

ADMINISTRATIVE POLICIES AND PROCEDURES



WAYCROSS COLLEGE
2001 SOUTH GEORGIA PARKWAY
WAYCROSS, GEORGIA

Waycross College
ADMINISTRATIVE POLICIES AND PROCEDURES

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RECRUITING AND HIRING

Policies and procedures for recruiting and hiring personnel at Waycross College are given below or direct reference is made to those documents which contain policies and procedures for a particular class of employees.

EEO-1: Executive/Administrative/Managerial (Executive/Administrative)

Executive/administrative positions are those reporting directly to the President: Vice President and Dean of Academic and Student Services, Vice President for Business Affairs, and Director of Development and Community Services. The President will be responsible for all procedures of a search. Expenses will be charged to the department where the vacancy exists. A salary range will be discussed with the Vice President for Business Affairs.

The President will review the current position description and make changes as needed to assure that specific duties, minimum and preferred qualifications, and any ADA considerations, such as physical requirements for the position, are listed. At the same time the President will develop the vacancy notice. Both will be reviewed by the Affirmative Action Officer to assure compliance.

Vacancy notices will be placed in the Chronicle of Higher Education, mailed directly to colleges and universities in the eastern United States with a request that the notice be circulated and sent to the University System Applicant Clearinghouse. The President will contact currently employed minority faculty and staff, and minority community leaders, to assist in identification of qualified minority candidates.

The President will appoint a Search Committee and its chair and will request their assistance in recruiting, screening applicants, and assuring, if possible, an appropriate pool of qualified applicants, including women and minorities. The Affirmative Action and 504/ADA Officers will meet with the President and the committee when it is convened to review affirmative action guidelines. The committee chair will be responsible for assuring completeness of applicant files and for sending the EEO & AAP Information form (Attachment 1A) to applicants. The Search Committee will review applicants and recommend candidates to be interviewed. The committee will develop a standard list of questions to be asked of each reference and will document responses from references for each candidate. The committee will also develop a standard list of questions to be asked of each candidate and will document responses from each candidate. Interviews will include time with the President, with the Search Committee and with members of the division where the vacancy occurs. Reimbursement of travel expenses will follow the guidelines of Attachment 2.

The Chair of the Search Committee will recommend candidates to the President. After an offer has been made and verbally accepted, the President recommends appointment of a candidate to the Chancellor and Board of Regents. Upon receipt of the acceptance letter the President will inform all candidates of the hiring decision. The President will maintain accurate records of recruitment efforts and will complete the University System of Georgia Affirmative Action

Checklist (Attachment 3A) for each position vacancy at the conclusion of the search, including special efforts to attract minority applicants. The President will retain written information on the search for one year following the hire.

EEO-1: Executive/Administrative/Managerial (Managerial)

The administrators for the divisions are: Vice President and Dean of Academic and Student Services, Vice President for Business Affairs, and Director of Development and Community Services. The administrative officer who is in charge of the division where the vacancy occurs (division administrator) will be responsible for all procedures of a search. Expenses will be charged to the department where the vacancy exists. A salary range will be discussed with the Vice President for Business Affairs and approved by the President.

When an employee in a managerial position resigns and the position is to be filled, or when a newly created position is to be filled, the division administrator will update or develop a position description, assuring that specific duties, minimum and preferred qualifications, and any ADA considerations, such as physical requirements for the position, are listed. At the same time the division administrator will develop the vacancy notice. Both will be reviewed by the Affirmative Action Officer to assure compliance and will be approved by the President.

Vacancy notices will be placed in regional newspapers and, if appropriate, in the Chronicle of Higher Education, mailed directly to colleges and universities in the Eastern United States with a request that the notice be circulated, and sent to the University System Applicant Clearinghouse. The division administrator will contact minority faculty and staff at the college to enlist their assistance in identification of qualified minority candidates.

The President, in consultation with the division administrator, will appoint a Search Committee and its chair and will request their assistance in recruiting, screening applicants, and assuring, if possible, an appropriate pool of qualified applicants, including women and minorities. The Affirmative Action and 504/ADA Officers will meet with the division administrator and the committee when it is convened to review affirmative action guidelines. The committee chair will be responsible for assuring completeness of applicant files and for sending the EEO & AAP Information form (Attachment 1A) to applicants. The Search Committee will review applicants and recommend candidates to be interviewed. The committee will develop a standard list of questions to be asked of each reference and will document responses from references for each candidate. The committee will also develop a standard list of questions to be asked of each candidate and will document responses from each candidate. Interviews will include time with the President, the division administrator and the Search Committee. Reimbursement of travel expenses will follow the guidelines of Attachment 2.

The Chair of the Search Committee will recommend candidates to the division administrator who, in turn, recommends candidates to the President. After the division administrator makes an offer and receives a verbal acceptance, the President recommends appointment of a candidate to the Chancellor and Board of Regents. Upon receipt of the acceptance letter the division administrator will inform all candidates of the hiring decision. The division administrator will

maintain accurate records of recruitment efforts and will complete the University System of Georgia Affirmative Action Checklist (Attachment 3A) for each position vacancy at the conclusion of the search, including special efforts to attract minority applicants. The division administrator will retain written information on the search for one year following the hire.

EEO-2: Academic Chairs/Faculty

Policies and procedures for academic chairs and faculty are contained in the *Faculty Handbook*.

EEO-3: Professional/Non-Faculty

The administrators for the divisions are: Vice President and Dean of Academic and Student Services, Vice President for Business Affairs, and Director of Development and Community Services. The administrative officer who is in charge of the division where the vacancy occurs (division administrator) will be responsible for all procedures. Expenses will be charged to the department where the vacancy exists. A salary range will be discussed with the Vice President for Business Affairs and approved by the President.

When an employee in a professional position resigns and the position is to be filled, or when a newly created position is to be filled, the division administrator will update or develop a position description, assuring that specific duties, minimum and preferred qualifications, and any ADA considerations, such as physical requirements for the position, are listed. At the same time the division administrator will develop the vacancy notice. Both will be reviewed by the Affirmative Action Officer to assure compliance and will be approved by the President.

Vacancy notices will be run in local and regional newspapers and/or specialized subject publications, mailed directly to colleges and universities in the Eastern United States with a request that the notice be circulated and sent to the University System Applicant Clearinghouse. The division administrator will contact currently employed minority faculty and staff to assist in identification of qualified minority candidates.

The President, in consultation with the division administrator, will appoint a Search Committee and its chair and will request their assistance in recruiting, screening applicants, and assuring, if possible, an appropriate pool of qualified applicants, including women and minorities. The Affirmative Action and 504/ADA Officers will meet with the committee when it is convened to review affirmative action guidelines. The committee chair will be responsible for assuring completeness of applicant files and for sending the EEO & AAP Information form (Attachment 1A) to applicants. The Search Committee will review applicants and recommend candidates to be interviewed. The committee will develop a standard list of questions to be asked of each reference and will document responses from references for each candidate. The committee will also develop a standard list of questions to be asked of each candidate and will document responses from each candidate. Interviews will include time with the President, the division administrator and the Search Committee. Reimbursement of travel expenses will follow the guidelines of Attachment 2.

The Chair of the Search Committee will recommend candidates to the division administrator who, in turn, prepares a Salary Agreement Form (Attachment 4) for the President. After the division administrator makes an offer and receives a verbal acceptance, the President sends a letter of appointment to the candidate. Upon receipt of the acceptance letter the division administrator will inform all candidates of the hiring decision. The division administrator will maintain accurate records of recruitment efforts and will complete the University System of Georgia Affirmative Action Checklist (Attachment 3A) for each position vacancy at the conclusion of the search, including special efforts to attract minority applicants. The division administrator will retain written information on the search for one year following the hire.

EEO-4 through EEO-7 (Classified Positions)

The Vice President for Business Affairs, acting as the Personnel Officer, will be responsible for monitoring procedures. Expenses will be charged to the department where the vacancy exists.

When a staff member resigns and the position is to be filled, or when a newly created position is to be filled, the Personnel Office will begin the advertising process upon receipt and approval of the Request for Position form (Attachment 5) from the unit head. The Request for Position form must include a current job description approved by the unit head and the appropriate division administrator. The job description must specify duties and minimum and preferred qualifications including ADA considerations such as physical requirements and essential duties.

The Personnel Office will prepare a formal job announcement and advertisement and will review these with the unit head. The job announcement will be sent to all offices on campus, and a copy will be placed on the Personnel Office bulletin board. The announcement will also be mailed to local agencies, companies and individuals that may have considerable contact with minorities, the Department of Labor and Okefenokee Technical Institute. The advertisement will be sent to the Waycross Journal-Herald to be run four times over a two-week period. Additional advertisements may be run in this paper or in other newspapers if requested by the unit head. The unit head will process requisitions for advertising prior to ads being placed.

All position announcements will direct applicants to complete an application for employment in the Personnel Office. The application packet will consist of a full job description, the completed Application for Classified Employment Form, a resume (if supplied by the applicant) and the Waycross College EEO and AAP Information form (Attachment 1B).

When the application deadline has passed, the Personnel Office will record the names and addresses of the applicants and notify the hiring supervisor that the applications are ready for screening. Although the Personnel Office reviews the applications, it is assumed that the hiring supervisor will screen the applications for interviews. The hiring supervisor is encouraged to form a small screening committee when possible; the next level of management should be consulted or kept informed throughout the selection process. The entire screening process should be completed as soon as possible, but normally no longer than five (5) days from the position's closing date.

Prior to screening the applications, the hiring supervisor should develop written objective criteria to be used when screening. Objective screening criteria should be based on the job description and job announcement and should be used as the primary screening measure. After the qualified candidates have been identified, the hiring supervisor may use subjective criteria to further narrow the pool. These criteria should be documented as well. These notes must be retained and may be requested by the Personnel Office at any time during or after the selection process.

The hiring supervisor should make every effort to identify qualified women and minorities who can be represented in the interview process. The Personnel Director maintains the statistical information on applicants and may recommend that certain candidates be interviewed if they meet the minimum qualifications.

Prior to conducting candidate interviews, the hiring supervisor will develop a standard list of interview questions to be asked every candidate. During the interview the hiring supervisor will document responses from each candidate. After the interview process, the list of questions and responses must be retained and may be requested by the Personnel Director should any candidate question the fairness of the selection procedure. Questions asked of candidates must be designed carefully so that no question can be construed as being discriminatory or having a discriminatory effect. The Personnel Office will provide a guide to interviewing to the hiring supervisor.

After the hiring supervisor identifies the candidates for interview, all applications must be returned to the Personnel Office with the names of those recommended for interview and the dates and hours the hiring supervisor is available for interviews. The hiring supervisor must have notes which document why each candidate was selected or not selected for interview. After the interview pool has been verified and approved, the Personnel Office will call the candidates and set up the interviews. When the interviews have been arranged, the Personnel Office will forward a copy of the schedule to the hiring supervisor along with copies of the applications of those to be interviewed. Each candidate will be instructed to report to the Personnel Office prior to the supervisor's interview.

The supervisor will develop a standard list of questions to be asked of each reference and will document responses from references for each candidate. After selecting a preferred candidate, the unit head will provide, in writing, to the Personnel Director the name, race and sex of the recommended candidate, giving reasons why this person is being recommended and the preferred starting date and recommended rate of pay with a rationale. On a separate attached sheet the supervisor will list the name, race and sex of other candidates interviewed, their strengths for the position and the reasons why they were not selected. If any of these candidates would be acceptable, the unit head should so indicate, giving rank order of preference.

The Personnel Director will consult with the supervisor after receipt and review of the recommendation. If the candidate is acceptable, the employment date and beginning rate of pay will be discussed and agreed upon. The Personnel Director will have the final decision on rate of pay. The appropriate Vice President and the President may be consulted if agreement cannot be reached between the Personnel Director and the unit head.

After the employment date and rate of pay have been approved, the Personnel Office will contact the candidate and make an offer of employment. After verbal acceptance is received, the Personnel Office will write the candidate with a copy to the supervisor to confirm employment and the terms discussed. The candidate will be asked in the offer letter to notify the Personnel Office in writing within five (5) days of acceptance of the offer of employment. Upon receipt of the acceptance letter the Personnel Office will write the other applicants to notify them that the position has been filled and that the application will be kept in the active file for future positions for a period of six months.

The hiring supervisor will retain written records of recruitment efforts and will complete the Affirmative Action Checklist - Non Academic Personnel (Attachment 3B) for each position vacancy, including special efforts to attract minority applicants. The supervisor will retain written information on the search for one year following the hire or will submit all documents to the Personnel Office to be retained.

Temporary and Part-time Employees

Recruitment and hiring of temporary or part-time employees will follow the intent of procedures for the EEO category in which the vacancy occurs. Normally, however, the unit head will be responsible for identifying candidates without a search committee. Vacancy notices will normally be placed only in local newspapers.

Attachment 2

POLICIES AND PROCEDURES REIMBURSEMENT OF TRAVEL EXPENSES FOR PROSPECTIVE EMPLOYEES WAYCROSS COLLEGE

Administrators shall be guided by policies of the Board of Regents and the specific regulations for Waycross College in making travel arrangements for prospective employees. The following guidelines are designed to provide further, supplemental regulations and procedures. Normally, expenses will be reimbursed only for candidates for full-time positions who travel more than 30 miles one way.

1. Candidates must be screened to provide for no more than three supported interviews, preferably two if possible. More than three must be cleared in advance with administrators in charge.
2. Sound judgment and discretion are to be followed to ensure the best use of available funds. For example, air travel should never be first class, and airfare may be considerably less expensive if the candidate stays overnight on Saturday night following a Friday interview or preceding a Monday interview. Meal expenses will be reimbursed at the current state per diem rate. Motel reservations, if required, should be made by a Waycross College employee at the most favorable rate.
3. The College will reimburse the total amount of the actual travel expense incurred by candidates, unless the candidate is subsequently offered the position and refuses it. In that case, the College will reimburse one-half of the total amount of the actual travel expense incurred by the candidate.
4. Administrators, when making arrangement with candidates in advance of travel, must review these guidelines with the candidate.
5. Travel expenses by Waycross College employees to transport candidates will be charged to departmental budgets. Generally, subsistence expenses are to be avoided by College personnel in transporting candidates to and from the airport.

CHECKLIST FOR TRAVEL ARRANGEMENTS FOR CANDIDATES

Caller _____
Candidate Name _____
Date of Contact _____

- ___ 1. Reasonable travel expenses will be reimbursed if the candidate is offered the position and accepts or if the candidate is not offered the position. If a candidate turns down a position, one-half of reasonable travel expenses will be reimbursed.

- ___ 2. The committee representative will work with the candidate to identify the most cost effective means of travel:
 - ___ airfare. If a supersaver ticket with a Saturday stay over provides savings even with additional meal and motel costs, arrange for a Friday or Monday interview.
 - ___ personal car. Mileage reimbursement is _____ per mile.
 - ___ other, e.g., train.

