

Georgia Christian University



Staff Handbook

646 Exchange Place, Lilburn, GA 30047
Tel: (770) 279-0507/0650; Fax: (770) 279-0308

www.gcuniv.edu
admin@gcuniv.edu

Self Study Report **Exhibit 6**

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Table of Contents

Table of Contents i

About this Handbook 1

Employee Acknowledgement 2

General Information 3

 Vision 3

 Mission 3

 Biblical Foundations Statement 3

 Objectives 4

 Core Values 4

 Institutional Philosophy 4

 Philosophy of Education 5

 Statement of Non-Discrimination 5

 Introduction to Georgia Christian University 5

 School of Theology (ST) 5

 School of Christian Education (SCE) 6

 School of Mission Studies and World Christianity (SMSWC) 6

 School of Music (SM) 6

 School of Business Management (SBM) 6

 School of ESOL (ESOL) 6

 History 7

 Location 7

 Chapel and Worship 8

 Facilities 8

The Staff 10

The Department of Human Resources 10

 Role 10

 Questions on policies and procedures 10

 Working Relationships 10

Employment Procedures 11

 Posting 11

 Transfer or promotion from within 11

 Employee referrals 11

 Applications and resumes 11

 Good faith search 11

Nondiscrimination 12

 Complaint 12

Affirmative Action 12

Accommodation of Disabilities 12

Evaluative Authority over Relatives 13

Georgia Christian University

Transfer and Promotion	13
Service requirement	13
Performance requirement	13
Qualifications	14
Application	14
Hiring manager	14
References	14
Supervisor notice	14
Performance evaluations	14
Decision	14
Transfer date	14
Vacation and sick time when transferring	14
Lateral transfer	15
Promotion	15
Orientation and review period in new position	15
Probationary Employment, Promotion, or Transfer Length	15
Procedures	15
Performance Evaluation	15
Unsatisfactory Performance	15
Employment at Will	15
Termination of Employment Notice	16
Exit interview	16
University property	16
Benefits	16
Vacation for Terminating Employees	16
ID and email	16
Future references	16
Reinstatement	17
Rehire	17
Training Opportunities	18
Recognition programs	18
The Workday	19
Varying schedules	19
Recording hours	19
Nonexempt staff	19
Exempt staff	20
Lunch periods	20
Rest periods	20
Salaries	20
Performance Review	21
Pay Period	21

Georgia Christian University

Overtime	21
Types of Absence	22
Definition	22
Paid absences and unpaid absences.....	22
Scheduled absences.....	22
Unscheduled absences.....	22
Excessive absence	22
Documentation of absence	22
Tardiness.....	23
Vacation.....	24
Vacation accrual for nonexempt staff.....	24
Vacation accrual for exempt staff.....	25
Accrual calculation.....	25
Maximum accumulation of vacation time.....	25
Using vacation time.....	25
When available.....	25
Scheduled.....	25
No advance.....	26
Not cashable.....	26
Portability.....	26
Coinciding holiday.....	26
University Scheduled Holidays.....	27
Holiday pay	27
Average rate	27
Holiday work	27
Alternate holiday.....	27
Newly hired employee	28
Paid sick time	28
Accrual for nonexempt employees.....	28
Available paid time for exempt employees.....	29
Transferring between nonexempt and exempt status	29
Sick Time and Workers' Compensation.....	30
Use of paid sick time.....	30
Evidence.....	30
Physician visit.....	30
No advance.....	30
Portability.....	30
Available if disabled from work	30
Abuse 30	
Sick time for pregnancy and maternity	30
Pregnancy.....	30
Maternity.....	31
Additional time off for maternity.....	31
Holding the job	31
Sick time for illness in the immediate family	31

Supplemental Disability Insurance 31

Election, Funeral, and Jury Duty 32

 Election time 32

 Funeral time 32

 Jury duty 32

 Pay during jury duty 32

 Notice 32

 Reporting 32

Leave of Absence 33

 Types of leave 33

 Provisions for each kind of leave 33

 Availability of leaves of absence 33

 Personal medical care or family care 33

 Personal leave 33

 Intermittent and reduced schedule leave 34

 Leave at large 34

 Duration of leaves of absence 34

 End of leave 34

 Holding positions during leaves of absence 34

 Similar position 35

 Benefits during leave of absence 35

 Service accrual preserved 35

 Paid time benefits accruals 35

 Insurance benefits availability 35

 Long term disability 35

 Certification and approval for leaves of absence 35

 Written request 35

 Provider certification 35

 Approval of leave 36

 Return to work 36

Other Benefits 37

 Plan descriptions 37

 Parking 37

 Housing 37

Personnel Records 38

 Updating Personal Information 38

 Home address and phone 38

 Other information 38

 Employee Identification 38

 Employee identification card 38

 Net ID and Email 38

 Completing the biweekly employee time report 39

 Time reporting 39

 Reporting in each pay period 39

 Approval required 40

Georgia Christian University

Submitting the report	40
Reporting Regular time.....	40
Reporting overtime	40
Reporting holidays.....	41
Reporting sick time.....	42
Reporting holiday work	42
Reporting unpaid absence.....	42
Reporting tardiness	43
Correcting errors on the report.....	43
Verifying hours reported	43
Civility, Mutual Respect, and Violence on Campus	44
Expectations for Conduct.....	44
Statement of Ethical Values and Standards	44
University Code of Conduct.....	45
Expected behavior.....	61
Unacceptable behavior	61
Violence	61
Weapons.....	61
Responsibility to act.....	61
Orders of Protection.....	61
Visitors	62
Violation.....	62
Performance review	62
Violations warranting immediate discharge.....	62
Violations requiring correction	63
Safety.....	63
Security of property	63
Indemnification	63
Personal visitors in the workplace.....	63
University policy on sexual harassment.....	64
Investigation and confidentiality.....	64
Retaliation.....	65
Resolution	65
Academic freedom	65
Responsibilities under this policy	65
Vendors, contractors and third parties.....	65
If you are discriminated against or harassed	66
Are you the harasser?.....	66
Where to go for help	66
Discrimination and harassment prevention advisers.....	67
Confidential counselors	67
Drug free workplace.....	67
University policy on drug and alcohol	67
Health risks and assistance.....	67
Sanctions.....	68
Monitoring	69

Georgia Christian University

Notice of conviction.....	69
Solicitation	69
Personal mail and phone use	69
Equipment and facilities of the University.....	70
Security of confidential information	70
Personal appearance and hygiene.....	70
Smoking	70
Patents and inventions.....	70
Use of computers and networks	70
System use.....	71
Network administration.....	71
Conflict of interest.....	71
Definitions.....	71
Conflict of Interest	73
Apparent conflicts of interest	73
Real conflicts of interest.....	73
Examples of conflict of interest	73
Professional, charitable, or civic organizations	73
Consulting.....	74
Use of University goods or services	74
Economic interests	74
Approval process.....	74
Advance notice.....	74
Disclosure	75
Appeal	75
Assistance	75
Compliance	75
Employee Complaints.....	76
Matters for complaint.....	76
Accompanying employee.....	76
Pay during formal process	76
Appeal of an administrative action	77
Complaint Procedure	78
Appeal	78
Peer review.....	78
Appendix A - Health risks associated with alcohol	80
Performance Evaluation with Information and Instruction	81

About this Handbook

This handbook provides descriptions of policies relating to work and job performance at GCU. It presents material in these general areas:

- Employment
- Training
- Work and hours
- Absence, including both paid time benefits and unpaid absences
- Payroll
- Job performance and conduct
- Services, including the Faculty and Staff Assistance Program

New members of the University staff will find this handbook a useful introduction to the way the University works, and long-standing staff members will find it a handy reference for answering many questions about University employment. The handbook also includes guidelines for job performance and behavior.

In summarizing the terms and conditions of staff employment at GCU, this handbook does not provide a detailed description of all employment policies and practices; each University department adopts policies particular to its functions. From time to time policies and programs of the University may change. To be sure of having current information, each staff member should confer with his or her supervisor, consult with their department head's copy of the manual *Human Resources Policies and Procedures*, or call the Department of Human Resources.

This staff handbook contains the policy information ordinarily needed by staff employees of the University; but more extensive information on some matters may be found in the *Faculty handbook*, the policy on patents, the policy on research safety, and other publications.

For jobs covered by a labor agreement, some of the policies and programs described in this handbook may be modified by the agreement or may not apply. Employees holding such jobs should obtain a copy of the labor agreement from their union steward to determine those differences.

