences or activities that interfere with intellectual, professional and personal growth or with the University's financial interests. Consequently, people in positions of authority within the University community must be sensitive to the potential for conflict of interest as well as sexual harassment in amorous relationships with people over whom they have a professional power/status advantage. (Please see the Sexual Harassment Policy of the University.)



The individual in authority bears the primary responsibility for any negative consequences resulting from an amorous relationship. It is in the interest of the University to provide clear direction and educational opportunities to the University community about potential professional risks associated with consensual amorous relationships between members of the University community where a power/status advantage exists.

1. Power Advantages

- a. Staff Advantage: A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary and/or make employment decisions
- b. Other Power Advantage: Power advantages also can occur between junior and senior faculty, faculty and administrators and faculty/administrators and staff

2. Conflict of Interest

Relationships that are mutual and consensual may be viewed by others as exploitative and may adversely affect the work environment in that serious conflicts of interests may be perceived to exist. In particular, the parties to an amorous relationship should be aware that such relationships often create general conflicts of interest and the fear from co-workers or students of unfair treatment in terms of promotions, grades, etc. Therefore, the University prohibits the parties who are or have been involved in any amorous relationship from evaluating each other.

There are situations sufficiently complex that judgments may differ as to whether there is or may be a conflict of interest, and individuals may inadvertently place themselves in situations where conflict exists. Accordingly, for the common good, should a situation arise in which parties who are or have been involved in any amorous relationship come into a position in which they would normally be called upon to evaluate one another or make significant management decisions such as pay or promotion, the individual in authority must promptly report this fact to his or her supervisor. The supervisor will then make arrangements to see that those who are or have been involved in any amorous relationship do not make such decisions or evaluations for each other.



3. Malicious Use of This Policy

It is important to avoid conflict of interests resulting from amorous relationships; it is equally important to recognize that malicious accusations of inappropriate amorous relationships have the potential to severely damage a person's career and reputation. Therefore, the University prohibits making knowingly false accusations that an unreported amorous relationship exists or existed between two parties now in a position to evaluate each other.

101.13 Relocation

Relocation and moving expenses may be provided for new, regular faculty and administrators if funds are available in the department or college budget and relocation assistance benefits the University and its recruitment effort. The exact amount of reimbursable relocation expenses will be determined on a case-by-case basis and specified in the written offer of employment.

101.13a Eligibility

- The relocation must be at the request of the University and for the good of the State service as determined by the Divisional Vice President (or designee) and specified in the written offer of employment. Expenses will not be reimbursed when the move is at the request of, or for the convenience of, the employee.
- The distance between the employee's new work location and the former residence must be fifty (50) miles greater than the distance between the employee's old work location and the former residence. The employee's commuting distance must have increased by at least fifty (50) miles one way.
- The employee must be reasonably expected to work on a regular full-time basis for at least one (1) year. If the employee fails to fulfill his or her contract or appointment obligation the employee may be required to repay a prorated portion of the reimbursement. Reimbursement will not be made to employees who are employed on a temporary basis.



101.13b – Qualified Expenses

- Moving van line (common carrier)
- Rental truck (self-move)
- Packing/crating
- Insurance
- Storage costs (up to 30 days)
- Shipping of up to two vehicles
- Final trip costs for employee and family, which may include lodging (not meals)
- Airfare and auto expenses

Academic Moves provides no-cost relocation services including carrier discounts, priority move dates, community assessments and tours, home finding, and rental services as part of their total personal move management package. Academic Moves is a professional but independent service option offered to employees on a voluntary use basis.

Please refer to <http://www.kennesaw.edu/hr/pdf/Relo.pdf> for the complete relocation policy and to access the KSU Relocation and Moving Expense Reimbursement Form.

102 CATEGORIES OF EMPLOYMENT

Depending on the number of hours worked, employees will be designated as a full-time or part-time employee. Employees whether full-time or part-time, are classified as either exempt or nonexempt in accordance with the requirements of applicable wage and hour laws. The terms exempt and nonexempt are from federal law (the Fair Labor Standards Act, or FLSA). The FLSA designates the types of jobs that must be tracked and paid on an hourly (non-exempt) basis, and the types of jobs that may be paid on a salaried (exempt) basis.

