



# **Employee Handbook**

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## **PREFACE**

The Columbus Technical College Employee Handbook is designed to be a general guidebook for members of the faculty and staff and is not to be construed as an official publication of the Technical College System of Georgia. In case of any divergence from or conflict with the Policy Manual of the Technical College System of Georgia, the official publications or actions of the Technical College System of Georgia shall prevail. This handbook is to be used in conjunction with other Columbus Technical College Procedure Manuals as referenced throughout.

Its purpose is (1) to orient new faculty and staff members to the everyday working policies and procedures of the college and (2) to serve as a ready reference workbook for all faculty and staff members. It is intended only as a guide and not as an all-inclusive official document. There are a number of publications such as the TCSG Policy & Procedure Manual, the CTC Student Catalog and Handbook and other Columbus Tech Procedure Manuals that are vital to some employees' understanding of their roles and responsibilities. All employees should familiarize themselves with these publications. Copies of these and other important publications may be found on the CTC website at <https://www.columbustech.edu/about/procedures-policies/>.

## **PUBLICATION STATEMENT**

While Columbus Technical College fully endorses the policies and procedures described herein, they are not conditions of employment. Columbus Technical College reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, and procedures in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between Columbus Technical College and any of its employees.

# ***Welcome to Columbus Technical College***

## ***A Message from the President***

Welcome to Columbus Technical College! We are glad to have you join the best team in town and begin your tenure at the greatest place to work in Muscogee County. Columbus Tech is focused on the mission of developing the workforce needed in our six-county service area through the excellent education and training, services, and supports provided to CTC students. Our goal is that each student who attends in any program gains the knowledge and skills needed to establish a career that will allow them economic independence, to support their families, and to contribute to the community. No matter your position here, you are about to become an integral part of fulfilling that mission each day. Your work will make an essential positive difference to students and staff whether you realize it or not so approach each day knowing that you are critical to the mission and that your work is valued here. Thank you for undertaking to make a positive difference every day.

Martha Ann Todd  
President

## *History of Columbus Technical College*

What is now Columbus Technical College opened its doors on December 1, 1961, with seven instructors and 39 students in a total of eight different programs. It operated as a unit of the Muscogee County School District and was known as the Columbus Area Vocational-Technical School. Growth began immediately when, in 1966, the institution was merged with the Muscogee Area Vocational-Technical School. Expansion came quickly with a \$500,000 addition completed at the Manchester Expressway facility in July 1967, enabling it to offer students more programs. From the start, programmatic growth—to meet the needs of citizens, business, and industry—has been the plan. The college now awards associate degrees, diplomas, and technical certificates.

On December 12, 1972, the school's stature grew when it received formal accreditation from the Southern Association of Colleges and Schools. The 1970s saw significant growth when a \$2.6 million expansion in 1977 more than doubled the floor space, enabling the school to better serve the needs of the changing community.

Recognizing the college's excellence in 1981, the state selected it as one of only three technical schools in Georgia to pilot engineering technology programs leading to an Associate Degree in Applied Technology. The year 1985 saw a \$6.8 million expansion, allowing the campus to grow, to offer additional courses, and to consolidate on the main campus. In 1985, the State Board of Postsecondary Education was created. Control of the Columbus Area Vocational-Technical School was officially transferred to the State Board on July 1, 1987.

In August 1987, the state recognized 25 years of continued progress by renaming the School as Columbus Technical Institute to be part of a statewide network of technical schools. Confirmation of the mission of technical education was realized when the State Board was renamed the Georgia Department of Technical and Adult Education on July 1, 1988. Progress continued when a new library was completed in September 1996. In May 2000, with the passage of the Education Reform Act, House Bill 1187, Columbus Technical Institute was renamed Columbus Technical College.

The college began a complete renovation of the North Building in June 2003 and completed it in October 2004 at a cost of \$2.1 million. In October 2003, the North Building was renamed Carl Patrick Hall to honor Carl L. Patrick, Sr., the college's first significant financial benefactor.

In the fall of 2010, a state-of-the-art health sciences complex for Columbus Technical College opened on a 27-acre site on River Road. Georgia Governor Sonny Perdue recommended \$16.28 million in state funding toward the Robert L. Wright, Jr. Health Sciences Center in his 2008 budget. In addition to the public funds, the first capital campaign benefiting the college, ***Tomorrow's Workforce... Today***, raised an estimated \$10 million in private dollars. Expansion and improvement of Columbus Technical College is constantly in the works.

In 2011, the College celebrated its 50<sup>th</sup> Anniversary! That year an estimated 6800 students (duplicated count across semesters) enrolled in the college. In 2013, the College was awarded a grant to secure the Adult Education program from the Muscogee School System. Under the College's educational umbrella, this program serves approximately 1000 students per year in a six-county service area (Muscogee, Harris, Talbot, Chattahoochee, Quitman, and Stewart).

Columbus Technical College also welcomed a new president in July of 2019. Martha Ann Todd looks forward to taking the College well into the future.

Columbus Technical College will continue to anticipate and respond to the community's educational and workforce-training needs in order to guarantee that the region's businesses and its citizens prosper.

### **Mission Statement**

Columbus Technical College, a unit of the Technical College System of Georgia, is a public college that provides workforce development and supports student success by offering associate degrees, diplomas, and certificates; customized training; and adult education opportunities throughout Chattahoochee Valley.

### **Vision Statement**

Columbus Technical College will be the regional college of choice, serving as the catalyst for building vibrant communities, improving economic well-being, and providing hope and opportunity.

### **Statement of Equal Opportunity**

Columbus Technical Colleges does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Henry Gross, Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.

### **Institutional Accreditation**

Columbus Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Columbus Technical College also may offer credentials such as technical certificates of credit and diplomas at approved degree levels. Questions about the accreditation of Columbus Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

# **BENEFITS**

## **Leave**

For more detailed information, you may reference the TCSG procedure. [4.5.2p4. Annual, Sick, and Personal Leave](#)

**Eligible Employee:** An individual appointed to a full- or part-time salaried position in a TCSG work unit and who is eligible for State of Georgia-sponsored benefits as provided in the TCSG procedure governing Categories of Employment. Within the parameters of this procedure, an individual appointed to a full-time position has a work commitment of thirty (30) or more hours per week. An individual appointed to a part-time position has a work commitment of at least twenty (20) but no more than twenty-nine (29) hours each week.

An employee serving in a salaried position in a TCSG work unit with a regular work commitment of twenty (20) or more hours each week is eligible to accrue annual and sick leave as provided in this procedure.

Individuals who are not eligible to accrue leave include: temporary, hourly-paid employees; adjunct faculty members; part-time salaried employees with a work commitment of less than twenty (20) hours per week; and, employees receiving service retirement, disability retirement, or involuntary separation benefits.

Leave cannot be used before it's accrued or converted.

**Annual Leave** All annual leave is accumulated based on the number of service years as follows:

- Up to 5 years - 5 hours per pay period
- 5 to 10 years - 6 hours per pay period
- Over 10 years - 7 hours per pay period

All full-time employees may accrue up to a maximum of 45 days (360 hours) of annual leave. Both annual and sick leave are earned after the employee is in pay status for at least forty (40) hours during the pay period. An employee who is paid monthly must be in a pay status for at least eighty (80) hours during the pay period.

**Court Leave.** No leave time will be charged, and no pay lost for court leave to serve as a juror or a witness. In no case shall leave with pay be granted for court attendance when he/she is charged with a crime, is a plaintiff or defendant, is a witness in a case arising from or related to his/her outside employment or outside business activity, is testifying for a fee as an expert witness, or has a personal or familial interest in the proceeding. Accrued annual leave, personal leave, compensatory time or leave without pay may be used for this purpose upon request.

**Reduction in Pay** An employee who is absent from duty due to sickness will have the time charged against any accumulated sick leave. If there is not sufficient sick leave, then it will be charged to any accumulated annual leave. In the event that there is no sick or annual leave to the employee's credit, that employee will have a reduction in pay for the time absent.

## Donated Leave

For more detailed information, you may reference the TCSG policy. [4.5.2p2 Leave Donation](#)

An eligible CTC employee may request that other CTC employees donate accrued annual, sick or personal leave for use by the recipient as sick leave.

The donation of leave is voluntary. Donated leave can only be used by recipients for absences that qualify for sick leave. Donated leave cannot be requested or used by employees who are on contingent leave of absences without pay.

To be eligible to solicit and receive leave donations, an employee **must**:

1. Have been continuously employed by a state agency for at least twelve (12) months in a position entitled to earn and use leave immediately preceding the request to solicit leave donations.
2. Have used all accrued and forfeited leave and all available compensatory time.
3. Have been on authorized leave without pay for forty (40) consecutive hours prior to receiving donated leave.
4. Use the donated leave while absent ONLY for the sick leave purposes for which the donations were solicited (i.e., due to personal illness or disability of a spouse, child, parent, brother, sister or any other person who resides in the employee's household and is recognized by law as a dependent of the employee).
5. Not have been on an attendance plan or illness for which Workers' Compensation benefits may be received or a disability incurred while committing a felony or assault; and
6. Work in the same business unit (Technical College or Central Office) as the donor employee.

**Educational Support Leave** An employee may be granted Educational Support Leave for educational purposes for up to 8 hours a calendar year. The leave may be requested in increments no smaller than 15 minutes. Only activities directly related to student achievement and academic support within the state of Georgia will qualify for education support leave. See the Human Resource Office or [TCSG policy 4.5.2p1](#) for a list of eligible activities.

**Family Medical Leave Act (FMLA)** Eligible employees are entitled to up to 12 weeks family leave based on the Family Medical Leave Act. Family medical leave may be granted for personal disability, care of a qualifying family member, childbirth, or adoption. It must be requested in writing with the necessary medical certification. For more information, please contact the Personnel/Payroll Office. FMLA also includes a special leave entitlement which permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Resources, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Leave of Absence without Pay** Leave of absence without pay may be requested by a full-time employee. Approval of such a request is determined by the College president, and only those employees who have established an excellent work and attendance record with the College will be considered as deserving of an approved period of leave without pay. The nature of the unit's workload at the time of the request will be a major consideration.



Leave of absence without pay will not be granted until all available earned leave has been taken. Requests for leave of absence without pay must be requested by the employee and submitted in writing.

**Military Leave** A full-time salaried employee with a work commitment of forty (40) hours per week) who is ordered to perform military duties will be provided paid (military) leave for up to one-hundred forty-four (144) hours in a Federal fiscal year (i.e., October 1st through September 30th). A part-time salaried employee with a work commitment of less than forty (40) hours per week who is ordered to perform military duty is eligible for prorated, paid military leave based on his/her regular work schedule. An employee shall be required to submit, in advance, an order from the appropriate military office as evidence of active duty for which leave is taken. When the employee applies for reinstatement and reports accordingly, they are to be reinstated with the same status and at a salary figured as though they had received every second increase for which they would have been eligible. They will be returned to their former position or to a comparable position if such a position is not available. Failure on the part of employees to report at the expiration of the leave of absence will be cause for dismissal. For any absence by a full-time salaried employee which exceeds one-hundred forty-four (144) hours in a Federal fiscal year or any absence by a part-time, salaried employee in excess of his/her prorated amount of paid military leave in a Federal fiscal year, an employee may request to use accrued annual leave, personal leave or available compensatory time to remain in pay status or, instead, may request to be placed on an authorized leave of absence without pay for the duration of his/her military duty (i.e., military leave without pay).