This handbook is not an employee contract or an assurance of continued employment. GCU may change without notice any statement in the handbook concerning rules, policies, tuition, fees, curricula, courses, procedures, benefits, or other matters. Accordingly, staff employees should check the most benefits, or other matters. Accordingly, staff employee should check the most information if there is any doubt the application of a policy.

Employee Acknowledgement

I have received a copy of the GCU Staff Handbook this date.

I understand the handbook provisions are not intended to serve as an employment contract, and are subject to change from time to time. I further understand that:

- (i) revisions to the handbook may occur from time to time, and such revisions shall apply to my employment
- (ii) a copy of any such handbook revisions will be made available to me by GCU; and
- (iii) it is my responsibility to read and comply with the provisions of the handbook, as revised.

I acknowledge and understand: (i) my employment has no specified term of duration; (ii) either I or GCU may terminate my employment at will, so long as there is no violation of applicable federal or state law; and (iii) if my employment is involuntarily terminated by GCU, I may utilize the Grievance Procedures set forth in the handbook as revised from time to time, and will have all protection provided by applicable federal and state employment discrimination laws.

Dated this _____ day of _____, _____.

Employee Name (Printed) Department _____

Employee Signature Date of Signature _____

Social Security Number _____

General Information

Vision

Georgia Christian University is an educational institution to glorify God by equipping students who will proclaim God's Word and to build up the body of Christ through education. GCU seeks to maintain an appropriate balance between training for effective vocational ministries and academics.

Mission

The mission of the GCU is to prepare students academically and professionally and to promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of Georgia, the United States of America, and the world. The GCU serves its commitment to meet the educational needs of a student body that is diverse in race and other socioeconomic attributes.

Biblical Foundations Statement

The Georgia Christian University (GCU) is a Christ centered institution of higher learning that is unwavering in its belief that the following doctrinal statements are foundational to the educational and spiritual growth of each GCU trustee, faculty, student, and staff member:

- The Bible is the divinely inspired Word of God. It is accurate, without error, reliable, and authoritative. The sixty-six Old and New Testaments canonical books are **infallible**;
- There is one eternal, transcendent, omnipotent, personal God that exists as the **Trinity**. Three persons, the Father, The Son, and the Holy Spirit;
- **God**, the Father, is the first person of the Trinity. He is the infinite Spirit sovereign. He is eternal, immutable, and unchangeable in all His attributes. He exists without any time or space limitation;
- Jesus Christ is a person in the Godhead. He is the **Son of God**. He is the perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth;
- The third person of the Godhead who convicts, illuminates, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him is the **Holy Spirit**. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation;
- The biblical record is the full **historicity** and perspicuity of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel;
- Jesus Christ became the substitutionary and redemptive **sacrifice** for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven;

- The gift that comes from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work is **Salvation**;
- There will be a future, personal, bodily **return** of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments;
- There was a special **creation** of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week; and
- **Satan** exists as a personal, malevolent being who acts as tempter and accuser.
- **Heaven and Hell**. Two distinct, different, and real places. Hell is the place of eternal punishment, where all who die outside of Christ are confined in conscious torment for eternity.

Objectives

1. To nurture everyone's gift for Christian ministry, leadership in society, and service to the world;
2. To promote and encourage academic excellence, critical reflection, and involvement to the community service; and
3. To Integrate cultural differences in effective academic development

Core Values

1. God First, as the owner, creator and sustainer;
2. Excellence in Teaching, Research, Scholarship and Management;
3. Respect for Diverse Societies and to Fight for Justice;
4. Commitment to Life-Long Learning and Teaching; and
5. Effective Career Development Opportunities

Institutional Philosophy

Georgia Christian University emphasizes and believes in the Triune God: eternal, transcendent, omnipotent, and personal. God the Father, the first person of the Divine Trinity, is infinite, sovereign, and unchangeable in all his attributes. GCU believes in the sinless humanity and the absolute, full deity of Christ Jesus, indissolubly united in one divine-human person since his unique incarnation by miraculous conception and virgin birth. Holy Spirit, the Third person of trinity resides among us always.

GCU believes that the Bible is the Word of God, and as such, it is our only infallible rule of faith and practice. We believe in the plenary, verbal inspiration of the Scriptures by the Holy Spirit; thus, we affirm the inerrancy of the original manuscripts whose objective truth is our responsibility to interpret in accordance with the principles of Scriptures and to proclaim in accordance with the imperatives of the Gospel.

Georgia Christian University

GCU emphasizes and believes that the universe is God's creation and his handiwork. We believe that God created human beings in His own image.

Philosophy of Education

Georgia Christian University believes that God calls each individual to prepare intellectually and spiritually to share Christ throughout the world. Specifically, the University believes it has been called to offer academic programs where the curriculum as a whole and each course within that curriculum is:

1. Christ-centered;
2. Based on the truth of the Bible;
3. Academically relevant to degree programs that are based on the needs of God's world;
4. Based on academic excellence;
5. Taught by faculty who are Christians and who believe in the institution's doctrinal beliefs;
6. Taught by faculty who are dedicated to quality higher education;
7. Taught by faculty who are academically credentialed;
8. Taught in an environment conducive and that promotes academic and spiritual growth;
9. Taught to students who seek academic preparation based on the highest academic standards and who seek to serve and honor God through that preparation; and
10. Based on God's love for the world.

Statement of Non-Discrimination

Georgia Christian University does not discriminate against race and national origin in accordance with Title VI of the Civil Rights Act of 1964. Georgia Christian University does not discriminate against age according to the Age Discrimination Act of 1975. Also, GCU does not discriminate against sex in accordance with Title IX of the Education Amendments of 1972. Furthermore, GCU will not discriminate against disability or religion. However, as a Christian education institute all students are required to study and attend chapel regardless of their religion.

Introduction to Georgia Christian University¹

The university's educational program consists of six major colleges: Theology, Christian Education, Mission Studies/World Christianity, Music, Business Management, and ESOL.

School of Theology (ST)

The **School of Theology (ST)**, educates qualified students for the ordained ministry and for other forms of ministry, to assist their personal as well as professional growth and development through multiple theological studies. The Divinity School (DS) is, as a professional school of theology, seeking in particular to serve the Korean/Korean-American Churches and the world community. Its guiding principle is to affirm the sovereignty of God, the gospel of Jesus Christ as God's saving Word, and the renewing power of the Spirit. The

¹ Georgia Christian University is authorized by Nonpublic Postsecondary Education Commission in the State of Georgia on June 1, 2003

faculty of DS is diverse, simultaneously maintaining integrity of individual faith and creating a spiritual environment where the faculty and students can grow together in their own faith. DS is committed to its academic excellence and spiritual formation and encourages critical/theological reflection while integrating cross-cultural and ecumenical learning.

School of Christian Education (SCE)

The purpose of the **School of Christian Education** is to prepare students for leadership in the traditional church school (elderly, adult, young adult, and youth). SCE stresses multi-ethnic education. This is done on the theoretical and practical levels by implementing educational policies and programs that promote the integration of structurally excluded ethnic groups. Thus, SCE's curriculum reflects the cultures, ethos, and experiences of diverse groups. The program is designed to enable students to strive for excellence through development of their own philosophy of an educational ministry based on their studies and their reflections on multiethnic/multicultural issues.

School of Mission Studies and World Christianity (SMSWC)

SMSWC, while examining the traditional missionary methods, re-focuses on the enculturation and the contextualization of the Gospel. SMSWC attempts to emphasize a comparative approach of missionary methods and the process of contextualization and enculturation. Examined are theological and missionary work in other parts of the globe, and the various environmental, inter-cultural and inter-faith factors (i.e., the exploding metropolis as part of their mission studies and sociological perspectives of the new phenomena of the urban mission).

School of Music (SM)

The purposes of SM are: (1) to train those who are interested in either gaining proficiency in music as a professional/non-professional musician, and (2) to provide those who are interested in church music, both theological and liturgical. SM provides students with practical performance skills as well as training in listening, conducting, teaching, and music composition.

School of Business Management (SBM)

The Business Management courses offered at Georgia Christian University are designed for prospective students in need of gaining a mix of theoretical and practical management knowledge and skills that will enable them to work as professional managers after they complete the given courses during their academic years at GCU.

School of ESOL (ESOL)

The English to Speakers of Other Languages program at Georgia Christian University provides students with the language skills they need to accomplish their goals. These goals include:

- Studying for a degree in an English-speaking university
- Improving job skills or job prospects
- Making life easier in the English speaking world

Consequently, we offer courses in both academic and non-academic English and cover reading, writing, listening, and speaking.