- ___ 3. Motel accommodations, if needed. Committee representative to arrange.

- ___ 4. Inform candidate that current per diem for meals is \$_____, including tax and tips (approximately _____ breakfast, _____ lunch, _____ dinner).

- ___ 5. To complete travel report, candidate will need odometer reading (if car used) at start and end, receipts for airfare, motel, limo, tolls, similar expenses.

- ___ 6. Meal receipts are not needed.

University System of Georgia

AFFIRMATIVE ACTION CHECKLIST

Full-Time Administrative & Academic Appointments

Institution

1. Position applied for: _____

2. Recommended applicant: _____
(Last) (First) (Middle)

3. Race/Sex _____ / _____ 4. Date of application: _____

5. Date position offered: _____ 6. Date accepted: _____

7. Total number of applicants: _____

	Black	Hispanic	American Asian	Indian	White & Other	Total
Female:	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____

8. Number of applicants considered for final review.

	Black	Hispanic	Asian	American Indian	White & Other	Total
Female:	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____

9. Number of applicants invited to visit campus:

	Black	Hispanic	Asian	American Indian	White & Other	Total
Female:	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____

10. Number of applicants declining offered position:

Date of Offer	Date at Refusal	Sex	Race
_____	_____	_____	_____
_____	_____	_____	_____

11. Include a statement describing special efforts to attract minority applicants for this position. (Use back or attach separate sheet.)

Signed: _____
Title: _____
Date: _____

Attachment 3B

AFFIRMATIVE ACTION CHECKLIST

NON ACADEMIC PERSONNEL

Position Applied for: _____

Appointees Name: _____

Date of Application: _____

Date Position Offered: _____

Date Accepted: _____

Total Number of inquiries Received: _____

Number of Applicants Considered for Final Review: _____

	Black	Spanish Surnamed American	Asian American	ⁿ American Indian	White & Other
Female:	_____	_____	_____	_____	_____
Male:	_____	_____	_____	_____	_____

Number of Applicants Invited to Visit Campus: _____

	Black	Spanish Surnamed American	Asian American	American Indian	White & Other
Female:	_____	_____	_____	_____	_____
Male:	_____	_____	_____	_____	_____

Number of applicants offered the position but declined, including dates of offer and refusal, sex, and race:

Signed: _____

Title: _____

SALARY AGREEMENT FORM

NOTE: NO FORMAL, FIRM OFFERS OR COMMITMENTS ARE TO BE MADE UNTIL THE PRESIDENT HAS SIGNED THIS AGREEMENT.

APPLICANT: _____ PROPOSED RANK: () INSTRUCTOR
() ASSISTANT PROFESSOR
() ASSOCIATE PROFESSOR
() PROFESSOR
() TEMPORARY INSTRUCTOR
() OTHER _____

DISCIPLINE: _____ PROPOSED SALARY: _____

COMPATIBLE WITH COLLEGE AVERAGE _____
(WILLIAM E. DEASON, VICE PRESIDENT FOR BUSINESS AFFAIRS)

OTHER PERTINENT INFORMATION OR CONDITIONS OF EMPLOYMENT, E.G., TENURE CREDIT, COMPLETION OF DEGREE, ETC. _____

SIGNED: _____ DATE _____
DIVISION CHAIRPERSON

VICE PRESIDENT AND DEAN DATE

PRESIDENT DATE

A:\FORMS\SALARY.AGR

**WAYCROSS COLLEGE
REQUEST FOR POSITION**

1. Title of Position to be filled: _____

2. Date Requested to be filled: _____

3. Current or updated Job Description attached. _____

4. Unit seeking to fill position: _____

5. Minimum educational requirements and or skills for position: _____

6. Closing date for receipt of applications: _____

7. Is position currently in Unit budget? _____

8. Recommended rate of pay (must be within position budget): _____

9. Will this request if approved change the current Job Description? _____
If yes, please attach explanation.

Requested by: _____
Unit Head

Appropriate Vice President

Date requested: _____

Approved by: _____
Vice President for Business Affairs

Date Approve: _____

PROMOTION OF CURRENT COLLEGE STAFF

Waycross College is small, with a staff of fewer than fifty non-teaching employees. While the college is committed to advancement of personnel whenever possible, staff must recognize that relatively few positions become vacant in any given year. Administrative units are encouraged to cross-train employees whenever possible, to the benefit of the college which acquires additional staff flexibility and individuals who acquire additional skills.

Supervisors will assure, as part of the annual personnel evaluation process, that all job descriptions are current and include the job title, duties and minimum qualifications. Supervisors have an obligation to work with interested employees to identify possible career paths in their own or other departments, to assist employees to learn about other college positions for which they might become qualified and, when appropriate, to provide cross-training opportunities.

When a position does become vacant and is to be filled, current staff will be notified by posting of the position announcement. Current staff who apply will be given the same consideration as external candidates.

College funds are available for professional development of all staff. Supervisors should encourage employees to request funds to attend workshops or programs which will enhance general skills such as leadership as well as those which focus on career development or career specific topics.

EVALUATION OF PROFESSIONAL AND SUPPORT STAFF

Professional and support staff will be evaluated annually by the employee's supervisor. The evaluation process will include peer evaluations at least once every five years. The Vice President for Business Affairs will develop a schedule for the inclusion of peer evaluations and will inform the supervisor in the year a particular employee is to have peer evaluations.

Evaluation will be based on performance in the position as delineated in the job description and on performance related to annual goals and objectives.

By February 1 of a year for peer evaluations the supervisor will discuss with the staff member the need for these and will request the names of five peers (persons on or off campus who can comment on the performance of the staff member in the position) by February 10. A peer cannot be a person who reports to the staff member. The supervisor will select at least three from this list and may add up to two other peers, informing the employee of the names of people who will receive peer evaluation forms.

By February 15 of each year supervisors will send to each staff member who reports to them a notice that a self-evaluation of job responsibilities and progress toward goals will be due no later than March 10. For those staff who are having peer evaluations, the supervisor will send a memo at the same time to those identified as peers with a peer evaluation form, a job description and a response date.

By March 10 each staff member will provide to the supervisor a self-evaluation based on the job description attributes in the performance evaluation, evidence of progress toward goals, and proposed changes to the job description, if any. The staff member will also provide a list of 3-4 goals with objectives proposed for the next year.

By March 20 the supervisor will meet with each staff member to discuss the evaluation. Within five working days after this meeting the supervisor will provide a written evaluation to the staff member with approved goals and objectives for the next year. For physical plant personnel, the Physical Plant Director will sign the evaluation for those supervised by others. The staff member will return a signed copy of the written evaluation within five working days of its receipt. The signature will indicate only that the evaluation was received and reviewed. If the staff member disagrees with any part(s) of the evaluation, a memorandum of response, signed and dated by the staff member, is to be returned with the signed evaluation and will be attached to the copy placed in the personnel file.

By March 31 Vice Presidents will sign to indicate that they have reviewed evaluations for all staff in their division who do not report directly to them.

Waycross College
PEER EVALUATION FORM
FOR PROFESSIONAL AND SUPPORT STAFF

Evaluations of professional and support staff include at regular intervals the opportunity for peers to provide information on people with whom they work. For this process, a peer is a person who belongs to the same group, whether that is a work group, a committee, or a person who has been assisted by the person being evaluated. A copy of your evaluation will be given to the staff member.

Please respond to the questions below. Use additional pages as needed. Remember that you are evaluating this person in this position; a copy of the current position description is attached.

NAME OF STAFF MEMBER: _____

TITLE OF POSITION: _____

1. How have you worked with this staff member (committee, performed a service for me, co-worker in my department, etc)?

2. What are the strengths of this person in this position?

3. What suggestions do you have for this person to improve performance in this position?

(Your Name)

(Signature) - required

Please return to _____, supervisor, by _____.
Thank you for your assistance.

Waycross College
PERFORMANCE EVALUATION PROCESS
ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF

The evaluation form should be prepared by the person who has immediate supervisory responsibility over the employee whose performance is to be evaluated. It must carry the signatures of the employee, the immediate supervisor and the appropriate vice president (if applicable).

CONFIDENTIALITY

Completed evaluation forms must be handled with the highest possible confidentiality. The immediate supervisor reviews evaluations submitted by peers or subordinates (when appropriate), completes the evaluation form and discusses the evaluation outcomes with the employee. The form is to be reviewed by the appropriate vice president, when applicable. Completed forms are to be placed in each employee's personnel file.

INSTRUCTIONS FOR FORM COMPLETION

1. Read the entire form completely before starting.
2. Review the job description for this employee. The job description outlines the duties and responsibilities of the position; the evaluation seeks to measure how well those duties are performed.
3. Be as objective as possible.
4. Assure that the mark given reflects the overall performance level over the entire report period.
5. Use the comments section to give comments related directly to the job description.

After completing the evaluation form, the supervisor must schedule a private conference with the employee. If the employee is not already familiar with the performance evaluation process, its purpose and the process should be explained. Each category on which the employee is evaluated should be discussed. The discussion can include praise for good or superior performance or, if necessary, can include ways to improve performance. The employee should be given ample opportunity to question and to respond to any aspect of the evaluation.

The employee, when asked to sign the evaluation form, should be informed that the signature does not mean that the employee agrees with the evaluation; it only confirms that the employee has read the evaluation.

Waycross College
CONFIDENTIAL PERFORMANCE EVALUATION
ADMINISTRATIVE, PROFESSIONAL AND SUPPORT PERSONNEL

EMPLOYEE'S NAME: _____

JOB TITLE: _____

UNIT: _____

EVALUATOR'S NAME: _____

EVALUATOR'S TITLE: _____

DATE OF EVALUATION: _____

A copy of this completed and signed evaluation will be placed in the employees personnel file and will be considered as a basis for assignment of annual salary increases.

**DEFINITION OF PERFORMANCE STANDARDS
USED IN THIS EVALUATION**

OUTSTANDING

Performance consistently exceeds job requirements and expectations of supervisor. Employee consistently shows a superior level of competence and is conspicuously outstanding in this performance dimension.

EXCEEDS REQUIREMENTS

Performance exceeds job requirements and expectations of supervisor most of the time. Employee demonstrates initiative and generally shows an above-average level of competence in this performance dimension.

MEETS REQUIREMENTS

Performance meets job requirements and expectations of the supervisor. Employee is competent in this performance dimension.

NEEDS IMPROVEMENT

Employee falls short of satisfactory performance in this performance dimension at this time. Improvement in employee competence in this performance dimension is needed.

UNACCEPTABLE

Performance in this performance dimension consistently fails to meet the minimum level of supervisor expectations. Improvement in employee competence in this performance dimension is essential.

NOT APPLICABLE

This performance dimension does not apply in the evaluation of this employee.

NO OPPORTUNITY TO OBSERVE

While this performance dimension does apply in the evaluation of this employee, the evaluator has had no opportunity to observe performance in this regard.

*A Unit of the University System of Georgia
An Equal Opportunity/Affirmative Action Institution*

Check one:

Outstanding
 Exceeds Requirements
 Meets Requirements
 Needs Improvement
 Unacceptable
 Not Applicable
 No Opportunity to Observe

COMMENTS: Where appropriate, cite specific examples (positive or negative).

PERFORMANCE DIMENSION

	Outstanding	Exceeds Requirements	Meets Requirements	Needs Improvement	Unacceptable	Not Applicable	No Opportunity to Observe	
JOB KNOWLEDGE								
1. Fulfills position responsibilities as specified in job description.								
2. Knows and follows operational procedures directly related to performance of job.								
PLANNING AND ORGANIZATION								
1. Participates in planning based on a clear understanding of the total mission of the college.								
2. Establishes realistic goals, objectives and timetables.								
3. Formulates effective plans to achieve goals and objectives.								
4. Coordinates planning efforts with other college units.								
IMPLEMENTATION								
1. Meets objectives and goals in a timely manner.								
2. Consults appropriately with others.								
3. Accepts and follows directions effectively.								
4. Uses college resources effectively								
5. Gives enough attention to detail.								
DECISION-MAKING & PROBLEM-SOLVING								
1. Evaluates problems objectively.								
2. Makes sound decisions and recommendations.								
3. Uses good judgment in handling issues that demand immediate attention.								
SUPERVISORY ABILITY								
1. Demonstrates sound judgment in selection of staff.								
2. Assigns or delegates effectively.								
3. Supervises effectively.								
4. Promotes professional development of subordinates.								
5. Evaluates subordinates objectively and consistently.								
6. Resolves conflict effectively.								
7. Manages budget allocations effectively.								

Check one:

Outstanding
 Exceeds Requirements
 Meets Requirements
 Needs Improvement
 Unacceptable
 Not Applicable
 No Opportunity to Observe

COMMENTS: Where appropriate, cite specific examples (positive or negative).

PERFORMANCE DIMENSION

	Outstanding	Exceeds Requirements	Meets Requirements	Needs Improvement	Unacceptable	Not Applicable	No Opportunity to Observe	
COMMUNICATION SKILLS (with subordinates, peers, supervisors, other college constituencies) 1. Listens effectively.								
2. Communicates effectively.								
3. Shares appropriate information.								
4. Produces clear, timely reports and correspondence.								
5. Contributes effectively to staff discussions and meetings.								
INITIATIVE 1. Performs work with a minimum of direction.								
2. Works willingly beyond ordinary requirements when necessary.								
3. Completes work efficiently, in a timely manner.								
PERSONAL COMMITMENT 1. Maintains regular and punctual attendance.								
2. Assumes personal responsibility for work performance.								
3. Participates in appropriate staff development and/or training.								
COMMITMENT TO INSTITUTION 1. Understands and supports mission of the college.								
2. Shows interest and involvement in college activities.								
3. Promotes good public relations.								
OVERALL VALUE TO THE UNIT 1. Understands and contributes to the achievement of the goals and functions of the unit.								
2. Promotes and contributes to the positive morale of the unit.								
3. Offers effective and constructive criticism on unit's functions.								

OVERALL EVALUATION

Indicate by an X which **one** of the following summary statements best describes the employees overall performance.

- _____ Outstanding
- _____ Exceeds requirements
- _____ Meets requirements
- _____ Needs improvement
- _____ Unacceptable

Evaluators Comments:

Evaluators Signature: _____ **Date:** _____

Intermediate Supervisors
Signature (if applicable): _____ **Date:** _____

Employee Acknowledgment: *I have reviewed this form with my supervisor. My signature below indicates only that I have reviewed this evaluation. It does not necessarily signify my concurrence with its contents. I understand that if I disagree with any part of parts of this evaluation, I should submit to my supervisor a memorandum in response to this evaluation within five (5) working days of my evaluation conference with my supervisor. This memorandum must be signed and dated by me, and will be attached to the copy of the evaluation placed in my personnel file.*

Employees Signature: _____ **Date:** _____

Employees Comments (optional):

Vice Presidents
Signature (if applicable): _____ **Date:** _____

EVALUATION OF SENIOR ADMINISTRATORS

Senior administrators will be evaluated annually by the President. At least every five years, commencing with the fifth year of employment in the position, those who report directly to the senior administrator will participate in the evaluation process.