**Sick Leave** All full-time employees accumulate sick leave at the rate of 5 hours per pay period for semi-monthly paid employees and 10 hours a month for monthly paid employees. An eligible employee can earn up to a maximum of 720 hours of sick leave. Any sick leave accrued in excess of 720 hours is forfeited at the close of business of the business on the last day of the month. It is the employee's responsibility to contact the appropriate vice president and their supervisor when absent. An employee is required to turn in to the Human Resource Department a certificate from the attending physician for all periods of illness (personal or immediate family) which exceed three days.

**Death/Family Sick Leave** Up to five days of sick leave per year may be granted for sickness of an immediate family member. Immediate family is defined as the employee's spouse, child, parent, brother, or sister.

**Personal Leave** Each year up to 24 hours of sick leave may be converted to personal leave if a faculty member has a sick leave balance of more than 120 hours as of November 30 of any calendar year. A request for approval of personal leave is handled in the same manner as annual leave.

### **Supervisor's Responsibility for Monitoring of Leave Balances**

It is the responsibility of supervisors to monitor leave balances of employees. Supervisors should verify in Team Georgia-Employee Self Service to see how much leave an employee has before agreeing to approve any leave requests. When an employee takes sick leave, the supervisor should check the amount of sick leave the employee has available. The supervisor should contact the Human Resources Office as soon as it becomes apparent that the employee will not have sufficient leave to cover an absence due to illness. Leave cannot be taken before it is accrued.

## Leave Requests/Approvals

Columbus Technical College requires that any employee who is requesting an absence approval for annual leave, personal leave, professional leave, or travel for school business have the request approved in advance.

## Absent/Tardy

Columbus Technical College requires that all employees notify their supervisor if they are going to be absent or tardy.

- Vice Presidents and direct reports of the President will notify the President or his/her office staff.
- Instructors will notify their supervisor. If the supervisor cannot be reached, the Vice President of Academic Affairs should be notified.
- Part-time instructors will notify their supervisor.
- Office personnel will notify their supervisor.
- Custodians, maintenance, and security personnel will notify their appropriate supervisor.

Employee must submit their leave request in Team Georgia-Employee Self Service via the intranet to be routed to appropriate supervisor for approval. The State Accounting Office will send Supervisors an email with the names of all that Supervisor's employees who have leave request which need approval.

Employees absent for more than three (3) days due to illness must present written approval from a physician before they can be allowed to return to work. This approval should be forwarded to the Human Resources Office.

***It is the policy of Columbus Technical College to evaluate and designate leave in excess of three working days taken for personal or medical reasons as Family and Medical Act Leave.***

## Credit Union

All Columbus Technical College Employees have an option of joining Georgia United Federal Credit Union or Kinetic Credit Union. These companies offer attractive loan and savings benefits to CTC employees and will allow payroll deduction of any loans/mortgage/credit card or savings/checking benefits if requested. For more information, employees may contact the Human Resources Department or visit their websites.

Georgia United Federal Credit Union: <https://georgiaunitedcu.org/>

Kinetic Credit Union: <https://www.kineticcu.com>

## **Pay & Direct Deposit**

*For more detailed information, you may reference the TCSG policy. [4.9.8p Direct Deposit of Pay](#)*

State and federal taxes, FICA, retirement, spending accounts, credit union, and tax-sheltered annuities will be deducted each pay period. Health insurance will be deducted on the 15th of each month, and other flexible benefits (dental, life insurance, vision, short/long term disability, long term care, etc.) will be deducted during the last pay period of the month.

In response to an April 2010 directive from the State Accounting Officer and Commissioner of the State Personnel Administration, all full- and part-time Columbus Technical College employees hired on or after May 1, 2010, shall be required, as a condition of employment, to use direct deposit to receive all payroll related payments unless specifically exempted by the State Accounting Officer. At the discretion of the Columbus Technical College, all such employees may also be required to have all other reimbursements (e.g., travel) directly deposited. The first check following enrollment in the direct deposit program will not be direct deposit. It can be picked up in the Human Resources office on payday (15<sup>th</sup> or the last day of the month).

All employees hired prior to May 1, 2010, are subject to the same mandate; however, any employee who fails to adhere to the directive will continue to receive a paper check for associated wages. In these instances, pay delivery will be delayed as described in Paragraph V. B. 6. At the discretion of the Columbus Technical College, these employees may be also required to have all other reimbursements (e.g., travel) directly deposited.

## **Flexible Benefits Program**

*For more detailed information, you may reference the TCSG policy. [4.9.2 Flexible Benefits Programs](#)*

Columbus Technical College shall permit qualified employees to participate in the flexible benefits programs permitted other State of Georgia employees.

The programs may include legal, dental, life, disability, and vision insurance; deferred compensation programs; and flexible spending accounts that permit certain health related and childcare expenses to be paid by employees out of pre-tax dollars.

Any employee who works at least thirty (30) hours a week and is expected to work for at least nine (9) months is eligible for the Flexible Benefits Program.

Some employees, such as temporary, contingent, and student employees, however, are not eligible.

Employees of Columbus Technical College upon conversion from a local school board or other state agency to TCSG state board control shall select their benefits in accordance with state law.

Employees may also participate in Board approved Tax Shelter Annuity Plans. Currently, these include those offered by Georgia Merit System, Travelers' Insurance, and VALIC.

## **Holidays**

*For more detailed information, you may reference the TCSG policy. [4.5.3p.pdf \(tcsgeu\)](#)*

Georgia law provides for the recognition and observance of thirteen (13) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance.

Holidays will normally be observed on the date designated by the Governor. However, in a technical college setting, the observation of one or more holidays may be moved to a date later in the calendar year, consistent with a college's approved academic calendar.

At Columbus Technical College, holidays will be observed as designated by the college's academic calendar. As stated above, all 13 holidays are observed each year, although a number of these are not observed on the days on which they traditionally fall. Instead, for the convenience of the faculty, these holidays are scheduled close to other holidays to make for a longer weekend or to conserve annual leave time.

## **Parking**

Designated parking areas are provided for students, faculty and staff and visitors. Parking is not allowed on campus roads, driveways, and undesignated grassy areas.

Handicapped parking is appropriately marked. (This includes the striped area, next to the handicapped parking spaces.) The campus speed limit is 15 MPH, and pedestrians always have the right-of-way.

Vehicles, including motorcycles and scooters, must park between the painted lines. Bicycles should be placed in the racks provided at various locations. Bicycles should not be carried inside buildings or leaned against buildings or trees.

Violation of parking regulations will result in a penalty or fine. Parking regulations are published in the Student Handbook and Catalog.

## **Compensation**

Provided monies are appropriated by the General Assembly, performance-based salary increases for all eligible full-time employees of the System Office and all technical colleges will be delivered in a manner as outlined in the Appropriations Act, accompanying guidelines established by the Commissioner, and guidance from the Department of Administrative Services and the Office of Planning and Budget.

## **Payroll Deduction**

*For more detailed information, you may reference the TCSG policy. [4.9.7p Payroll Deductions](#)*

The State Board authorizes Columbus Technical College the use of payroll deductions for all employees.

## Retirement

For more detailed information, you may contact the HR office,

All individuals appointed to a temporary, part-time, hourly-paid position as well as adjunct faculty must, as a condition of employment, become a member of the Georgia Defined Contribution Plan unless exempted by law and/or Employees' Retirement System of Georgia plan guidelines. With limited exceptions, all individuals appointed to a salaried, benefits-eligible position shall, as a condition of employment, elect membership in either the Teachers Retirement System of Georgia (TRS) or the Employees' Retirement System of Georgia (ERS). NOTE: membership in TRS or ERS is governed by eligibility requirements outlined in state law and in accompanying TRS and ERS plan guidelines.

A qualified employee is an employee who works at least thirty (30) hours per week in a budgeted position funded for at least nine (9) continuous months. All other employees shall be members of Georgia Defined Contribution Plan.

Absent extraordinary circumstances, employees shall provide written notice of their intention to retire at least six months prior to the date of retirement.

An employee retiring should follow these steps:

Step 1- An employee must file an application for retirement with ERS at least thirty (30) calendar days but no more than ninety (90) calendar days before his/her projected retirement date. When an application is received less than thirty (30) days prior to the designated effective date, there will be a one-month delay in the member receiving his/her first benefits check.

An employee must apply for a service retirement online via his/her TRS personal account. After initiating an online application, a member has forty-five (45) days to complete the application. If not completed within this time frame, the member must begin the process again.

In addition to the online application, a member must also complete additional steps which are outlined in the TRS Member Guide. An application for a service retirement must be received by TRS no later than the end of the month in which the retirement is to become effective and no earlier than 180 days (6 months) in advance of the anticipated effective date. NOTE: TRS recommends that a member considering retirement begin the process six (6) months prior to the planned retirement date.

Step 2 - Notify Columbus Technical College in writing as early as possible about retirement plans. ***A minimum of three months notification is required unless unforeseen circumstances arise.***

Step 3 – Secure and complete a Retirement Checklist.

Step 4 – Keys, I-Pads, Cellular Phones, and all other electronic devices, along with credit cards and other school property should be turned in to the Administrative Supervisor.

Step 5 – Make an appointment with a Human Resources Officer to conclude the necessary paperwork regarding insurance, retirement, and to answer any questions needed to be answered. In some instances, agencies in Atlanta may need to be contacted. A Human Resources Officer can assist you with telephone numbers, etc.

Step 6 – Complete the online Resignation/Retirement form.

Step 7 - Forward the completed Retirement Checklist to the Human Resources Office so there will be no delay in the processing of Final paychecks.

## **Resignation**

*For more detailed information, you may contact the HR Office.*

An employee resigning should follow these steps:

Step 1 - Notify Columbus Technical College in writing as early as possible about resignation plans. **A *minimum of two-week notification is required unless unforeseen circumstances arise.***

Step 2 – Complete the online Resignation/Retirement form.

Step 3 – Keys, I-Pads, Cellular Phones, and all other electronic devices, along with credit cards and other school property should be turned in to the Supervisor.

Step 4 – Make an appointment with a Human Resources Officer to conclude the necessary paperwork regarding insurance, retirement, and to answer any questions needed to be answered. In some instances, agencies in Atlanta may need to be contacted. A Human Resources Officer can assist you with telephone numbers, etc.

Step 5 – Forward the completed Resignation Checklist to the Human Resources Office so there will be no delay in the processing of Final paychecks.

## **Tax-Sheltered Annuities**

A provision of the Internal Revenue Code, Section 403(b), allows staff members to exclude from their taxable income a portion of their salary for the purchase of a tax-sheltered annuity. Their salary is reduced by the amount they wish to contribute (within certain limits), and they pay income tax only on the remaining portion. Thus, they legally report less taxable income to the government and therefore take advantage of a lower tax rate. Their contributions and investment earnings accumulate on a tax-deferred basis in their individual account until they start withdrawing payments.

These payments are taxed as ordinary income, but at retirement most people are in a lower tax bracket. Meanwhile, during the accumulation period, they have money working for them that otherwise would have been paid in taxes at a higher income tax bracket.