History

Georgia Christian University had its beginning as the Immanuel Original Bible Institute in Alabama in the year of 1986. Its sole focus was on studying Biblical languages and Biblical interpretation. In 1995, the institute moved to Alpharetta, a northern metropolitan area of Atlanta, and changed its name to School of Theological Seminary in Georgia. In 1998, the school sought a larger space to build a bigger campus and purchased a location near the city of Lawrenceville, Georgia as well as the current Norcross facility. A new board of trustees was formed to run an efficient theological institution. In the same year, the new board decided not only to change its name to Georgia School of Theology, but also to study the potentiality of a joint program with the Johnson C. Smith Theological Seminary, one of the Theological institutions of the United States Presbyterian Church. This partnership consultation between the Johnson C. Smith Theological Seminary and the then Georgia School of Theology was short-lived.

On April 5, 2002, Georgia School of Theology was certified to begin issuing and applying for I-20 student visas from the United States Citizenship and Immigration Services (USCIS), formerly known as the Immigration and Naturalization Services (INS). In August 2002, the Georgia School of Theology and what is now Georgia Christian University was divided into two separate institutions, the former a religiously exempt school and the latter an authorized university. On June 1, 2003, Georgia Christian University's Associate, Bachelor's and Master's programs in Music, Theology, Mission, and Christian Education were approved by the Georgia Nonpublic Postsecondary Education Commission.

In July of 2004, Georgia Christian University moved to the current campus in Lilburn and expanded the campus in 2005. Also, in 2005, NPEC authorized MAOM courses at Georgia Christian University for Oriental Medicine. In 2006, the student association body was formed to guarantee better campus and student lives at GCU. Also, the graduates of GCU reformed their Georgia Christian University Alumni Association the same year. In 2007, to promote Georgia Christian University, the Alumni Association successfully organized the Spirituality Conference, and in October 2007, GCU was authorized to offer academic programs in Business Management with BA, Master's Degree in Divinity, and Doctoral Degree in Ministry.

Location

Georgia Christian University is located in the city of Lilburn, a northeastern part of Atlanta. Atlanta's population is approximately 3.5 million, fifty thousand of which is Korean-American. Atlanta has been ranked as one of the best places to do business and one of the most livable cities in the world. Metro Atlanta boasts beautiful residential areas, parks and playgrounds, fine schools and universities, and growing churches. Students and their families will enjoy Stone Mountain Park and the Martin Luther King Jr. National Historic Site. The city also supports a wide variety of cultural activities as well as various sports. In 1996, the Olympic Games were held in Atlanta.

Atlanta is also the business capital of the Southeast. Its banks, offices, hospitals, and industries provide numerous employment opportunities for citizens. The city has many trees

and beautiful flowers, and a mild climate throughout the year. Located approximately forty miles from the school is the Atlanta/Hartsfield International Airport, one of the world's busiest airports.

Chapel and Worship

Worship is the spiritual center of seminary life. During the academic year, chapel services are held 3 times a week to provide the seminary community with opportunities for worship and spiritual enrichment. All students are welcome to join the Bible study programs and worship services held on Tuesdays, Saturdays, and Sundays.

The seminary chaplain, along with faculty and students, leads chapel services. Students may experience the presence of God while participating in and leading chapel services. Other worship services (Commencement, Easter, and Thanksgiving Day) are also offered. A student choir has been organized to enrich services. The chapel choir is open to all students. Vocalists may get credit for one hour of academic credit (Pass/Fail grade) or may volunteer. All students are expected to attend. Any students missing more than 3 class sessions will be permanently dismissed from the class for that particular semester with a grade of "F."

Facilities

- **The Library**

GCU has made every effort to create a viable library for students' study and research. So far, approximately, twenty thousand books have been purchased, collected, or donated. Currently, almost all the books are bar-coded and cataloged. Measures taken to improve the library system are as follows: (1) Contacting for implementation of Georgia Virtual Library (known as Galileo), (2) Regular book purchases, as suggested by Faculty members, and institutional purchases from annual conferences such as that of the Society of Biblical Literature and the Association of American Religion, (3) For the doctoral programs, special arrangements with institutions such as Emory Divinity School, Columbia Seminary, and the International Theological Center, and (4) continuous reports of the Library Director and staff. The Library Committee continually studies plans for improving the library facilities and its logistics.

- **Physical Premises and Finances**

The physical premises and facilities of GCU are evaluated in an ongoing process. The president, in consultation with the Board of Trustees, is responsible for purchasing or leasing additional buildings as well as for repairing, renovating, and replacing facilities.

The financial resources and operations of the school are evaluated in an ongoing process through monthly reviews by the president and staff. The president oversees the annual budget as well as funding resources, donations & tuition. (See certified public accountant's report for details).

- **Institution's Structural Development Plan**

During the years of operations, GCU has exerted its best to develop and improve educational environment for students and research atmosphere for faculty and staff. GCU is currently operating more than 20 classrooms all throughout the year and several audition

halls including research facilities where faculty members can meet their students and proceed with their academic researches. Even though it may sound promising and enough for a small college, GCU is still acting vigorously to acquire more and better facilities to guarantee acceptable environment for students and faculties.

GCU plans to expand the library and classrooms to meet the demand during the academic year of 2008-2009 through purchasing adjacent land to start construction of two story classroom building in the city of Lilburn.

The Staff

The staff supports the faculty, student, and University in their educational and research mission.

Occupational categories include jobs in service, maintenance, clerical, technical, professional, and administrative areas. These jobs categories are common to both the academic and administrative units of the University. Each category includes numerous job classifications and titles. Staff Classifications are divided into two general categories, exempt staff and nonexempt staff.

The Department of Human Resources

Role

The Department of Human Resources provides services to the University in recruiting and training, in the administration of compensation and benefits, and in payroll. The departments in meeting their staffing goals, managing job performance, and interpreting policy. The department also supports employees and their supervisors in reaching understanding and reconciling differences to promote effective working relationships.

Questions on policies and procedures

Employee and supervisors are encouraged to call on a member of the Department of Human Resources staff at any time for help in any area of policy or procedure. Any question can be addressed to any member of the department who will answer it or direct it to the appropriate authority in the department.

Working Relationships

Occasionally, a member of the University staff and his or her supervisor may have difficulty working with each other or maintaining an effective working relationship. Support for employee relations is available to assure treatment consistent with the policies within this handbook, and employees should seek help to mediate difficult discussions. Those in supervisory positions also frequently call on Department of Human Resources to act as a neutral third party in order to facilitate communication and restore productive working relationships among staff members at GCU.

Employment Procedures

The Department of Human Resources and the supervisor seeking to fill a job vacancy work jointly on recruiting and hiring staff and in using the services of the human resources offices in finding, screening, and selecting candidates.

GCU is committed to

- Affirmative action as an integral part of the process of recruitment, selection, placement, transfer, and promotion
- Promotion from within whenever possible
- Full and timely consideration of all candidates

Posting

The Open Position List announces job openings to the University community and beyond to make openings available as widely as possible and to identify as many suitable candidates as feasible. Candidates may be hired only after the position has been posted on the Open Positions List for at least a week, or at least two weeks for positions. Offers of employment may be made only after the required posting period.

Transfer or promotion from within

GCU assists employees in attaining personal career goals by giving qualified, interested employees and opportunity for transfer or promotion. Employees should watch the Open Positions List for job opportunities and apply at the human resources offices.

Employee referrals

Employees are encouraged to refer qualified people to GCU for employment.

Applications and resumes

An interested applicant applies by sending his or her resume to resume@gcuniv.edu. An applicant may also fax the resume to 770-279-0308 for GCU. A staffing specialist or human resources consultant forwards appropriate applications to the hiring manager, who reviews applications and selects applicants to be interviewed. The employment counselor or consultant interviews applicants as arranged with supervisors.

Good faith search

An effort is made in good faith to include among the applicants members of groups underrepresented in the University's workforce. Searches are conducted in compliance with the equal employment opportunity laws of the United States and the affirmative action plan of the University.

Nondiscrimination

GCU does not discriminate against any individual or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, veteran or status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct that affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, on creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While GCU is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Complaint

A complaint of discrimination on any basis in this policy can be filed with the director of equal opportunity, affirmative action, and labor relations. A complaint about the actions of the director will be investigated by an impartial University official. Academic exempt employees direct complaints to the department chair. Complaints involving deans are investigated by the vice president of planning or Vice president of business affair

Affirmative Action

GCU actively seeks women, minorities, veterans, and disabled persons for employment and promotion maintain a University community based on equal opportunity.