The University's employment categories are as follows:

102.1 Regular

Staff employed for a continuous period expected to exceed one year are "regular" employees. Human Resources is responsible



for determining if a position is regular or temporary and whether it is exempt or non-exempt in compliance with Federal law.

102.1a Full-Time

Full-time employment consists of a regular schedule of 40 hours per week and is generally eligible for all University benefits.

102.1b Part-Time

Part-time employment consists of a regular schedule of less than 40 hours per week. It is the policy of Kennesaw State University that employees regularly scheduled and budgeted to work 30 or more hours per week are eligible for most benefit programs, subject to any specific requirements described under each benefit program.

102.1c Limited Term

Limited Term or fixed-duration employment is more than six months' duration but with a date of termination specified at the time of hire (not to exceed three years). Limited Term appointments may be governed by specific terms and conditions of employment established at the time of hire and approved by Human Resources. Unless eligibility for benefits is modified by the specific terms of the appointment, Limited Term employees scheduled to work more than 30 hours per week, unless specified, are eligible for participation in most employee benefit programs.

102.1d Employment on a Grant or Contract

If a position at the University is funded by a grant or a contract, it is subject to the availability of funds. In the event that the grant or contract funds are exhausted or reduced, or the grant or contract is completed or cancelled, this employment may terminate without the right of employee appeal. An employee working in a position funded by a grant or contract should take



accrued vacation during the term of the grant or contract since funds may not be available to pay for accumulated vacation after the grant or contract ends.

102.2 Temporary

Personnel who are not employed as regular employees are considered temporary employees. Temporary employees may be employed part-time or full-time for a period no longer than six calendar months. Temporary employment may be extended for one additional six month period when justified and approved by the supervisor.

After 12 months of temporary employment, the individual will be terminated by HR and may be rehired only after a period of 30 calendar days has elapsed. Although student assistants are considered temporary employees, they are NOT subject to these service and reemployment restrictions.

There are four types of temporary personnel:

102.2a Temporary Non-Student

All temporary, hourly employees who are not currently enrolled in classes at the University and who are not identified as student assistants are designated as temporary non-student employees.

Temporary non-student employees may work no more than 40 hours per week in a University department or in combination with a job elsewhere in the University, except in cases of pre approved written authorization by the immediate supervisor.

102.2b Temporary Student

Student Assistants

All hourly employees who are currently enrolled in at least a half-time credit load at the University with the intention of earning a degree and are not identified as



temporary non-student employees or as regular classified employees are designated as student assistants.

Student assistant employment is considered temporary employment. Student assistants are exempt from FICA withholdings (Social Security) if they are registered for 6 semester hours of undergraduate classes AND normally work no more than 20 hours per week. Students who do not meet the criteria will be taxed as a temporary non-student employee. Student assistants are temporary, non-benefited employees whose primary relationship with the University is that of student and not employee.

Student Assistants not taking classes during the summer term can continue to work provided that they met the enrollment requirements the preceding spring term and are registered appropriately for the following fall term. During these breaks, student assistants may work up to 40 hours per week.

Graduate Assistants

The Graduate Research Assistantship (GRA) Program at Kennesaw State University is designed to provide an opportunity for a graduate student to work closely with a graduate faculty member on projects related to the student's major field of study. One-semester assistantships are awarded to qualified full-time graduate students for 13 hours of work per week. Students must take a minimum of 6 hours of graduate coursework and a maximum of 9 hours during the term in which he/she is a GRA. Each GRA will receive a stipend and discounted tuition.

102.2c Consultant/Independent Contractor

Persons in this category are not University employees. They are on a contract to provide services to a department or unit and are not subject to the benefits outlined in this Handbook. Human Resources will



determine who is an employee versus a consultant/contractor based on IRS guidelines.

102.3 Special Employment Situations

102.3a Employment of Foreign Nationals

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BOR 802.05 EMPLOYMENT OF FOREIGN NATIONALS). For policies and procedures relating to employment of Foreign Nationals at Kennesaw State University, please refer to

http://www.kennesaw.edu/hr/foreign_visaandtax.shtml

102.3b Employment of Relatives

The basic criteria for the appointment and promotion of employees shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit who will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. This standard does not apply to the temporary or part-time employment of children under age 25.

For the purpose of this policy, relatives are defined as spouses, parents, children, brothers, sisters, in-laws and individuals who reside in the employee's household.