For more information, visit [www.valic.com](http://www.valic.com) or call 706-969-3935 and ask for Christine Bone.

## **Peach State Reserves (401K or 457)**

Peach State Reserves (PSR) is a voluntary retirement benefit plan that offers you the opportunity to invest money towards securing the retirement that you envision. For more information, visit <https://dps.georgia.gov/documents/peach-state-reserves-401k-or-457> or contact the Human Resources Office.

## **PATH2COLLEGE 529 Plan**

The Path2College 529 Program is offered to all Georgia taxpayers who want to start planning for their child/children's or any child/children's future college costs now. For more information, visit <https://www.path2college529.com>.

## **Wage Assessments**

Columbus Tech may be required to withhold a portion of an employee's wages for various periods of time to satisfy a legal obligation. These assessments can be issued from sources such as garnishments, bankruptcy, child support or tax levy.

## **Worker's Compensation**

*For more detailed information, you may reference the TCSG policy. [4.9.9p Worker's Compensation and Return to Work](#)*

All part-time and full-time employees are covered by Worker's Compensation (in accordance with Title 114, Worker's Compensation, of the Official Code of Georgia).

Employees are responsible for reporting all accidents, no matter how slight, to their supervisor at the time of the accident. The supervisor will ensure that proper medical treatment is provided as soon as possible. The Human Resources Office also needs to be notified so that the necessary accident reports may be filed. Employees returning to work from an injury must furnish a release from the attending physician. Failure to report an accident or injury in a timely manner could jeopardize Worker's Compensation Benefits.

NOTE: Part-time employees are not entitled to the benefits described herein.

Part-time employees are required to participate in Defined Contribution Plan.

## **Department Services**

Several programs at CTC offer related services to staff members. For example, the Cosmetology program offers beauty services for a small fee, and the Major Appliance Repair program repairs household appliances at cost for faculty members. The students perform these services as practical work in their fields of study. Staff members interested in utilizing a program-related service should contact the appropriate program director after class/lab hours for details.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

### **Terms and Conditions**

All employees (full-time and part-time) must meet specified terms and conditions for employment and retention. Personnel shall meet the standards and requirements of TCSG and Local Board and other appropriate professional and regional agencies, commissions, and registries.

Through staff development, special efforts are made to assist current staff members in meeting new, changing, or continuing requirements.

## **Evaluation of Faculty & Staff**

*For more detailed information, you may reference the [TCSG policy. 4.4.4p Performance Management](#)*

The State Board, Local Board, and the faculty and staff of Columbus Technical College are committed to providing superior service. To accomplish this, annual performance evaluations are performed on each employee.

Each employee is evaluated by his/her current supervisor based on his/her position and its criteria.

General factors considered are quality of work, job knowledge, productivity, attendance, initiative, reliability, adherence to rules and regulations, interpersonal relationships, attitude, and other pertinent factors.

Although conducted annually, the evaluation process is ongoing. There must be a mutual trust and respect between the evaluator and the person being evaluated.

Departmental supervisors are evaluated annually by standards associated with their area of responsibility.

## **Evaluation of Administration**

The administrators at CTC are evaluated on an annual basis. The Commissioner of the Technical College System of Georgia evaluates the President annually, employing a summary of outcomes for the previous year on key metrics consistent with delivering the mission of the college. The Commissioner then conducts an interview during which the President addresses planning goals, critical projects, services, and programs for the college. A copy of the evaluation is maintained in the Office of the President and the Office of Human Resources.

The President of CTC evaluates each Vice President and other direct reports annually. The current process allows the President to provide an overview of the individual's performance following a discussion of events in their division over the previous year. A scheduled informative meeting is required to assess the achievement of goals, the status of critical projects, and plans for the upcoming year. Copies of these assessments are maintained in the President's Office and the Office of Human Resources.

## **Staff Development**

*For more detailed information, you may reference the TCSG procedure. [4.9.5p Staff Development Procedures](#)*

Columbus Technical College encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.



All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities. The policy shall be administered in accordance with the TCSG's [Statement of Equal Opportunity](#).

### **Definitions**

**Specialized Study** is the enrollment of an employee in a technical college credit course at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area/discipline that is directly related to the position an employee has been selected to assume (e.g., through a promotion, reassignment, etc.).

**Technical Study** is the enrollment of an employee in a technical program at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area that is directly related to the position which the employee currently holds, or a functional area/discipline in which there are promotional opportunities with the System Office or Technical College.

**In-Service Training Programs** are those programs, workshops, and conferences, etc., which are deemed beneficial for the System Office, a Technical College, or an employee.

**Georgia Leadership Institute Programs** are training courses offered by the Carl Vinson Institute of Government in conjunction with the State Personnel Administration.

### **Procedure**

The President shall direct the coordination of all staff development activities for employees.

Participation in staff development requires prior approval of the employee's immediate supervisor and Vice President.

Employee eligibility for participation in individual training and development programs will be determined based on the following criteria.

### **Specialized Study**

1. An employee must have at least one (1) year of continuous employment with Columbus Technical College, must have completed orientation and familiarization for the position currently held, and must be employed in a full-time salaried position.
2. Participation in this program must be after working hours, or when an employee is on an approved leave of absence without pay, or when using annual leave, personal leave, or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
3. Tuition, matriculation, or enrollment fees may be waived for an employee approved for a course or courses under this technical study program.

### **Technical Study**

- 1) An employee must have at least one (1) year of continuous employment with Columbus Technical College, must have completed orientation and familiarization for the position currently held, and must be employed in a full-time salaried position.
- 2) Participation may be for one course or for a program leading to a certificate or diploma. Participation in this program must be after working hours, or when an employee is on an approved leave of absence without pay, or when using annual leave, personal leave or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
- 3) The number of participants in a functional area/discipline in which there are promotional opportunities may be limited by Columbus Technical College's needs.
- 4) Tuition, matriculation, or enrollment fees may be waived for an employee approved for a program of technical study under this program.
- 5) To the extent this procedure is inconsistent with the policy and procedures governing Tuition Remission and Reimbursement, the latter shall control.

### **In-Service Programs**

- 1) An employee must have completed orientation and familiarization for the position currently held and may be employed in either a full or part-time position with Columbus Technical College
- 2) Participation in individual programs shall be in accordance with eligibility criteria established for the program and shall be considered an official part of the employee's job and, therefore, "hours worked."
- 3) Payment or reimbursement of fees or other expenses shall be consistent with those provided for participation in specialized study programs.
- 4) A participating employee may be reimbursed for routine workshop or conferences fees consistent with established Statewide Travel Regulations.

### **Georgia Leadership Institute Training Programs**

- 1) An employee must have completed orientation and familiarization for the position currently held and must be employed in a full-time salaried position.
- 2) Programs in which an employee may participate must be job-related, and the employee must obtain written approval from his/her immediate supervisor and Vice President.
- 3) Registration for these courses shall be completed consistent with the guidelines established by the Georgia Leadership Institute.
- 4) Participation in Georgia Leadership Institute training courses shall be considered an official part of the employee's job and, therefore, "hours worked."
- 5) Training Calendars shall be provided to managers and employees to view and plan for employees' staff development needs.

6) An employee approved for participation in training courses offered by the Georgia Leadership Institute shall have all registration fees paid by Columbus Technical College. The Vice President should initiate the "Request for Payment" with the written approval attached and submit the total packet to the college accounting office for payment.

7) Reimbursement for travel to and from the training site location shall be delivered consistent with established Statewide Travel Regulations.

### **Special Training Requirements**

1) Participation in required training for the operation of equipment, or for performance of specific functions that are a principal part of the employee's assigned duties, is considered an official part of the employee's job and, therefore, "hours worked."

2) Purchase of training for this purpose must be in accordance with established procedures. Payments for an employee to obtain college credit for such training or for purchase of equipment or textbooks, which become the personal property of the employee, are not authorized.

3) An employee in a time-limited project may, under the above criteria, be considered for participation in staff development programs provided such participation is authorized and funded as a part of the project.

4) An employee in a temporary or part-time status shall not generally be eligible for participation in staff development programs other than for orientation or familiarization for the position in which employed or, as applicable, in-service training programs.

5) An employee receiving financial assistance from another public sector employer for participation in a staff development program shall not be eligible to receive financial assistance under this program.

6) Participation in all staff development programs shall be equitably scheduled among employees desiring to participate with consideration given to the following:

a) Availability of funds;

b) Availability of training;

c) Length of absence from work and workload requirements within the employee's work unit;

d) Relationship of the training to the employee's position or to a position to which the employee has been scheduled to assume;

e) The needs and best interests of Columbus Technical College; and

f) Potential for the employee's continued employment.

7) Absences for participation in staff development programs and for other educational purposes are treated as follows.

a) Annual leave may be used for educational purposes on the same basis as for other personal absences. Supervisors must assure that reoccurring absences for educational purposes do not impose a hardship on Columbus Technical College or other employees.

b) An employee who is absent because of participation in staff development or other educational programs, other than when such participation is defined as an official part of the employee's job, must be charged leave for the total absence. As an alternative to the use of paid leave in these circumstances, a work schedule adjustment may be authorized provided the employee works or remains in pay status for the required forty (40) hours per work week/established work period.

c) Leave without pay will not normally be authorized for participation in staff development or personal educational programs.

## **EMPLOYEE POLICIES AND PROCEDURES**

### **Attendance and Work Hours**

*For more detailed information, you may reference the TCSG policy. [4.2.2p1 Official Business Hours and Work Schedules](#)*

Regular attendance and punctuality are essential elements for a smooth and efficient operation. The job security of each employee depends on how efficiently the college operates. All employees are required to be at their workstation and remain on the job, except for lunch and scheduled breaks, until the designated departure time.

Each employee needs to establish a good work record as a means of gaining recognition and opportunity for advancement. However, if it becomes necessary to be late or absent, it is important that notification be made as far in advance as possible. If the immediate supervisor is unavailable, call the appropriate vice president and give the reason for the absence, expected time of arrival or date of return.

### **Time and Attendance Record**

*For more detailed information, you may reference the TCSG policy. [4.2.2p1 Official Business Hours and Work Schedules](#)*

Columbus Technical College is required by law to maintain an accurate record of time worked by employees who are non-exempt under the Federal Labor Standards Act.

Non-exempt employees are required to report and document all hours worked – specifically hours worked each day, and the total hours worked each workweek/work period. Team GA, Employee Self Service is the required time keeping system for fulltime and part-time semimonthly paid employees. Part-time monthly paid employees will use the BPLogix Part-time MH1 timesheet to track the hours they work.

## **Work day/Work Week**

For more detailed information, you may reference the TCSG policy. [4.2.2p1 Official Business Hours and Work Schedules](#)

The regularly scheduled work hours will be set by the respective vice presidents. All personnel are required to work eight (8) hours per day, five (5) days per week, or Nine (9) hours per day, four (4) days per week and four (4) on Friday or ten (10) hours per day, four (4) days per week excluding the meal period depending on their set work schedule. Meal periods may be from thirty minutes to one hour and must be taken away from the employee's workstation.

During a workday, two fifteen-minute breaks may be authorized. These breaks are considered work time for compensation purposes. Under no circumstances may an employee lengthen a meal period, report late to work or depart earlier than scheduled by "working through" a break. Breaks are a privilege and not a right.

