

Classified Employee Handbook



VALDOSTA
S T A T E
UNIVERSITY™

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For Complete Employee Information

Visit us at our Website • http://services.valdosta.edu/human_resources/

Your New Employer

Valdosta State University and You

A special act of the Georgia Legislature established an institution of higher learning in Valdosta, Georgia, in 1906. However, no appropriation was made for buildings or maintenance until the summer of 1911, when the state appropriated \$30,000 for one building and equipment.

With a community enthusiasm that has continued, the City of Valdosta donated 60 acres and \$50,000 to be used toward the establishment of the college campus. The first building, Converse Hall, was erected and furnished at a cost of \$55,000.

In 1912, the Legislature granted an adequate annual appropriation for maintenance, and the future of the institution was assured. The college, called the South Georgia State Normal College, opened to “young ladies” on January 1, 1913, offering two years of college work.

An act of the Legislature in 1922 changed the name to Georgia State Women’s College at Valdosta and authorized a four-year program leading to the bachelor’s degree.

The Board of Regents made the College co-educational in 1950 and changed the name to Valdosta State College.

On July 1, 1993, Valdosta State College became a Regional University within the University System of Georgia.

The institution has been led by seven presidents: Richard Holmes Powell (1913-1933), Jere Madison Pound (1933-1935), Frank Robertson Reade (1935-1948), James Ralph Thaxton (1948-1966), Sidney Walter Martin (1966-1978), Hugh Coleman Bailey (1978-2001), and Ronald M. Zaccari (2002 to present).

As a new member of Valdosta State’s staff, you are an important part of this institution and its goal of insuring a brighter future through higher education. Regardless of position or title, we must all do our job well to insure that this goal is accomplished.

Each new employee should make a special effort to be reliable in attendance. Arrive at work on time, return from lunch promptly, and notify your supervisor whenever a work day will be missed. Remember, other people’s jobs depend on your doing yours to the best of your ability.

The Department of Human Resources has prepared this booklet so you will better understand Valdosta State's personnel policies and procedures and our employee benefits. We also want to give you a basic overview of what to expect as an employee. In addition to being a guide for new employees, this handbook also will be a quick and convenient review for all employees. If you ever have questions, refer to your departmental Personnel Policies and Procedures manual, call the Department of Human Resources or visit our website at: http://services.valdosta.edu/human_resources/.

Equal Opportunity Employer

It is the policy of Valdosta State University to employ people of the highest quality available based on ability, experience, training, intelligence, character, and physical fitness according to the needs of the University.

No applicant for employment otherwise qualified for employment will be excluded because of race, color, sex, age, religion, creed, physical handicap or national origin. Furthermore, no employee will be denied the benefits of, or be subjected to discrimination under any program or activity conducted by Valdosta State University based on such criteria. This policy pertains to all facets of employment including promotions, upgrading, and compensation as well as layoffs, demotions, and other terminal action.

Americans With Disabilities Act (ADA)

Valdosta State University is governed by the Board of Regents of the University System of Georgia, which specifically prohibits discrimination on the basis of disability. Valdosta State University is committed to complying with the goals and objectives of the Americans with Disabilities Act. Persons needing accommodations should contact the Assistant to the President for Affirmative Action or the Director of Human Resources.

Your Job

Job Classifications

Your classification is based on the responsibilities and duties involved in your particular job. Within most occupational fields there are several levels or grades based on the difficulty of the job, the responsibility you assume, and the experience you need to successfully accomplish the job objectives. For example, clerk positions range from Clerk I through Clerk IV. There are two types of classified employee. Professional and administrative employees are exempt from the wage-hour law and are monthly paid as a result of their supervisory or administrative responsibilities. Staff employees are not exempt from the wage-hour law and are bi-weekly paid.

The Department of Human Resources maintains the Board of Regents' catalog of personnel classifications should the employee feel his or her position has been improperly identified.

Employees whose duties have changed significantly since originally being classified may submit a revised position classification form to the Department of Human Resources for review. Should reclassification be in order, the new pay grade and position title will be effective the beginning of the ensuing fiscal year. To assure proper consideration, such requests need to be completed and forwarded to the Human Resources Office no later than February 28.