Evaluation will be based on performance in the position as delineated in the job description and on performance related to annual goals and objectives.

By February 15 of each year the President will begin the evaluation process by sending to each senior administrator a notice that a self-evaluation of job responsibilities and progress toward goals will be due no later than March 10. In the case of senior administrators whose staff will participate in the evaluation, a memo will be sent at the same time to those who report directly to that administrator with a performance evaluation and a position description.

By March 10 each senior administrator will provide to the President a self-evaluation based on the job description attributes in the performance evaluation, evidence of progress toward goals, and proposed changes to the job description, if any. The administrator will also provide a list of 3-4 goals with objectives proposed for the next year.

By March 20 the President will meet with each senior administrator to discuss the evaluation. Within five working days after this meeting the President will provide a written evaluation to the senior administrator with approved goals and objectives for the next year. The senior administrator will return a signed copy of the written evaluation within five working days of its receipt. The signature will indicate only that the evaluation was received and reviewed. If the senior administrator disagrees with any part(s) of the evaluation, a memorandum of response, signed and dated by the senior administrator, is to be returned with the signed evaluation and will be attached to the copy placed in the personnel file.

Waycross College
EVALUATION FORM
FOR SENIOR ADMINISTRATORS

At least once every five years the evaluation of senior administrators is to include information from persons who report directly to them. A copy of your evaluation will be given to the administrator.

Please respond to the following two questions. Use additional pages as needed. Remember that you are evaluating this person in this position; a copy of the current position description is attached.

NAME OF ADMINISTRATOR: _____

TITLE OF POSITION: _____

1. What are the strengths of the person in this position?

2. What suggestions do you have for this person to improve performance in this position?

(Your Name)

(Signature) - required

Please return to the President by _____. Thank you for your assistance.

PROFESSIONAL DEVELOPMENT OF FACULTY AND STAFF

All personnel are encouraged to review periodically their goals for professional development and to take advantage of the opportunities the College provides for these. Supervisors and/or department heads must take special responsibility for knowledge of professional development opportunities and for informing and encouraging employees to participate. Each year Waycross College will attempt to set aside at least one percent of full-time employee salaries to be used for faculty and staff development. This one percent will be matched by state appropriated funds for faculty/staff development to the extent that these funds are available.

Travel to conferences, workshops and other professional development opportunities. All full-time staff at the college are encouraged to consider conferences, workshops and other opportunities to enhance either their work in their current position or, where appropriate, their ability to be cross-trained or promoted within the institution. Supervisors have an obligation to inform their staff about appropriate opportunities and the procedure to seek approval for funding.

Tuition remission, reimbursement and scholarships for college courses.

For job related courses. Individuals who have been permanent full-time employees at Waycross College for at least six months and are eligible for benefits may be eligible for tuition remission or tuition reimbursement for job related courses.

Waycross College tuition remission. Employees who meet Waycross College admissions standards may register for up to two job-related courses (up to six semester hours) per quarter/semester. Supervisor approval is required, registration is on a space available basis at the end of registration day, and the program depends upon available funds. A full description is given in the tuition remission and reimbursement policy elsewhere in this handbook.

Tuition reimbursement. Employees who are accepted at any University System or Department of Technical and Adult Education institution may register for up to two job-related courses (up to six semester hours) per quarter/semester. Supervisor approval is required, registration will be on a space available basis, and the program depends upon available funds. A full description is given in the tuition remission and reimbursement policy elsewhere in this handbook.

Scholarships for Waycross College courses. Staff may be eligible for scholarships offered by the Waycross College Foundation and/or through the Waycross College General Endowment Fund. See the Director of Development and Community Services for information.

Leaves of absence for professional development for faculty and administrative staff.

Waycross College is guided by Board of Regents Policy 803.15 regarding leaves of absence for professional personnel. Leaves with pay may be granted, but only to teaching faculty for the purpose of promoting scholarly work and encouraging professional development. When the request is for leave with pay, the president will “examine carefully the programs or project on which the applicant for a leave proposes to work”, and will also “consider the likelihood of the applicants being able to accomplish the purposes for which the leave is requested.” In considering a request for leave, the president will also consider the effect that the granting of the

leave will have on the institution or on the department, whether the applicants work can be handled by others, and if funds are available for employing a replacement, if needed. A faculty member granted a leave with pay of less than one year shall sign an agreement to return to Waycross College at the termination of the leave for a period of at least one year. A faculty member granted a leave with pay for a year shall sign an agreement to return to Waycross College at the termination of the leave for a period of at least two years. If the faculty member does not return to the institution for the full amount of time specified in the agreement, the faculty member will be required to reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

Requests for leave may be for the purposes of completing an advanced degree, normally the doctorate, or for teaching faculty, for research, scholarly and creative activity, instructional improvement or retraining.

Leave for completing an advanced degree. The applicant should have the major portion of work toward a doctorate completed and must have completed at least three years of employment at Waycross College before a requested leave begins. The written request should be submitted to the president well in advance of the requested leave date and should include documentation to support the request, including a letter of support from the supervisor. The president may grant a leave with pay, a leave without pay or may decline to grant a leave. Leave with pay will be for no more than one half of the applicants annual salary, prorated to the length of the requested leave.

Leave for research, scholarly and creative activity, instructional improvement or retraining for teaching faculty. *(To be implemented Fall, 1998, if funds are available).* A leave of up to one semester at full pay or one year at half pay may be granted for a teaching faculty member to pursue these activities related to teaching. Tenured faculty will be eligible to submit proposals after completion of at least seven years of service and only if no leave has been approved in the prior six years. Leave requests must be submitted to the Faculty Professional Development Committee no later than October 1 of the year prior to the year in which the faculty member is requesting leave. The proposal must include information on the faculty members knowledge of the field, a description of the project for which a leave is requested, and evidence of the faculty members ability to complete such a project. The department chair (the Vice President and Dean if the applicant is a department chair) must provide information to the committee including a letter of support and information on the impact of the leave on the departments curriculum. By October 15 the committee will forward applications with its recommendation to the Vice President and Dean. By November 1 the Vice President and Dean must forward a recommendation to the President who will decide by December 1. Normally, no more than one such leave will be approved in an academic year.

Faculty grants. See Faculty Handbook, Section V.J.

CONSULTING

Waycross College is guided by Board of Regents Policy 802.1602 regarding consulting.

Consulting services for Waycross College. When consulting services covered by Policy 802.1602 are needed by Waycross College, the unit requiring such services shall submit a written request to the President, outlining and justifying the need. The President shall certify the need and seek the required approvals as appropriate.

Waycross College employees as consultants. When a Waycross College employee contemplates employment covered by Policy 802.1602, the employee shall submit a written request for approval to the appropriate supervisor(s) who will, in turn, make a recommendation to the President. Prior approval is required for such employment. Employee requests must include plans, if appropriate, for reimbursing the institution for use of the institutions personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons. Employees seeking approval for employment contemplated under provisions of this policy must certify, in writing, that no conflicts of interest will be involved in such activities. Final determination of conflicts of interest shall be made by the President; peer review of the issue(s) involved may be utilized in making the final determination.

EVENING ADMINISTRATOR-IN-CHARGE

Students attending regular classes scheduled in the evenings are to have access to the various administrative offices and the services that are provided by these offices and administrative personnel. These offices and services will be open and available to students on a regularly scheduled, rotating basis, with each office normally being open at least two evenings each semester.

Administrators having responsibility for the various offices and services will also be available to students, faculty and others who may seek the services of these offices on this rotating schedule. The administrator scheduled for this service will be designated as “The Evening Administrator-in-Charge” and will have responsibility for:

1. Providing access to the services of his/her particular area of responsibility;
2. Acting in the absence of other administrators whose services may be needed; and
3. As Administrator in Charge, monitoring the entire evening program and providing appropriate leadership and supervision for the effective administration of the program.

These evening responsibilities are not to replace or relieve any regularly assigned administrative responsibility of college personnel, but are, instead, designed to supplement and ensure that needed services and administrative assistance are available on a regularly scheduled basis for evening operations without administrators having unrealistic schedules that interfere with regular and punctual discharge of official duties.

The Office of the President will be responsible for developing the semester schedule of offices and administrators involved. Those who will serve as Administrator-in-Charge are all professional staff with the title of Assistant Director or higher (except for those in the physical plant area), chairs of academic divisions, and all professional staff in Student Life. Administrators who have evening classes scheduled for a particular semester will not also serve as Administrator-in-Charge.

The schedule shall provide for the offices to be open 5:30 - 8:30 p.m. on at least two evenings a week during regularly scheduled class periods. Administrators involved shall normally take one-half day of compensatory time from their regular schedules for this service.

SICK LEAVE

Waycross College is guided by the Sick Leave Policy of the Board of Regents Policy 802.0801 and Business Procedures Manual, Vol. 3A Revised, Sec. IIIJ.

Sick leave may be granted upon approval of the supervisor for the following reasons:

1. Illness or injury to the employee
2. Medical and/or dental treatment or consultation
3. Quarantine due to contagious illness in the employees household
4. Illness, injury, or death in the employees immediate family requiring the employees presence

“Immediate family” for the purpose of sick leave will include spouse, children, mother, and father.

“Immediate family” for funerals will include spouse, children, mother, father, brother, sister, grandparents, mother-in-law, and father-in-law. Time allowed for funerals will be up to three days in town or up to five days out of town.

Sick leave claimed for a period exceeding five days must be documented by a physicians statement. Sick leave claimed for five or fewer days may require documentation by a physicians statement prior to having it charged to sick leave if the supervisor has concerns about possible abuse of sick leave.

Exceptions on any sick leave may be made on an individual basis. Interpretations of legitimate sick leave requests will be made by the College.

FAMILY LEAVE POLICY

Waycross College is guided by Board of Regents Policy 802.0806, which follows, and the Family Leave Act (1992), a copy of which is in the office of the Vice President for Business Affairs.

Board of Regents Policy 802.0806. Any employee who has been employed on a half-time basis or greater for at least twelve months is eligible for twelve work weeks of family leave during a twelve-month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

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

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

With certain exceptions as indicated in the Family Leave Act (Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24), family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her employee benefits during the period of leave with institutional participation in the payment of premiums.

Waycross College implementing procedures. Family leave shall be requested using the Request for Leave form. Other leave category should be used and family leave specified. Certification of a serious health condition may be required from the health care provider of the employee or of the employees child, spouse, parent, or spouses parent, whichever is appropriate. Certification would include the date on which a serious health condition commenced; probable duration of the condition; appropriate medical facts; and purpose of the leave.

Family leave shall be for a period of not less than two weeks at any one time. This will allow for the integrity of payroll to the extent that a person is either on paid leave or leave without pay.

The present College Board of Review shall hear appeals arising from the possible interference with, restraint or denial of the exercise of or the attempt to exercise any right provided by the Family Leave Act. Employees shall use existing procedures outlined in the *Faculty Handbook* or the *Classified Employees Handbook* for filing appeals.

AMERICANS WITH DISABILITIES ACT AND SECTION 504 COMPLIANCE

Waycross College does not discriminate, in any form, against students, employees or applicants on the basis of race, color, sex, creed, national origin, age or disability. In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the college that it does not discriminate against an individual on the basis of handicapping conditions, as covered under the ADA and Section 504 of the Rehabilitation Act of 1973.

In hiring and personnel actions, the college does not discriminate against individuals who are disabled, if they can perform the essential functions of positions, with or without reasonable accommodation. The college provides reasonable accommodations (if not an undue burden) for applicants and employees with disabilities to enable them to complete the application process or perform their work.

Employees who are disabled and need accommodations should tell one of the following: their immediate supervisor, department chair or director, or the human resources department. An individual who requests accommodation may be asked to provide a statement from a physician or other health care professional explaining the individual's functional limitations. The college, at its discretion, may require a medical examination or medical inquiry by a health care professional it chooses to confirm the individual's functional limitations. A person who is not satisfied with the accommodations provided may seek advice from the ADA Coordinator, who is the Director of Student Life.

Any person, employee or job applicant who has a concern, complaint or grievance in regard to the ADA and Section 504 of the Rehabilitation Act of 1973 should contact the ADA Coordinator.

SEXUAL HARASSMENT

The policy of Waycross College is contained in the Faculty Handbook.

8/97 (BPL)

Admin. I.K.

SEXUAL ASSAULT POLICY

The policy of Waycross College is contained in the Faculty Handbook.

8/97 (BPL)

Admin. I.L.

SEXUAL ASSAULT VICTIMS BILL OF RIGHTS

This statement of Waycross College is contained in the Faculty Handbook.

8/97 (BPL)

Admin. I.M.

DISABILITY HARASSMENT

The policy of Waycross College is contained in the Faculty Handbook.

1/02 (BPL)

1-32

Admin. I.N.

DRUG FREE WORKPLACE

The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants is performed in a drug free work environment. The Georgia State legislature enacted The Drug-Free Public Work Force Act of 1990 to prohibit the unlawful possession and/or use of alcohol and controlled substances or dangerous drugs.

In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and illegal drugs in the workplace, Waycross College prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during nonworking hours, clearly affects an employee's ability to perform his public duties. Therefore, Waycross College adopts the following as its drug free/alcohol policy.

- I. The possession or consumption of alcoholic beverages on college property or at events sponsored or supervised by Waycross College, on or off campus, is prohibited. The possession or use (without valid medical or dental prescription), the manufacture, distribution, or sale of marijuana, controlled substances or dangerous drugs, controlled by federal or Georgia law is prohibited. (Please refer to Georgia Laws, 1990, p. 2037 and/or "Documents" on file in the Library under Committee on Organization and Law.) Such unlawful activity will be considered a sufficient ground for a serious adverse personnel action, including dismissal from employment.
- II. Drug and alcohol counseling, treatment or rehabilitation programs are available in the local area to students and employees. Information is available from the Office of Student Life or the Personnel Office.
- III. Any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with procedural requirements (see Classified Employees Handbook and/or Faculty Handbook). Such employee shall be required as a condition of re-employment following suspension to complete a drug abuse treatment and education program approved by the President of the institution.
- IV. If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be re-structured if in the opinion of the immediate supervisor it is deemed advisable. No statement made by an employee to a supervisor or other person, in order to comply with

this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a System employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

- V. If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the central personnel office of Waycross College in writing of each arrest or conviction as soon as possible but no later than five (5) calendar days of the arrest or conviction.
- VI. Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment. Any questions concerning this policy should be directed to the personnel office of Waycross College.
- VII. This policy shall be reviewed by the College Administrative Staff biennially to determine its effectiveness and implement changes to the policy if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

TUITION REMISSION AND REIMBURSEMENT POLICY

The Board of Regents of the University System of Georgia recently approved a Tuition Reimbursement and Remission Policy (803.1407) to assist full-time employees in their pursuit of professional development and growth. In order for Waycross College employees to take advantage of the opportunities offered under this policy, the following implementation procedures and guidelines have been developed.