Most non-exempt employees will receive compensation for all time worked over 40 hours during a work week. Compensation will be in the form of compensatory time, granted at one and one-half hours off for each hour worked. For compensatory time to be earned or used, approval must be obtained in advance from the immediate supervisor and appropriate vice president.

## **Positive Discipline**

For more detailed information, you may reference the TCSG policy. [4.4.1p.pdf \(tcsge.edu\)](#)

It is the goal of the Columbus Technical College to emphasize quality and excellence in all aspects of system operations. As such, the system's Positive Discipline process is designed to promote a high level of employee discipline by correcting performance problems as they arise, building genuine employee commitment to the organization, and encouraging and promoting the development of effective working relationships between supervisors and their subordinate staff. The Positive Discipline process focuses on effective and timely decision-making coupled with individual responsibility and accountability.

The Positive Discipline process emphasizes an employee's responsibility and accountability for his/her own behavior and actions by communicating an expectation of change and improvement in a respectful, non-threatening way, while maintaining concern for the seriousness of the situation. Key aspects include recognizing and encouraging good performance, correcting performance problems through coaching and counseling, building commitment to high work standards and safe work practices, and promoting excellence in the delivery of services.

## **DEFINITIONS:**

**Appointing Authority:** In the System Office, the Commissioner of the Technical College System of Georgia as well as those manager(s) to whom the Commissioner has delegated the responsibility for directing associated work unit activities. In a technical college, the President or his/her designee shall serve in this capacity.

**"At Will":** individuals considered to be "at will" employees may be discharged or may quit for any reason not specifically prohibited by law.

**Business Day:** Weekdays that administrative offices are open.

**Covered Employee:** An employee working under the terms of an employment contract. Also included are full-time or part-time salaried employees in an “at will” employment status who have been continuously employed for more than twelve (12) calendar months.

**Decision Making Leave (DML):** A Decision-Making Leave is the third and final step of formal discipline, consisting of a formal discussion between work unit management and an employee about a serious work-related problem. After the discussion, the employee is suspended from work with pay for the following day. He/she must then decide either to solve the immediate problem and agree to perform at a fully acceptable level in all areas of the job or, instead, to resign and pursue other employment opportunities.

**Discussion Worksheet:** The pre-meeting checklist portion of the Discussion Worksheet helps supervisors prepare for discussions with their subordinate staff about performance-related problems or issues pertaining attendance, behavior/conduct, safety, etc. The results of the meeting are recorded on the post-meeting summary portion of the document.

**Dismissal:** This employment action normally occurs when the progressive steps of disciplinary action have failed to bring about a correction in an employee’s work performance, conduct, behavior or attendance. Dismissal is the appropriate action when a disciplinary problem reoccurs within the twelve (12) month period in which a Decision-Making Leave is active or when a single offense is so severe that any other disciplinary action would not be the appropriate remedy.

**Informal Coaching:** Brief informal discussion(s) between a supervisor and an employee concerning the need to improve in the areas of attendance, work performance, behavior/conduct, safety, etc. Informal coaching may include corrective feedback or referral for additional training.

**Non-Covered Employee:** This term includes salaried employees in an “at will” employment status who have worked for less than twelve (12) months as well as temporary employees, hourly-paid employees, adjunct faculty, technical college presidents, and other employees who report directly to the Commissioner of the Technical College System of Georgia.

**Performance Improvement Discussion:** A structured discussion to address a specific problem with an employee in the areas of attendance, work performance, conduct, behavior, and/or safety. The objective is to ensure that the employee recognizes that a problem exists, to mutually develop an effective solution, and to avoid the need for formal disciplinary action.

**Reminder 1:** The first formal step of the disciplinary process involving a discussion between a supervisor and an employee concerning work-related problem(s)/difficulties and the need (for the employee) to change his/her performance, behavior, conduct, etc. During this discussion, the supervisor informs the employee that this is the first level of discipline and concentrates on gaining the employee’s agreement to change his/her performance, behavior, conduct, etc.

**Reminder 2:** The second step of the disciplinary process in which the supervisor holds a formal discussion with the employee concerning work-related problem(s)/difficulties and the need to change his/her performance, behavior, conduct, etc.

**Reviewing Manager:** A manager charged with reviewing the performance plans and evaluations prepared by lower-level supervisor(s) in his/her direct line of supervision.

## **PROCEDURES:**

### *A. General Provisions:*

1. The Positive Discipline process covers all employees working under the terms of an employment contract. Also included are all full-time and part-time salaried employees in an “at will” employment status who have been employed with the TCSG System Office or an associated technical college continuously for more than twelve (12) months. Salaried employees in an “at will” employment status who have worked for less than twelve (12) months, as well as temporary employees, hourly-paid employees, adjunct faculty, technical college presidents, and other employees who report directly to the Commissioner are excluded from coverage.
2. The Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety.
3. Each System Office or technical college supervisor and manager is responsible for communicating agency and college rules, practices, and expectations consistent with the guidelines set forth in this policy.
4. Neither the Positive Discipline policy nor this accompanying procedure is considered an explicit or implied contract between the System and any employee or group of employees. The System reserves the right to adapt, modify, or abandon the policy and procedure at any time for any reason, with or without advance notice to any employee.
5. Every individual initially appointed to or promoted into a supervisory or managerial position is expected to complete Positive Discipline Training within ninety (90) days of assuming his/her position. Each technical college as well as the System Office will conduct Positive Discipline training courses at regular intervals to ensure that all newly appointed or promoted supervisors and managers complete the training within the expected timeline.
6. A summary of the steps and activities associated with the Positive Discipline Process is outlined in the attached TCSG Performance Management Matrix’ (Attachments A and B).

### *B. Informal Discussions:*

1. “Positive Contacts” are designed to recognize good performance and serve to encourage staff to continue to perform their assigned tasks in an exemplary manner. Employees can be recognized informally (e.g., “pat on the back”), placing an employee on a special committee, providing expanded training opportunities, etc.) or more formally with written commendations (notes to the employee with copies to the President, etc.). All supervisors and managers are expected to review the performance of subordinate employees regularly and conduct Positive Contact discussions when appropriate. Positive contacts and other forms of recognition should be noted in an employee’s productivity file.

2. “Informal Coaching” serves to informally advise an employee of the need to improve in one or more specific areas. Generally, the outcome of a coaching session is not documented in a formal memorandum to an employee; however, supervisors are encouraged to make a note of this activity in an employee’s productivity file.

3. “Performance Improvement Discussions” are more serious conversations about performance problems before the need for a formal step of disciplinary action arises. A supervisor will prepare the Pre-Meeting Checklist portion of the Discussion Worksheet (Attachment C) before the meeting. During the meeting, the supervisor will inform the employee that this is an informal discussion (i.e., not one of the three formal steps of disciplinary action) and seek to gain the employee’s agreement to change and correct the problem. Following the meeting, the supervisor will document the discussion using the Post-Meeting Summary portion of the Discussion Worksheet (Attachment D). He/she will provide the employee with a copy of the Post-Meeting Summary and a copy will be maintained in the employee’s productivity file. The supervisor will provide positive feedback when improvement occurs and document the improvement on the supervisor’s copy of the Discussion Worksheet.

### *C. Formal Disciplinary Action:*

The formal levels of disciplinary action (i.e., Reminder 1, Reminder 2, and Decision-Making Leave) represent increasingly serious and/or repetitive infraction(s) of established policies, rules, guidelines, and/or directives:

- *Reminder 1:* After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet document.

During the meeting the supervisor will inform the employee that this meeting is a Reminder 1, the first formal step of TCSG’s Positive Discipline Process. The supervisor will seek to gain the employee’s agreement to change and return to fully acceptable performance.

Following the Reminder 1, meeting the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet. A copy of the Pre-Meeting Checklist portion of the Discussion Worksheet will be provided to the employee and the employee will be asked to sign the supervisor’s copy to confirm that the discussion took place. A copy of the Discussion Worksheet will be maintained in the employee’s productivity file. A Reminder 1 remains active for 6 months.

- *Reminder 2:* Generally, there are three (3) situations/circumstances which may cause a supervisor to conduct a Reminder 2 discussion:
  - when a problem arises within a six (6) month period following the issuance of an earlier Reminder 1 in the same category, or
  - after an employee has received a maximum of three (3) Reminder 1s for unrelated problems within a period of six (6) months, or
  - when a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.



After consultation with his/her immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During the meeting, the supervisor will inform the employee that this meeting is a Reminder 2, the second formal step of the Positive Discipline Process. The supervisor will again (or for the first time) seek to gain the employee's agreement to change and return to fully acceptable performance. Following the Reminder 2 meeting, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (using Attachment E) advising the employee of the Reminder 2 transaction. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the memorandum will be forwarded to the supervisor's manager. A Reminder 2 remains active for nine (9) months. Consistent with provisions of Paragraph V.I., the affected employee may request a review of the Reminder 2.

- *Decision-Making Leave (DML):* Generally, three situations may cause a supervisor to conduct a Decision-Making Leave transaction with an employee under his/her supervision:
  - when a problem arises within a nine (9) month period following the issuance of an earlier Reminder 2 in the same category, or
  - after an employee has received a maximum of three (3) Reminder 2s for unrelated problems within a period of nine (9) months, or
  - when a performance, conduct, or attendance problem is sufficiently serious to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.

After consultation with his/her immediate supervisor, the HR Coordinator/Director, and, as applicable, the Vice President over the program area, Assistant Commissioner, or Executive Director, the supervisor will prepare for the Decision-Making Leave transaction by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During these discussions, the parties will determine the day on which the employee will be suspended from work and the manner in which the employee's work will be covered on that day.

On the day of the meeting the supervisor will tell the employee that he/she is being placed on a Decision-Making Leave, the final step of the Positive Discipline process. The supervisor will advise the employee that immediately after the meeting concludes, he/she is to leave the workplace. Additionally, the employee should be instructed to spend the following day at home making a final decision about whether he/she can solve the immediate problem that triggered the Decision-Making Leave and commit to maintaining fully acceptable performance in every area of his/her job or, instead, to resign and seek employment elsewhere.

The employee will be told that he/she will be paid for the day of Decision-Making Leave and that if he/she returns with a commitment to solve the problem and maintain fully acceptable performance and another problem requiring disciplinary action arises, he/she will be dismissed.

Upon returning to work, the employee must advise his/her supervisor as to whether he/she has decided to solve the problem and commit to fully acceptable performance in every area, or, instead, resign. If the employee chooses to resign, a corresponding personnel action will be generated. If the employee decides to continue his/her employment, the supervisor will

complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (Attachment F) formally advising the employee of the Decision-Making Leave transaction, including the notification that any further problem(s) requiring the delivery of formal discipline will result in his/her dismissal. The employee will be asked to sign the supervisor's copy of the memorandum to confirm that the discussion took place. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. In addition, a copy of the document will be sent to the supervisor's reviewing manager and, as applicable, Vice President, President, Assistant Commissioner, or Executive Director.

A Decision-Making Leave remains active for twelve (12) months. An employee may request a review of the Decision-Making Leave by following the provisions of Section V., Paragraph I.

- An employee who has been placed on Decision Making Leave is not eligible to receive a performance-based salary increase during the performance plan year in which the disciplinary action was initiated.