Provisional Appointments

All classified employees of Valdosta State University are required to serve the first six months of employment on a provisional basis. The primary purpose of a provisional appointment is to allow your supervisor to evaluate your performance and determine if you should continue to work with the University. The provisional appointment also gives you a chance to find out if your job is interesting and rewarding and if you will be happy in your new position.

If an employee is not to be continued, notification in writing prior to the end of the six months provisional period will be made, and he or she may be terminated at that time without right of appeal.

Performance Evaluation

Your supervisor will evaluate your job performance after six months of employment and annually thereafter. You will be given the opportunity to talk to your supervisor about your job and how you are performing.

This program is designed to recognize your individual contributions and to improve your understanding of your job duties and responsibilities. Take this opportunity to discuss any problem areas or to ask any questions you may have. Areas to be evaluated will include adjustment, capability, productivity, efficiency, potential for future development, punctuality and attendance. Considerations for promotions, transfers, demotion or retention will be based on these evaluations.

Salary Adjustments and Increases

Salary adjustments may occur whenever a new salary scale is approved by the Board of Regents, our governing body. Appropriate adjustments will be made to employee's salaries in positions affected as funds are made available. This action should not be confused with a promotion or similar action where there is a change in an employee's responsibility.

Salary increases are normally made on the basis of merit at the beginning of our fiscal year in July, providing funds are made available to the Board of Regents from the state appropriation allocated by the Georgia Legislature. The decision to increase your salary is made after considering your record for the previous year as reflected in the performance evaluation. The prevailing salary scale within your particular job classification must also be considered.

It should be stressed that salary increases are not automatic.

Transfers and Promotions

Transfers are considered to be lateral changes within the same job classification and do not involve an increase in salary. Transfers normally have the convenience of the employee or the University as their goal; however, this action is also an effective tool used in increasing the flexibility of the work force.

They can be of a temporary or permanent nature and should not be confused with promotion or demotion, which are initiated by the Department of Human Resources.

Promotions, unlike transfers, involve an upgrade in position classification, an increase in salary where funds are available, and whenever practicable, they will be made from within. Promotions are made on the basis of merit and not seniority.

Therefore, to be promoted, an employee must possess the skills and abilities required in the vacant position, and must have performed satisfactorily in his or her former capacity. Promotions are competitive, as it is the desire of the University to place the best qualified person in a vacant position.

Provisional employees are not considered for promotion or transfer unless such action occurs within the same operating unit with the ultimate decision to retain the provisional employee to be reviewed and approved by the initial employing supervisor. Promotion or transfer of a provisional employee does not extend the provisional employee period.

Dismissal, Demotion and Suspension

A regular classified employee may be dismissed, demoted, or suspended by the immediate supervisor if the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed, in writing, of the reasons for the action taken and granted a reasonable opportunity (within five working days) to respond to the next highest authority. However, under emergency circumstances (when immediate action is necessary) the

employee may be forthwith dismissed, demoted, or suspended (with or without pay) by the immediate supervisor, pending a review by the next highest authority.

Any such employee shall also be entitled to the procedural protection of a grievance hearing, before a Board of Review, convened in accordance with Valdosta State University's Grievance Procedure.

Any employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Working Hours

Most University employees work a five-day, 40 hour week. There are variations of this schedule depending on the department in which you work. For example, the Student Health Center must be open 24 hours a day. Adjustments in work schedules are made to fit their needs. Your supervisor will let you know the schedule you will work. Variations to the normal work day must be approved by the Department of Human Resources

The need for overtime work is infrequent at the University. Each department is encouraged to schedule its work so their jobs can be accomplished during the prescribed work week. Payment for overtime is made in accordance with the Fair Labor Standards Act.

Payday

Paychecks for faculty and professional/administrative personnel are issued on the last working day of each month, unless otherwise specified by official notice. Staff employees are paid every other Friday by their immediate supervisors. When you receive your paycheck, make sure the proper deductions have been made. If you find an error, notify the Department of Human Resources.

Time Records

State and Federal laws require records be kept of all time worked and Valdosta State has adopted two time recording procedures as follow. Salaried, non-exempt employees must maintain a bi-weekly time sheet. This time record must be signed by you and your department head who will then send it to the Payroll Office.