1. Eligibility

- a. Full-time permanent employees of Waycross College who have been employed for at least six months and are eligible for benefits.
- b. Supervisor approval is required.
- c. Admission to any course under this policy is contingent on space being available in the class and College funds being available to cover tuition and fee cost.
- d. The admission requirements of Waycross College or the institution to be attended must be met.

2. Courses

- a. Job-related courses are the only ones that may be taken under this policy. Job-related is defined as those courses whose content is of “direct and significant assistance to you in carrying out your present duties and responsibilities or in your professional development.” Courses that are not directly related to a specific job, but form part of a job-related degree program that relates to your career also qualify. Courses for self-enrichment do not qualify.
- b. Tuition may be waived or reimbursed for up to three courses or up to nine semester hours per semester.
- c. Only courses taken for credit at a regionally accredited, degree-granting college or university, including any University System or Department of Technical and Adult Education institution, are eligible.
- d. Courses taken at private institutions will be reimbursed only if those courses or their equivalent are not available at a University System institution within 70 miles of Waycross College. Reimbursement for such approved courses will be limited to the in-state rate of an equivalent University System institution.

- e. Courses should be taken outside of the regular work schedule. If this is not possible, approval must be received from your supervisor and all time used for the course must be made up at times approved by the supervisor or annual leave taken.
- f. The employee must agree to satisfactorily complete the course(s) taken and show evidence of completion. Completion of a course with a grade less than “C,” withdrawal from the course, or leaving Waycross College before completing the course, will require the employee to reimburse Waycross College for any tuition remission received and will cancel tuition reimbursement approved.
- g. If a grade of “C” or better is not achieved, including cases where an employee withdraws from a course, the employee becomes ineligible to request reimbursement and to participate in the program for six months after the end of that term.

3. Tax Considerations

Although as a general rule educational expenses qualifying as job-related are not reportable by the College as income to the employee, it is your responsibility as a taxpayer to assess the tax consequences and comply with current tax codes.

4. Procedure for applying and obtaining approval

a. General Information

- (1) Employees must register during the employee registration period to obtain tuition remission or reimbursements. These times, to be announced each semester as a part of the class schedule information, will be held after regular registration, but before late registration or drop/add begins. Employees who register at times other than the designated employee registration period will be ineligible to receive tuition remission or reimbursement even if otherwise eligible. A written record of time and date registration is completed will be required.
- (2) Employees must apply for financial aid to determine eligibility. If eligible for any assistance, this aid must be used first to determine the amount of tuition remission or reimbursement.
- (3) Employee must complete Form TR-01 “Application for Tuition Remission or Reimbursement” and submit it to the supervisor at least 30 days before the scheduled employee registration period (see copy attached). The supervisor will review the request to determine if it is job or career related and forward the approved request form to the Financial Aid and Business Offices for approval. Financial Aid will certify eligibility for Financial Aid and indicate the award amount, if any. The Business Office will determine the amount of

remission or reimbursement eligibility and if funds are available to grant request. The Business Office will then retain one copy, and return one to the supervisor and one to the employee. A disapproved request will be returned to the employee with the reason for disapproval.

- (4) If the request is not approved, the decision of the supervisor may be appealed to the next highest supervisor, and then to the appropriate Vice President for the area. Classified employees may next appeal to the Personnel Director (Vice President for Business Affairs). The final level for appeals will be the President. Appeals will not be reviewed by the Board of Regents.

b. Application and Approval Process

Employees should follow instructions and guidelines in 4a. above in all cases and follow additional steps as outlined for each specific case outlined below:

(1) **Tuition remission at Waycross College for courses to be taken outside of scheduled work hours:**

- (a) Take the approved copy of the request and the approved course registration form to the employee registration period and follow registration procedures.

(2) **Tuition for courses taken at other institutions to be taken outside of scheduled work hours:**

- (a) Take the approved copy of the request to the employee registration period at that institution and follow the procedures outlined by that institution. A fee waiver will be granted if registration is approved.
- (b) After satisfactorily completing the approved course(s) with a grade of “C” or better, forward a copy of the grade report and the approved copy of Form TR-01 to the Business Office.

(3) **Tuition remission for Waycross College courses to be taken during scheduled work hours:**

- (a) The employee must complete and attach an approved Request for Leave form for use of annual leave for time spent in class for the semester period. Approved leave time will be indicated on time sheets for each pay period. If annual leave is not sufficient to cover time indicated, leave will be without pay.

(4) Tuition reimbursement for courses taken at other institutions to be taken during scheduled work hours:

- (a) The employee must complete and attach an approved Request for Leave form for use of annual leave for time spent in travel and in class for the semester period. Approved leave time will be indicated on time sheets for each pay period. If annual leave is not sufficient to cover time indicated, leave will be without pay.
- (b) After completing the approved course(s) with a grade of “C” or better, the employee must forward a copy of the grade report and the approved copy of Form TR-01 to the Business Office.

(5) Tuition reimbursement for courses to be taken at a non University System institution:

- (a) The employee must certify that the course is not available at any University System institution within a 70 mile radius of Waycross College by presenting copies of course offerings from University System institutions within a 70 mile radius of Waycross College for the term indicated along with Form TR-01.
- (b) After completing the approved course(s) with a grade of “C” or better, the employee must forward a copy of the grade report, the paid receipt, and the approved copy of Form TR-01 to the Business Office for reimbursement.

WAYCROSS COLLEGE
APPLICATION FOR TUITION REMISSION OR REIMBURSEMENT
TR-01

EMPLOYEE NAME _____ SOCIAL SECURITY NO. _____ - _____ - _____

ADDRESS _____
P. O. BOX, STREET _____ CITY _____ STATE _____ ZIP CODE _____

DEPARTMENT _____ IMMEDIATE SUPERVISOR _____

CURRENT POSITION _____ TIME AT COLLEGE _____
YEARS MONTHS

EDUCATIONAL INFORMATION

	<u>NAME OF SCHOOL</u>	<u>DEGREE</u>	<u>YEAR GRADUATED</u>
HIGH SCHOOL	_____	_____	_____
COLLEGE	_____	_____	_____
COLLEGE	_____	_____	_____

CURRENTLY ENROLLED? _____ IF YES, NAME OF SCHOOL _____

ENROLLMENT DATE _____ PROGRAM OF STUDY _____ CURRENT GPA _____

CURRENT CLASS DESIGNATION _____ DEGREE/CERTIFICATE TO BE EARNED _____

IF NOT CURRENTLY ENROLLED, PROPOSED ENROLLMENT DATE _____

INSTITUTION _____ PROGRAM OF STUDY _____

COURSE(S) REQUESTED FOR THIS SEMESTER:

<u>COURSE TITLE</u>	<u>BEGINNING/ENDING DATES</u>	<u>TIME OF COURSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WILL YOU TAKE COURSE(S): A. _____ OUTSIDE OF NORMALLY SCHEDULED WORKING HOURS?

B. _____ DURING REGULARLY SCHEDULED WORKING HOURS?

IF **B.** ANSWERED, HOW WILL THE TIME BE MADE UP?

A. _____ BY WORKING THE SCHEDULE AS ATTACHED.

B. _____ ANNUAL LEAVE/LEAVE WITHOUT PAY - REQUEST FOR LEAVE ATTACHED.

HAVE YOU PARTICIPATED IN THE TUITION REMISSION/REIMBURSEMENT PROGRAM? _____

IF YES, DATE OF MOST RECENT ATTENDANCE _____ NAME OF SCHOOL _____

ATTACH A COPY OF MOST RECENT GRADE REPORT UNDER TUITION REMISSION/REIMBURSEMENT PROGRAM.

WAYCROSS COLLEGE SERVICE AWARDS

Service awards are given annually to employees who have been employed at Waycross College for 5, 10, 15, 20, etc. years. The awards are funded by the Waycross College Foundation and are presented annually at the beginning of the Fall Faculty Workshop. The Secretary to the Vice President for Business Affairs/Personnel Assistant provides the employment data. The Director of Development and Community Services is responsible for purchasing the awards.

1. The time of employment will begin being counted on July 1 of each year.
2. Years of service for employees who resign and later are re-employed shall be only the years of employment at Waycross College.
3. Individuals who are employed as regular part-time staff employees will be recognized. Part-time teaching faculty employees are not included in this presentation.
4. Temporary employment, both full and part-time, does not count toward full-time service awards. Service as a student worker will not be included.

PERSONNEL FILES

There shall be one and only one official personnel file which shall be maintained in the Office of Human Resources. Each official personnel file shall contain the original copy of at least the information specified in the Personnel File Contents list appropriate to that employee.

Each employee has access to his/her personnel file. The file may be reviewed at any time that is mutually agreeable under the supervision of a member of the Human Resources staff. Nothing may be removed from the file by an employee. Upon request by the employee, a copy of any document in the file will be provided within three working days. Waycross College follows the provisions of the Open Records Act (O.C.G.A. 50-18-70 through 50-18-76) with respect to access to personnel files by others.

The following items should not be placed in the personnel file. Pre-employment information, excepting that which is specified to be placed in the personnel file at the time of employment, is to be maintained by the supervisor in a pre-employment file. Medical records, if any, are to be housed in confidential files in the Office of Human Resources.

Following termination of employment, the personnel file is to be held in the current files area for ten years and then transferred to the archives for permanent retention (Board of Regents of the University System of Georgia Records Management Policies and Procedures).

PERSONNEL FILE CONTENTS
Full-Time Employees

Document	Admin./ Prof. Staff	Faculty	Classified
<i>At time of employment</i>			
Position description	✓		✓
Letter of application		✓	
Official transcripts	✓	✓	
Faculty checklist with SACS approved graduate courses		✓	
Waycross College application for classified employment			✓
Teachers Retirement (TR) application			✓
TR or Optional Retirement Program (ORP) application	✓	✓	
I-9 form	✓	✓	✓
Security questionnaire	✓	✓	✓
Waycross College roster information form	✓	✓	✓
New employee information form	✓	✓	✓
Payroll information form	✓	✓	✓
Direct deposit form	✓	✓	✓
W-4 federal withholding form	✓	✓	✓
G-4 Georgia withholding form	✓	✓	✓
Benefits form	✓	✓	✓
Health/dental insurance card	✓	✓	✓
Life/supplemental/dependent life insurance card	✓	✓	✓
Section 125 authorization	✓	✓	✓
Flexible spending accounts form	✓	✓	✓
Cash handling procedures (where applicable)	✓	✓	✓
Signed letter of appointment	✓		✓
Signed letter of acceptance	✓		✓

Document	Admin./ Prof. Staff	Faculty	Classified
<i>During employment</i>			
Six month evaluation for those on provisional appointments			✓
Notice of re-appointment--first through fifth year tenure track		✓	
Annual notice of salary	✓		✓
Annual contract		✓	
Annual evaluation (summary sheet for faculty)	✓	✓	✓
Pre-tenure, tenure and post-tenure evaluations ¹		✓	
Promotion evaluations ¹		✓	
Current year sick and annual leave forms	✓	✓	✓
<i>At time of termination or resignation</i>			
Letter of resignation	✓	✓	✓
Notification of COBRA program	✓	✓	✓
Separation notice	✓	✓	✓

¹Portfolios shall be retained in the office of the Vice President and Dean

PERSONNEL FILE CONTENTS
Part-time Employees

Document	Admin./ Prof. Staff	Faculty	Classified
<i>At time of employment</i>			
Position description	✓		
Letter of application	✓	✓	
Official transcripts	✓	✓	
Faculty checklist with SACS approved graduate courses		✓	
Waycross College application for classified employment			✓
Georgia Defined Contribution Plan application or Georgia Defined Contribution Plan Deferment Form	✓	✓	✓
I-9 form	✓	✓	✓
Security questionnaire	✓	✓	✓
New employee information form	✓		✓
Payroll information form	✓	✓	✓
Direct deposit form	✓	✓	✓
W-4 federal withholding form	✓	✓	✓
G-4 Georgia withholding form	✓	✓	✓
Cash handling procedures (where applicable)			✓
Signed letter of appointment	✓		✓
Signed letter of acceptance	✓		✓
<i>During employment</i>			
Six month evaluation for those on provisional appointments			✓
Annual notice of salary	✓		✓
Annual evaluation (summary sheet for faculty)	✓		✓
<i>At time of termination or resignation</i>			
Letter of resignation	✓		✓
Separation notice	✓		✓

INTERIM POLICY ON OBSERVANCE OF RELIGIOUS DAYS

Pending action by the University System of Georgia Board of Regents, the following policy will be used for employee absence from work to observe religious days.

When a member of the administration or professional or classified staff must be absent during regular working hours because of a required religious observance, vacation time will be used. The employee is expected to complete the Request for Absence Form in a timely way.

Teaching faculty on academic year appointments do not accrue vacation days, and sick leave cannot be used for religious days. When a member of the teaching faculty must be absent during regular working hours when courses, office hours and/or other professional activities are scheduled, the faculty member will work with the Division Chair to request time needed. The Division Chair and faculty member will record time assigned for class and office hours on the day(s) the faculty member will be absent and will record the days, times and location where this time is to be made up. For example, a faculty member who is absent for one 90 minute class and two office hours might work an additional 3½ hours in the Academic Support Center in the evening or on Sunday afternoon. When duties have been performed, the faculty member and Division Chair will so note on the record of time away.

BUDGET DEVELOPMENT

Responsibility and Control. Primary responsibility for the administration of the College's financial resources lies with the Vice President for Business Affairs who serves as an advisor to the administrative staff in budget preparation and serves as coordinator for preparation of the annual budget for the College. Following approval of the budget by the President and the Board of Regents, the Vice President for Business Affairs is further charged with the responsibility of budget management for the College. S/he is responsible for directing the budgetary controls for the institution, preparing financial status reports and assisting the various administrators with managing and controlling their individual budgets. Budgetary checks on each unit are, basically, through requisition approval; however, each administrator is responsible for management of his/her own budget, including recommendations for purchase, travel, etc., within approved policies and procedures.

The Vice President for Business Affairs will work closely with all administrative officers of the College who administer budgets to ensure appropriate preparation, administration and control. S/he shall be available as needed to provide necessary information, consultation and advice concerning all pertinent budget matters. The Vice President for Business Affairs shall consult with and shall be sought out for consultation by administrators as needed to facilitate all budget, purchasing and other business activities for the College.

Budget Preparation. The College administration jointly plans and coordinates efforts to obtain optimum benefits from all college resources, including financial resources. These plans--both short-term and long-term--are developed within the framework of strategic planning. When goals, objectives and strategies have been formulated and after soliciting input from faculty, students, staff, and community, priorities are established, recognizing the financial resources available and demands that are to be made on these resources. These priorities are the foundation of the College budget which becomes the plan for allocation of financial resources.

