



**Kennesaw State University
Employee Handbook**

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Kennesaw State University, the third largest University within the University System of Georgia, is an equal opportunity educational institution which does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin or disability.

Welcome,

On behalf of the Kennesaw Staff University community, Human Resources is pleased to welcome you to our University. You have the opportunity, through your dedication, enthusiasm, and abilities, to help Kennesaw grow further in reputation both nationally and locally. You also have the opportunity through your skills, abilities, experience and the quality of your work to advance in your career and develop professionally as a valued member of the University community.

This handbook will enable you to have a more thorough understanding of the benefit of employment with Kennesaw State University. This guide to University policies and practices are intended solely to provide guidance and it is not an employment contract nor does it create any type of contractual obligations. Neither you nor the University is bound to continue the employment relationship if either, at any time, chooses to end it.

The University reserves the right to change, revise, or eliminate any of the policies, benefits, and practices described herein. Also some of the policies and provisions contained herein may not be applicable to faculty members. Provisions applying solely to the faculty are described in the Faculty Handbook.

While this handbook provides much detail, no handbook can provide for all circumstances. Accordingly, Human Resources welcomes your ideas and suggestions on how the information in this handbook might be changed for the better. Likewise, Human Resources will answer any questions you may have regarding the University's policies, procedures, and practices.

Again, Human Resources welcomes you into our growing organization and trust that you will have a long and rewarding career with Kennesaw State University.



About Our Handbook

This handbook is designed to assist you with your employment with Kennesaw State University (KSU). It includes basic University Information, governance, structure, compensation and benefits programs, and employee relations policies. Please read through this handbook and retain it for future reference. The policies, procedures and processes stated in this handbook are to work in conjunction with the policies, procedure and processes set by your division or department and are subject to change at the discretion of the University and its governing body. From time to time you will receive information from your department, division or the University that addresses the administration of these policies. If you have any questions regarding any of the statements in the handbook, please see your supervisor or contact Human Resources.

Quick Facts about Kennesaw State University

- Location: Kennesaw, Georgia
- Chartered in 1963 as a two year public college
- Status: 3rd largest University in the University System of Georgia with over 20,000 students
- Academics: doctoral granting University with over 55 academic programs of study
- Economic impact: Provides more than \$1 million daily to Georgia's economy

Athletics

- NCAA Division I intercollegiate athletic program
- Nickname: Owls
- Team Mascot: Scrappy
- Colors: Black and Gold
- Conference: Atlantic Sun

Governance

Kennesaw State University is part of The University System of Georgia, which began operation in 1932, and is among the oldest unified statewide systems of public higher education in the United States and includes all state operated universities, four-year colleges and two-year colleges in Georgia.

Board of Regents (BOR)

The BOR is the single governing and management authority for public higher education in Georgia.

Today the BOR is comprised of 18 members, five of whom are appointed from the state-at-large, and one from each of the 13 congressional districts.

University Council

The University Senate includes elected representatives of all University constituent groups, subject to the powers vested in the president of the University and Board of Regents (BOR). The senate functions by making

recommendations regarding new University policies or changes in existing policies of general interest to the University. These policies do not include those that are mandated by the BOR and policies and procedures that are the purview of another constituency. The senate also makes recommendations and acts as a conduit to and from the general University community to the President and the President's Cabinet as well as other senate bodies concerning all matters that are of general interest to the University community. The senate acts to reaffirm or reconsider decisions made by other standing University committees when asked by the President, members of the President's Cabinet or any recognized group within the University.

Student Government Association (SGA)

The SGA serves as the official voice of students in academic, institutional and campus affairs and provides a responsive forum for student concerns and interests.