102.3c Employment of Retirees

When an individual retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System,



or the Regent's Retirement Plan, he/she shall not be reemployed by the University System without the prior approval of the Board of Regents. When an employee has retired from the University System of Georgia, he/she may be reemployed by the University System of Georgia under the following conditions:

- i. The reemployment of a University System of Georgia retiree must be approved by the Board of Regents;
- ii. A rehired retiree must have a minimum break of one month between the effective date of his/her retirement and the effective date of his/her reemployment;
- iii. The work commitment of a rehired retiree must be less than half-time; i.e., less than 50%;
- iv. The salary that is paid to a rehired retiree must be
 1. less than 50% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or;
 2. Less than 50% of the average compensation for the position into which the retiree is being hired based on the institutions' existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents, or;
 3. Less than 50% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.
- v. The salary that is paid to a rehired retiree must be consistent with his/her work commitment.

102.3d Employment of Minors

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S.



Department of Labor and may require an employment certificate issued by the school system.

103 HIRING AND TERMINATION GUIDELINES

103.1 Pre-Employment Screening

The pre-employment screening process consists of a national background check as well as supplementary job related screenings such drug testing, credit report and driving record checks.

103.1a Background Check

A background investigation will be conducted on the candidate of choice for regular and temporary positions. Per BOR guidelines, a background check may also be required for employees who are promoted or reclassified.

103.1b Drug Testing

Employees holding a position that is considered "high risk" on a regular or temporary basis shall be subject to random drug testing for evidence of use of illegal drugs. A "high-risk" employee is defined as one whose job responsibilities pose a potential for significant risk or harm to the employee, other employees or the general public in the event of inattention to duty or errors in judgment while on duty. These employees include those employed in regular or temporary positions where the main duties include: carrying weapons and utilizing arrest powers, providing health care and treatment service, administering medications, driving vehicles, operating heavy machinery or equipment, lab safety, set building (theater), coaching, and providing counseling services directly related to substance abuse will be subject to pre-screening and random testing.

Officers who are engaged full-time in purely administrative or clerical duties are not considered high risk.



Random testing is defined as a process in which the names of "high risk" employees to be tested are chosen purely by lot. Such testing is conducted by an external organization. Information about these procedures is available from Human Resources.

Any "high risk" employee who declines a drug test, or who tests positive for drug use, shall be terminated from employment.

103.1c Credit Reports

Satisfactory credit reports are required prior to the issuance of a University Purchasing Card to an employee. Credit reports are conducted by Human Resources whenever an applicant and/or employee applies for a University Purchasing Card and consents to a credit check. No Purchasing Card will be issued to an employee who refuses consent to a credit review. If a position requires the use of a Purchasing Card and the applicant and/or employee does not provide consent for a credit report or fails to meet the University credit guidelines, termination of the job offer and/or employment may occur. A copy of the credit report will be provided to each applicant and/or employee upon request. An applicant and/or employee may provide written information to Human Resources explaining mitigating factors regarding an applicant and/or employee credit report. Human Resources will, in its sole opinion, determine if the information presented is reliable evidence beyond the individual's control. Once Human Resources has completed its credit check, all credit report information will be kept separate from the employee's personnel file and will not be provided to the employee's department.

103.1d Driving Records

Positions which require a valid driver's license will require a driving record review by Human Resources prior to the individual driving a university vehicle.



103.2 Conditions of Employment

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

103.2a Completion of I-9

This form identifies an individual's legal right to employment in the United States and by law must be completed within three days of employment or the employee is subject to termination.

103.2b Direct Deposit of Paycheck

Kennesaw State University provides for the direct deposit of pay to most banks and credit unions anywhere in the country.

103.2c Federal and State Withholding Forms

The W-4 (Federal) and G-4 (State) forms indicate the withholding status of the employee and must be completed upon employment. The withholding status is used to determine the amount of federal and state taxes to be withheld by the employer.

103.2d Benefits Forms Completion

For benefits eligible employees only: optional benefit forms (for example, health insurance) must be completed within 31 days of the employee's benefits eligibility date with the University in order to participate in benefit programs.

103.2e Loyalty Oath

All employees of the University System of Georgia who receive public funds for services rendered as employees are required to affirm that they will support the Constitution of the United States and the Constitution of the State of Georgia.