Accommodation of Disabilities

GCU reasonably accommodates employees with disabilities. To be eligible for an accommodation, employees must declare their disabilities. A "reasonable accommodation" may include the purchase of special equipment, changing the physical layout of the workplace, restructuring job duties, modifying the work schedule, etc.

Once the Department of Human Resources is provided with written documentation by a physician identifying the disability and specifying recommended accommodations based on the job duties, the employee has fulfilled his or her responsibility.

The Office of Equal Employment Opportunity, Affirmative Action and Labor Relations is responsible for the management, implementation and coordination of the employees with Disabilities Accommodation policy. This office must approve all accommodations and employment decisions in which an employee or applicant has declared a disability.

Evaluative Authority over Relatives

No faculty or staff member may have evaluative authority in such matters as employment, compensation, compensation, promotion, or termination over another employee who is the faculty or staff member's spouse, domestic partner, relative, or an individual with whom the faculty or staff member is having or has recently had a sexual relationship

No faculty or staff member may have evaluative or supervisory authority (including the assignment of grades, the supervision of dissertations, or decisions relating to employment or financial support) over a student who is a relative or with whom the faculty or staff member is having or has recently had a romantic or sexual relationship.

For purposes of this policy, a relative is a blood relation, in-law, step or adoptive relative, as close as or closer than nephew or niece.

When situation occurs that potentially violates this policy, the faculty or staff member with evaluative authority must report the relationship to his or her supervisor or department chair, dean, the Department of Human Resources, or the University Provost. If the person to whom the relationship is reported determines that such action is necessary, it is the responsibility of both the faculty or staff member with the evaluative authority and the individual to whom the relationship is reported to ensure that the evaluative authority is reassigned. If this is not feasible in a particular instance, the faculty or staff member and the individual to whom the relationship is reported must bring the matter to the attention of the Vice president for Business Affairs. In order to eliminate any conflict of interest among employees of GCU, the Department of Human Resources strongly enforces this regulation which may jeopardize clear and appropriate human resources decisions at GCU.

Transfer and Promotion

GCU recognizes the value of its staff as an important asset in the community, and it encourages them to develop and consider other University job opportunities as part of their personal and career advancement.

Service requirement

To be eligible for a transfer or promotion, a staff member must be in his or her current position for at least one year. No specified service period is required for a transfer or promotion within a department, but a department may reasonably limit such transfers or promotions.

Performance requirement

A staff member must receive an overall evaluation of satisfactory or effective on the most recent performance review and have no current disciplinary action.

Qualifications

To be considered for transfer to another position, a staff member must meet the minimum qualifications of the position.

Application

To ensure consideration for a position, the staff member submits an application for transfer or promotion along with a resume to the Department of Human Resources. The staff member may work with a human resources consultant, staffing specialist, or other human resources representative on jobs of interest.

Hiring manager

The hiring manager reviews applications and determines whom to interview for the position. The hiring manager may contact the staff member directly to set up an interview and the hiring manager interviews the applicant for the position in accordance with University regulations and procedures.

References

The hiring manager, human resources consultant, or a staffing specialist checks at least two references when the staff member becomes a candidate of choice for the position, normally, including the current supervisor.

Supervisor notice

In general, the staff member is notified his or her supervisor during the transfer process. The human resources consultant or staffing specialist may coordinate this notice.

Performance evaluations

Performance evaluations of finalist candidates are confidential but may be made available to the hiring manager. (Please see the attached "Performance Evaluation")

Decision

Offer decisions are made jointly by the hiring manager and the staffing specialist or human resources consultant, who reviews the offer for equity and adherence to compensation guidelines.

Transfer date

The human resources consultant or staffing specialist coordinates the transfer date with the hiring manager and the employee's current manager. Generally, exempt staff members provide three weeks of working notice and nonexempt staff provide two weeks of working notice, but the needs of the supervisors may call for other arrangements.

Vacation and sick time when transferring

When transferring to a new position in the University, the individual retains the vacation and sick time accrued in the former position.

Lateral transfer

A staff member who transfers to a position having the same grade or salary range is not eligible for a salary increase and remains at the same salary in the new position.

Promotion

A staff member who transfers to a position having a higher grade or salary range may be eligible for a salary increase. The amount of the increase is based on the compensation guidelines for promotions.

Orientation and review period in new position

The staff member is required to complete a six month orientation and review period in the new position. The staff member retains the accrued University service after the transfer to the new position.

The orientation and review period gives the supervising staff or faculty member an opportunity to provide orientation and training for a new staff member, to review the performance expectations for the position, and to determine whether expectations are met during the initial period on the job. The goal is success on the job for the new staff member.

Probationary Employment, Promotion, or Transfer Length

The orientation and review period is the initial six months of service in the position. Police officers work on a probationary basis for the first 12 months.

Procedures

The staff member can expect to complete an orientation checklist, to receive a job description and work schedule and a schedule of training and feedback meetings. Written performance expectations or objectives can be expected, as well as meetings to review progress and performance during the review period.

Performance Evaluation

Performance is typically evaluated at the end of the review period. (Please see the attached "Performance Evaluation")

Unsatisfactory Performance

An employee who is not performing adequately in a position may be recommended by the supervisor for extension of the review period for dismissal from that position at any time during the review period.

Employment at Will

Successful completion of the orientation and review period does **NOT** guarantee continued or permanent employment. Either the employee or GCU may end the employment

relationship at will, with or without cause or advance notice, at any time during or after the orientation and review period.

Termination of Employment Notice

Employees must provide two weeks of working notice to their supervisors to leave the University in good standing

Exit interview

Terminating employees should schedule an exit interview with the Department of Human Resources at least a week before their last work day.

University property

Before the last day of work, employees must return to their department any University property, materials and written information issued to them and in their possession. This property may include credit card, identification or cards, keys, manuals, computer, other office equipment. GCU will take all appropriate action to recover its property. Since all accrued information and knowledge during the time of employment at GCU are intellectual property of GCU, and never to be shared without prior written consent from the University. Any exiting employee who wishes to utilize any information of GCU MUST provide solid grounds or reasons to the Department of Human Resources 10 days prior to the day of termination of employment.

Benefits

The employee is notified in writing by the benefits Division of the Department of Human Resources about benefits that may be continued, and the decision may differ for each exiting employees depending on Employment Review.

Vacation for Terminating Employees

Unused accruals of vacation are paid on the payroll following the individual's last pay period and the employing department's notice to the payroll division that the employment has ended. Application for calculation of unused accruals of vacation shall be applied and completed before the time of termination, and the decision and calculation shall be signed under mutual consent which should NOT be reconsidered afterward.

ID and email

Email and ID access are terminated within 21 days of the termination date, and exiting employee shall be asked not to access the University database or system by the time of termination.

Future references

Former employees who want the University to verify employment can apply to the Department of Human Resources. GCU verifies dates of employment, job title, and salary.

Reinstatement

An employee who leaves University employment in good standing may be reinstated within 30 calendar days to an available regular position for which he or she is qualified without the loss of prior service or benefits status. Paid time benefits are not accrued during the absence and the number of days absent is not included in the calculation of University service.

Rehire

GCU considers reemploying people who have separated from the University when the previous work record, the reason for the separation, and the present qualifications warrant consideration.

Individuals may not be reemployed without the approval of the associate vice president or appropriate administrator in the Department of Human Resources. A record of the approval becomes a part of the personnel file. The rehired individual is considered a new employee with no University service for the purposes of accruing paid time benefits, service recognition, and qualifying for tuition, retirement, and insured benefit plans.

Training Opportunities

GCU offers a wide range of professional development opportunities through which employees can enhance their workplace skills and knowledge. Educational development is supported across the University. Participation in work-related courses or educational programs during work hours is at the discretion of the manager or department head.

Department of Human Resources offers workshops and coaching throughout the calendar year. Employees may register for a variety of offerings, including leadership and management, business processes, workplace skills, computer applications, and organization development. These workshops may be held on or off GCU campus. The Department of Human Resources publishes and distributes schedules of offerings biannually, and any employees who are willing to participate those course or educational programs should submit the appropriate application to the Department of Human Resources, and Vice President for Business Affairs shall make final approval and allocates assets for the program participation.

Recognition programs

GCU offers a variety of employee recognition programs, awards, and activities. These include

- Service Excellence Awards
- Annual Staff Service Recognition Luncheon
- Length of Service Recognition
- Employee of the Year Award

The Service Excellence Award program provides recognition for exceptional service performance. Nominations from anyone in the community, including faculty, staff, students, supervisors, vendors and others, are accepted throughout the year to recognize instances of exceptional service rendered by a staff employee.