#### *D. Dismissal:*

Within the parameters of the Positive Discipline process, a dismissal normally occurs when the progressive steps of disciplinary action have failed to bring about a correction in an employee's work performance, conduct, behavior, or attendance. Dismissal is the appropriate action when a disciplinary problem reoccurs within the twelve (12) month active period of a Decision-Making Leave or when a single offense is so severe that any other disciplinary action would not be an appropriate remedy. The decision to dismiss a technical college employee must be approved by the President or, as applicable, the Commissioner. In the System Office, the dismissal must be approved by the Commissioner.

#### *E. Skipping Disciplinary Steps*

The Positive Discipline steps outlined in this policy are not required to be followed in sequence. Should an employee commit a serious offense, the employee may be placed on a Reminder 2 or Decision-Making Leave. Additionally, if a pattern of repeating problems after the end of an active period of disciplinary action, progression to a more serious step of the Positive Discipline Process may be warranted.

#### *F. Repeating Disciplinary Steps:*

Generally, policy infractions or performance problems are classified into three broad categories: (1) attendance, (2) work performance, and (3) behavior/conduct. If an employee experiences problems in an unrelated area, he or she may receive more than one Reminder 1 or Reminder 2.

The maximum number of Reminder 1's that may be active at one time is three, with no more than one in each category. Should another performance problem occur in a category after an employee has previously received a Reminder #1, or after an employee has received three Reminder #1's in different categories within a period of six (6) months, the next step is a Reminder #2

The maximum number of Reminder 2's that may be active at one time is also three, again with no more than one in each category. Should another performance problem occur in a category within nine (9) months after an employee has previously received a Reminder 2 in that category, the discipline level will escalate to Decision Making Leave.

Because the Decision-Making Leave requires a total performance decision on the employee's part, an employee may receive only one such transaction in a twelve (12) month period. If a performance problem that would normally result in the delivery of formal discipline (i.e., Reminder 1, Reminder 2, or Decision-Making Leave) occurs within the twelve (12) month period, the appropriate action is dismissal. However, the appointing authority or designee may consider any extenuating or mitigating circumstances before making a decision to dismiss an employee. Any such decisions should be made after consultation with the Executive Director of the Office of Legal Services or the System's Director of Human Resources.

Note: If an employee is on an active Reminder 2 and experiences a disciplinary problem in an unrelated category, it is not appropriate to place the employee on a Reminder 1 for that offense since he or she is already at the Reminder 2 level. In this case a second Reminder 2 would be the appropriate sanction.

#### *G. Deactivation of Disciplinary Action:*

The purpose of deactivation of disciplinary action is to recognize and encourage improved performance. If an employee maintains fully satisfactory performance during the active period of the respective disciplinary level, the employee may request the appropriate supervisor to remove the record of discipline. It is the employee's responsibility to request that the record of disciplinary action be removed. It is the supervisor's responsibility to acknowledge the employee's improvement and arrange for the removal of the documentation upon the employee's request.

Upon being notified by the employee that the active period has been completed (Reminder 1 – 6 months; Reminder 2 – nine (9) months; Decision Making Leave – twelve (12) months), the supervisor will note that the disciplinary action has been deactivated on all records in the employee's productivity file. The supervisor will also advise all individuals who were initially notified of the taking of the disciplinary action that the active period has been completed, that the disciplinary action has been deactivated, and that any records of the action should be so noted about the deactivation.

If another disciplinary problem arises with an individual who has completed the active period for a previous disciplinary offense, the response to the new disciplinary transaction will be the same as that taken with an employee who has never had any disciplinary offenses.

#### *H. Performance Management Program:*

The Positive Discipline process and the System/technical college performance management process are closely linked. As such, the employee's performance appraisal rating will be influenced if the individual is on an active step of formal discipline.

## *I. Review Procedure*

*Reminder 2:* A technical college employee who has been issued a Reminder 2 may request a review of the decision by the appropriate Vice President, or by the President if the Vice President participated in the review and approval of the disciplinary action. For staff in the System Office, the request for review will be directed to the appropriate Assistant Commissioner, Executive Director or, as applicable, the Commissioner.

To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Reminder 2 Memorandum. The employee's response may be in writing, in person, or both. The designated reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. This decision of the reviewing official will be final.

*Decision Making Leave:* A technical college employee placed on a Decision-Making Leave may request a review of the action by the President or his/her designee if the President participated in the review and approval of the Decision-Making Leave. For staff in the System Office, the request for review will be directed to the appropriate Assistant Commissioner, Executive Director or, as applicable, the Commissioner.

To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Decision-Making Leave Memorandum. The response may be in writing, in person, or both. The reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. The reviewer may repeal or modify the Decision-Making Leave. The decision of the reviewing official will be final.

*Dismissal:* A technical college or System Office employee covered by the provisions of this policy and who has been notified of his/her proposed dismissal may request a review of this action by the Commissioner or his/her designee. To request a review, an employee must notify the Commissioner, in writing, within three (3) business days after receipt of the dismissal notice. The request should contain information and, as applicable, supporting material(s) which documents why the proposed dismissal should not be imposed. Any request for review that does not comply with these provisions will not be considered.

The Commissioner or his/her designee will provide the employee with a written response no later than ten (10) business days following receipt of the review request. If a review is requested consistent with these provisions, the proposed effective date of the dismissal will be delayed until the Commissioner's decision is finalized. During this time period, the employee will remain in or be initially placed in a suspension with pay status. The Commissioner's decision in these matters is final.

**NOTE:** The Positive Discipline Process does not permit third party representation in these matters.

## *J. Crisis Suspensions*

A "crisis suspension" (i.e., a suspension with pay) is not a formal level of disciplinary action. A crisis suspension may be used when an employee's inappropriate behavior is so serious that immediate removal from the workplace is necessary. Some examples are theft, threat of

violence, destruction of college property, reporting to work under the apparent influence of alcohol or drugs, insubordination, and arrest. Additionally, an employee may be placed on suspension with pay in conjunction with an internal investigation initiated in response to a workplace complaint or when an employee's actions/behaviors may impact his/her ability to effectively perform his/her assigned job duties.

In these circumstances, the appointing authority will notify the employee that he or she is being suspended with pay pending investigation for alleged misconduct and is being temporarily relieved of duty. This conversation is immediately followed the delivery of written notification (of this action) using Attachment G. Additionally, the employee shall be required to leave System Office/Technical College property immediately.

The investigation should be completed as soon as possible, and appropriate disciplinary action initiated if findings are substantiated.

#### *K. Status*

***This Positive Discipline policy is not to be considered an explicit or implied contract between Columbus Technical College and any employee or group of employees. The System reserves the right to adapt, modify or abandon this policy at any time and for any reason, with or without notice to any employee.***

### **Dismissal**

The President of the college holds the right to perform personnel action(s) up to and including immediate termination/dismissal for one or more of the following reasons:

1. Incompetency.
2. Insubordination.
3. Willful neglect of duties or inefficiencies in performing duties including chronic tardiness or absenteeism, or failure to report for or remain at work without justifiable cause.
4. Immorality including the commission of a felony or other crime involving moral turpitude.
5. Inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the Technical College System of Georgia.
6. To reduce staff due to loss of students or cancellation of programs.
7. Inability or unfitness to perform assigned duties.
8. Misconduct or conduct reflecting discredit to the College and/or Technical College System of Georgia.
9. Unlawful political activity.
10. Any other good and sufficient cause. (Proper exercise of academic freedom shall not be cause for termination.)

### **Job Description**

A detailed job description will be prepared by the vice president and/or supervisor listing duties and responsibilities of all positions. Copies will be maintained in the Human Resources Office.

## **Emergency Procedures**

Columbus Technical College will conduct regular emergency drills to prepare for response to fires or tornados. Drills will test the fire alarm equipment, as well as, orient the personnel to their safety areas. Campus police and Security will time, and with instructors' assistance, monitor the drill from the first sounds of the fire alarm horns until the last person has cleared the building (in that safety area). Police/Security staff will notify our fire alarm monitoring company (ACOM) to put our fire alarm system in test mode prior to conducting the emergency drills verifying that the system is reporting and thus ensuring that the fire department is notified that this is only a test and will avoid dispatching fire department personnel during the test mode. The college also conducts annual testing of the evacuation chairs for any building that is multi story that may require assistance in removing an individual that is incapacitated or unable to exit the building on their own.

Each building complex has its own alarm system, but the Administration Complex and West Wing share the same alarm warning system. These two complexes conduct fire drills simultaneously.

The Vice President of Operations or his/her designee conducts the emergency drills during the day and evening

All instructors will make themselves fully aware of the emergency procedures for fire, bomb scare, first aid, nuclear emergency, civil disturbance, flood, tornado, chemical spills, and railroad accidents. Please refer to the CTC Emergency Operations Plan for a detailed description of these procedures in office and classroom locations throughout the campus.

## **Support Staff Participation**

The primary responsibility for the improvement of the educational program resides with the faculty.

Leadership teams have been formed by the faculty as means of communication with the administration. Leadership teams are formed every two years. An administrator is assigned to each team in an advisory capacity.

## **Grievances**

*For more detailed information, you may reference the TCSG policy. [4.4.3p Employee Complaint Resolution](#)*

It is the policy of Columbus Technical College to provide equal opportunities without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This includes, but is not limited to, admissions, educational services, financial aid and employment.

Inquiries concerning application of this policy may be referred to Henry Gross, Title IX and Section 504 Coordinator.

Columbus Technical College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990.

Title II states, in part, "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity." Inquiries concerning grievance procedures may be directed to Henry Gross, Title IX and Section 504 Coordinator, Director of Human Resources, Columbus Technical College, 928 Manchester Expressway, Columbus, GA 31904-6572, (706) 649-1883.

Columbus Technical College will receive and respond to complaints concerning the construction or administration of laws, policies, standards, or procedures related to Columbus Technical College. The complaints include ones filed by faculty, students, parents and the general public.

Questions may be directed to Henry Gross, Title IX and Section 504 Coordinator, Director of Human Resources, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904-6572, (706) 649-1883. For further information, (800) 421-3481.

The following procedures are to be used in seeking resolution of complaints and grievances:

1. Hold an informal discussion on the complaint with each of the following people in order: instructor, Deans, Program Directors. Records of the relevant factors should be kept in case a formal written charge is made.
2. If the complaint is not resolved informally, a charge may be made in writing to the Equity Coordinator who will forward it to the Vice President of Academic Affairs. An answer in writing will be presented to the aggrieved party within ten (10) working school days.
3. An appeal of the decision of the Vice President of Academic Affairs must be made in writing to the President of Columbus Technical College within ten (10) days after receiving notification from the Vice President of Academic Affairs. The President of Columbus Technical College will conduct a thorough investigation of the charge and send a written reply to the aggrieved party within ten (10) working or school days of having received the charge. The reply will include proof that denies the charge of procedures to be followed to remedy a charge that is granted.
4. An appeal of the decision of the President must be made in writing to the President's Team within ten (10) days after receiving notification from the President. An answer in writing will be presented to the aggrieved party within ten (10) working or school days.
5. If a charge is denied and the aggrieved party desires further appeal, such appeal must be made in writing within five (5) days to the Chairperson of the Columbus Technical College Board of Directors. The Chairperson will schedule a hearing to be held on the charge at the next regularly scheduled board meeting. Said hearing will be conducted by the Board of Directors and a decision will be rendered. A written decision of the Board will be sent to the aggrieved party within five (5) working school days following the regularly scheduled board meeting at which the grievance was heard.
6. The last step of the procedure is a written appeal to the Technical College System of Georgia.