If you are an hourly employee, your time card will be sent in every two weeks. Hourly paid personnel have time clocks conveniently located in work areas where they will record their time in and out according to instructions from their supervisors.

Issuance of Keys

If it is determined that you need keys in your particular job, they will be issued to you by the Director of Plant Operations. Lost keys should be reported immediately to the Director of Plant Operations and the Director of Public Safety. Replacement keys must be paid for by the responsible person.

Terminating employees must turn in all issued keys, equipment, and their parking permits. Failure to meet these requirements could lead to a delay in final payment.

I.D. Cards

You should go to the One-Card Services your first day of employment to have an identification card issued.

Presentation of a valid identification card will allow you to use V.S.U. facilities and participate in campus activities.

I.D. cards are also available for your dependents (spouses and children).

Parking

Information related to parking, auto registration, and traffic regulations may be obtained by contacting the Department of Parking and Transportation. Vehicle registration must be completed prior to parking permits being issued.

Exit Interviews

Employees vacating positions with the University should report to the Department of Human Resources for an exit interview. The main purpose of such interviews will be to ensure all University property has been returned. In addition, the exit interview is intended to help the terminating employee determine the status of his/her group insurance, social security, and retirement benefits.

Leave Policies

Annual Leave

All regular classified employees working at least one-half time or more receive paid vacation. Employees on provisional status earn vacation time but cannot take leave during the first six months of employment without the approval of their immediate supervisor.

Vacations are normally scheduled during “slack” periods and at the convenience of your department. You should arrange your schedule to avoid conflicts in requested leave time. If two employees request leave for the same time period and both cannot be absent at the same time, the employee with longer service has priority.

Eligible employees earn leave at the rate of one and one-fourth days per month for each of the first five years of employment. The rate is one and one-half days per month for each of the next five years of employment, and one and three-fourths days per month after the completion of ten years of continuous service. Earned vacation may be accumulated up to a maximum of 45 working days without losing benefits.

Regular employees working one-half time or more but less than full-time will earn leave in a ratio equivalent to their percentage of time employed.

Sick Leave

Valdosta State has a sick leave policy which allows salary to be continued for all regular employees who are incapacitated by illness or injury. You should realize that sick leave is a privilege. It is not meant to be used simply to take additional time off the job. Abuse of this privilege is a serious offense and will be considered just grounds for termination.

You should notify your supervisor immediately if you are ill and unable to report to work. If you fail to notify your supervisor, you might have the absence charged against your vacation time or it might be considered as leave without pay, depending upon your supervisor’s recommendation.

Sick leave claimed for a period exceeding three days must be documented by a physician’s statement unless you are hospitalized. However, those employees suspected of abusing the sick leave privilege may be required to support each by a physician’s statement prior to having it charged to sick leave.

Regular full-time employees earn one day of sick leave a month. Regular part-time employees working one-half time or more earn sick leave in proportion to time they actually work. There is no limit to the amount of sick leave you accumulate and any unused sick leave may be used in determining credits with the Teacher's Retirement System of Georgia. There will be no payment for unused sick leave.

Maternity Leave

Disability due to pregnancy shall be considered as any other disability, and appropriate sick leave provisions shall apply.

The University has no set date for commencement of maternity leave. However, when an employee learns she is pregnant and following consultation with her physician, she should notify her department head of a probable date sufficient in advance to allow necessary workload adjustments and to assure protection to her health.

For detailed information concerning maternity leave, contact the Department of Human Resources.

Family Leave

Any employee who has been employed on a full-time basis for at least twelve months is eligible for twelve work weeks of family leave.

Family leave shall be granted to an eligible employee in the event of:

- a) the birth of the child of the employee;
- b) the placement of a child with the employee for adoption;
- c) a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
- d) a serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

For further information on family leave, contact the Department of Human Resources.