Employees are honored with length of service recognition after their 5th, 10th and 15th anniversaries. Employees who have completed 20, 25, 30, 35, and 45 years of service during the preceding year are honored at the annual Staff Service Recognition Luncheon.

The Employee of the Year award recipients and finalists for campus are honored at the annual Staff Service Recognition Luncheon. A call for nominations and an explanation of the selection criteria are made in University publications and by email.

For further information concerning these offerings, contact the Department of Human Resources, at 770-279-0507

The Workday

Scheduled work hours vary among departments, with the most common full-time schedules totaling 35, 37 $\frac{1}{2}$ Or 40 hours per week. A 35-hour work week is the minimum considered full time. Most regular work schedules continue throughout the year, but some are partial year (for example, nine- or ten-month) work schedules. Nine-, ten-, and eleven month employees are considered full time during the months when they work the full work week.

The most common office hours of the University work day are 9:00 a.m. to 6:00p.m. Monday through Friday. However, each department determines the hours of work for its employees as necessary to staff its operations. Departments and supervisors set and adjust individual employee schedules to meet the department's operational needs. They may adopt work schedules to accommodate individual employee's needs to the extent that department operations permit.

Varying schedules

A work schedule can be any combination of days and hours totaling no more than 40 hours in a work week. The hours scheduled for work must total to the standard hours budgeted for the position. No combination of hours and days may exceed 14 days without a full day off.

Working a regular daily schedule is not University requirement, although working a regular daily schedule may be a departmental requirement. Work schedules can vary among employees within the same office or department throughout the year, or they can be changed on a seasonal or other basis.

Examples of flexible scheduling with this policy include a schedule in which an employee works four day of 10 hours each for a total 40 in the week, or a work schedule of three days of 9 $\frac{1}{2}$ hours and on day of 9 hours for 37 $\frac{1}{2}$ hours in the week. Overtime at 1 $\frac{1}{2}$ times the nonexempt employee's hourly rate is paid for any hours worked over 40 hours in a work week.

School or administrative department business offices may choose to coordinate schedules in the departments of the unit. For staff using the Electronic Time Entry System to record hours, the payroll division must be notified of a schedule change prior to the beginning of the pay period when the change is to occur.

Recording hours

Nonexempt staff

Nonexempt staff are required to report accurately all work hours, as well as paid time off, and are required by law to be paid for all time worked. The staff member's accounting of all scheduled hours and worked hours is reported on the biweekly employee Time Report or in the Electronic Time Entry System. Anyone falsifying the reporting of work time or time off is subject to disciplinary action up to and including discharge from University employment.

The individual's ID and password are used to access Electronic Time Entry System. When properly used, the ID and password are considered authorizing signatures for entries and approvals.

The department manager or the individual's supervisor can inform the nonexempt staff member about the time reporting method in use in the department.

Exempt staff

Exempt staff positions may require employees to work beyond the hours of the work week normally scheduled. Exempt employees are not compensated for this time nor provided compensatory paid time off. Exempt employees are not required to record work hours or scheduled hours.

Lunch periods

Lunch periods are unpaid and range from a minimum of 30 minutes to a maximum of one hour. However, for certain employees who are required to remain on duty or on call through the lunch period. The lunch period is part of the paid work shift. Employees are not allowed to shorten or eliminate scheduled lunch periods to alter the beginning or ending of a workday. In a work period of 7½ hours or more, a meal period of at least 30 minutes must be provided before the end of 5 hours of work.

Rest periods

In work situations where employees are free to move about and visit restrooms from time to time, formal rest periods are unnecessary. Therefore, many departments and offices do not have formal rest breaks. However, full-time employees who are substantially bound to one work site and to continuous tasks without freedom to move should have a specific rest break each half day. Under similar hours per day are eligible for one such rest break per day.

Rest periods do not exceed 10 minutes and may not be accumulated or used to shorten the beginning or ending of a workday.

Rest breaks are scheduled at the discretion of the supervisor or Provost or Director.

Salaries

It is University's goal to pay staff salaries that are equitable within the University and related to the salaries paid for similar work in the appropriate labor market. Accordingly, most positions are classified and then assigned salary ranges that define the minimum and maximum pay for the position. An employee's salary may advance within the salary range as the result of periodic performance and salary reviews. Such increases in pay are considered merit increases, which may vary in amount according to supervisory evaluation of the employee's performance. Salaries are reviewed annually. Salary increases that are granted ordinarily take effect on or near July 1, the beginning of the University's fiscal year. Bargaining unit employees receive increases according to terms of their labor agreements.

Performance Review

Employees participate in an annual performance review, in which the employee and supervisor discuss how well work expectations have been met. The supervisor evaluates performance in terms of achievement of standards and objectives related to job responsibilities. The performance rating is considered in determining the amount of the employee's annual salary increase.

Pay Period

Exempt employees are paid monthly, and paychecks are issued on 15th of the month. Non-exempt employees are paid monthly, and paychecks are issued on first of the month.

Overtime

For the hours worked beyond 40 in a work week. Paying the premium rate of 1 $\frac{1}{2}$ times the regular hourly rate is required for nonexempt employees, Time paid for University scheduled holidays is considered time worked when computing premium overtime in a week where a University scheduled holiday falls.

Not paying the rate 1 $\frac{1}{2}$ times the regular rate for hours worked beyond 40 in a work week is a violation of federal law.

Types of Absence

Georgia Christian University strongly enforces full attendance from each employee; however, understanding personal issues and difficulties to continue working are always applicable, it allows its employees to be approved for absences for certain circumstances.

Definition

A staff employee is considered absent if he or she is not present for work as scheduled, regardless of cause.

Paid absences and unpaid absences

Some absences are paid as benefits. These paid time benefits are described on this handbook. Some other absences are excused but they are not paid. Unpaid absences are described on this handbook.

Scheduled absences

An employee is to notify his or her supervisor as early as possible about scheduling absences, whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the department and the employee. An employee's request for absence may be denied, especially if the absence interferes with department operations or when the request is not sufficiently in advance of the requested date.

Unscheduled absences

On each day that a staff member takes an absence not scheduled in advance with the supervisor, the employee is to advise the supervisor and give the expected return date.

Lack of notice to the supervisor for an absence of three consecutive days indicates that the individual has abandoned the job and is grounds for termination of employment. Lack of notice during an absence of less than three days is grounds for corrective action that may include termination of employment.

Excessive absence

Unexcused absences are cause for corrective action and may result in termination. Excessive excused absences may also be reason for corrective action. Each department defines excessive absence based on its own operations and informs its employees of its policy.

Documentation of absence

A supervisor may require documentation from an employee for requests for absence prior to the absence or at the time of returning from the absence. Documentation or justification is not required for vacation time unless an emergency necessitates short notice.

Tardiness

Staff members are expected to be at their place of work, prepared to work at the times established by supervisors. An employee is tardy if he or she fails to report to the assigned workplace, prepared to work, at the scheduled time.

Departments define the punctuality standards for their operations and communicate them to employees. Staff members who expect to be late are to notify their supervisors according to the department's procedures.

Excessive tardiness is grounds for corrective action and may lead to termination of employment.

For each full or partial six-minute period that a nonexempt staff member is late, time worked is reduced by on-tenth of an hour and is recorded on the Biweekly Employee Time Report or in the Electronic Time Entry System as unexcused absence.

Supervisors or director may adjust work schedules to accommodate an individual's scheduling need. However, if a nonexempt staff member is not at work, the individual is not paid for that time, unless he or she has arranged with the supervisor or director in advance the use of paid benefit time, such as vacation or paid sick time. A nonexempt employee may not be paid for time not at work, as when tardy, and may not work any hours (such as to compensate for tardiness) without being paid for them. The employee is to be paid according to the time actually worked, even if this time does not coincide with the planned work schedule.

Vacation

Unused accruals of vacation are paid on the payroll following the individual’s last pay period and the employing department’s notice to the payroll division that the employment has ended. Application for calculation of unused accruals of vacation shall be applied and completed before the time of termination, and the decision and calculation shall be signed under mutual consent which should NOT be reconsidered afterward.

Vacation accrual for nonexempt staff

Nonexempt staffs earn vacation according to the following schedule.

Service Completed	Qualified Service period in years	Approximate annual vacation	Vacation factor
1 year	0.00 – 0.49	1 weeks	.0385 per hour
2-9 years	1.00 – 9.99	2 weeks	.0575 per hour
10 -19 years	10.00 – 19.99	3 weeks	.0767 per hour
20 years	20.00 or more	4 weeks	.0958 per hour

The qualified service period is the amount of employment service used as the basis for benefits accumulations. It consists of the service since the hire date and excludes time off for sickness or leaves of absence, except military leave.