## Unlawful Harassment

For more detailed information, you may reference the TCSG policy. [4.3.1p Unlawful Discrimination, Harassment, and Retaliation in Employment](#)

It is the policy of Columbus Technical College that all employees shall be provided an environment free of unlawful harassment (including sexual harassment) and intimidation.

- All employees are expressly prohibited from engaging in any form of harassing behavior or conduct.
- Any employee who has engaged in harassing behavior or conduct will be subject to disciplinary action, up to and including dismissal.
- All employees are required to report any act of unlawful harassment. Reports of unlawful harassment will be treated in an expeditious and confidential manner.
- The college will not tolerate retaliation for having filed a good faith harassment complaint or for having provided any information in a harassment investigation. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.
- Any employee who knowingly makes a false charge of harassment or retaliation, or any employee who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including dismissal.
- Employees in a supervisory or managerial capacity are prohibited from knowingly permitting harassing conduct or behavior in assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.
- The harassment of a department employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by a Department employee will not be tolerated.

Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability. Harassment does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:

1. Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability.
2. Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the workplace.
3. Offensive e-mail or voice mail message(s), or inappropriate use of the internet (e.g. downloading sexually explicit websites and/or information); and



4. Foul or obscene language.

*This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.*

Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

1. Physical touching;
2. Sexual comments of a provocative or suggestive nature;
3. Suggestive looks or gestures;
4. Jokes, printed material or innuendoes; or
5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).

*This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.*

**Procedures:**

- No person shall threaten or insinuate, either explicitly or implicitly, that an employee's/student's refusal to submit to sexual advances will adversely affect their employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.
- It is the responsibility of all supervisory personnel (vice presidents, division or department heads, etc.) to maintain the workplace free of sexual harassment. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploiting sexual treatment.
- Employees or students who believe they have been the subject of sexual harassment should report the alleged act immediately to their department/division head or vice president or equity coordinator.
- The supervisor who becomes aware of or suspects sexual harassment should immediately report such information to the Equity Coordinator. An investigation shall be undertaken immediately by the person receiving the report in conjunction with the Equity Coordinator.
- The results of the investigation will be submitted to the President, or his designated representative, through the Equity Coordinator. Anyone found to have sexually harassed another will be subject to appropriate disciplinary action. False accusations of sexual harassment, as determined by the investigation, will result in severe disciplinary action and possibly termination from CTC.

## **Personnel Files**

For more detailed information, you may reference the TCSG policy. [4.1.7p Collection, Retention and release of Employment Records](#)

All official personnel files are maintained in the Human Resources Office. It is important that personnel files be complete and up to date. A change of address or telephone number should be reported to the Personnel/Payroll Office as soon as possible. Likewise, any significant change in status (such as completing a degree program) should be promptly reported. These files are updated as needed with the employee's evaluations being updated annually. The files contain the following documents:

1. Application
2. Reference letters
3. Copies of financial data
4. Copies of employee evaluations
5. Copies of certificates
6. Letter of commendation or discipline
7. Workmen's compensation questionnaire
8. I-9 (Employment eligibility verification)
9. Security Questionnaire
10. Employee statement of health
11. Staff development plans
12. Copies of official college transcripts
13. Current resume
14. Absence approval forms
15. Beneficiary election forms
16. Personnel actions (salary, position, changes, etc.)
17. Federal drug free workplace form
18. Authorization of Release of Personal Information
19. Drug Free Workplace Policy
20. Designation for Outstanding Wage Payment
21. SS Card/Driver's License
22. W-4 (Employee's Withholdings Allowance Certificate)
23. G-4 (State of Georgia Employee's Withholding Allowance Certificate)
24. Retirement forms
25. Statement Concerning Social Security (1945)
26. Weapon Policy
27. Direct Deposit
28. FLSA
29. Employment Theft
30. Trainings

## **Personal Appearance**

All employees are responsible for maintaining a professional appearance. Clothing should be appropriate for the employee's work situation and acceptable in a business atmosphere. Dress and grooming guidelines are necessary because each employee is a representative of Columbus Technical College.

Employees who are furnished uniforms are expected to wear them while on-duty unless exempted by their supervisors. Uniforms are to be kept in good condition and must be returned when the employees terminate. If uniforms are lost or damaged through lack of care by the employee, the employee must reimburse the College for the replacement cost.

## Dress Code

Department supervisors are responsible for monitoring their employees' compliance to the dress code. If a staff member is found in violation, the supervisor(s) is responsible for private counseling with that employee. Employees with concerns after counseling will follow regular appeals procedures of Columbus Technical College.

### DRESS, GROOMING STANDARDS:

- All garments shall fit properly and be laundered to represent a neat, clean, and appropriately professional appearance.
- All employees are expected to report to work having showered, shaved, brushed teeth, etc.
- Exempt employees (all faculty, administrators, managers, directors) shall wear "business professional" attire.
- Non-Exempt employees (administrative assistants, support staff, maintenance, custodial, and security personnel) shall wear professional or "business casual" attire and/or official college-approved uniforms.
- ALL CTC employees shall wear college-issued nametags both when on campus and out in the community representing the college.
- Lab coat, uniforms, or safety clothing as approved by industry, no tie.
- Employees should wear shoes that provide support and protection and that meet industry standards for safety. In all general classroom and office settings, business appropriate shoes should be worn.

### PROHIBITED ATTIRE/GROOMING & HYGIENE

- No visible distracting tattoos or controversial tattoos
- Excessive cologne or perfume
- Offensive odor
- T-shirts worn as outer wear (There may be exceptions with CTC t-shirts for college-approved events.)
- Sweatshirts
- Revealing and/or tight-fitting attire
- Sweat suits or "warm-ups" (unless approved by the department supervisor for a job-specific task)
- Flip flops, Crocs®, tennis shoes (unless approved by the department supervisor and HR)
- Dresses or skirts that are more than 2" above the top of the knee
- Shorts, caps, head scarves or hats (unless pre-approved through HR or as part of a CTC-issued uniform)
- Wrinkled, stained, torn, faded attire
- Casual jeans unless pre-approved for specific tasks, college events, or student holidays

- No open-toed shoes or sandals of any kind are authorized for wear by maintenance, grounds, or custodial staff. Safety-toed shoes mandated by OSHA regulations are required for wear by employees in certain job classifications.

### GRADUATION

- White tops (ties encouraged for gentlemen)
- Black pants or skirt or black suit
- Professional shoes

### EXCEPTIONS TO POLICY

- The president has the right to state opportunities for a more relaxed dress code due to special events. Those opportunities will be announced in the employee newsletter. An exception to this policy may be made on a case-by-case basis for employees under the Americans with Disabilities Act or those with a medical condition which requires certain apparel. Exceptions may also be made for certain religious-based attire. To receive an exception, employees must provide HR with a request for accommodation from an appropriate healthcare provider or a thorough, written policy/explanation of religious wear.

## Outside Employment

*For more detailed information, you may reference the TCSG policy. [4.3.2p6 Other Employment Procedure](#)*

All personnel are expected to treat their job at Columbus Technical College a primary employment if they plan to remain a permanent employee. Outside employment must not interfere with the permanent assignment, involve a conflict of interest, or be performed during normally scheduled working hours. Acceptance of any outside employment must be approved by the President, or his/her designated representative.

An employee of the Columbus Technical College may, under the provisions of this procedure, pursue, obtain, and/or continue one secondary employment, provided that the other employment does not:

- Interfere or conflict with an employee's ability to effectively perform his/her assigned duties and responsibilities in the System Office or an associated technical college;
- Violate any applicable federal or state law, regulation, or State Board policy or procedure; and/or
- Create an actual or perceived conflict of interest with his/her technical college employment.

An employee must report any full or partial ownership of a company if that company is currently doing business or seeks to do business with any work unit/technical college associated with the Technical College System of Georgia.

## **Solicitations**

Staff personnel are prohibited from soliciting sales of products or services to faculty, staff or students during working hours.

## **Faculty and Staff Selection (Full-time and Part-time)**

For more detailed information, you may reference the TCSG Policy Manual. [TCSG Procedure 4.4.4p1](#) and [4.1.1p3](#)

All vacancies are announced through a notice posted on a bulletin board outside the Human Resources Office, the CTC website, Georgia Department of Labor, and other outside resources as needed. The notice will announce the vacancy, state the qualifications, education, the closing date, and the person to whom applications should be sent.

The Hiring Process of employees has been developed to:

- Ensure that all applicants are screened appropriately for minimum qualifications.
- Ensure that all qualified applicants are interviewed and given equal and fair consideration.
- Protect Columbus Technical College and the Technical College System of Georgia from potential liability under EEOC; and
- Other related reasons.

## **Full-Time Employees**

### **Procedure**

- 1) Dean/Director/VP to submit electronic approval form with job postings to Vice President of Administrative Services (VPAS) for budget approval.
  - If approved, VPAS sends approval form to President for approval.
  - If approved, President sends approval form to HR for posting.
  - If not approved, President will communicate reasons and inform VP of reason for denial.
- 2) HR will contact the Vice President, Dean, or Director, and discuss recruitment needs, strategy, and where each position will be posted if needed. All positions will be posted on the CTC Jobs website and other websites automatically posted through applicant tracking system unless internal job posting only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as professional publications or journals, or other specific avenues as appropriate, taking cost of doing so under consideration.
- 3) HR will post positions for 5 business days minimum, 15 business days maximum, or until filled if needed.
  - If an applicant is not chosen from job posting after an initial 15-day period or there are no applications for position, the position may be extended or reposted.
  - Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)

- Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in.
  - No faculty will be hired without a copy of unofficial transcript(s) showing the appropriate credentials for the position.
- 4) After the closing date of position posting, HR will initially screen applicants for minimum qualifications. Hiring managers will have access to view applicant information through applicant tracking system and let HR know who they would like to interview. If there is a question regarding applicant qualifications, HR and hiring manager will discuss prior to interview.
  - 5) The hiring manager will ensure the scheduling of the interview panel based on workload of those on the interview panel and let HR know when they are interviewing and who they are interviewing.
  - 6) Once interviews are completed, the chair of the interview panel will have 3-5 business days to select the top candidate and submit all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, interview notes, and a reference check for the top ranked applicant) to HR.
  - 7) The hiring manager or HR will contact the selected applicant to see if he/she will accept the job offer. The Hiring Manager will submit the Authorization of Personnel Action form through BP Logix with the requested salary and requested start date.
  - 8) Once all interviewing is completed, the hiring manager has 3-5 business days to return all documentation to HR to begin background paperwork on selected applicant.
  - 9) HR will contact selected applicant(s) to start the hiring process and send out a contingent offer letter and email to complete initial pre-hire documentation. Once the background check has cleared, HR will release all other new hire documents. Once all paperwork has been processed; HR will contact the applicant with a specific start date.
  - 10) Once the hiring process is complete, and date of hire has been established, an electronic notification will be sent to those not chosen for the position.
  - 11) All Full-time Employees will begin employment on the 1<sup>st</sup> or 16<sup>th</sup> of the month.