Miscellaneous Leave

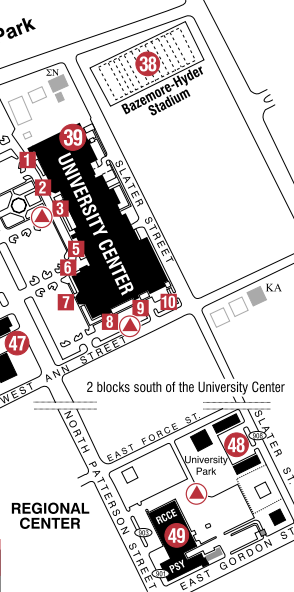
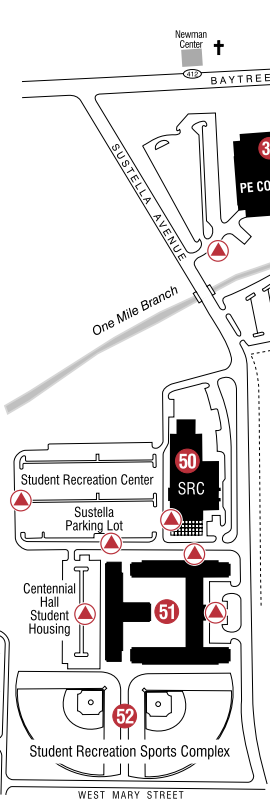
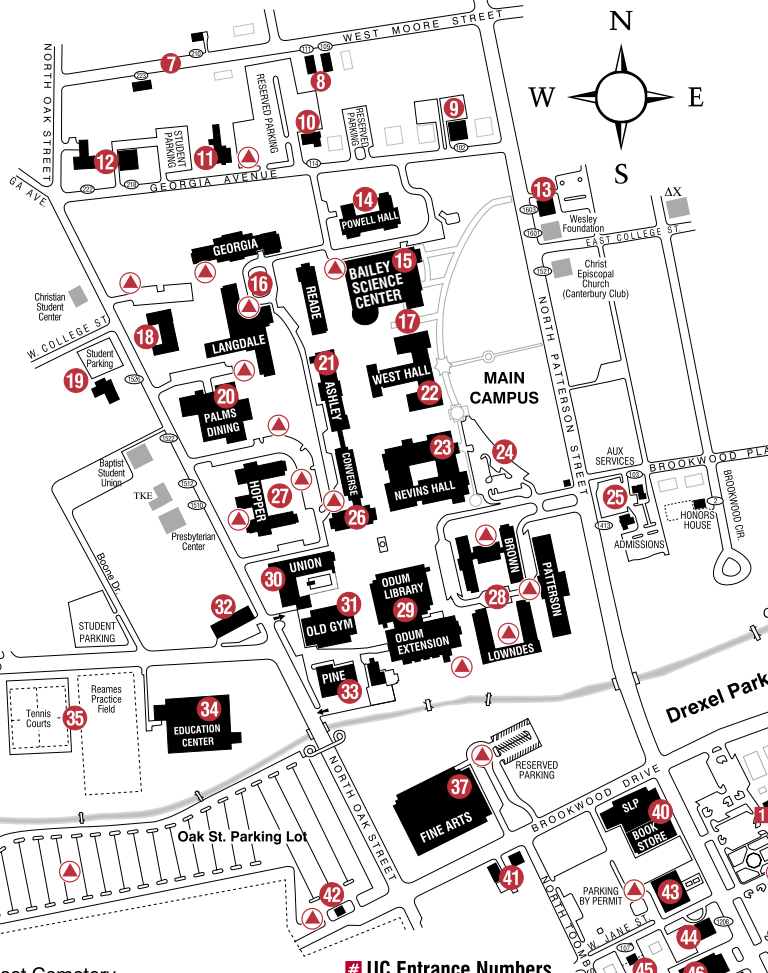
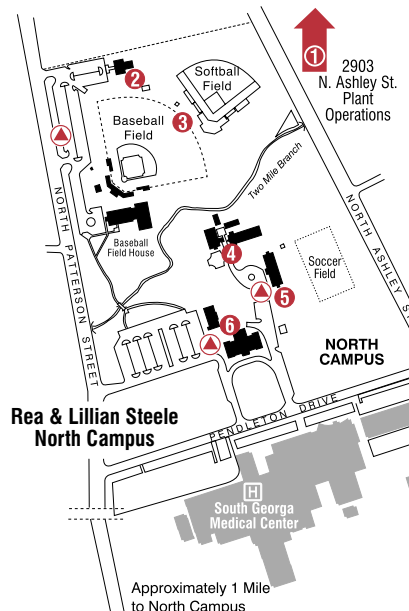
In addition to the established leave programs previously discussed, we allow leave for miscellaneous situations including court duty, voting, military physical examinations, and reserve military duty. However, all types of leave must first be approved by your supervisor. If you have questions concerning miscellaneous leave, contact the Department of Human Resources.