The Loyalty Oath must be completed as required by the laws of the State of Georgia.

103.2f Security Questionnaire

The Georgia Security Questionnaire must be completed for all persons employed for 30 or more days.

The Sedition and Subversive Activities Act of 1953 (Georgia Law 16-11-5 et seq.) requires each new employee to sign, prior to employment in State Government, a questionnaire which is designed to establish that there are no reasonable grounds to believe that he/she is a subversive person. A subversive person is defined as one who commits, advocates, or teaches any act intended to overthrow or destroy the government of the United States or government of the State of Georgia by force or violence, or who is a knowing member of a subversive organization.

103.2g Transcripts

The University may require copies of transcripts to verify education and degrees awarded.

104 ORIENTATION

Orientation is required of all employees. A general orientation program is regularly scheduled for all new regular and temporary faculty, staff and student assistants.

The orientation program provides critical information concerning policies, procedures and employee benefits.

In addition to attending the University orientation program, each new employee should meet with his or her supervisor, who will explain the responsibilities of the position, departmental policies and procedures.

104.1 Identification Card

A new employee will receive a KSU ID Card within 48 hours of his/her payroll information being added to the automated



system. ID Cards can be obtained at the Card Services counter on the second floor of the Student Center.

The card is the bearer's official University identification and should be carried at all times. The card is not transferable and is the property of Kennesaw State University. It should be returned to the University upon termination of employment. Loss of an ID Card should be reported immediately to the Card Services Office.

104.2 Official Forms and Updates

New employees will be asked to complete forms for payroll and benefit purposes and will be responsible for the continuing accuracy of all information, including all criminal actions. As necessary, change of address, telephone number and tax withholding status should be requested online through HR Self Service on the Human Resources web site.

104.3 Participation in Teachers Retirement System (TRS), Optional Retirement Plans (ORP) or Georgia Defined Contribution Plan.

Application for membership in the Teachers Retirement System of Georgia (TRS) or one of the Optional Retirement Plans (ORP) must be completed. Employees eligible for the optional retirement plans have 60 days from their hire date to make an election. This election is irrevocable.

Georgia law requires that all state employees except student employees must be part of a public retirement system and participate in Social Security during their employment with Kennesaw State University. The State of Georgia has created a retirement plan for temporary employees called the Georgia Defined Contribution Plan to comply with this legislation. The employee contributes 7.5% of gross pay per pay period to the plan. The deduction is an after-tax deduction. Employees who are contributing to the TRS or Employees Retirement System (ERS) with another employer are not eligible for Georgia Defined.



When employment ends with Kennesaw State University, the temporary employee may be refunded all the contributions made to the plan. Georgia Defined Contribution Plan "Application for Refund of Contribution Form" is available from Human Resources.

Employees terminating from Kennesaw State University must complete a refund form in order to get their contribution refunded from the Georgia Defined Contribution plan.

105 PROVISIONAL PERIOD

105.1 Provisional Period for New Hires, Transfers and Rehires

Each new classified employee is required to serve the first six months of employment at Kennesaw State University in a provisional status. During this time, the new employee has the opportunity to evaluate the University as a place to work. Likewise, the supervisor will evaluate the employee's job performance. If the employee's work performance is not satisfactory, the employee will be notified in writing during the six month provisional period and the employee may be terminated at any time during the provisional period without the right of appeal.

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

Employees in the six-month provisional period are eligible for transfer or promotion within the University during that period only when granted permission by Human Resources.

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



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

105.2 Benefit Status during Provisional Period

A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month. Employees on provisional status, who are otherwise eligible, may enroll in benefit programs effective immediately, except where specified otherwise.

106 REDUCED HOURS

Occasionally, due to the needs of the University, employees may be required, with notification, to reduce their hours worked per week. In these instances, the employee will be given at least two weeks notice when possible.

An employee may also request a reduction in hours. This request should be made to his/her direct supervisor. The supervisor should consult with Human Resources before answering the request.

107 FLEXIBLE SCHEDULING

Kennesaw State University offers flexible scheduling to classified staff. Flexible scheduling offers creative approaches to completing an employee's workload while promoting work/life balance. Standard working hours for the University are 8:00 a.m. to 5:00 p.m., Monday through Friday. All changes to this schedule require supervisor approval.