### **Part -Time Employees: Non-Adjunct**

#### **Procedure:**

- 1) Dean/Director/VP to submit electronic approval form with job postings to Vice President of Administrative Services (VPAS) for budget approval.
  - If approved, VPAS sends approval form to President for approval.
  - If approved, President sends approval form to HR for posting.
  - If not approved, President will communicate reasons and inform VP of reason for denial.

- 2) HR will contact the Vice President, Dean, or Director, and discuss recruitment needs, strategy, and where each position will be posted if needed. All positions will be posted on the CTC Jobs website and other websites automatically posted through applicant tracking system unless internal job posting only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as professional publications or journals, or other specific avenues as appropriate, taking cost of doing so under consideration.
- 3) HR will post positions for 5 business days minimum, 15 business days maximum, or until filled if needed.
  - If an applicant is not chosen from job posting after an initial 15-day period or there are no applications for position, the position may be extended or reposted.
  - Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)
  - Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in.
  - No faculty will be hired without a copy of unofficial transcript(s) showing the appropriate credentials for the position.
- 4) After the closing date of position posting, HR will initially screen applicants for minimum qualifications. Hiring managers will have access to view applicant information through applicant tracking system and let HR know who they would like to interview. If there is a question regarding applicant qualifications, HR and hiring manager will discuss prior to interview.
- 5) The hiring manager will ensure the scheduling of the interview panel based on workload of those on the interview panel and let HR know when they are interviewing and who they are interviewing.
- 6) Once interviews are completed, the chair of the interview panel will have 3-5 business days to select the top candidate and submit all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, interview notes, and a reference check for the top ranked applicant) to HR.
- 7) The hiring manager or HR will contact the selected applicant to see if he/she will accept the job offer. The Hiring Manager will submit the Authorization of Personnel Action form through BP Logix with the requested salary and requested start date.
- 8) Once all interviewing is completed, the hiring manager has 3-5 business days to return all documentation to HR to begin background paperwork on selected applicant.
- 9) HR will contact selected applicant(s) to start the hiring process and send out a contingent offer letter and email to complete initial pre-hire documentation. Once the background check has cleared, HR will release all other new hire documents. Once all paperwork has been processed, HR will contact the applicant with a specific start date.

- 10) Once the hiring process is complete, and date of hire has been established, an electronic notification will be sent to those not chosen for the position.

### **Part -Time Employees: Adjunct Faculty**

#### **Procedure:**

- 1) Dean/Director/VP to submit electronic approval form with job postings to Vice President of Administrative Services (VPAS) for budget approval.
  - If approved, VPAS sends approval form to President for approval.
  - If approved, President sends approval form to HR for posting.
  - If not approved, President will communicate reasons and inform VP of reason for denial.
- 2) HR will contact the Vice President, Dean, or Director, and discuss recruitment needs, strategy, and where each position will be posted if needed. All positions will be posted on the CTC Jobs website and other websites automatically posted through applicant tracking system unless internal job posting only. Depending on the position, need, and department requests, the posting can, by agreement, appear in other recruitment arenas such as professional publications or journals, or other specific avenues as appropriate, taking cost of doing so under consideration.
- 3) HR will post positions for 5 business days minimum, 15 business days maximum, or until filled if needed.
  - If an applicant is not chosen from job posting after an initial 15-day period or there are no applications for position, the position may be extended or reposted.
  - Only applicants with completed forms will be set up for interviews. (Exception: Transcripts)
  - Applicants will have a maximum of 10 days from the date of application to submit an official transcript or proof of request for transcript to HR via website or walk-in.
  - No faculty will be hired without a copy of unofficial transcript(s) showing the appropriate credentials for the position.
- 4) After the closing date of position posting, HR will initially screen applicants for minimum qualifications. Hiring managers will have access to view applicant information through applicant tracking system and let HR know who they would like to interview. If there is a question regarding applicant qualifications, HR and hiring manager will discuss prior to interview.
- 5) The hiring manager will ensure the scheduling of the interview panel based on workload of those on the interview panel and let HR know when they are interviewing and who they are interviewing.
- 6) Once interviews are completed, the chair of the interview panel will have 3-5 business days to select the top candidate and submit all documentation (i.e. application, resume, cover letter, transcript, interview questions, ranking sheets, interview notes, and a reference check for the top ranked applicant) to HR.



- 7) The hiring manager or HR will contact the selected applicant to see if he/she will accept the job offer. The Hiring Manager will submit the Authorization of Personnel Action form through BP Logix with the requested salary and requested start date.
- 8) Once all interviewing is completed, the hiring manager has 3-5 business days to return all documentation to HR to begin background paperwork on selected applicant.
- 9) HR will contact selected applicant(s) to start the hiring process and send out a contingent offer letter and email to complete initial pre-hire documentation. Once the background check has cleared, HR will release all other new hire documents. Once all paperwork has been processed, HR will contact the applicant with a specific start date.
- 10) Once the hiring process is complete, and date of hire has been established, an electronic notification will be sent to those not chosen for the position.
- 11) All adjuncts have 30 days from the first day of the current semester of which they are teaching to sign a Semester Schedule and an Adjunct Memorandum of Agreement to continue employment with Columbus Technical College.

### **Probationary Period**

CTC full and part-time salaried employees are under a probationary period of twelve (12) months of service. An employee not working under the terms of an employment contract is considered to be in a probationary status and may be released for any reason not specifically prohibited by law. If released, the action is not subject to review.

### **Employee Identification**

It is in the interest of campus safety that all members of the Columbus Technical College community wear visible identification confirming their status.

### **Employee Assistance Program**

*For more detailed information, you may reference the TCSG policy. [4.9.4p Employee Assistance Program](#)*

#### **STATEMENT:**

Columbus Technical College recognizes that a broad range of difficulties such as depression, anxiety, stress or other emotional problems, family and/or marital concerns, alcohol and/or drug misuse/abuse, financial stress, legal problems, and other concerns (e.g., childcare, elder care, traumatic events, etc.) may adversely impact an employee's personal and work lives, as well as his/her job performance and productivity.

As a resource for covered employees in their efforts to address difficulties in one or more of these areas, Columbus Technical College provides a comprehensive Employee Assistance

Program to its full-time employees through a contract provider. As an assessment, counseling, intervention, and referral service, the Columbus Technical College Employee Assistance Program is also a resource for System Office and technical college management and other individuals eligible to receive these services given their relationship to covered employees.

The program's availability reflects the Columbus Technical College's concern for the well-being of its employees and its commitment to accomplishing goals and objectives through a productive workforce

#### **PROCEDURE:**

There are two ways in which an employee might begin to utilize the Employee Assistance Program (E.A.P.). Occasionally, a supervisor may observe that an employee is struggling with a problem that impacts his or her work and will arrange to refer that individual for evaluation and counseling. In most cases, however, an eligible employee who decides it would be beneficial to seek assistance simply calls the Employee Assistance Program (E. A. P.) at 1-855-584-3855 or [www.espyr.com](http://www.espyr.com) and identifies himself or herself by name and as an employee of Columbus Technical College. The company password is SOG 2015.

The E. A. P. staff will certify eligibility using a list of employees provided in advance and will proceed with arranging for service. In this case, the utilization of the service is entirely confidential. ESPYR will supply the College with statistical information only about participation in the program, not the names of employees who use it.

The college's agreement with ESPYR provides any eligible employee with up to eight (8), one-hour counseling sessions for a single issue/area of need at no charge. In addition, eligible employees' dependents are also entitled to up to eight (8), one-hour counseling sessions with ESPYR for a single issue/area of need at no charge.

(Dependents for this purpose are defined as the spouse of an employee plus unmarried, dependent children, stepchildren, and foster children under age 19 living in a parent-child relationship with the employee. This also includes children who are unmarried full-time students under the age of 24.)

#### **Safety**

*For more detailed information, you may reference the Columbus Tech [Hazard Communication Control Plan](#).*

A safe work environment, with good work habits contribute to efficiency. All protective devices furnished will be used by an employee. It is the responsibility of each supervisor to know, observe and inform workers of safety regulations. Please reference the CTC Safety Manual for additional information.

Good housekeeping contributes to a safe workplace and should be practiced by all employees.

## **Exposure Control Plan**

For more detailed information, you may reference the Columbus Tech [Exposure Control Plan for Occupational Exposure](#).

**Occupational Exposure to Blood Borne Pathogens:** Columbus Technical College shall have in place a state-approved Blood Borne Pathogen Exposure Control Plan designed to minimize or eliminate faculty and student occupational exposure to blood and other potentially infectious body materials in certain high-risk occupational training programs.

**Occupational Exposure to Air Borne Pathogens/Tuberculosis:** Columbus Technical College shall have in place a state-approved Tuberculosis Exposure Control Plan designed to minimize or eliminate faculty and student occupational exposure to tuberculosis and other airborne pathogens in certain high-risk occupational training programs.

**Hazardous Materials:** The Vice President of Administrative Services or his/her designee shall serve as the College hazardous chemicals communications coordinator. This individual shall be responsible for preparation, implementation and monitoring of the elements of the College hazard communication plan.

An employee information poster describing employee rights under O.C.G.A. 45-22-1 to 45-22-12 shall be posted in all appropriate workplaces in a prominent manner so that it is routinely visible to all employees. For those workplaces in geographically dispersed work areas, a poster shall be placed in each work area.

Supervisors will be responsible for acquainting employees with chemicals in use in their area, safe use of the chemicals, and the location of Material Safety Data Sheets (MSDS) in the work area.

A copy of all Material Safety Data Sheets will be forwarded to the Vice President of Administrative Services or his/her designee when received.

## **Severe Inclement Weather**

Severe weather conditions do exist at certain times and the closing of Columbus Technical College may become necessary. This could be because of ice storms, snowstorms, severe thunderstorms, flooding, or tornadoes in the area. The decision for closing the school will be made by the President or his/her designee.

If the existing or imminent weather conditions are sufficiently severe to warrant non-opening, late opening, or early closing of the school, employees directly affected by such conditions will be excused from duty without loss of pay or use of leave.

**Tornado Alert Procedure** is as follows: Move into the hallway closest to the classroom and sit on the floor with back against the wall and knees pulled up to chest. Remain until an "All Clear" is sounded or until other instructions are given.

## **Lost and Found**

A lost-and-found depository is maintained in the Security Office, Patrick Hall Room P206.

## **Visitors**

Visitors are welcome in Columbus Technical College's buildings. However, clearance must be obtained in the main office prior to touring the building or entering a classroom. Salesmen are not allowed visits while an instructor has a class in session. Children may not be brought to the workplace except for certain circumstances. [State board policy 4.3.2p7](#) addresses children in the workplace. Please see the HR Director regarding this policy.

## **Telephone Use**

Calls of a non-business nature, incoming and/or outgoing, will be held to a minimum and, when necessary, be brief. Excessive use of a business telephone for personal calls could be a cause for positive disciplinary action to include dismissal. Use of a business telephone for personal long-distance calls is not authorized.

## **Tobacco Use**

The campus is designated a smoke free campus.

## **Travel Regulations**

*For more detailed information, you may reference: <https://sao.georgia.gov/travel/state-travel-policy>*

Prior to traveling for any college-related business, approval must be received from the appropriate supervisor. If traveling out-of-state, an Authorization for Out-of-State Travel form must be completed and approved.