During the qualified period of service indicated in the table, vacation is calculated by multiplying the vacation factor by the employee’s accrual base hours.

- Accrual base hours are regular, scheduled work hours. These scheduled work hours may be paid as regular hours worked, but not overtime hours worked
- Vacation
- Holiday time, whether scheduled by the University, or
- Leave for jury duty or a funeral

For each of these hours, the employee receives as vacation the fraction of an hour indicated by the vacation factor.

A full-time work schedule without leaves or sickness absence results in accrual of the approximate annual vacation indicated in the table.

Vacation is not accrued on hours reported as absent without pay or during sick time or family leave, whether paid or unpaid. When the vacation accrual maximum has been reached, vacation is not accrued until some vacation has been used, as described below in the section “maximum accumulation of vacation time.”

Vacation accrual for exempt staff

Vacation balances for exempt staff are maintained by the department, and yearly totals are submitted to the HRIS Division of the Department of Human Resources. Listed below are the amounts of vacation time exempt employees receive.

Service Completed	Annual allowance	Days earned per month
1 years	1 week	0.83
2-9 years	2 weeks	1.25
10 -19 years	3 weeks	1.67
20 years	4 weeks	2.08

After six months of continuous service, employees may use on week of vacation time. After completing the first year, employees may use the remainder of the first year’s vacation. Thereafter, for those paid monthly, one-twelfth of the annual vacation time is accumulated at the end of each completed month of service.

Accrual calculation

Following the first year of employment, an employee accrues vacation time at the end of each pay period. Accumulated vacation time appears on a nonexempt employee’s payroll check stub or direct deposit notice. The employing department maintains records of vacation accruals and usage for exempt employees.

Maximum accumulation of vacation time

Staff members, both exempt and nonexempt, do not accumulated more than on and on-half times their annual allowance of vacation time at any time during the year. When this maximum has accumulated, no additional vacation accrues until some of the accumulated time has been used and the accumulation falls below the maximum. For an employee who has reached the maximum accumulation, vacation that might otherwise accrue is lost. The employee and the department must assure that vacation time is scheduled to avoid losing it. Employees who separate from the University are paid their accrued vacation up to the maximum allowed.

Using vacation time

When available

Vacation is available for use in the first full pay period following the date when one year of service is completed. After one year of continuous service, employees accrue and may use up to one week of vacation time.

Scheduled

Use of vacation time must be scheduled in advance in accordance with department rules. The department and the employee schedule vacation time when it is mutually convenient. The department may limit the amount of vacation taken at on time in consideration of

departmental needs and the vacation entitlement of other employees. Department may specify periods when no vacation may be taken.

No advance

Vacation time is not advanced, that is ,vacation cannot be taken before it is accrued.

Not cashable

No payment is made to an employee in lieu of vacation time, except at termination of employment.

Portability

Employees who transfer from on department to another retain their accumulated vacation time.

Coinciding holiday

When a University holiday falls during an employee's vacation, the day is paid as holiday time rather than as vacation.

University Scheduled Holidays

Employees are paid their average daily rate for the scheduled holidays observed by the University.

The University observes these holidays and pays employees for the day:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (Three days)
- Christmas Day
- University Anniversary Day

Additional holidays may be scheduled, usually at Christmas and New Year's. The Department of Human Resources publishes a calendar of the dates on which holidays are observed. Normally, holidays whose traditional date falls on a Sunday are observed on the following Monday, and holidays falling on a Saturday are observed on the previous Friday.

Holiday pay

Average rate

Nonexempt employees are paid on tenth of their position's biweekly standard hours for the holiday, calculated scheduled biweekly hours divided by 10.

Holiday work

Nonexempt employees required to work on a regular holiday receive pay at a rate 1 1/2 times their regular hourly rate for the work on the holiday, plus an alternate day off with pay as substitute for the holiday. If management determines that it cannot schedule another day off within 30 days before or after the holiday worked, the employee receives the alternate day's straight time pay in lieu of the day off. Hours paid but not worked do not count toward overtime pay in the week paid.

Alternate holiday

If a holiday falls on an employee's scheduled day off, the employee receives an alternate workday off, scheduled within 30 days of the holiday.

Forfeiture for absence

To be paid for a university scheduled holiday, exempt and nonexempt employees must be in paid status for at least 50 percent of the pay period in which the holiday falls. The holiday itself is included in the pay period hours, whether 70, 75 or 80, but is excluded from the paid status time for determining holiday pay eligibility.

Paid status means being paid for time

- At work,
- On paid vacation,
- On approved, paid sick time,
- On jury duty,
- On funeral leave, or
- On paid military leave.

Scheduling of vacation, and alternate holidays is always at the mutual convenience of the employee and the employing department and requires the prior approval of the supervisor.

Newly hired employee

A newly hired employee is eligible for holiday pay for a holiday following the first day of work if the employee works 50 percent of the work days between the first day of work and the end of the pay period.

Scheduling of holidays on short notice for emergency purposes is at the discretion of the department or supervisor, and the supervisor may request documentation of the reason for emergency use.

Paid sick time

GCU provides paid time as a form of income protection for employees unable to work because of illness. Paid sick time is applicable only to absence required by bona fide disability and related visits to certified caregivers for treatment

Accrual for nonexempt employees

During each year full-time service, a nonexempt employee may accrue up to 10 days of time that may be taken as paid time absent if a disability or illness renders the employee unable to work. Part time employees accrue the fraction of 10 days of sick time proportionate to the fraction of full time that they work.

Sick time accrues with additional service and continues to accrue from year to year without limit. Longer service employees accordingly have greater income protection in case of serious disability or sickness.

Paid sick time is available to exempt employees on the following schedule.

Available paid time for exempt employees

Paid sick time is available to exempt employees on the following schedule.

In this year of Continuous service	As indicated by this qualified Service period (in years)	The days of paid sick time Available are	At this percent Of salary
First	0.00 – 0.99	1 per completed Month, up to 10	100
2 nd and 3 rd	1.00 – 2.00	20	100
4 th and 5 th	3.00 – 4.99	42	100
6 th through 10 th	5.00 – 9.99	65	100
		65	60
11 th and after	10.00 or more	130	100

For exempt employees, unused sick time days are not accumulated and are not carried forward for use in another year. As indicated by the qualified service period, the amount of sick time changes on the service anniversary.

Transferring between nonexempt and exempt status

A staff member transferring from a nonexempt position to an exempt position receives the sick time allocation for exempt staff based on the qualified service period

An employee transferring from an exempt position to a nonexempt position receives the sick time accrual based on the accrual for the person’s qualified years of service less the number of sick days taken in those years.

Sick Time and Workers' Compensation

Absence due to an injury on the job or occupational disease is not charged to sick time but rather is paid as Workers' Compensation.

Use of paid sick time

Evidence

A supervisor may require satisfactory evidence for any claim for paid sick time an employee who reports that his or her doctor has advised not working may be required to provide a statement from the caregiver to receive paid sick time. The caregiver's statement must say that the employee is disabled and unable to work without endangering his or her health or the health of others in the workplace. Upon returning, the employee is required to submit a physician's statement about ability to return. A department may require such a statement after shorter period of absence.

Physician visit

Visits to certified caregivers for treatment or checkups qualify for use of sick time. This use of paid sick time must be scheduled at a time least disruptive to department operations and requires supervisory approval. Documentation may be required.

No advance

Paid sick time is not available in advance of accrual.

Portability

Transfer from one position or department to another does not affect an employee's sick time accumulation.

Available if disabled from work

An employee who must cease work because of illness or disability qualifies for payment of accrued sick time prior to termination or leave of absence from employment. The scheduling of this benefit may be coordinated with benefits provided by the University's short term and long term disability plans.

Abuse

Sick time abuse is a basis not only for disapproval of sick time pay but also for corrective action, up to and including termination of employment.

Sick time for pregnancy and maternity

Pregnancy

Earned sick time is applicable to disabilities due to pregnancy that prevent the employee from working scheduled hours.

When a pregnant employee leaves her job while still able to work, either permanently or on an authorized leave of absence, she does not receive paid sick time, because the absence is not due to disability.

Maternity

For time off work during the disability following delivery, up to six weeks of accrued paid sick time may be used. A participant in the short term Disability plan may also apply for benefits from that plan.

Additional time off for maternity

An employee may seek up to an additional six weeks of leave for child care, whether the additional time is needed for disability or wanted for family care.