VSU CAMPUS INDEX

- 1 Plant Operations
- 2 Softball Coaches
- 3 Softball Field
Billy Grant Field
Baseball Fieldhouse/Offices
- 4 Central Warehouse
Greenhouse
- 5 Barrow Hall—AFROTC, SGI
- 6 Pound Hall—LCOBA
Thaxton Hall—LCOBA
- 7 Moore St Clinic—MFT
English Language Institute
- 8 Learning Service Center
University Relations
- 9 University Advancement
- 10 Parking & Transportation
- 11 Center for International Programs
- 12 Ga. Ave. Conference House
- 13 Alumni House
- 14 Powell Hall
- 15 Biology/Chemistry Bldg
- 16 Georgia Residence Hall
Langdale Residence Hall
Reade Residence Hall
- 17 Retirement Walkway
- 18 Farber Health Center/Infirmary
- 19 Carswell Hall—Women's Studies
Student Parking
- 20 Palms Dining Center
- 21 Ashley Hall
- 22 West Hall
- 23 Nevins Hall
- 24 Faculty & Staff Parking
- 25 Admissions Office
Auxiliary Services
University Honors
- 26 Converse Residence Hall
- 27 Hopper Residence Hall
- 28 Brown Residence Hall
Patterson Residence Hall
Lowndes Residence Hall
- 29 Odum Library
- 30 University Union
- 31 Old Gym—Football Office
- 32 Baytree Apts
- 33 Pine Hall—Social Work
University Police
- 34 Education Center—COE
- 35 Reames Practice Field
Tennis Courts
- 36 PE Complex/Athletics
- 37 Fine Arts Bldg—COA
(Whitehead & Sawyer Theatre)
- 38 Football Field
- 39 University Center
- 40 Special Ed & Com Disorders
University Bookstore
- 41 COA—Faculty offices
WXVS Public Radio
Faculty Offices
- 42 Transportation Office
- 43 S. Walter Martin Hall—CON
- 44 Equal Opportunity Prog/MA Office
- 45 Campus Mail Services
- 46 Printshop
- 47 Bursary—Cashiers
One Card Services
- 48 University Park
Psychology Classroom Bldg
- 49 Regional Ctr Continuing Ed—RCCE
Psychology Office Bldg
- 50 Student Recreation Center
- 51 Centennial Residence Halls
- 52 Student Rec Sports Complex

DEPARTMENT LOCATIONS

- 6 **Thaxton Hall**
2nd fl Dean COBA
106 SBDC
314 Student Advising Center
- 6 **Pound Hall**
122 Decision Center
206 Management
214 Accounting & Finance
222 Marketing & Economics
- 14 **Powell Hall**
E Housing & Residence Life
E Counseling Center
W Cooperative Ed
W Testing
W 2nd fl Student Employ Ser
W 2nd fl Career Services
- 15 **Biology Chemistry Building**
Biology
Chemistry
1036 Dean CAS
- 16 **Langdale Hall**
Langdale Market
TechShop
- 21 **Ashley Hall**
Information Technology
Campus Safety
210 History
109 Philosophy
- 22 **West Hall**
Academic Affairs
Strategic Research & Analysis
Legal Affairs
President
101/102 MPA
124 Academic Projects
128 M&CL
207 English
244 Political Science
- 23 **Nevins Hall**
1011 Com Art
1115 Special Services
1124 Institutional Research
1138 African American Studies
Interdisciplinary Studies
2006 PAG
2121 Math & CS
2164 LAS Advising Center
- 30 **University Union**
Campus Mail Window
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Student Affairs
Student Life
SGA
Spectator
WVVS
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EORE
Oasis Snack Bar
67 EDL
87 MG/SED
136 SCT
212 ACE
217 ETTC
227 Dean COE
- 36 **PE Complex**
Athletics
165 K & PE
- 37 **Fine Arts Bldg**
107 Dean COA
259 Music
- 39 **University Center**
• Entrance 1
Computer Lab
Dogwood Room
3103 Employee & Org Development
Rose Room
Theater
T.V. & Study Rooms
• Entrance 2
Catering
Event Services
Food Court
Game Room
Information Desk
Magnolia Room
President's Dining Room
• Entrance 3
Crafts
Dance Studio
Printmaking
Sculpture
• Entrance 5
VP Finance & Administration
Business Services
Financial Aid & Veteran Affairs
Human Resources
Human Resources/Employee Devel.
Purchasing
Registrar
• Entrance 6, 7 & 8
SACJ
OASIS: Ctr for Advising & First Year Programs
• Entrance 9
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• Entrance 10
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VSU Theatre Box Office
- 49 **Regional Center for Continuing Education**
Graduate School
Grants & Contracts
Public Services
Satellite Services
- 49 **Psychology Office Bldg.**
Dept. of Psychology & Counseling