To assist in budget preparation, the Vice President for Business Affairs shall annually provide each administrative officer with the appropriate, approved Budget Request Forms, including instructions for preparation, and the date(s) required for meeting necessary schedules. After gathering the necessary input from the various segments served, each administrative officer prepares a budget request for his/her area of responsibility. Where appropriate, the administrator at the next level of responsibility reviews the recommendation and prepares his/her recommendations accordingly, providing it through the Vice President for Business Affairs to the President. After careful consideration of each recommendation and after consultation with chief administrative officers, the President approves budget allocations and requests the Vice President for Business Affairs to finalize the budget for submission to the Board of Regents for official approval.

Summer and Part-time Faculty Salaries. At the time of budget preparation the Department Chairs and the Vice President and Dean of Academic and Student Services will consider whether to recommend a change in salaries paid to part-time faculty and/or to full-time faculty teaching in the summer. Data for review should include pay by other schools, recency and amount of prior increments, and the impact on minimum class size given anticipated total compensation costs and

tuition increases. If an increase is recommended, the President will decide in consultation with the two Vice Presidents.

Budget Information. Following Board of Regents approval of the budget for the College, the Vice President for Business Affairs will provide each budget manager with a copy of his/her annual budget as approved. The Vice President and Dean of Academic and Student Services will receive a copy of the budget for each area s/he oversees.

The Vice President for Business Affairs shall prepare a monthly budget report on the total budget for review by the President and the Regents' staff. Monthly budget status reports for individual units will be provided to each budget manager. The Vice President and Dean shall be provided copies of the monthly statements and of any budget amendments for each area s/he oversees.

There are certain budget units and college-wide budget items, e.g., plant operations, telephone and service agreements, which are controlled by the business office. Status reports will reflect changes to individual units for these services as may be appropriate.

Budget Amendments. From time-to-time, particularly at the beginning of each new academic period, budget adjustments are necessary for the College and for individual budget units. These amendments can be made, subject to Regents' approval.

Adjustments to the total budget. As soon after registration as possible in each academic period, the Vice President for Business Affairs shall assess the total budget situation and discuss overall needs with the President, making recommendations for such gross budget adjustments as may be needed. The President then normally consults with each chief administrative officer whose budget may be significantly affected by these needed adjustments. With this input from the administrative staff, the President will determine the adjustments that are to be made.

Each chief administrator whose budget will be affected either positively or negatively will confer with others in his/her area of responsibility who administer budgets and will make recommendations for the necessary adjustments, processing these recommendations through the Vice President for Business Affairs. No change will be made in recommendations without further consultation with the officers involved. The Vice President for Business Affairs will then prepare the necessary, formal budget amendment for the College. Each budget manager will, as soon as possible after Regents' approval, be provided a copy of the amendment reflecting necessary adjustments for his/her area of responsibility. The chief administrators will receive copies of unit budgets in their area of responsibility.

Adjustments to individual units. Adjustments to unit budgets may be made to meet departmental or program needs subject to Regents' policies and approval. Budget managers needing budget adjustments should discuss these needs with the administrator at the next level of responsibility and with the Vice President for Business Affairs early in their considerations. Requests for amendments should be made only after due consideration and consultation with the individuals involved. Formal requests must be submitted to the Vice President for Business Affairs using Request for Budget Amendment forms and guidelines.

Normally, budget amendments are submitted only once each academic period. They must be submitted according to the annual/monthly schedule required by the Regents. Following Regents' approval, copies of approved amendments will be provided to each budget manager. No informal adjustments or related actions can be taken until formal approvals are received.

EXTERNAL GRANT APPLICATIONS AND REPORTS

Waycross College encourages faculty and staff to apply for appropriate sources of external funding to support its mission. Waycross College also participates in University of Georgia System funded grants. To assure that proposals are appropriate to the mission and that matching college funding or in-kind support is available, the procedures below must be followed.

Grant applications. If the grant proposal requires a commitment of Waycross College funds or in-kind support, the grant application must be approved by the Vice President for Business Affairs before it is submitted. To avoid missing grant deadlines, the principal investigator should involve the Vice President in the budget preparation process for any grant as early as possible. The signature page “Waycross College Cover Sheet for Grant Applications” must be completed by all parties before the grant is submitted to the funding source.

Grant reports. Reports, especially state and federal financial reports, must be reconciled with Waycross College accounting records prior to submission to awarding agencies. All required reports will be prepared by the principal investigator responsible for administering the award involved. When a report has been prepared and before it is submitted to the awarding agency, the principal investigator will request that the Vice President for Business Affairs review the report and, if necessary, assist in reconciling the data with college accounting records prior to submission of the report to the agency. The Vice President for Business Affairs must approve and sign off on the report before it is submitted to the agency. Difficult issues or concerns should be discussed with appropriate administrators involved well in advance of any report date to assure timely filing of reports.

WAYCROSS COLLEGE COVER SHEET FOR EXTERNAL GRANT APPLICATIONS

Title of Grant: _____

Principal Investigator: _____

Approval:

Date:

_____, Supervisor

_____, Director, Development & Community Services

For Budget:

_____, Vice President for Business Affairs

For Academic and Student Services Grants:

_____, Vice President & Dean of Academic

& Student Services

_____, President

CONDUCTING FUND-RAISING PROJECTS

The guidelines which follow shall serve as the official policy for planning and conducting fund-raising activities for all College organizations, groups and individual representatives of students, faculty and staff.

All fund-raising projects and/or activities must be approved by the Chief Administrative Officer of the unit responsible for the activity at least thirty (30) working days in advance of any action involved in implementing the proposed activity. "A fund-raising activity" shall be defined as any action undertaken to generate or obtain financial support for an activity developed on behalf of students, faculty, staff, college organizations or groups and/or representatives of these groups. To assist the College and its various organizations and representative groups in the scheduling of fund-raising activities and avoiding conflicts, the Director of Development and Community Services shall develop and maintain an Annual Fund-raising Calendar.

Any fund solicitation involving off-campus contacts must be approved in advance by the Director of Development and Community Services of Waycross College. Should any question develop on review by the Director of Development and Community Services, the proposed project/activity must be submitted to the President of Waycross College for further review before being placed on the Fund-raising Calendar.

All materials, invitations, letters, posters, advertisements, and similar appeals, including the prospect lists, must be carefully planned and then reviewed to eliminate possible conflicts of interest, inappropriate scheduling and/or other action that might tend to compromise the credibility of the College and/or its representatives.

No fund-raising activities may be implemented until: (1) The activity has been approved by the Chief Administrator involved and (b) The activity has been cleared of "conflicts" and placed on the Annual Fund-raising Calendar.

INTELLECTUAL PROPERTIES POLICY

PREAMBLE

Waycross College is dedicated to teaching and the extension of knowledge to the people in its service area. The College recognizes as a major objective the dissemination of both old and new knowledge. This may involve from time to time the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software by faculty, staff, and students. Such activities (1) contribute to the professional development of faculty, staff or students involved, (2) enhance the reputation of the College, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of College faculty, staff or students who have been aided wholly or in part through the use of College resources. It becomes significant, therefore, to insure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his or her abilities and those of other faculty, staff or students may be further encouraged and stimulated.

The College recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research and service. The College acknowledges that faculty, staff or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works which maybe subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the College. With the advent of innovative techniques and procedures the variety and number of materials which might be created have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

Waycross College recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as the College is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, the following policy and procedures have been developed to protect such expressions of knowledge.

This policy is and shall be consistent with policies and procedures of the Board of Regents of the University System of Georgia with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff or students.

DEFINITIONS

Intellectual Properties shall be deemed to refer to patentable materials, copyrighted materials, trademarks and software, whether or not formal protection is sought.

Patentable Materials shall be deemed to refer to items other than Software which reasonably

appear to qualify for protection under the patent laws of the United States or other protective statutes whether or not patentable thereunder.

Copyrighted Materials shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programed instructional materials, and (7) other materials or works other than software which qualifies for protection under the copyright laws of the United States or other protective statutes whether or not registered thereunder.

Software shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

Trademarks shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System of Georgia or Waycross College specifically.

DETERMINATION OF RIGHTS AND EQUITIES IN INTELLECTUAL PROPERTIES

Sponsor-Supported Efforts

A grant or contract between a sponsor and Waycross College, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the public domain, (2) may claim reproduction, license-free use, or other rights, or (3) may assign all rights to Waycross College. If royalty income is realized by the College, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income shall be subject to sponsor and Waycross College regulations.

College-Assigned Efforts

Waycross College shall retain ownership of Intellectual Property developed as a result of assigned College effort; however, sharing of royalty income with the inventor or creator may be approved. Intellectual Property, other than Copyrighted Materials, as defined in these policies, will be considered as having been developed as an assigned duty when conception and/or development is in the area of principal competence for which the individual is employed. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Waycross College regulations.

College-Assisted Individual Effort

The ownership of Intellectual Property developed by Waycross College faculty, staff or students where the College provides support of their efforts or use of College resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by

the inventor or creator and the College according to College regulations governing the nature and extent of inventor or creator participation in royalty income.

Individual Effort

The ownership of Intellectual Property developed by Waycross College faculty, staff or students shall reside with the inventor or creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of College resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of a College contract or grant; (3) the Intellectual Property is not developed by faculty, staff or students as a specific College assignment. The College will determine the nature and extent of the use of College resources according to its regulations and guidelines.

Other Efforts

Ownership rights to Intellectual Property developed under any circumstances other than those listed in these policies shall be determined on an individual basis and approved by the President of Waycross College or his or her designated representative. The nature and extent of inventor or creator participation in royalty income shall be determined by College regulations.

COLLEGE PROCEDURES

Intellectual Property Committee

The President of Waycross College shall appoint a committee consisting of three members one of whom shall be a representative of the Office of the Vice President of Business Affairs. One of these members shall be named as chair by the President. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his or her designee.

Faculty, staff or students shall promptly report to the committee in writing, through the appropriate administrative organizational structure as outlined in the Waycross College Statutes and Bylaws, all Intellectual Property invented or created by them which is subject to this policy.

The committee shall recommend to the President or his or her designee the rights and equities in Intellectual Property created by faculty, staff or students of the College.

Faculty, staff or students shall have the right of appeal through the appropriate Board of Review utilizing procedures governing appeals outlined in the Faculty Handbook, the Classified Employee's handbook, or the Student Handbook in the event of a disagreement as to the ownership and use of such materials.

Development and Management of Licensing Program

The College licensing program shall be developed and managed through an affiliated nonprofit corporation. One or all of the following nonprofit corporations shall be used: (1) Georgia State University Research Foundation, Inc.; (2) Georgia Tech Research Corporation. Specifics of this program will be developed jointly by the Waycross College Intellectual Property Committee and the nonprofit corporation(s) subject to approval of the President of Waycross College.

College Regulations on Royalty Income

The nature and extent of inventor or creator participation in royalty income resulting from Intellectual Property creation shall be determined by the following:

- (1) Terms and conditions of grants and contracts with sponsors will be considered.
- (2) Policies of the State of Georgia, the Board of Regents of the University System of Georgia, and Waycross College as they relate to payment for services of employees, payment for leave, and other appropriate personnel policies will be considered.
- (3) Inventor or creator **must** have notified the Intellectual Property Committee **in writing** of the Intellectual Property invented or created detailing all pertinent information. Information shall include, but not be limited to, type of Intellectual Property invented or created; under what terms it was or will be invented or created - Sponsor, Assigned Efforts, Assisted Individual Effort, Individual Effort, Other Effort - (specify); type and amount of royalty income anticipated from project; other relevant information.
- (4) Generally, the College shall retain right to receive a percentage of any royalty income generated or anticipated from invention or creation of any Intellectual Property except that invented or created through Individual Effort. The actual percentage will be determined on a case by case basis.
- (5) The Waycross College Intellectual Property Committee shall recommend to the President of the College a determination of the rights and equities in Intellectual Properties and the nature and extent if any of inventor or creator participation in royalty income.
- (6) The President may approve or disapprove the recommendation of the committee. After he or she makes a decision, he or she will notify the committee and the inventor or creator in writing.
- (7) The inventor or creator may appeal the decision of the President following appropriate appeal procedures as outlined in the Faculty Handbook, the Classified Employee Handbook, or the Student Handbook.

TRADEMARKS

Trademarks constitute property of the Board of Regents of the University System of Georgia, and applications for registration, use of and licensing of such trademarks shall be governed by the policies of the Board; provided, however, that trademarks arising out of research done by Waycross College pursuant to an agreement with a cooperative organization (see Policy Manual, Section 1907) shall be the property of such cooperative organization and such organization may file all appropriate applications and other documents necessary to protect such trademarks any may exercise all other rights consistent with ownership of the trademarks.

WAYCROSS COLLEGE POLICY ON NAMING SPACE

Waycross College wishes to honor donors who make significant gifts to the general endowment of the Waycross College Foundation. One such honor is the naming of a building, space or street in accordance with the donor's wish. The following guidelines will be used in approving the name of a building or specific area in a building or on college property. In all such decisions Waycross College shall follow Board of Regents policy 912.

1. For future privately funded physical facilities, a donor who donates at least 50 percent of the construction cost may name the building upon recommendation of the President of Waycross College and approval by the Board of Regents.
2. For existing physical facilities that are unnamed, a donor who contributes at least \$1 million may name the facility upon recommendation of the President of Waycross College and approval by the Board of Regents.
3. For spaces within buildings or on the grounds, naming opportunities and amounts will be determined by the President of Waycross College. Some spaces, such as streets, quadrangles, and recreation fields require approval by the Board of Regents.
4. A desire to have a named space may be specified with a gift of 25% of the amount needed and a pledge to complete the gift within four years. The space will be named when the gift is completed but will be reserved for that donor for the length of the pledge.
5. A physical facility, space or street may be named for an individual who has provided outstanding service to the institution, to the nation, or to society, and has served with distinction. The requirement of donations may be modified or waived by the President. Careful consideration shall be given each name recommended, advice sought, and the utmost discretion used to ensure that those upon whom such an honor is bestowed are truly worthy. Each recommendation shall be considered on its own merit and no precedent shall be assumed by any name or names recommended and approved.
6. In all cases the President of Waycross College shall endeavor to ensure that the proposed naming is consistent with the interests of the institution and the University System.