The Out-of-state travel request form are available on the college's intranet.

Travel advance requests must be submitted through the Concur Travel System. Travel advances are limited and available only to an employee whose current annual salary is \$50,000.00 or less.

After returning from in-state and/or out-of-state travel, an employee must submit an Employee Travel Expense Statement through the Concur Travel System. The college's accounts payable staff can assist users in completing expense statements. A complete listing of the state-wide travel regulations can be obtained at the State Accounting Office of Georgia website:

<http://sao.georgia.gov/state-travel-policy>.

## **DRUG AND ALCOHOL ABUSE POLICY**

*For more detailed information, you may reference the TCSG policy.*

[4.8.1p1 Non-Federally Regulated Drug and Alcohol testing and 4.8.1p2 Drug and Alcohol testing for Federally Regulated Positions](#)

Columbus Technical College is committed to providing a working and learning environment that ensures the productivity of the college employees as well as the safety and security of all employees, students, contractors, volunteers, and visitors to the college campus.

To this end, it is the policy of the State Board of the Technical College System of Georgia that Columbus Technical College shall be drug-free pursuant to the provisions of the federal Drug-free Workplace Act of 1988, the Drug-free Public Work Force Act of 1990, and applicable State law. All Columbus Technical College employees, both permanent and temporary, full- and part-time, are covered by these provisions.

It is expressly prohibited for any Columbus Technical College employee to engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances (as defined in O.C.G.A. §16-13-21) while performing state business, e.g., while performing assigned duties and responsibilities on State premises or worksites, while traveling in a State, leased or rental vehicle, or a personal vehicle upon which the State is providing or could provide a mileage reimbursement, while traveling commercially, etc. NOTE: An employee's use of another person's prescription drug(s)/medication(s) is prohibited as this activity is illegal under Georgia laws.

The prohibition regarding the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs/controlled substances also extends to all non-working hours regardless of location as these activities clearly impact an employee's ability to perform his/her public duties. For purposes of this policy, the term "illegal drug" includes, but is not limited to, marijuana/cannabinoids (THC), cocaine, amphetamines/ methamphetamines, opiates, or phencyclidine (PCP). Pursuant to applicable State Personnel Board Rules, the unauthorized use of legally prescribed drugs that may adversely affect job performance or safety is also prohibited.

Pursuant to applicable provisions of the Drug and Alcohol Testing Procedure III. O.1., all applicants are subject to pre-employment drug and random drug and/or alcohol testing. Additionally, all Columbus Technical College employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up testing for drugs and/or alcohol.

An employee in violation of this policy and/or any applicable provisions of the Drug and Alcohol Testing Procedure III. O. 1. will result in the delivery of disciplinary action up to and including dismissal from employment.

### **Alcohol Testing and Results**

An employee who refuses to submit for alcohol testing shall be dismissed from employment. An employee whose test results reflect the presence of alcohol will be subject to disciplinary action up to and including dismissal from employment.

### **Drug Testing and Results**

An employee who refuses to submit to drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) shall be dismissed from employment.

Any applicant for a Columbus Technical College position who is currently employed with another State of Georgia agency/entity, and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s), will not be employed in any capacity by the college.

Any applicant for a Columbus Technical College position not currently employed by the State of Georgia, and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s), will not be employed in any capacity by Columbus Technical College. Further, the individual will be disqualified from state employment for a period of two (2) years pursuant to the provisions of O.C.G.A. § 45-20-111(b).

### **Employee Arrest and Disposition/Conviction**

All employees are required to report any post-employment arrest, as well as the subsequent disposition of the pending charge(s) (e.g., conviction, plea of nolo contendere, dismissal, etc.), to his/her immediate supervisor or reviewing manager no later than two (2) business days following the arrest and, later, the final disposition. NOTE: Applicable provisions of the federal Drug-free Workplace Act of 1988 pertaining to work done under federal contracts or grants stipulate that Columbus Technical College must notify the appropriate federal funding agency of a criminal drug statute conviction (by a covered employee) occurring in the workplace within ten (10) days after receiving notice of the conviction.

Pursuant to the provisions of O.C.G.A. § 45-23-4(a), any employee convicted for the first time of a drug-related criminal offense shall be suspended without pay for a period of not less than two (2) months and is allowed to return to duty only after completion of a drug abuse treatment and education program licensed under the provisions of Chapter 5 of Title 26 and approved by the Columbus Technical College. Pursuant to the provisions of O.C.G.A. § 45-23-6, additional disciplinary action may be delivered up to and including dismissal from employment.

Pursuant to the provisions of O.C.G.A. § 45-23-4(b), any employee convicted for a second or subsequent time of a drug-related criminal offense shall be dismissed from employment and shall be ineligible for other public employment for a period of five (5) years from the date of the most recent conviction.

NOTE: Disciplinary action for positions covered by the Drug-free Workplace Act of 1988 must be taken no later than thirty (30) days following notification of the conviction. An employee's failure to provide notification of an arrest, conviction, or final disposition of an outstanding charge may result in the delivery of disciplinary action up to and including dismissal from employment.

### **Assistance**

Columbus Technical College is willing to assist employees with alcohol and/or drug-related difficulties. An employee must, however, advise his/her immediate supervisor, reviewing manager in writing, of his/her need for assistance prior to notification of a required alcohol/drug test and prior to an arrest for an alcohol/drug-related offense. Columbus Technical

College provides an Employee Assistance Program to assist eligible employees with alcohol and/or drug-related difficulties. An employee may also seek assistance through his/her health insurance provider.

### **Employee Notification**

All Columbus Technical College employees must be advised of this policy. All newly hired employees are required to sign the accompanying acknowledgement statement which will be maintained in their official personnel file. Information pertaining to the dangers of drug abuse in the workplace will be made available to the Office of Human Resources for distribution to staff.

### **Weapons Policy**

Columbus Technical College enforces the following weapon policy according to the Official Code of Georgia Annotated (O.C.G.A.):

It shall be unlawful for any person to carry to or to possess or have under control any weapon within any building or property used for athletic sporting events (while athletic event is occurring), Preschool or childcare spaces (defined as separated by electronic mechanism or human-staffed point of controlled access), College and Career Academies, classes with Move on When Ready (MOWR)/dual enrollment students (defined as the space or room being currently used for MOWR/dual enrollment instruction), faculty, staff or administrative offices, and rooms where disciplinary hearing are conducted.

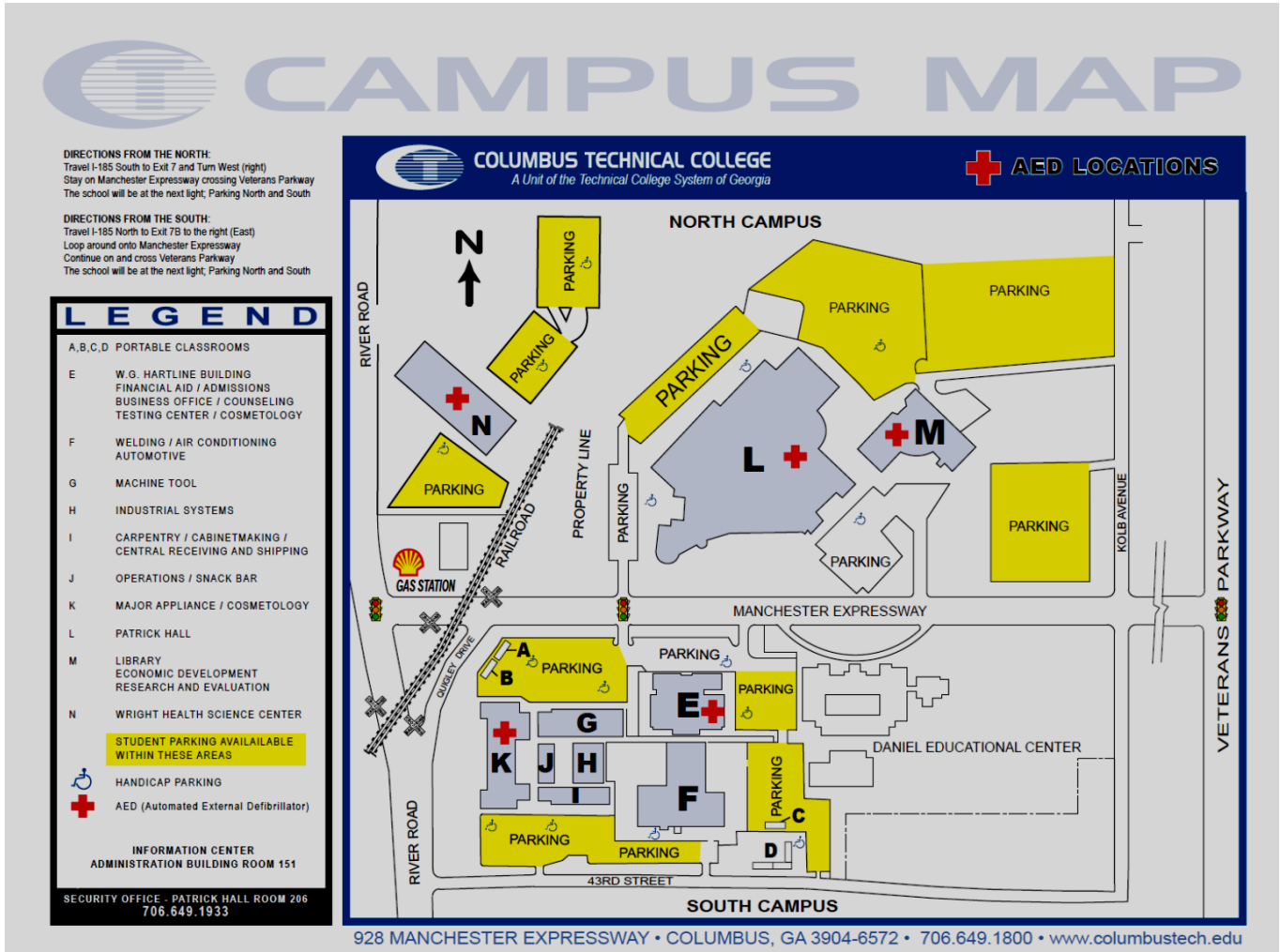
It shall be unlawful for any person to carry to or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straightedge razor, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A. §16-11-106.

#### **Punishment:**

Any lawful weapons carrier who violates Section 16-11-127.1 under GA Law shall be guilty of a misdemeanor. Any person who is not a lawful weapons carrier who violates this subsection shall be guilty of a felony and upon conviction thereof, be punished by a fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. §15-11-601.

*In case you need help..... A Campus Map!*





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**Acknowledgment and Receipt**

I acknowledge Receipt of Handbook:

\_\_\_\_\_ Electronically

\_\_\_\_\_ Hard Copy (Paper Version)

The employee handbook describes important information about Columbus Technical College, and I understand that I should consult the Human Resources Office regarding any questions not answered in the handbook. I have entered my employment relationship with Columbus Technical College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Columbus Technical College can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

This manual and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Columbus Technical College. By distributing this handbook, the College expressly revokes all previous policies and procedures which are inconsistent with those contained herein.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at Columbus Technical College is employment at-will, which may be terminated at the will of either Columbus Technical College or me. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Columbus Technical College or me.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**