107.1 Flex Time

Flex time offers flexibility in arrival or departure time or lunch time each day. Generally, there is a core working time in which all members of a department are present and the department has sufficient staffing during regular business hours. Once established, the work schedule remains firm.



107.2 Compressed Work Week

This option allows an employee to compress the 40 hour work week into less than 5 full days. The most common options are four, ten hour days per week or nine, nine hour days every two weeks.

107.3 Partial Year Employment

This option allows employees to work nine to eleven months out of the year. The months the employee is not working will be considered a Personal Leave of Absence and will be without pay. Benefits will continue during the Personal Leave, with vacation and sick time pro-rated.

107.4 Telecommuting

Telecommuting allows employees to work at an off-site location one or more days per week, on a regular, recurring basis. Generally, an employee should not telecommute more than three days per week. Not every job lends itself to this option; HR will review the feasibility of this option.

Please refer to the HR website <http://www.kennesaw.edu/hr/pdf/Flexitime.pdf> for more details.

108 TERMINATION GUIDELINES

Whenever an involuntary termination may occur of a classified employee or administrative officer, supervisors should consult with Human Resources prior to such action. Upon approval from Human Resources, supervisors may notify the employee of the terms and conditions of termination. If immediate supervisory action is required, supervisors may suspend the employee and notify Human Resources.

Resignations, dismissals, suspensions with/without pay, shall be reported **without delay** to Human Resources. A Personnel Action Form, complete with an explanation of the reason for such action, must be recorded in the "Remarks" section.



Upon termination for any reason, an employee shall be compensated in a lump sum payment for all unused accrued annual leave (up to a maximum of 360 hours). If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted.

Prompt submission of a Personnel Action Form is necessary to prevent employee over-payment. The Personnel Action Form is required to permit Human Resources to comply with the reporting requirements of the Georgia Department of Labor. When an employee quits without a written notice, a telephone call or e-mail to Human Resources, pending submission of the Personnel Action Form, will assist in preventing over-payments. If the date of termination of an employee is known in advance, it is requested that a Personnel Action Form be submitted at least five (5) days prior to the last day worked.

On the employee's last day, his/her supervisor is responsible for collecting all University property, including, but not limited to: ID and passwords, keys, parking permit, equipment, books and any other University property.

108.1 Clearance/Exit interview

Employees who are terminating employment must complete the Kennesaw State University clearance process. It is the responsibility of the employee to assure the University that he/she does not have any outstanding obligations to the University. This process is normally completed on the last working day and includes, but is not limited to, returning ID, keys, parking permit, and equipment, books, P-Card and any other University property. It also includes updating employee contact information.

If the employee owes money to the University, Kennesaw State is authorized to hold accrued vacation pay to cover the obligation. **Important: if the employee does not complete the clearance process, any regular pay and vacation pay that is due the employee may be delayed.**



A final paycheck will be deposited directly into the terminated employee's account or mailed to the address of record.

108.2 Termination

Kennesaw State University encourages all supervisors to follow the progressive discipline process; however, there are certain offenses that warrant immediate termination. When notified of involuntary termination, the employee must return all University property and leave the University premises by the date specified. All involuntary terminations require the approval of Human Resources. If necessary, the supervisor may suspend or send the employee home and then contact Human Resources.

108.3 Reductions in Force

Should it become necessary to reduce the work force at the University, job eliminations or job consolidation may be required. When personnel reductions become necessary, affected employees will be given advance notice when possible so that they may seek employment elsewhere within or outside of Kennesaw State University.

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, redirection, program modification or financial exigency, as approved or determined by the University President or designee (AVP HR), are not governed by the procedures described in the Grievance Process.

108.4 Rehire after Termination

Former employees who are terminated for cause are generally not eligible for rehire. However, former employees who were terminated for cause may request Human Resources to review the case and determine eligibility for rehire.

108.5 Resignation

Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of



termination a minimum of two weeks prior to his/her last day worked to his/her supervisor, with a copy to Human Resources. Before leaving, the employee must return all University property including keys, I.D. cards, etc. See Clearance/Exit Interview, section 108.1.

108.6 Retirement

No staff member will be required to retire because of age.

The requirements for retirement under TRS can be found in the BOR Policy Manual, Section 800. Employees planning retirement are encouraged to discuss their plans with the Benefit Staff in Human Resources and their retirement provider well in advance of their planned retirement dates.