Emergency Phone Locations

Indicates the location of freestanding emergency phones. Emergency phones are also located at the main entrance to all the dorms. There are a total of 31 emergency phones on campus.

Holidays

We have 12 official paid holidays for all regular employees. A terminating employee shall not be paid for any official holidays occurring after his or her last working day. Temporary employees will not be paid for holidays.

Of the 12 holidays, two are considered “floating holidays” taken at your department’s convenience. Normally, these “floating holidays” will be taken during the month of December. If you have to work on a scheduled holiday, you will be paid at the regular rate of pay and be given a substitute holiday within a thirty-day period immediately preceding or following the scheduled holiday. If no additional time off can be given, you will be paid at the normal rate with no additional time off.

The official paid holidays are as follows:

New Year’s Day	1 day
Martin Luther King	1 day
Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Thanksgiving	2 days
Seasonal	3 days
Floating Holidays	2 days

Employee Benefits

Group Insurance

The benefits of a group insurance program which features life, health, major medical and dental protection are made available to half-time or more regular employees as well as their eligible dependents. Descriptive booklets outlining these benefits and their cost are available in the Department of Human Resources.

Worker’s Compensation

All employees of Valdosta State University are covered under the provisions of the Worker’s Compensation Act. This coverage provides benefits to those employees injured on the job or during the performance of their duties. Employees should report injuries to their supervisors immediately.

Long Term Disability Insurance

Valdosta State University offers a long-term disability insurance protection plan to provide you with a monthly income should you become totally disabled while employed at the University.

This is a voluntary program with all cost paid by the employee. The cost of this program is nominal. Descriptive booklets outlining these benefits and their cost are available in the Department of Human Resources.

Unemployment Compensation

You are also covered under the Georgia Employment Security Law, commonly referred to as Unemployment Compensation. The law provides some economic security when persons become unemployed through no fault of their own.

The unemployment payments supplied by this act help the worker get through the difficult time of unemployment and maintain some degree of purchasing power.

Retirement

Subsequent to the 1978 amendments to the Teachers Retirement Act, all regular employees working half-time or more are required to be members of the Teachers Retirement System and make contributions as a condition of employment.

Hourly-paid staff employees employed prior to 1978 were given the opportunity to participate in the Teachers Retirement System and purchase prior service credits, if desired, thus affording them a retirement benefit. Detailed information regarding retirement can be obtained by contacting the Department of Human Resources.

Credit Union

Employees of the University are eligible to join the Valdosta Educator's Credit Union, a savings and lending organization established in January of 1973. All deposits up to \$100,000 are insured through the National Credit Union Administration. If you want enrollment forms, payroll deduction authorization forms, or other information, contact the Department of Human Resources or the Valdosta Educator's Credit Union Office located in Ashley Hall.

Tax Deferred Savings Programs

You may wish to participate in various tax deferred annuity programs wherein you invest a portion of your monthly salary affording a current tax benefit. Income you invest in such programs is not subject to Federal taxes until it is withdrawn at a later date.

The University does not approve or disapprove any plan or underwriting company. Proper investigation of each program is your responsibility. Further information concerning tax sheltered annuities may be obtained by contacting the Department of Human Resources.

