

## **(SECTION 500) WORKPLACE PRACTICES**

### **501 WORK SCHEDULES**

The normal work week for a full-time, regular classified employee consists of 40 hours per week. Employees may, on occasion, have to work more than 40 hours per week. In these instances, advance notice will be provided when permissible. Non-exempt employees will be compensated for the hours worked in excess of 40 hours per week in accordance with the Fair Labor Standards Act. Work hours and days are determined by the needs of the office and will be communicated to the employee by the supervisor. There may be an instance when the needs of the University dictate a change in schedule. This change will be communicated to the employee by the supervisor with at least two weeks notice where possible.

The University reserves the right to change work schedules as necessary to meet changing departmental needs.

#### **501.1 Attendance**

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

#### **501.2 Time Reporting/Kronos for non-exempt employees**

Provisions of the Fair Labor and Standards Act (FLSA) require that non-exempt employees record the hours worked per pay period. The official workweek for all non-exempt employees begins at 12:01 a.m. Saturday morning and ends at 12:00 a.m. the following Saturday. Kronos time reporting must reflect hours worked for each work week of the pay period and should include all absences taken in the pay period.

Falsification of or failure to use Kronos time reporting may result in failure to get paid and/or disciplinary action including termination.

ALL TIME RECORDS MUST BE APPROVED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.

### **501.3 Time Reporting/Kronos for exempt employees**

It is the responsibility of the exempt employee to complete a Kronos Report of Time for each month and when applicable report all absences taken during the month.

ALL TIME RECORDS MUST BE APPROVED BY BOTH AN AUTHORIZED REVIEWING AUTHORITY AND THE EMPLOYEE.

### **501.4 Breaks**

Breaks are a privilege granted by each individual supervisor and are not a right. The needs of the job must be satisfied before breaks can be granted. If the work situation permits, the supervisor may authorize a.m. and p.m. breaks of up to 15-minutes in duration. Employees on break may leave the work area.

In departments where it is necessary to have someone on duty at all times, it is the employee's responsibility to ensure that work assignments are covered to the approval of the supervisor. Therefore, in some areas, breaks are not possible.

Employees may not forego breaks to accumulate extra time off in the future or to make up for tardiness or previous absence. Breaks may not be skipped in order to leave early or come in late. These rest breaks are with pay.

## **502 EMPLOYEE RECORDS**

HR maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify Human Resources through HR Self Serve of any changes in name, home

address, telephone number and emergency contact. Notification of change in dependents, marital status or beneficiary changes can be initiated through HR Self Service, but will require additional documentation for completion.

### **502.1 Access to Employee Records**

Kennesaw State University will provide employees information as required per Georgia Open Records law. All requests must be in writing and submitted to Kennesaw's Division of Legal Affairs and Diversity.

### **502.2 Disclosure of Information**

As a service to employees, Human Resources will furnish third parties outside the University dates of employment at the University and an employee's title or position. In instances where payroll information is requested (e.g., salary information for the purpose of obtaining a car loan), Human Resources will confirm but not furnish salary. If the requesting party requires specific information they will be advised that such information will only be made available with the written consent of the employee.

### **502.3 Updating Information**

In order to respond to possible emergencies and to provide employees with important notices relating to salaries, benefits and other matters, it is important that the University have current and accurate records. Employees must keep their personal data current with Human Resources via HR Self-Service and as necessary provide written documentation to Human Resources.

## **503 EMPLOYEE HEALTH AND SAFETY**

The prevention of accidents and the promotion of safety are the responsibility of everyone in the University community.

Everyone is encouraged to be alert and report any unsafe practices and conditions that may present an imminent danger to individuals or property. Employees should report these types of conditions to their

immediate supervisor or to the Office of Environmental Health and Safety.

Environmental Health and Safety provides support to the University in all areas of environmental and chemical safety including chemical and other hazardous materials. If there are any concerns, employees are encouraged to contact Environmental Health and Safety.

### **503.1 Emergency Treatment**

In the event of a serious or life threatening emergency, call 770-499-6666 for immediate assistance by Kennesaw State Public Safety.

### **503.2 Campus Safety and Security Fire and Emergency Services**

Each Kennesaw State University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

For questions about fire safety, contact the Office of Environmental Health and Safety at 770-499-3321.

### **503.3 Kennesaw State University Police**

The Kennesaw State University Police and Department of Public Safety provide a variety of services to the University community including assistance to stranded motorists, safety escorts and crime prevention programs. The Police phone number to contact in the event of an emergency is 770-499-6666. Non-emergency situations can be reported by dialing 770-423-6206.

### **503.4 Employee Right to Know**

The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 were passed to help protect public employees from dangerous exposure to hazardous chemicals. In compliance with this law, Kennesaw State University has established labeling, reporting and training procedures relating to the use of hazardous materials. All University employees have access to Material Safety Data Sheets (MSDS), which outline specific information about hazardous chemical materials.

As part of its responsibility as your employer, Kennesaw State University has developed a written plan for implementing the Hazard Communication Program. All new hires are provided with an overview of the major elements of the Hazard Communication Standard, and an understanding of the potential hazards of the chemicals they handle and the procedures to be used to ensure personal safety.

