



Condition of Employment – *STAFF*

(Employee Acknowledgements)

Employee printed name _____ Date _____

Department _____

Drug Free workplace Policy

I have read and understand the provisions as outlined under the Drug Free Workplace Policy.

Employee Handbook

I understand that the University of West Georgia Employee Handbook is accessible to me at www.westga.edu/hrpay . I acknowledge that if I am unable to access the Employee Handbook from this website, that I will ask the UWG Human Resources Department to provide a printed copy for me. I agree to read the UWG Employee Handbook and I acknowledge understanding and agreement with the provisions outlined in the Employee Handbook. I also understand that the provisions within the Employee Handbook can be either modified or eliminated at the discretion of the University.

Family Medical Leave Act

I have read and understand the provisions as outlined under the Family Medical Leave Act.

Health Plan Summaries

I understand that I can access the summaries of the University System of Georgia Board of Regents health insurance plans at the UWG Human Resources website at www.westga.edu/hrpay.

Mandatory Retirement Plan

I understand that I am required to participate in the Teachers Retirement System of Georgia plan if I am a bi-weekly paid employee, and either the TRS plan or the Optional Retirement plan if I am a monthly paid employee, and that I must submit the appropriate forms for my plan to the UWG Human Resources office within 60 days of my employment. I further understand that retirement plan contributions are retroactive to my date of employment.

Sexual Harassment Policy

I have read and understand the provisions as outlined under the Sexual Harassment Policy.

Workers Compensation

I have read and understand the provisions as outlined under the Workers' Compensation Act.

Employee Signature	Date
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Drug Free Workplace Policy

A condition of your employment at the University of West Georgia is that you abide by the policy concerning drugs in the workplace. This policy is as follows:

“The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited.”

Violation of this policy will result in immediate suspension without pay pending an investigation and may result in termination. You must also advise your supervisor if you are convicted of the unlawful manufacture, distribution, possession or use of a controlled substance.

Employee Handbook

You will be asked to sign an Acknowledgment stating that you understand how to obtain access to the UWG Employee Handbook, that you agree to the Employee Handbook, and that you will contact HR if you need further clarification of any information you have read. It is also important to note that the University does reserve the right to modify or eliminate any of the provisions outlined in the Handbook at any time.

Family Medical Leave Act (FMLA)

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, to be eligible for FMLA leave, the employee must have worked for the University System of Georgia:

- For at least 12 months total; AND
- For at least 1,250 hours during the 12 month period immediately preceding the commencement of such sick leave.

The FMLA entitles an employee to up to 12 (twelve) work weeks of leave for one of the following conditions:

- The birth and care of a newborn child of the employee;
- The legal placement of a child with the employee for adoption or foster care;
- The care of an immediate family member (defined as the employee’s spouse, child or parent) with a serious health condition; or
- A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

Section 585 of the National Defense Authorization Act (NDAA) amends FMLA to permit certain relatives of military personnel to take up to 26 work weeks of leave to care for a member of the Armed Forces in various situations. NDAA also permits an employee to take FMLA leave for qualifying exigency arising out of the fact that an immediate family member, as defined by the FRMLA, is on active duty in support of a contingency operation.

Health Plan Summaries

There are several health plans offered by the University System of Georgia Board of Regents. Information about all of the plans can be found on the Human Resources website at www.westga.edu/hrpay.

Mandatory Retirement Plan

All employees are required to participate in either the Teachers Retirement System of Georgia plan or the Optional Retirement plan. If you are a bi-weekly paid employee, you are required to enroll in the Teachers Retirement System of Georgia plan. If you are a monthly paid employee, you may choose between the Teachers Retirement System of Georgia plan and the Optional Retirement plan.

Sexual Harassment Policy

121.02 Policy Statement

The University of West Georgia (the University) is committed to maintaining a fair and respectful environment for living, working and studying. To that end, and in accordance with federal and state law and Board of Regents' policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community. Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University.

121.02 Definition of Sexual Harassment

Pursuant to Title VII of the civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance or creating an intimidating, hostile, or offensive working and/or learning environment, or of interfering with one's ability to participate in or benefit from an educational program or activity.

121.03 Examples of Sexual Harassment

1. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
2. Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
3. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
4. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
5. Indecent exposure.
6. Invasion of sexual privacy.
7. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually oriented conduct that is directed against a specific individual and persists despite its rejection.
8. Conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

121.04 Other Violations of the Sexual Harassment Policy

Other violations of this policy may include, but are not limited to, the following:

1. Retaliations against a person who has made a report or filed a complaint alleging sexual harassment, or participated as a witness in a sexual harassment investigation.
2. Disregarding, failing to investigate adequately, or delaying investigation of allegations of sexual harassment, when responsibility for reporting and/or investigating sexual harassment charges comprises part of one's supervisory duties.

121.05 Supervisory Relationships

No individual who is in a position of authority over another, either in the employment or education context, has the authority to sexually harass others by virtue of his or her supervisory role. The University does not in any way, expressly or implied, condone the harassment of a student or employee by the supervisor.

121.06 Consensual Relationships

When one party has a professional relationship towards the other, or stands in a position of authority over the other even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations.

121.07 Reporting Sexual Harassment

All students and employees are encouraged to report any sexual harassment that they experience, observe, hear about, or believe may be occurring, to any faculty or staff member with whom they feel comfortable. Any person to whom sexual harassment has been reported is responsible for notifying the Affirmative Action/Title IX officer (ext. 6403). Administrators, directors, and supervisors in charge of

staff members, have a legal obligation to report incidents of sexual harassment to the Affirmative Action officer. From that point forward, the Affirmative Action officer will advise the aggrieved regarding additional steps in the grievance process.

If a complainant is able and feels safe, he or she should clearly explain to the alleged offender that the behavior is objectionable and request that it cease. The complainant should do so as soon as possible after the incident occurs. The complainant may utilize the assistance of the Affirmative Action/Title IX officer. Communication with the alleged offender may be in person, on the telephone, or in writing.

If a complainant does not feel safe, or if the behavior does not stop, or if the complainant believes some adverse employment or educational consequences may result from the discussion, he or she should go to any member of staff or faculty who is at a higher level of supervision. The supervisor should report the complaint to the Affirmative Action/Title IX officer. The Affirmative Action/Title IX officer will work with the supervisor to facilitate a resolution of sexual harassment complaints at the local level when deemed appropriate.

Workers' Compensation

All employees of the University of West Georgia are covered under the provisions of the Workers' Compensation Act. This act provides protection in the event of injury, illness or death that arises out of the course and scope of employment for the University. When an on-the-job injury or illness occurs, the employee should fill out a First Report of Injury form and/or notify his/her supervisor immediately. The supervisor will notify Risk Management or forward the injury form. If medical attention is required, treatment must be coordinated through our insurer. However, in the case of emergency, immediate treatment should be obtained from the nearest hospital emergency room.