Flexible Spending Accounts

A regular employee working one-half time or more is eligible for the Flexible Spending Accounts Plan. The spending "account" plans allow the employee to pay for dependent and/or uncovered health care expenses with before tax dollars. Claims for eligible expenses are processed through the Department of Human Resources. Please note: this is a reimbursement plan and requires that payment be made for services, by the employee first, before filing a claim for reimbursement on eligible expenses.

Child Care

The V.S.U. Child Care Center provides child care for children of V.S.U. faculty, staff and students. This service is offered for children age infant through five years. For further information, contact the Center at 245-3883.

Your Responsibilities

Safety

Your safety on the job is basically your responsibility. You should make every effort to avoid careless work habits and report unsafe working conditions to your supervisor. Also, regardless of the severity of any on-the-job injury you may sustain, you should report it to your superior immediately.

It is the policy of the University to prohibit any type of "horseplay" while employees are on the job. Such activities inevitably lead to careless actions which could easily result in injury to employees, students, or innocent bystanders. This type conduct shall be considered grounds for termination.

Attendance

As an employee of Valdosta State University, you are required to report for work on time and remain on the job until official quitting time. Any deviation from the stated workday must first be approved by the Department of Human Resources.

What VSU Expects of You

Valdosta State University expects its employees to be productive. We also expect our people to follow not only the published rules and regulations but also accepted customs and standards of courtesy, conduct and cooperation.

The following are examples of actions that can result in disciplinary action or discharge.

- Insubordination.
- Theft.
- Discourteous behavior.
- Entering an unauthorized area at any time.
- Wasting materials.
- Willful violation of safety regulations.
- Continued failure to perform assigned duties.
- Negligence.
- Falsifying records, reports or information.
- Intoxication or drinking on the job.
- Failure to report an employee's absence or reason for absence.
- Habitual absence or tardiness.
- Unauthorized absence from assigned work area.
- Interfering with the work performance of another employee.
- Willful damaging of equipment or property.
- Gambling.
- Sleeping while on duty.

Drug Free Work Place

Valdosta State University, as a recipient of federal funds, supports and complies with the provisions of the Drug Free Work Place Act of 1988. As an employer, Valdosta State University will aggressively promote and strive to maintain a drug free work place for its faculty and staff.

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by Valdosta State University employees is prohibited. Violations of this policy, to include misdemeanor and/or felony drug convictions during the course of one's employment will result in appropriate disciplinary actions being imposed by the institution. Said penalties may include suspension or termination of employment.

Employees who feel they have a potential substance abuse problem are encouraged to seek professional assistance. The Valdosta State University Counseling Center staff will treat such requests for evaluation or therapy confidentially and provide short-term assistance limited to five sessions where indicated. Longer term counseling or therapy will remain the individual's responsibility and use of private practitioners or rehabilitation facilities is encouraged by the institution.

Faculty, staff members, and student employees of Valdosta State University are expected to adhere to the policies of the institution, observe the basic rules of good conduct and to meet appropriate standards of performance. This policy, as with other institutional policies, including state and federal laws, and Board of Regents policies shall be observed.

New employees of Valdosta State University shall have this policy communicated to them, and said policy shall be included in the *Faculty Handbook*, the *Classified Human Resources Policy Manual*, and the *Student Handbook*.

Working Conditions

Work Environment

One of the most important aspects of employment to both the employee and the employer is working conditions. We make every effort to provide a work atmosphere that is good for your individual development and job enrichment.

In general, our policy in this area is one of common courtesy and understanding. The University must always strive to understand the needs of the employees and, likewise, each employee should realize the role he or she plays in the overall goals of the University.

The following policies have been established in order to create a good working environment for both the University and the employee.

Council on Staff Affairs

The Council on Staff Affairs (COSA) participates in the process of University governance by advising the President about matters which affect classified employees specifically and about matters which affect the general welfare of the University. In so doing, the Council may consult with and make recommendations to other appropriate organizations of the University. The Staff Council is made up of representatives from all areas of the University work force. If you have concerns, questions, or suggestions concerning your status as a classified employee, you should contact your COSA representative.

Grievance Procedures

Employees may have various complaints and grievances from time to time which, if unresolved, might lead to serious personnel problems. Although an attitude of cooperation, consideration and common sense can resolve most of these problems, a few require special attention.