NAMED GIVING OPPORTUNITIES AT WAYCROSS COLLEGE
Levels of Giving

Requiring recommendation by the President and approval by the Board of Regents

Major Buildings - \$1 million

- “A” Building – Administration
- “B” Building - Physical Education
- “C” Building - Academic
 - Student Services Building

Requiring approval by the President

1. High Visibility Major Spaces - \$250,000
 - “A” Library
 - “C” Auditorium
 - Phys. Ed. Gymnasium
 - Student Services Commons
 2. High Visibility Large Spaces - \$100,000
 - “A” Commons
 - “C” Commons
 - “C” Academic Support Center
 - “C” Developmental Studies Suite
 - Student Services Bookstore
 3. Specialized Moderate Spaces - \$50,000
 - “C” Physics/Electronics Lab (121)
 - “C” Community Room (126)
 - “C” Computer Classroom (117)
 - Physical Education Addition Lobby
 - Student Services Group Meeting/
Testing Room
 - Student Services Conference Room
 - Student Services Private Dining Room
 - *Parking Lots
 - *Unnamed Streets
 5. Offices - \$10,000
 - “A” Classrooms
 - “A” Distance Learning Labs
 - “C” Classrooms
 - Phys. Ed. Weight Room (in addition)
 - Phys. Ed. Classrooms (original building)
 - Student Services Group Study Lounge
 - Student Services Television Lounge
 - Student Services Game Room
 - Student Services Career Center
 - *Tennis Courts, Archery Range, Fitness Trail, etc.
- Spaces Not Specified Above
To be determined by the President

*May require approval by the Board of Regents

4. Specialized Small or Outdoor Space - \$20,000

NAMED GIVING OPPORTUNITIES AT WAYCROSS COLLEGE
Areas to Consider

Academic and Administration – “A” Building

- Library (1)
- Commons (2)
- Continuing Education Suite (future) (2)
- Classrooms (4)
- Distance Learning Labs (4)
- Offices (5)

Streets Not Named (3)

- Tennis Courts (4)
- Archery Range (4)
- Fitness Trail (4)

Spaces Not Named Above

TBD by the President

Academic Building – “C” Building

- Auditorium (1)
- Commons (2)
- Academic Support Center (2)
- Developmental Studies Suite (2)
- Physics/Electronics Lab (C121) (3)
- Community Room (C126) (3)
- Computer Classroom (C117) (3)
- Classrooms (4)
- Offices (5)

Physical Education Building – “B” Building

- Gymnasium (1)
- Lobby in Addition (3)
- Weight Room in Addition (4)
- Classrooms (4)
- Offices (5)

Student Services Building

- Commons (1)
- Bookstore (2)
- Group Meeting/Testing Room (3)
- Conference Room (3)
- Private Dining Room (3)
- Group Study Lounge (4)
- Television Lounge (4)
- Game Room (4)
- Career Center (4)
- Offices (5)

1 = \$250,000

2 = 100,000

3 = 50,000

4 = 20,000

5 = 10,000

Outdoor Spaces (May require BOR approval)

- Parking Lots (3)

USE OF PHYSICAL FACILITIES AND EQUIPMENT

FACILITIES USE

It shall be the policy of Waycross College, when it is in the best interest of the college, to authorize the use of the college's facilities by agencies, businesses, industries, schools, organizations, groups, and individuals within the guidelines and procedures approved by the college. The President or President's designee must approve persons and groups requesting use of facilities.

Charges for facilities use

Those individuals and groups associated with Waycross College are entitled to use the college facilities in keeping with the goals and objectives of the institution and in accordance with established policies and procedures of the University System Board of Regents and the college. These groups include students, faculty, staff, and other groups and individuals within the community-at-large.

State, local governments, boards of education, and not-for-profit agencies may have facility use fees waived provided the event is scheduled during normal working hours. When fees are charged to participants, the regular fee schedule will be in effect unless Waycross College is a co-sponsor. Fees may not be waived if usage is to be outside of regular business hours and/or a technical support staff member is required.

Fee schedules shall be reviewed annually by the Vice President for Business Affairs. Changes in fees will be approved by the President. A copy of the fee schedule will be available in the Office of Development and Community Services.

Guidelines and procedures to administer use of college facilities

The college has a fundamental responsibility to provide educational opportunities. Activities relating to this primary educational purpose have first priority for use of college facilities. In keeping with this responsibility, the priority order of use shall be: students, staff, and community, provided the appropriate scheduling facilities procedures are followed.

1. Students and officially recognized student groups are entitled to use facilities in accordance with established policy and procedure. (Please refer to the *Student Handbook*.)
2. Faculty and faculty groups are entitled to use facilities whenever such use is in the best interest of the college. Any questions as to what may or may not be considered appropriate use will be determined by the President of the college, in consultation with the Vice President and Dean of Academic and Student Services when appropriate.

3. College staff may use facilities when available and when the proposed use is in support of institutional goals and objectives. Questions of appropriate use will be determined by the President, in consultation with the Vice President for Business Affairs when appropriate.
4. To enlist interest, support and participation from the community-at-large, the college encourages community groups to use college facilities as may be appropriate in pursuit of institutional goals and objectives so long as such use is within college and University System policy.

Waycross College reserves the right to deny the use of college facilities to any individual, group, or organization. Facilities shall not be used:

- for any purpose or activity that is in violation of federal, state, or local laws;
- by any group which espouses a political, social, economic, or other doctrine that is contrary to the constitution of the State of Georgia, or the Constitution of the United States of America;
- for any purpose or activity that is in violation of any other policy of the State Board of Regents, or Waycross College;
- for any activity which is disharmonious with the moral and ethical standards of the local communities as determined by the college;
- by any group, who, through previous use of the facilities, has demonstrated a disregard for the proper care of the facilities, safety procedures, or other rules and regulations published for the use of the college facilities;
- for any other reason considered by the President to be not in the best interest of Waycross College.

The Vice President and Dean of Academic and Student Services shall be responsible for maintaining a master schedule of regular academic use of facilities, including scheduling use of space by other colleges for academic instruction. The Director of Development and Community Services shall maintain a master schedule of general, non-academic facility use by groups and shall be responsible for granting such use. Scheduling Activities Forms shall be provided by the Office of Development and Community Services, with approvals required in advance of use.

GSAMS Rooms

GSAMS rooms are to be reserved only when GSAMS equipment is needed. The Instructional Technology Support Specialist is responsible for reserving use of the GSAMS rooms and equipment.

Physical Education Facilities

The Physical Education building will be open during all normal operating hours Monday through Friday, subject to availability of staff. With the exception of credit courses, all use, including use of

the athletic field, must be scheduled through the Office of Development and Community Services which will check with physical education staff about availability. Facilities are available to students, faculty, staff and the community on the following priority order:

- instructional classes
- intramural activities
- recognized Waycross College organizations and clubs
- authorized community use (Continuing Education, scheduled events, etc.)
- Waycross College personnel
- general community use

The Fitness Room may be used only by students and by faculty and staff and their spouses. It will be open at specified posted times for use of exercise equipment. Equipment is not to be removed from the fitness room. When the user has finished, all equipment must be returned to its storage facility. Because of possible injury and liability, there must always be two people present. Children are not permitted in the exercise room and are not to be brought to the Physical Education Building and left unattended for any reason.

The tennis courts and racquetball courts have the same priority order for use as other physical education facilities. Rules for play are posted near the courts.

Procedures

1. Facilities scheduling and agreement forms. Individuals, groups, or organizations requesting to use available Waycross College facilities must complete and e-mail the Waycross College *Facilities Scheduling Form* and the *Facilities Agreement Form* at least ten (10) business days prior to the scheduled event. If the individual, group, or organization does not have e-mail capability, then the division will complete the paperwork electronically for them.
 - a. Specific set-up requirements, equipment, and event times must be indicated on the *Facilities Scheduling Form*. The college is not responsible for coordinating functions.
 - b. Completion of the *Facilities Scheduling Form*, the *Facilities Agreement Form* and payment of fees (if required) are mandatory ten (10) days prior to the scheduled event date. The *Facilities Agreement Form* needs to be signed and either mailed or faxed to the division. The forms and fees confirm the facility reservation.

After forms are completed and required fees are paid, the division will distribute the forms by e-mail, fax, or mail to the appropriate college divisions as well as the contact for the scheduled event.

2. Waycross College business hours. Waycross College business hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. Waycross College summer hours are Monday through Thursday from 7:30 a.m. until 5:00 p.m. and Friday from 7:30 a.m. until 11:30 a.m. Waycross College

campus security personnel will monitor open facilities and prioritize use wherever conflicts of interests may be involved, e.g., use of tennis courts after business hours and on weekends.

3. Charges. Appropriate fees may be charged to individuals, groups, or organizations for the use of any college facility. Facility costs are listed on the Waycross College *Facilities Fees* form.
4. Refund policy. Under extreme circumstances the college may be forced to cancel commitments for use of facilities. If this should occur, every effort will be made to arrange suitable accommodations. In the case where the college has to cancel an agreement for facilities due to lack of accommodations, the college will refund all fees paid.
5. Cancellation fee. If an individual, group, or organization cancels their event at the college less than ten (10) business days prior to their event date, the college will refund all but 10% of the fees paid.
6. Catering policy. Meals and refreshments for events on campus must be provided by Auxiliary Enterprises. Information and policies regarding catering an event on campus should be directed to the Auxiliary Enterprises Assistant, Ms. Rhonda Anderson. Ms. Anderson can be contacted at the following phone number or e-mail address: (912) 285-6132 or rhondaa@waycross.edu. On-campus groups may refer to the Waycross College Administrative Policies and Procedures, page III-26, regarding the food services policy.
7. Food and drink policy. Food and drink are prohibited in the auditorium, classrooms, computer labs, or office areas scheduled for use by individuals, groups, or organizations. Food and drink are allowed inside facilities in designated areas only.
8. Signs and informational posters. Nothing is to be posted, pasted, taped, or attached to the walls or glass of any facility during its use by an individual, group, or organization. Signs or banners may be posted on sign holders, doors, or black board clips in the classroom. Any object that was posted by the individual, group, or organization must be removed immediately after the scheduled event.
9. Tobacco policy. Waycross College prohibits the use of tobacco products inside the college's facilities. Smoking is permitted in designated outside areas only.
10. Telephone calls and messages. Campus staff will not forward telephone calls or take messages for scheduled event participants, except in extreme emergencies. Pay phones are located in each building on campus for participant use.
11. Event equipment and materials. Equipment and materials brought by an individual, group, or organization must be removed from the facility after the event has taken place. Waycross College is not responsible for equipment and materials left behind after an event.
12. Parking permit. Individuals, groups, or organizations using the college facilities must distribute parking permits to all participants for their scheduled event at Waycross College. The Office of Development and Community Services will send a Parking Permit to the coordinator of the

function. It is the responsibility of the event coordinator to distribute the parking permit to all the participants of their event. Campus guests may park only in the visitor parking spaces or the spaces marked with “white lines.” Event participants may not park in the designated Waycross College Faculty and Staff parking. Vehicles parked in non-designated areas will be ticketed.

13. Special needs participants. Special arrangements for persons with disabilities will be made, if requested in advance.
14. Inspection of facilities. A Waycross College Physical Plant representative and the coordinator or individual representing the group or organization who sponsored the event will inspect the facility immediately after the event. The individual, group, or organization that signed the Waycross College *Facilities Agreement Form* will be responsible for any damages to the facility or its contents occurring during its use.

Liability

Individuals, organizations, or groups utilize the Waycross College facilities and parking lots with the express understanding that Waycross College assumes no responsibility whatsoever for the individual, group, or organization claims for personal injury, loss of life, theft, or otherwise. The individual, group, or organization agrees to waive any and all claims to hold Waycross College harmless from any and all liabilities, claims, or expenses whatsoever arising from the use of college facilities.

EQUIPMENT USE

Board of Regents Policy requires that personal property owned by an institution shall be used only for institutional purposes. Such property may not be removed from the campus for use on either a rental or loan basis for personal use. In some circumstances faculty and staff may be authorized to use certain college equipment for professional and/or personal development where such use may contribute to achievement of institutional goals and objectives. Likewise, community groups or other educational entities such as public school systems may be authorized to use certain college equipment in keeping with institutional goals and objectives. In cases where movable, expendable supplies and equipment are involved and are the responsibility of individual departments, prior written approval for equipment use from the department head involved shall be required unless a standing approval has been announced. Approvals for equipment use shall be granted only after guidelines for such use have been established by a department and where responsibility for proper care of and damage to such equipment have been clearly assigned. An “Equipment Transfer Request” Form must be completed and filed with the Vice President for Business Affairs by the person giving approval.

GSAMS Equipment

The Instructional Technology Support Specialist is responsible for reserving use of the GSAMS rooms and equipment.

Library Equipment

The college reserves the right to restrict the use of this equipment for educational purposes and may assess a utilization fee for use by non-college groups. Priorities for use of equipment are as follows: instructional/educations programs; continuing education/public service activities; Waycross College organizations/personnel; other.

The Director of Library Services will coordinate the scheduling and arrangements for use of all equipment housed in the Library. Use of equipment by non-college individuals and groups will require approval by the Director on a Waycross College Library Audio Visual Equipment Request Form - Off-campus Users. If an off-campus group requests to remove equipment from the campus, the Director of the Library will ascertain from the President, the Vice President and Dean or the Director of Development and Community Services if “special circumstances” are involved. If so, the equipment is to be checked out to the officer granting this special circumstance.

Physical Education Equipment

Some physical education equipment items will be available for checkout to sponsors of recognized Waycross College organizations and clubs or to individual Waycross College faculty and staff. Waycross College identification cards may be used to determine proper qualification.

Availability of equipment will be determined by whether it is needed for an instructional class, whether there is a sufficient number in stock, and on a first come first served basis.

A Physical Education Equipment Usage Request, obtained from the Secretary of the Arts and Sciences Division, must be completed and then approved by Physical Education personnel before equipment is to be used. Items are to be returned before closing on the day of checkout or within the first hour of opening on the following regularly scheduled school day. Equipment checked out on Friday must be returned on Monday morning.

The following equipment is currently available for individual or group use: softballs, softball equipment, basketballs, volleyballs, volleyball nets, soccer balls, game standards, badminton nets (not rackets), jump ropes, horseshoes, canoes, paddles and life preservers. Camping equipment is available only to recognized Waycross College organizations and clubs. All other physical education equipment is available for instructional use only.

Damage or loss

Individuals who check out equipment are responsible for reasonable care of it. Damage to or loss of any college equipment is the responsibility of the borrower who must pay the cost to repair or replace the damaged equipment.

OFFICIAL COLLEGE CALENDAR OF EVENTS AND ACTIVITIES

Individuals, groups, organizations and administrative units of the college schedule college and college-sponsored activities that affect our overall college community. Time and space scheduling affect individual and group interests and priorities. Needs, desires and possible conflicts must be accommodated in the best interests of Waycross College and everyone involved. The following guidelines will serve as official college policy and procedures for establishing the College Calendar of Events and Activities:

1. The Office of Development and Community Services will coordinate the listing of all official activities. No activity or event is official unless it is listed on the College Calendar.
2. All college-wide activities (excluding only academic classes) must be listed on the College Calendar prior to any commitments being made for time or space, inside or outside buildings. The College Calendar is available for review at all times to assist in avoiding possible conflicts. (See the secretary for Development and Community Services.)
3. The Scheduling Activities Form is to be used in submitting activities for the College Calendar.
4. A weekly calendar (*Forecast*) will be published by the President's Office each Friday by e-mail with printed copies for those who do not have e-mail access. Activities for the *Forecast* must be on the College Calendar no later than Friday morning of each week to ensure publication.
5. All activities scheduled and college facilities used are expressly subject to college and Board of Regents Policies (Waycross College *Statutes*, Student *Handbook*, Waycross College Administrative Operating Procedures and Board of Regents *Policy Manual*).