- Paid sick time. If additional accrued paid sick time is requested for disability beyond the six weeks accrued and made available for maternity, the employee must provide the department with a caregiver's statement to establish that the employee is still unable to work because of the disability.
- Vacation and holiday pay. For the additional six-week period, the employee may be paid by using accrued vacation.
- If disability is the reason for extending the maternity leave beyond six weeks and if the employee has participated in the University's Short Term Disability Plan, she may apply for benefits to be paid according to that plan.
- When the paid time is exhausted within 12 weeks of the delivery, including time paid from the accruals of up to six weeks of sick time and accruals of vacation, the paid time may be followed by unpaid leave of absence.

Holding the job

An employee who has completed 12 continuous months of employment and has worked at least 1250 hours during those 12 months will have the job held during the 12 week period of leave.

Sick time for illness in the immediate family

Up to five working days in a calendar year may be used from the paid sick time allowance to care for a close relative who is ill. For the purpose of this policy, "close relative" is limited to

- A child (natural, adopted, or foster child; or a stepchild or legal ward) under 18 years of age or, if older, unable to care for himself or herself because of a serious illness or disability.
- A parent (natural, foster, or adoptive parent; or a stepparent) or legal guardian of the employee or employee's spouse
- A spouse.

Supplemental Disability Insurance

Disability insurance is available in addition to the paid sick time benefit. Staff members with short service with the University may find the Short Term Disability Plan insurance to be valuable protection of income in cases where they have not accrued very much sick time.

Long Term Disability insurance is recommended for all.

Election, Funeral, and Jury Duty

Election time

Employees who are unable to vote before or after regular working hours on Election Day may take the time needed to vote, not to exceed two hours, during the working day without loss of pay. Prior supervisory approval is required.

An employee must notify the supervisor in writing at least two days before the election of why he or she needs to vote during working hours.

Funeral time

Employees may receive paid time off from work to attend a funeral or make funeral arrangements for close relatives.

Up to three days' absence with pay is allowed for death in the immediate family (parent, stepparent, spouse or child, stepchild, sibling, or stepsibling).

With prior supervisory approval, additional time for travel or making arrangements or for the funeral of another relative such as an uncle, aunt, nephew, or niece, may be taken as vacation, or absence without pay.

The employee should provide the supervisor with as much notice as possible. Evidence of the death and relationship may be required.

Jury duty

The University encourages participation in jury duty. An employee is allowed to be absent with pay for jury duty but is expected to report for regularly scheduled work on days when not required to perform jury duty.

Pay during jury duty

Pay for petit jury duty, such as for Gwinnett County, may be retained by the employee. When an employee serves on a grand jury, as in federal matters, his or her regular pay is reduced by the amount of grand jury pay received. The employee should call the Payroll Office for instructions for this occasion.

Notice

An employee should provide appropriate documentation with as much notice as possible to the department head, who forwards the notice to the Department of Human Resources. The employee must provide proof of jury duty service upon return to work.

Reporting

Exempt employees are to send proof of jury duty service to the Payroll Division of the Department of Human Resources for the employee file.

Leave of Absence

For employees with at least one year of service, the University grants unpaid leaves of absence for family needs such as adoption or foster care of a child, or care of a spouse, child, or parent with serious health condition, and grants medical leave for a personal serious health condition. The University may also grant leaves for personal development research, or travel. Leave is provided after layoff following the discontinuation of a job

Types of leave

Paid leave is available for absence due to sickness or injury, as described starting on this handbook.

- **Unpaid leave of absence** is granted for
- **Personal medical care**, for an employee's serious health condition;
- **Maternity**, which is a form of family care leave;
- **Family care**, for adoption, or to care for a serious health condition of a spouse, parent, or child; and
- **Personal development.**

Provisions for each kind of leave

Leaves of absence of each kind have provisions with respect to each of the following:

- Availability
- Duration
- Holding the position
- Benefits available during the leave
- Certification and approvals

Availability of leaves of absence

Personal medical care or family care

A leave of absence is available to an employee for care of a personal serious health condition or for family care if the employee has completed 12 continuous months of employment and has worked at least 1250 hours during those 12 months.

Personal leave

A leave of absence for personal reasons, such as personal development related to GCU work or career, for travel, or for research, is available to employees who have completed at least 12 continuous months of University employment.

Unpaid leave of absence may be granted after accrued paid time benefits are exhausted. If departmental operations permit, a personal leave of absence may be granted for sufficient

reason to eligible employees who wish to continue University employment but find that they need more time away from work than is available in their accrued vacation.

Intermittent and reduced schedule leave

If an intermittent or reduced schedule leave is granted for family or personal medical care, the employee may be required to transfer to another, perhaps dissimilar, position in the department with equivalent pay and benefits.

Leave at large

A leave is considered at large when the position cannot be held for a personal leave or after the 12 weeks of holding the job during a medical leave. (Family care leave is not extended beyond 12 weeks, but medical leave for an employee's own serious health condition is available beyond 12 weeks) A leave at large provides no guarantee that the employee will obtain other GCU employment.

Duration of leaves of absence

Leave for personal health or family care. An absence of up to 12 weeks is available during which the employee's job or an equivalent job is held for the employee and benefits can be continued. Paid time for personal health for family care is used prior to unpaid time in this order:

- Available paid sick time or paid family sick time,
- Accrued vacation and
- Unpaid leave.

End of leave

A leave of absence ends on return to active employment, whether at GCU or any other employer. The staff member who does not report to work at the expiration of a leave or does not request an extension of the leave at least two weeks before the expiration indicates to the University that he or she is abandoning the job.

Holding positions during leaves of absence

Personal medical care and family care. Leave for personal medical care or for care of a parent, spouse, son, daughter– and including leave for childbirth – provides for holding the employee's position or a similar position for 12 weeks from the start of the serious health condition, This 12-week period includes any paid time taken since the onset of the condition. Such as holiday time, vacation, and paid sick time.

During leaves for the care of family members other than those listed above, the position can be held for the employee if departmental operations permit.

Similar position

If departmental operations require, a different position equivalent in pay and benefits and with similar responsibilities may be held by the department for the employee to assume on return from the leave.

Benefits during leave of absence

Service accrual preserved

A leave of absence enables an employee to return to active employment at the end of the leave without loss of service credit accrued at the time the leave began.

Paid time benefits accruals

Employees do not accrue vacation, paid sick time, or holiday time while on an unpaid leave of absence; nor do they accrue service credit during the leave.

Insurance benefits availability

During leave of any length for personal medical care, the employee pays only the employee share of health plan premiums. Leave for family care permits the employee to continue insured benefit for up to 12 weeks, with the University paying the employer share and the employee paying the employee share. During a leave of absence for other reasons, and for non-medical leave beyond 12 weeks, the employee may continue insured benefits by paying the entire premium, as usually paid by both the employer and the employee.

Long term disability

For participants in the Long Term Disability plan, benefits may be available after six months of medical disability. For eligibility requirements, call the Benefits Division of the Department of Human Resources. The employee may also qualify for Social Security disability benefits.

Certification and approval for leaves of absence

Written request

The employee's written request specifying the reason for the leave and the start and ending dates must be submitted to the department manager at least two weeks before the leave starts, except in emergency.

Provider certification

For a medical or family medical care leave, a written statement from the health care provider is required. The certification form is available in the Leave of Absence booklet available from the Department of Human Resources.

Approval of leave

An absence of more than two weeks for medical for family care, or for other personal reasons, requires a leave of absence approved by the Department of Human Resources if the employee is to retain employment status.

Return to work

To be restored to active employment after a medical leave of 15 or more work days, the employee is required to submit a medical certification of ability to return to work.

Other Benefits

GCU provides the following benefits to eligible employees:

- Short term disability plan
- Long-term disability plan
- Education assistance plan for employee undergraduate and graduate study at GCU
- Portable tuition plan
- Retirement plan
- Travel accident plan

No individual may be covered more than once simultaneously under any University sponsored employee benefit plans.

Plan descriptions

A companion to this handbook contains the summary plan descriptions for each of the University's benefit plans.

Parking

Parking permits for University parking lots are issued for a non-fee by Service Department.

Housing

Faculty and staff can use University Housing at modest cost.

Personnel Records

The Department of Human Resources maintains a personal file for every employee. The file includes the record of transactions relating to employment at the University. The file is confidential, and no information is provided to persons outside the University without the employee's consent or legal authorization.

An employee interested in reviewing his or her personal file may request a review in writing to the Department of Human Resources.

After separation from employment by the University, files are available for an employee's review until one year after the separation.

Updating Personal Information

Home address and phone

Employees are required to maintain available their home address and telephone number.