If you have a complaint, do not hesitate to discuss it with your supervisor. If he or she cannot help you solve the problem, the normal procedure is then to go through each level of your administrative organization until it is resolved. These actions would represent the “informal” grievance procedure. When grievances cannot be resolved through “informal” administrative channels, you will have 5 working days to contact the Director of Human Resources and present a written request for a formal grievance hearing before a Board of Review, appointed by the President.

Appearance

There are no strict dress code regulations at the University, with the exception of Food Service workers who must wear uniforms to conform with health requirements, Plant Operations employees who are furnished uniforms, and Public Safety officers. You are expected to use good taste in your clothing and remember there are always guests on the University grounds. We need to make a favorable impression on these people, and your appearance and cooperative attitude can certainly help achieve this goal.

Confidential Information

Employees of the University having access to confidential materials should not discuss such information with fellow employees or other individuals. Evidence of disclosure shall be considered grounds for termination.

Solicitations

It is our policy that unauthorized solicitations of employees on the University grounds are prohibited. This applies both to employees and outsiders. All soliciting must be approved by the Vice President for Business and Finance.

Outside Employment

You may have employment outside the University providing that job does not interfere with the regular and punctual discharge of your duties. We recommend that you discuss such employment with your supervisor or department head before you start outside employment to be sure there is no conflict of interest. Use of any State property in such endeavors is prohibited.

Loans to Employees

It is not the policy of the University to act as a lending or collection agency, and loans are not allowed. You are expected to conduct your financial activity within the limits of your compensation.

Employees are not to act as loan agents either, and discovery of any employee lending money and charging interest shall be considered just cause for termination.

Gratuities

Employees of the University 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 such gratuities for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

Should evidence of such become available, the offending employee may be subject to reprimand, suspension or discharge, depending on the merits of the case.

Garnishment of Pay

Valdosta State University considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. When the University receives a garnishment subpoena, the named employee will be counseled in an effort to secure a release of garnishment. Failure to secure a release of garnishment will result in payroll withholdings as set forth in state law. Repeated instances are subject to reprimand. Multiple garnishments will be considered grounds for dismissal.

Internal Investigation

Internal investigations may be of a routine nature, i.e., cash audits, inventory confirmations, etc., or may be initiated by the Department of Public Safety in response to a specific problem, i.e., theft of materials, cash shortages, etc. Employees in the area are expected to assist in such investigations, and failure to do so shall be an act of insubordination which might lead to disciplinary action.

Employee Continuing Education

We encourage you to enroll in various academic programs here at the University, whether they are credit or non-credit offerings. However, such enrollment must not conflict with your normal working hours. Non-exempt salaried employees shall have their salary adjusted in accordance with the academic load they are taking. Such time cannot be made up during lunch hours or with overtime work, as this does not serve the best interests of the University.

Normally, employees are limited to enrollment in one five-hour course during normal working hours, and their work week reduced to 35 hours. Your supervisor or department head must approve such enrollment and should notify the Department of Human Resources of this approval. Upon notification of enrollment, Human Resources will determine whether the enrolled employee will remain a regular employee pursuing part-time learning experience, or be classified as a student employee.

Employee Suggestions

Please submit specific suggestions to improve office procedures, working conditions, or University policies to your immediate supervisor. If such suggestions deserve merit, they should be routed to Human Resources for possible implementation. Such suggestions become an integral part of the employee's personnel file and may be used for reference in making promotions, salary increases, etc.

Random Drug Testing

Employees of the University serving in "safety sensitive" positions are subject to random drug testing. Such positions include public safety, child and health care, and positions requiring the Commercial Driver's License.

When an employee is advised to report for a random drug test, such must be accomplished as defined by policy. Failure to report or testing positive for illegal drug use shall lead to termination of employment in accordance with University procedures.



Acknowledgement Receipt

I hereby acknowledge receipt of the Valdosta State University Classified Employee Handbook and understand my responsibility to be aware of and understand all policies and procedures covered therein. I further understand that this employee handbook does not constitute a contractual obligation on the part of Valdosta State University as policies set forth are determined by the Board of Regents of the University System and by the State of Georgia and/or the U.S. Government through various executive orders and federal employment guidelines.

Signature _____

Date _____