USE OF FACILITIES OFF CAMPUS FOR COLLEGE-SPONSORED ACTIVITIES

As an Affirmative Action/Equal Opportunity Institution, Waycross College is committed to the operation of all its education, employment, and related programs without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap or other factors which cannot lawfully be the basis of denying equal opportunity. The institution's commitment applies to services to the college and community, and to agencies with which the college has contractual agreements.

In scheduling of or contracting for use of off-campus facilities for college-sponsored activities, the college Affirmative Action commitment will be the college criterion for consideration and for evaluation. Agreements and/or contracts for facilities use will be made with organizations, agencies, groups or individuals that practice a similar equal opportunity/access commitment and/or demonstrate good-faith efforts and support for equal opportunity/access to the satisfaction of Waycross College.

Guidelines and procedures used for the official college calendar of events and activities shall be followed in scheduling of or contracting for use of off-campus facilities.

USE OF COLLEGE VEHICLES

USE

College vehicles are to be used only for faculty, staff or student officially approved college travel. College vehicles are to be driven only by licensed faculty, administrators and staff; students and/or non-college persons may not drive these vehicles. A mileage allowance is provided for the use of privately owned vehicles for official travel.

The President's Office will administer use of college vehicles. A Vehicle Usage Form must be completed at least three working days prior to the date of requested use and must be approved by the President in advance. Approval will be granted only for officially approved activities, i.e., those with an approved [Request for Absence](#) for professional leave. Standing approval may be granted in specific situations, e.g., for admissions officer to visit schools.

The first person to complete a Vehicle Usage Form for a college vehicle will normally have use of that vehicle. In the case of multiple requests, the following guidelines will be used: (1) the larger group may be granted use of the vehicle which carries more passengers; (2) group use will normally prevail over individual use; and (3) required instructional use will have highest priority followed by student activity use followed by required administrative use followed by professional development use.

Vehicle Usage Forms and keys will be maintained by the President's Office.

DRIVER RESPONSIBILITIES

1. Obtain prior approval through the Vehicle Usage Form. Certify understanding and acceptance of these guidelines by signature on the form.
2. Ensure and certify that the driver and all passengers hold appropriate life and accident insurance coverage prior to travel. (The Vice President for Business Affairs has information on sources of trip insurance, if needed to meet this requirement.)
3. Ensure proper care of vehicles, including driving only on streets and roads clear of hazards. Operate within official speed limits. Return the vehicle as clean as when it was checked out.
4. When weekend use is involved, obtain keys by 4:00 p.m. Friday; return vehicle at end of trip; turn in keys at 8:00 a.m. Monday. For all other travel, turn in keys immediately at the end of travel or, if after 5:00 p.m., at 8:00 a.m. the next day.
5. Record mileage on Vehicle Usage Form.

6. Record any observed problems with the vehicle, e.g., lights not working, excessive oil use, flat tire, etc.
7. Obtain prior approval of Vice President for Business Affairs by phone for any vehicle expenses in excess of \$25, except for fuel.
8. Report any accident or damage to a vehicle. Provide a copy of the police report, if any, to the Vice President for Business Affairs. Record any damage to a vehicle on the bottom of the Vehicle Usage Form.

VEHICLE USE CHARGES

1. For privately owned vehicles. A mileage allowance at the current state rate will be provided for approved official travel by individuals.
2. For college vehicles. A mileage cost will be charged to the account designated on the Request for Absence Form. The mileage cost will be sufficient to maintain college vehicles and provide for their replacement in a reasonable time and use period. The mileage cost will be determined by the President in consultation with the Vice President for Business Affairs. Gasoline expenses will be reimbursed to drivers who must purchase gas while traveling in college vehicles; a receipt is required. Maintenance will refuel vehicles on campus, so purchase gas only when it is necessary to return to campus.

COMPUTER RESOURCE ALLOCATION AND SERVICES

Waycross College is committed to management procedures and allocation of computer resources and services that will ensure adequate support for quality instruction, student development, public service and general institutional administrative activities. Defining institutional and unit goals and needs through the college planning process is the first step leading to the best use of all institutional resources. This goal-oriented planning is prerequisite to the allocation of resources and provision of needed services throughout the college. Computing services are separated into academic computing and administrative computing for planning and management purposes.

The college Electronic Data Processing Committee serves as the advisory and planning committee on matters relating to computing. This committee has responsibility for maintaining a three-year Electronic Data Processing Plan for the college which defines and monitors plans, inventories, facilities, standards, priorities, and anticipated needs and/or changes.

Individual institutional units are responsible for the required planning necessary to link their computer needs directly to institutional budget, decision making and resource allocation procedures as followed at the college. The administrative organization for computer services and required planning for resource allocation are outlined in the Waycross College three-year Electronic Data Processing Plan.

COMPUTER USE

Waycross College is committed to the increased use of instructional technology including computers and all of their peripheral components. Students, faculty, staff, and administration are encouraged to explore and apply the capabilities of computing. Computer resources at Waycross College are available in offices, the computer lab, the portable computer lab, the Academic Support Center, the English computer lab, the foreign language lab, and the library.

As in all situations where shared equipment and other people are involved, the computer user does have responsibilities: to others in an open environment, to the equipment, and to those who are providing the services being used. These policies are intended to comply with legal and University System requirements and to provide guidance to users. However, the constantly changing technical conditions in computing will require that many decisions affecting computer use will have to be made by knowledgeable people at the time they are needed rather than prescribed in advance. If these policies do not provide necessary answers to questions, the user is advised to seek out a person who supervises computer resources. These policies apply to all users of computer equipment at Waycross College.

Computer use policies.

1. Users in laboratory rooms must be mindful of other people. Please maintain a quiet environment, unless providing instruction. Avoid disturbing others.
2. Some materials are copyrighted. Users must get permission from the copyright holder and either the class instructor or a computer services administrator before “downloading,” copying, or installing copyrighted material to Waycross College computer resources. The College reserves the right to remove any materials which are not approved.
3. Users must do their own work:
 - ◆ Never copy or delete the work of others. This policy applies both to files independently created and to e-mail messages.
 - ◆ Some programs and laboratory material may require passwords. Do not share passwords.
4. Limit materials accessed on the computer, network, or Internet to those items appropriate to classes, research, or writing of reports. College resources are for instructional purposes only.
5. Normally, leave things as you find them in the computer laboratories.
 - ◆ Follow proper shut-down procedures. Seek instructions, if necessary.
 - ◆ Do not bring viruses or virus infected disks into any computing area. Always have your disks scanned for viruses.
 - ◆ Configurations are set up for the specific uses of classes or instructors. Leave system configurations as they are.

6. Users must back up their work on their own disks. Do not try to store confidential work on College computers. College resources may not be private, and documents may be subject to the Georgia Open Records Act.
7. Use communications systems properly. Consult instructions before using e-mail or other communications that require a modem or network access.
8. Users must check with and obtain permission from the Vice President for Business Affairs before connecting any computer to the College's network, servers, or workstations.
9. All users must share computing resources in accordance with the policies set forth for the computers involved. Priority is given to *first come, first served* for instructional use. Scheduled classes have first priority on computer labs. All other uses by classes are scheduled on a *first come, first served* basis through the appropriate individual.
10. Computing resources at Waycross College are made as available as possible to all users. However, there will be times when these resources will be unavailable for general use.
 - ◆ Prior to attempting to access computing resources, guests and visitors seeking to use computers facilities must secure approval from the Office of Development and Community Services who in turn will check with appropriate persons for validation. Some laboratories may require all users to sign in.
 - ◆ Credit and non-credit classes always have priority in laboratories. Computer labs have schedules posted providing information as to availability.
 - ◆ Misrepresentation of authorization, identity, or relationship with the College for the purpose of obtaining or using computer or network resources will lead to expulsion from the campus.
11. E-Mail
 - ◆ The Electronic Communications Privacy Act of 1986 constitutionally guarantees the privacy of e-mail and provides for prosecution of violators who access financial or personal data.
 - ◆ However, Waycross College can not guarantee that individual e-mail messages are private or secure. Confidential information should not be placed in computers without protecting it.
 - ◆ Users must use e-mail only in support of academic pursuits or College business.
 - ◆ Occasional monitoring for maintenance and problem resolution of the e-mail system may be expected. System administrators will respect privacy in so far as possible.
 - ◆ Remember that your *password* is secret and should not be given out.
 - ◆ If you are using college resources to send material that would embarrass you or hurt others - don't send it.
 - ◆ Avoid fraudulent, defamatory, harassing, obscene, or threatening messages or any other communications which might cause harm or be prohibited by law.

- ◆ It is relatively easy to identify not only the institution but also the individual sending inappropriate messages.
- ◆ Be aware that the Internet is not a secure network.
- ◆ Do not attempt to access files or accounts other than your own.
- ◆ Students must fill out and sign the Student E-Mail Account Request form.

12. World Wide Web

Waycross College has established a presence on the WWW to promote the institution, to provide information about the school, and to extend its educational reach beyond the physical campus. Documents placed on the Waycross College Website must adhere to the following guidelines:

- ◆ Pages should not violate copyrights or other restrictions
- ◆ Production will be limited to faculty/staff authorized to act for their departments/divisions/organizations.
- ◆ Required for compatibility:
 - ◆ Link to the Waycross College home page
 - ◆ Date of last update
 - ◆ Name and e-mail address of person responsible for the page
 - ◆ Full name of department/division/organization in title or document text
 - ◆ Navigational aids if needed due to size of documents
 - ◆ Use a spell checker and have someone read your document(s)
 - ◆ Active links to mentioned Web sites
 - ◆ Check finished document with appropriate browsers

The following disclaimer will be placed on the Waycross College Home Page as notice of expected adherence to these guidelines:

“Waycross College, through its World Wide Website, offers members of the campus community a creative outlet for their ideas and interests, with all the rights of constitutionally guaranteed freedom of speech and within the limits of state and federal law and College policies.

Waycross College assumes no responsibility for the content of material uploaded or linked to the site. The College does not censor, police, nor endorse the contents of unofficial and personal home pages created by faculty, staff, students, or associated links. Individual authors are solely responsible for the content of their pages. The College, however, retains the right to delete content it deems may violate copyright or trademark laws, and/or which may be defamatory.”

13. Users must comply with the regulations and policies of news groups, mailing lists, and other public forums through which they may disseminate messages.

14. Administrators of College computing systems will perform their duties fairly, in cooperation with the user community, the appropriate higher-level administrators, University System policies, and funding sources. System administrators will respect the privacy of users as far as possible and will refer all disciplinary matters to appropriate authorities. Student violations of these policies will be considered a violation of the student conduct code.
15. Students, faculty, and staff who believe they have been unfairly denied access to computing resources at Waycross College may appeal to the Vice President and Dean or the Vice President for Business Affairs.
16. These policies shall be posted in appropriate locations across the campus. Copies will be distributed to all faculty and staff.

Student E-Mail Account Request

PLEASE PRINT CLEARLY IN INK.

Name: _____ Local Phone: _____

Social Security Number: _____

I understand that an e-mail account will be created for me on a local computer system which is attached to the via campus resources to the internet. It is my responsibility to keep the account private and secure. I further certify that I have read the Waycross College Computer Policies and Procedures and understand that I will be held responsible for activities performed under this account, both locally and at other sites.

Student's Signature _____ Date: _____

(Do not write below this line)

An e-mail account has been created for you. Recall at the time of application you certified that you would abide by the Waycross College policies regarding the use of these resources. For further information on how to utilize your account . . .

Your e-mail address will be: username@waycross.edu (all lower case)

Your username is: _____

Your temporary password is **temp1** (The password should be changed through Eudora as soon as possible.)

Passwords should be kept between 6 to 8 alpha-numeric characters. Two of the characters must be non-alphabetic (e.g., 12punch, newz11). The username and passwords are case sensitive. Using all lower case makes it easier to remember passwords. Remember to **Never** share your password with anyone and change your password periodically.

As account manager, I verify that this student is actively enrolled at Waycross College.

Account Manager's Signature

Date

RECYCLING

As a unit of the University System of Georgia, Waycross College is committed to implementation of procedures and activities which will insure the institution's compliance with the Georgia Comprehensive Solid Waste Management Act of 1990. The essence of this law as it applies to the college is:

Each state agency which is located in a state owned building, in cooperation with the Georgia Building Authority, shall establish a collection program for recovered materials generated as a result of agency operations, including, at a minimum, aluminum, high-grade office paper, and corrugated paper.

Materials covered by the Solid Waste Management Act, including, at a minimum, aluminum and other valuable metals, high-grade paper (computer paper) and corrugated paper, shall be recovered after proper use and disposed of through approved non-profit organizations, recycling businesses and/or the Georgia Building Authority whenever these agencies will receive these products for disposal.

The college will provide each operating unit with collection receptacles for the collection of recovered materials. Each unit is responsible for collection of recovered materials and notification of the Business Office when materials are to be picked up for disposal.

Approved clubs and organizations at the college may request and be given approval to collect aluminum cans, paper and glass to be disposed of through recycling agencies or businesses. The Director of Student Life shall approve club requests and notify the Business Office of approval, including the name of the club approved, the location of collection, a schedule for collections and plans for disposal of the material.

Materials, other than those collected by approved organizations, will be picked up and stored by the Physical Plant Department until appropriate quantities are collected for disposal through recycling agencies. The college Business Office will handle all business arrangements relative to implementation of this Solid Waste Management Policy. Procedures outlined by the Georgia Building Authority for collection, storage, transport and sale of recovered materials shall be followed. The college contact/liaison person for implementation of this policy shall be the Vice President for Business Affairs.

SMOKE-FREE ENVIRONMENT

Waycross College is committed to making all reasonable efforts possible to maintain a safe, healthy environment both inside and outside all campus buildings. Recognizing that the Surgeon General has warned that *Smoking Causes Lung Cancer, Heart Disease, Emphysema, and May Complicate Pregnancy* and, further, that secondary, passive smoke is also a health hazard, and that a majority of both students and faculty favor a smoke-free environment in all our buildings, the College will maintain a smoke-free environment in all campus buildings, effective January 1, 1994.

Anyone violating this institutional policy will be invited to leave the building. Additionally, a person who smokes tobacco in any form in any campus building shall be guilty of a misdemeanor (Ga. Code 16-12-2, Smoking in Public Places).