Kennesaw State University requires the training of employees about hazardous chemicals, labeling of chemical containers and the management of chemical information sheets (Material Safety Data Sheets). The intent of the training is to provide employees with the chemical health and safety information they need to help protect themselves and to work safely with hazardous chemicals. Deans, Vice Presidents, department chairs, business managers and supervisors are responsible for assuring that their employees are trained if they are covered by this regulation, that containers are labeled and an updated list of non-laboratory chemicals used in their work areas is maintained.

The manner in which Kennesaw State University is complying with each of these requirements is detailed in information provided by Environmental Health and Safety.

As an employee of the University, you must follow established procedures, attend a safety training session (in some cases just reading this manual suffices), read chemical labels and Material Safety Data Sheets and follow their instructions and warnings.

For information, contact the University Right to Know Coordinator located in the Office of Environmental Health and Safety at 770-499-3321.

### **503.5 EAP/Faculty and Staff Assistance**

An Employee Assistance Program (EAP) is available at no cost to Kennesaw State University faculty, staff, eligible dependents and household members. The EAP offers confidential consultations, assessments and short-term counseling for a variety of issues ranging from work-related concerns to personal difficulties that affect everyday life.

The EAP offers crisis management services to individuals and departments, supervisory and managerial consultations and assistance with individuals affected by a reduction in force. Training and workshops are also provided to the University community on employee personal and professional development.

The EAP has offices throughout the state, and their counselors are not University employees.

For additional information and assistance, call the EAP at 877-327-4753 or online at [www.guidanceresources.com](http://www.guidanceresources.com) or consult the Human Resources web site at [http://www.kennesaw.edu/hr/ben\\_eap.shtml](http://www.kennesaw.edu/hr/ben_eap.shtml)

## **504 USE OF UNIVERSITY SERVICES AND PROPERTY**

The University strives to maintain the highest standards of personal and business ethics and professional conduct. As an employee, you are required to do the same. Your daily activities on behalf of the University should always be carried out in an ethical and legal manner and conflicts of interest should be avoided.

### **504.1 Use of Kennesaw State Stationery**

Kennesaw State University stationery is intended for University business and must not be used by employees for personal or non-University correspondence.

## **504.2 Use of Telephones and Supplies**

The use of Kennesaw State University telephone services should be limited to official University business only. Using office phones for personal long distance calls is a violation of University policy, which may result in disciplinary action up to and including termination. Employees may not make personal long distance calls with the intention of repaying the University at a later date.

Employees may not use any University supplies or equipment for personal purposes.

## **504.3 Personal Services**

### 504.3a Mail and Packages

The University will not pay postage for personal mail. Personal mail dropped at the mail center without postage will be returned to sender for proper postage to be affixed or will be sent out postage due to addressee. The University is not responsible for loss or damage to personal packages or mail addressed to any of its employees at a Kennesaw State facility.

### 504.3b Visitors

It is expected that employees will not receive personal visitors during working hours on a regular basis.

### 504.3c Children in the Workplace

The University cannot accommodate children of employees and students on campus during normal operating hours. Children are welcome to make brief visits and to attend scheduled events.

### 504.3d Business Activities

Employees who supplement their earnings by the promotion or sale of products and services do so entirely

on their own initiative and without implied approval or endorsement by the University.

All such activity, including sampling, soliciting orders and deliveries must be conducted entirely outside of working hours and entirely outside of University property.

#### **504.4 Pets**

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

#### **504.5 KSU Cards**

Employees are required to obtain a KSU ID Card as soon as possible upon employment from the Card Services Office located in the Student Center.

The KSU ID Card is the official Kennesaw State University card that is used for identification purposes and for access to many facilities on campus and discounts off campus. A list of these benefits can be found at [http://www.kennesaw.edu/hr/ben\\_affinity.shtml](http://www.kennesaw.edu/hr/ben_affinity.shtml).

The KSU ID Card is the property of Kennesaw State University and upon leaving the University employees are expected to return the card to their immediate supervisor.

If the card is lost or stolen, employees must immediately contact Card Services. The recipient of the card is responsible for all usage of the card prior to proper notification to Card Services. After the card has been reported missing to Card Services, a replacement card can be issued. There is a replacement fee for lost, stolen, damaged or unreturned cards.

#### **504.6 University Equipment**

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

## 504.7 Computer Usage

Kennesaw State University equipment including computer hardware and software are valuable assets. They should be used for official University business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered to be entirely private or secure. Under the Georgia Open Records law, it is possible that information which is stored on a computer system, including electronic mail, would be available for inspection by any member of the public. Furthermore, Kennesaw State University reserves the right to have access to any information stored on a University owned computer or network. Under no circumstances may software be copied or installed on a Kennesaw State University computer if such copying or installation would violate any copyright or licensing agreement.

Any employee in violation of this policy may be subject to disciplinary action up to and including termination as well as possible legal action. Sending blanket emails to the University is prohibited. See <http://www.kennesaw.edu/infosec/eisp.html> for additional Information Systems and Technology policies.