

INDEX

A

Accident Insurance and Identity Theft	305
Administrative Leave	405
Administrative Salary Adjustments.....	208
American with Disabilities Act (ADA)	101.2
Amorous Relationships	101.12
Appealing Denied Benefit Claims.....	315
Attendance	501.1

B

Background Check	103.1a
B-Cat Classification System	202
Benefits Information	301
Benefits Eligibility	302
Benefits Forms Completion	103.2d
Breaks	501.4
Broadband Structure	203.1
Business Activities	504.3d

C

Campus Safety	503.2
Children in the Workplace	504.3c
Categories of Employment	102
Compensation	201
Completion of I-9	103.2a
Compressed Work Week	107.2
Computer Usage	504.7
Conditions of Employment	103.2
Conduct Guidelines	804
Conflict of Interest/Outside Employment.....	101.7
Consultant/Independent Contractor	102.2c
Continuing Education Courses	603
Continuation of Benefits at Termination	309
Court Duty	411

D

Death in the Family	410
Deductions	209
Deferred Compensation Plans	312.5b
Demotion	206.5
Dental Insurance	304
Dependent Care Spending Account	313.2
Direct Deposit	211.3
Direct Deposit of Paycheck	103.2b
Disability	101.2
Disability Income Insurance	307
Disabled Veterans	101.2
Disclosure of Information	502.2
Discrimination or Harassment Complaint Process	702
Domestic Partner Benefits	302.3
Donated Sick Leave Pool	402.6
Drug and Alcohol Policy	101.4
Drug Testing	103.1b
Drug-Related Disciplinary Actions	101.4b

E

EAP/Faculty and Staff Assistance	503.5
Educational Leave	409
Emergency Treatment	503.1
Employee Health and Safety	503
Employee Records	502
Employee Right to Know	503.4
Employment Classification	203.3
Employment in Multiple Position	205.4
Employment of Foreign Nationals	102.3a
Employment of Minors	102.3d
Employment of Relatives	102.3b
Employment of Retirees	102.3c
Employment on a Grant/Contract	102.1d
Employment Opportunities Posting	204
Equal Opportunity Statement	101.1
Exempt	203.3a
Exit Interview	108.1



F

Family and Medical Leave (FMLA) 406
Federal and State Withholding Forms 103.2c
Flex Time 107.1
Flexible Scheduling 107
Flexible Spending Accounts 313
Fair Labor Standards Act (FLSA) 102
Formal Grievance Procedure 701.3a
Full-Time Employment 102.1a

G

Garnishments and Withholding 210
General Pay Plan 203.2
Georgia Defined Plan 312.2
Georgia Higher Education Savings Plan 314
Gratuities/Receipt of Gifts 101.9
Grievance Procedure 701

H

Health Insurance 303
Healthcare Spending Account 313.1
Hiring and Termination Guidelines..... 103
Holidays 401.1

I

Identification Card 104.1
Inappropriate Conduct 804.1
Informal Grievance Procedure 701.3a
Internal Problem Resolution 700

J

Job Abandonment 804.3
Job Analysis and Job Audit 207.2
Job Evaluation Process 207



K

Kennesaw State University Police..... 503.3

L

Lateral Transfer 206.4
Life Insurance 306
Limited Term Employment 102.1c
Loyalty Oath 103.2e

M

Mail and Packages 504.3a
Maternity Leave 408
Merit Increases 206.1
Military Leave 407
Minimum Hiring Standards 205

N

New Hire 205.1
Non-Exempt 203.3b

O

Official Forms and Updates 104.2
Optional Retirement Plan (ORP) 312.4
Orientation 104
Outside Employment 101.7

P

Part-time Employment 102.1b
Partial Year Employment 107.3
Pay Adjustments 206
Pay Periods 211
Pay Plan/Salary Structure 203
Paychecks 211.2
Payroll Deductions 209.1
Performance Evaluations 803
Performance Expectations 802

P (cont.)

Performance Policy	101.6
Performance Reviews	601
Personal Appearance	804.4
Personal Leave	404
Personal Services	504.3
Pets	504.4
Physician's Statement	402.4
Policy Philosophy	101
Political Activities	101.8
Position Review Process	207.1
Possession of Dangerous Weapons/Workplace Violence	101.10
Pre-Employment Screening	103.1
Professional Liability Insurance	311
Progressive Discipline	804.2
Promotion	205.2
Provisional Period	105

Q

Qualifying Events	308.1
-------------------------	-------

R

Reduced Hours	106
Reductions in Force	108.3
Rehire after Termination	108.4
Relocation	101.13
Report of Absence	211.4
Reporting Absences Due to Illness	402.3
Resignation	108.5
Return to Work Certification	402.5
Retirement	108.6
Retirement Plans	312

S

Section 125 Plan - Flexible Spending Accounts	308
Sexual Harassment	101.3
Sexual Identity	101.3c
Sick Leave	402

S (cont.)

Sick Leave without Pay	402.7
Smoking Policy	101.11
Social Security	312.1
Special Employment Situations	102.3
Staff Development	600
Staff Grievance Procedure	701.1
State Security Questionnaire	103.2f
Stipend	206.3

T

Tax Sheltered Retirement Accounts	312.5
Teachers Retirement System of Georgia	312.3
Telecommuting	107.4
Temporary Employment	102.2
Temporary Non-Student	102.2a
Temporary Student	102.2b
Termination Guidelines	108
Time-Off Benefits	401
Time Reporting	211.1
Training and Development Programs	602
Transcripts	103.2g
Transfer	205.3
Transfer Benefits	308.2
Transportation & Parking Spending Account	313.3
Tuition Assistance Program	310

U

University Closing	413
University Equipment	504.6
University Police	503.3
Use of Telephones	504.2
Use of University Services and Property	504
Use of University Stationery	504.1



V

Vacation	401.2
Vision Insurance	301
Visitors	504.3b
Voluntary Supplemental Retirement Accounts.....	312.5
Voting	412
Veterans of the Vietnam Era	101.2

W

Work Schedules	501
Work Environment Appearance.....	804.5
Workers' Compensation	403