

## SECTION VI

### BUSINESS PROCEDURES

#### A. STATE SECURITY QUESTIONNAIRE AND LOYALTY OATH, AND IMMIGRATION FORM

The Security Questionnaire and Loyalty Oath must be completed, notarized, and submitted by all new part-time faculty prior to assuming their teaching responsibilities.

The I-9 Immigration Form, with required documentation, must be submitted as proof of U. S. citizenship.

#### B. PAYROLL DEDUCTION

1. Federal and State Income Tax - The College is required to make deductions on Federal and State withholding taxes from each salary payment at the rate determined on the basis of the number of dependents claimed on the Federal Withholding Form (W-4) and the State Income Tax Exemption (G-4) respectively.
2. Social Security - All faculty and staff members of Waycross College, who work at least 20 hours per week, are required to be covered by the provisions of the Federal Insurance Contribution Act (Social Security). Employees working less than 20 hours are covered under FICA/Medicare only. Employer and employee participate equally in contributions.

#### C. CAMPUS PARKING PERMITS

All faculty members are issued parking permits by the Business Office. The automobile license number is required for a permit. Faculty members should park only in those places designated for faculty/staff parking. Illegally parked vehicles will be given tickets which must be cleared through the Business Office.

If you have visitors who will be parking on the campus, please have them pick up a visitor=s permit in the Business Office.

#### D. KEYS

Part-time faculty members requesting keys must have written approval of their Division Chairperson and the Vice President and Dean of Academic and Student Services. This request should be forwarded to the Office of the Vice President for Business Affairs. Original keys will be issued without deposit. Should a faculty member lose or misplace a key, he/she should notify the Vice President for Business Affairs' Office immediately. Faculty members who will not be returning must turn in their keys to the Office of the Vice President for Business Affairs ([at the time grades are due or before receiving the final paycheck](#)).

#### E. TELEPHONE SERVICE

Local telephone service is available to each faculty member [and through the Division offices or faculty offices](#).