Georgia Code 16-12-2, Smoking in Public Places

- (a) A person who smokes tobacco in any form in any of the following public places shall be guilty of a misdemeanor:
 - (1) An enclosed elevator which is used by or open to the public and which is clearly designated by a no-smoking sign;
 - (2) Any place on a public transportation vehicle which is used by the public and which is clearly designated by a no-smoking sign; or
 - (3) Any area which is used by or open to the public and which is clearly designated by a no-smoking sign.
- (b) A person convicted of violating subsection (a) of this Code section shall be punished by a fine of not less than \$10.00 nor more than \$100.00.
- (c) This Code section shall be cumulative to and shall not prohibit the enactment of any other general and local laws, rules and regulations of state or local agencies, and local ordinances prohibiting smoking which are more restrictive than this Code section.

(Code 1933, 26-9910, enacted by Ga. L. 1975, p. 45, 1; Ga. L. 1982, p. 3, 16.)

CAMPUS SECURITY

Waycross College is committed to implementation of procedures and activities which will insure the institution's compliance with provisions of PL 101-542, the Student Right-to-Know and Campus Security Act as amended by PL 102-26. The Registrar's Office and the Student Life Office shall collect and publish data relating to student completion or graduation, including students participating in athletics, as required by this Act, Sections 103 and 104.

The Business Office shall establish procedures and collect data and publish information as required by this Act, Section 204. Copies of PL 101-542 are available for review in the offices of the President, the Vice President and Dean of Academic and Student Services and the Vice President for Business Affairs.

Crime awareness and campus security. Students, employees and others shall make timely reports of any criminal actions or emergencies which occur on campus. Forms for such reports shall be available in the Business Office during regular office hours and from campus security officers at other times. The Vice President for Business Affairs or security officer shall evaluate each report immediately upon receipt and shall take appropriate action as may be indicated regarding the incident. All reports shall be filed for reporting purposes.

Waycross College shall make every reasonable effort to maintain a safe campus environment both inside and outside facilities. During regular office hours the Vice President for Business Affairs and the Director of Physical Plant, with assistance from other college administrative officers, shall be responsible for appropriate safety and security of students, employees and authorized campus visitors while on the campus. After regular office hours, the college shall provide for appropriate safety and security through contracted security services, including appropriate security personnel. Security personnel shall provide services as detailed in the Security Contract.

Security personnel shall have the power to make arrests for offenses committed upon any property of the college. Security personnel shall, however, maintain close working relationships with local law enforcement personnel and shall seek the assistance of local personnel in handling incidents occurring on campus. Arrests by college security personnel shall be made only as a last resort. Security personnel shall make appropriate and prompt reports of criminal actions to the Business Office and then to the local police.

The Student Life Office and Business Office shall cooperate in providing information to students and employees about security and security procedures and practices. Orientation sessions and campus information media shall be utilized for this purpose as appropriate. The Student Life Office and Business Office shall provide information throughout the year to students and employees concerning the prevention of crimes. Bulletin boards, orientation sessions and other campus media shall be utilized as appropriate for this purpose.

Statistics concerning the occurrence on campus of the following criminal offenses shall be compiled

and published annually as required: murder, rape, robbery, aggravated assault, burglary and motor vehicle theft. Statistics concerning the number of arrests for the following crimes occurring on campus shall be compiled and published as required: liquor law violations, drug abuse violations and weapons possessions.

The possession or use (without valid medical or dental prescription), the manufacture, distribution, or sale of marijuana, controlled substances or dangerous drugs controlled by federal or Georgia law is prohibited. The possession or consumption of alcoholic beverages on college property or at events sponsored or supervised by Waycross College, on or off campus, is prohibited.

Reporting criminal actions. Campus crime is a reality. Preventing it is a shared responsibility between the college and its campus community members. Public apathy is a criminal's greatest ally. No individual can assume that someone else has reported criminal activity. Suspicion is sufficient reason for calling security. All crime, suspicious activity or other emergencies on campus should be reported.

Contact - by phone:

During the day call	285-6132 Business Office
After 5:00 p.m. and on weekends call Security	285-6131 or 288-4474

The following information needs to be provided:

- your name
- location of incident you are reporting
- description of the scene and suspect(s). Reports should include detailed information such as sex; race; hair color, length and texture; body size; clothing description and scars and other noticeable markings
- description of any vehicles involved in the incident, especially a license plate number

Reports can be made in person at the following locations:

Business Office	Room 109, Administrative Suite, 'A' Building
Security Office	Physical Plant Building

Security and access to campus facilities. In order to aid in the security of property and person, the college maintains a policy of limiting access to college facilities through its key control system. Only employees with written authorization are allowed to check out keys. All keys are protected from duplication. Keys are made only by maintenance upon written authorization from the Vice President for Business Affairs. Employees who lose keys should report this to the Vice President for Business Affairs so that appropriate action may be taken. This may involve re-keying doors. The maintenance department maintains all doors and locks to assure they are in proper working order.

All buildings are secured and locked after classes are over each night at around 11:00 p.m. No

personnel, employee or students are allowed in the buildings or on campus after this time. At 6:00 p.m. each night all rear entrance doors are secured and the only entrance is from the two front entrances facing the parking lots. Campus outdoor lighting checks are made each night, and any outages are reported the next morning. These are repaired that day if at all possible.

Campus law enforcement. During regular hours the Vice President for Business Affairs and the Director of Physical Plant with assistance from other college administrative offices are responsible for safety and security of students, employees and authorized campus visitors while on campus. The Vice President for Business Affairs has an office at Room 109 of the Administrative Suite ‘A’ Building. The Director of Physical Plant is located in the Physical Plant Building. Phone numbers are:

Vice President for Business Affairs	285-6132
Director of Physical Plant	285-6131

After regular office hours, the College has contracted security officers. Their office is in the Physical Plant. Security is most appropriately out patrolling the buildings and campus but can always be reached through a portable phone. Security phone numbers are:

Office	285-6131
Mobile Phone	288-4474

Call these numbers only after 5:00 p.m. and on weekends.

Security officers are properly trained as required by contract and state laws. They may detain persons for offenses committed upon the property of the college. The Waycross Police will be called to investigate incidents and make official arrests if needed.

The college has planned for emergencies on campus to provide for the safety of employees, students and visitors. The Emergency Procedures booklet is available in all offices, and employees are encouraged to be familiar with responsibilities and actions to be taken.

Crime prevention. Waycross College stresses community awareness/interaction through the dissemination of materials and presentations geared toward familiarizing students, faculty and staff with their responsibilities in reducing criminal opportunity. Materials will be disseminated to students during orientation and to faculty and staff as needed. Student Life will present programs during student activity periods on crime prevention. Clubs will be encouraged to put up bulletin boards on crime awareness, prevention and reporting. The student newspaper will run articles to alert students to crime prevention measures and programs. Crime prevention at Waycross College is a community based program. Involvement by all members of the campus community is essential to the success of the program.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

Board of Regents' Policy 916 underlines the importance of environmental, health and safety assurance. In compliance with the commitment to protect the environment and human health in its operations, Waycross College will follow the principles and program below. Waycross College will comply with all applicable environmental, health and safety laws and regulations. In the absence of specific laws or regulations, good management practices shall be followed.

Environmental plan. The college will assure correct environmental procedures and practices for all facilities, projects and operations, including performance of periodic environmental program review to correct deficiencies, if identified and, if necessary, to establish goals and identify funding priorities. An Environmental Coordinator, appointed by the President, will be in charge of environmental affairs for the college in consultation with the Director of Physical Plant. Among the duties will be promotion of environmental awareness, as necessary at Waycross College, for faculty, staff and students. All facilities will be designed, constructed and operated in a manner to protect the environment, and environmental considerations will be an integral part of master planning efforts. The college will implement energy efficiency strategies whenever possible including purchase and use of alternative and clean-fueled vehicles, when appropriate. Waycross College will strive to be an environmentally responsible neighbor.

Hazardous chemical plan. A Right-to-Know Coordinator, appointed by the President, will maintain an ongoing program of communication to comply with the APublic Employee Hazardous Chemical Protection and Right to Know Act of 1988.© The purpose of the program is to insure that all employees who handle or come in contact with hazardous chemicals are informed of the hazards of the chemicals and how they can be protected against those hazards. A hazardous chemical will be defined as any chemical listed on the State of Georgia Hazardous Chemical List.

The program shall consist of (1) maintaining and updating the Hazardous Chemical List, (2) proper labeling of all hazardous chemicals, (3) retention of Material Safety Data Sheets for all hazardous chemicals present in the workplace, (4) inventory of all hazardous chemicals, (5) proper storage of all hazardous chemicals, (6) proper disposal of all hazardous chemicals after use, and (7) an employee training program for employees who use or may come in contact with hazardous chemicals.

The areas primarily affected by this policy shall include science labs and storerooms and physical plant operations.

Labeling. All incoming shipments of hazardous chemicals will be checked for appropriate labeling to include the identity and the hazard warning. In addition, the container will be appropriate for the type of hazard. Labels on hazardous chemicals will not be removed or altered in any way.

All hazardous chemicals not properly labeled will be labeled using the NFPA Hazard Code, Safety Code, and Storage Code as assigned in the Fischer Chemaalert Guide. Hazardous

chemicals transferred from the manufacturer's original container to secondary containers shall be labeled with the name of the chemical and its potential hazard. If chemicals are to be stored in secondary containers for a long period of time, they should be labeled using the NFPA Hazard Code, Safety Code, and Storage Code as assigned in the Fischer Chemalert Guide. The Environmental Coordinator will be responsible for assuring that all chemicals are properly labeled.

Material Safety Data Sheets (MSDS). The Hazardous Material Officers will be responsible for maintaining a copy of the MSDSs for all hazardous chemicals in the general location of the chemicals, in the science lab area and at the Physical Plant. Employees shall be advised as to the exact location and availability of the MSDSs.

Storage. All hazardous chemicals will be stored in appropriate areas as described in the NFPA Storage Code. Incompatible chemicals will be stored in separate areas as required. Storage areas will be designated and labeled as to the hazard. It is the responsibility of the Hazardous Materials Officers to periodically inspect storage areas and assure hazardous chemicals are properly stored.

Disposal. All hazardous chemicals that have been used will be collected and stored in proper containers in a designated area for disposal.

Safety Plan. It is the policy of Waycross College that an on-going program of communication be maintained to protect the health and safety of employees and provide appropriate information to employees relative to safety practice, procedures and working conditions.

The Safety Program will include safety training for all new employees during initial orientation to the college; training is to be the responsibility of the supervisor responsible for the employee. Training shall include information about the location of hazardous chemicals, what to do to protect against hazardous chemicals, how to read and interpret a MSDS, and how to read and interpret a chemical hazard label. Employees shall receive on-going safety information and all non-professional employees involved with hazardous working practices/conditions shall participate in safety review training at least annually.

HAZARD COMMUNICATION PLAN INFORMATION FOR WAYCROSS COLLEGE STAFF AND STUDENTS

Right-To-Know Coordinator: Dr. Christopher Wozny (Office 116C)

Waycross College always strives to maintain a safe work environment for both its staff and students. However, hazardous chemicals are located on campus, and if misused or mishandled these compounds may pose a danger to a person's health.

In order to help protect its citizens, the State of Georgia passed the Right-To-Know Act in 1988. The purpose of this law is 1) to guarantee that all employees who may work with chemical compounds have been informed of safe handling procedures *before* encountering those substances on the job; 2) to provide open access to information so that any state employee can find out more about compounds they may encounter in the workplace and possible dangers of exposure; and 3) to ensure that no employee will be penalized for exercising their right to know. One condition of this law is that every state agency, including Waycross College, has an appointed Right-To-Know Coordinator.

The purpose of this Hazard Communication Plan is, first, to inform staff and students of the steps taken by Waycross College to ensure the safest possible working environment; and second, to outline the appropriate steps each person should take to maintain a safe environment.

Waycross College has a number of policies and procedures in place to minimize exposure to hazardous compounds:

- 1) Hazardous chemicals are stored at only a few sites on campus. Most hazardous compounds are stored in the Chemistry stockroom; compounds used regularly by the Physical Plant, such as paints, are stored in the Physical Plant's area. Both locations are kept locked and access to the sites is closely monitored.
- 2) Hazardous chemicals are stored in such a way as to maximize safety. For example, in the chemistry stockroom, chemicals are segregated by the type of danger they present (corrosive, toxic, reactive, or flammable) and incompatible compounds are stored in separate locations. Acids are stored in an acid cabinet, flammable liquids are stored in a flame-proof cabinet or an explosion-proof freezer, and tie-downs are used for gas cylinders.
- 3) All chemicals are properly labeled according to the standards of the Right-To-Know law. Furthermore, the amount of hazardous compounds on campus is kept to a minimum. For example, most solid compounds stored in the chemistry stockroom weigh less than a pound, and liquid volumes are generally less than a quart.
- 4) Both the physical plant and the chemistry program strive to use the safest possible chemicals and to minimize exposure for those who use them.

- 5) Waycross College maintains high quality safety equipment in or near the storage areas. This equipment includes fume hoods in the chemistry laboratory, fire blankets, an eye wash and safety shower.

To help maintain a safe working environment, please take the following actions.

- 1) To minimize exposure, please keep out of areas where hazardous compounds are stored if at all possible.
- 2) For more information about any hazardous compound, examine its Material Safety Data Sheet, or MSDS. An MSDS book is located in Room 230A in the cabinet next to the chemistry stockroom, and an MSDS electronic software program is located in the library. Please feel free to ask the Right-To-Know Coordinator for assistance in reading the MSDS or obtaining further information about any chemical compound.
- 3) Anyone believing that a hazardous compound is being stored inappropriately in a work area should contact the Right-To-Know Coordinator.
- 4) If a hazardous compound has spilled in a work area and a person trained in the appropriate method for cleaning it up is not on site, please contact the Physical Plant and report the spill. A trained staff person will handle the clean-up.
- 5) If there is an “odd” or “funny” smell in a work area, please report it. Air quality is an important component of environmental health and safety.

The Waycross College grievance procedure with respect to the Right-To-Know law is the same as any other College grievance. The College procedure is given both in the *Faculty Handbook* and the *Classified Employee's Handbook*.

FOOD SERVICES POLICY

This policy is put forward to assure compliance with health department guidelines and regulations. It is also intended to assure the best possible coordination and use of facilities and resources.

On campus groups. When a campus event sponsored by an on campus group includes a meal paid for with state funds or student activity fees, meal service must be coordinated through the Auxiliary Enterprises Assistant. When a campus group has a meal only for its members, it may purchase food from off campus, but the group advisor needs to assure that a) the meal is only for current members of the group and b) the cost is the same or below that of comparable meals from Auxiliary Enterprises. If the group wishes to prepare the meal itself, or if it is serving food donated by a sponsor, the group shall follow health guidelines and regulations provided by the Auxiliary Enterprises Assistant.

Off campus groups. Meals and refreshments for events on campus must be provided by Auxiliary Enterprises. Information and policies regarding catering an event on campus should be directed to the Auxiliary Enterprises Assistant.