Other information

A change of name or marital status, or information about a birth or death in the staff member's immediate family should be reported to the Payroll Division. This information is submitted on the Personal Data Form.

Name changes must be accompanied by a copy of the Social Security Card bearing the same name as the name to be used in the payroll system.

Name and address changes are reported to the providers of benefits. However, it is important to notify the Benefits Department of Human Resources of any change in family circumstances that will affect those who are covered by or who are beneficiaries of employee insurance plans.

Employee Identification

Employee identification card

An identification card with a photograph is issued by the Department of University Services to new employees when hired.

Net ID and Email

Each staff member is provided with a University network ID and password, as well as email address for the conduct of University business. The individual's Net ID and password are not to be shared with anyone. Sharing of NetID or passwords is a violation of the University network policy.

Completing the biweekly employee time report

Biweekly Employee Time Reports are distributed to the department every other week. Each nonexempt employee should keep the Biweekly Employee Time Report form at the workplace and fill it out every day he or she is at work. After an absence, the time report should be filled out on the first day back at work.

Members of department using the Electronic Time Entry System instead of the printed time report will find ETES instructions starting on this handbook.

Time reporting

The employee must account for all time that is to be paid, whether for work or paid time benefits, and for all of the position's standard hours during the biweekly pay period. Time is recorded in hours and tenths of hours (6 minutes). Time that cannot be divided evenly by 6 minutes should be rounded to the nearest tenth of an hour. These hours are reported in one of the following classifications.

- Regular. Hours worked under 40 in a week are regular time. The timesheet code is REG.
- Overtime. Hours worked beyond 40 in the University's work week are paid at 1 $\frac{1}{2}$ times the regular hourly rate. The timesheet code is OTP.
- Paid time off
 - Vacation (VAC)
 - Paid sick time (SCK)
 - Jury duty (JUR)
 - Funeral leave (FNL)
 - Other paid time (OPT)
 - Workers compensation (WCK)
- Unpaid time off
 - Excused absence (EXA)
 - Unexcused absence (UXA)

Reporting in each pay period

A time report must be submitted for each pay period in order for an hourly-paid employee to continue on the payroll. If an individual takes a pay period as absent without pay, a report must be made on a timesheet for the time and submitted with the supervisor's signature of approval.

Dropping below 17 $\frac{1}{2}$ paid hours per week or below 50 percent paid time in a pay period jeopardizes continuation of employee benefits. An employee absent and unpaid for a full biweekly pay period must request and receive approval for a leave of absence to avoid termination of University employment. Ordinarily, 30 days notice is needed for planned leaves of absence. See the policy on Leave of Absence.

Approval required

After completing the Biweekly Employee Time Report, the employee should sign it and give it to the supervisor or supervisor’s designee to sign. An employee cannot sign his or her own Biweekly Employee Time Report for the supervisor even if authorized to sign other documents.

Employees who expect to be absent when the report must be submitted should leave it with the supervisor, who indicates the absence on the employee signature line.

Falsifying a Biweekly Employee Time Report is a serious offense that can lead to disciplinary action up to and including discharge.

Submitting the report

The Biweekly Employee Time Report must be received in the Payroll Division of the Human Resources department by noon of the Friday before payday. If a holiday occurs during a pay week, the form must be submitted one day earlier for each holiday. A schedule of payroll deadlines is published to all departments. Missing a deadline for submitting the Biweekly Employee Time Report means not being paid the following Friday. Employees whose reports are received after noon on the cutoff day but before 5 p.m. on payday can receive their paychecks on the Wednesday following the regular payday in the employing department without direct deposit.

Supervisors should note that the signed Biweekly Employee Time Report must be delivered directly to Human Resources; it is not to be returned to the employee.

Reporting Regular time

The Biweekly Employee Time Report must report every hour worked. Employees should fill in daily the number of hours worked for that given day. All hours worked up to 40 hours in the University work week are recorded as regular pay (REG)

Example: An employee is scheduled for 37.5 hours in a work week but works 38.5. Hours should be reported as follows.

Sun	Mon	Tues	Wed	Thur	Fir	Sat	Type	Total
	7.5	7.5	8	7.5	8		REG	38.5

Reporting overtime

Time worked beyond 40 hours in a work week is overtime. An employee may work extra hours only with the supervisor’s approval, The University work week begins at the start of Sunday and ends at the end of the following Saturday.

Time worked for a University department other than one’s own department is included in determining overtime.

For work beyond 40 hours in a work week, the hours beyond 40 should be recorded as overtime, coded OTP.

Georgia Christian University

Only hours worked and University Scheduled Holiday hours are used in computing the hours to start overtime. Sick time, vacation, paid Workers' Compensation (WCK), and other paid time not worked, are not included in the accumulation of hours to qualify for overtime.

Example: An employee works 9 hours on each of Monday, Tuesday and Wednesday, and on Thursday takes 8 hours of vacation time. After Thursday, the employee would have to work another 13 hours before receiving premium overtime. The time worked for that week would be recorded as follows:

Sun	Mon	Tues	Wed	Thur	Fir	Sat	Type	Total
	9	9	9		5	8	REG	40
				8			VAC	8
						3	OTP	3

In this example, Saturday is the employee's scheduled day off, but the first eight hours worked are regular work hours because there were only 32 hours worked before Saturday. Thus the last three hours of the 11 hours worked on Saturday are premium overtime because at the end of eight hours on Saturday, the employee had worked 40 hours for the week.

Because the scheduling policy allows adjusting an employee's weekly schedule, the same employee with the approval of the supervisor might elect to change the schedule for that work week, working Monday, Tuesday, Wednesday, Friday and Saturday, and not using a vacation day on Thursday. The employee would report the hours for that week as follows:

Sun	Mon	Tues	Wed	Thur	Fir	Sat	Type	Total
	9	9	9		5	8	REG	40
							VAC	
						3	OTP	3

In this schedule, the work days are changed without the use of the vacation day on Thursday.

Reporting holidays

Hourly-paid employees are paid on tenth of their biweekly standard hours for each University scheduled holiday. Even if an employee's normal work schedule for the day observed as a scheduled holiday is more or less than one tenth of the biweekly scheduled hours for the holiday.

Example: An employee's biweekly schedule is 80 hours. The employee works 8 hours on each of Tuesday, Wednesday, and Thursday in the first week, for total of 24 regular hours Monday of the following week is the holiday and the employee earns 8 hours of holiday pay. The employee is required to be in paid status for 16 more hours in the pay period to earn the 8 hours of holiday time.

Georgia Christian University

Su	Mo	Tu	We	Th	Fir	Sa	Su	Mo	Tu	We	Th	Fir	Sa	Type	Total
		8	8	8						8	8			REG	40
								8						HOL	8
					8	8			8			8		OTP	32

In the case above, the employee has paid time for at least 50% of the pay period, which allows payment of the scheduled holiday pay, even though the individual had excused absence (EXA) for 32 hours during the period

Reporting sick time

Sick time is reported for all of the work hours missed due to sickness. For example, if a day missed due to sickness is scheduled for five hours of work, five hours of sick time are reported. If the day is scheduled for 10 hours, than 10 hours of sick time are reported.

Reporting holiday work

When working on a University scheduled holiday, the employee should report the number of hours worked for the holiday as regular hours worked (REG) and half of the hours worked as straight overtime (OTS). If the holiday time is to be rescheduled to a later time, note in the comment section, “Holiday to be scheduled at a later date.”

Su	Mo	Tu	We	Th	Fir	Sa	Su	Mo	Tu	We	Th	Fir	Sa	Type	Total
		8	8	8	8			8	8	8	8	8		REG	80
								4						OTS	4

If the supervisor and the employee are not able to schedule the hours off and payment is to be made for the holiday, then one-tenth of the employee’s biweekly scheduled hours are entered as holiday time, HOL. The employee will be paid the premium rate at 1 ½ times the regular hourly rate for the hours worked on the holiday and will be paid the regular rate for the holiday. Record on the time report the premium time as OTP and the holiday time as HOL.

Su	Mo	Tu	We	Th	Fir	Sa	Su	Mo	Tu	We	Th	Fir	Sa	Type	Total
		8	8	8	8					8	8	8	8	REG	72
									8					HOL	8
									8					OTP	8

Reporting unpaid absence

All of the biweekly position’s standard hours must be accounted for on the biweekly employee Time Report. If the regular hours and other paid hours do not total to biweekly standard hours, the Payroll Division will assume that the unreported hours are unexcused absences and record them as UXA.

Georgia Christian University

Su	Mo	Tu	We	Th	Fir	Sa	Su	Mo	Tu	We	Th	Fir	Sa	Type	Total
		8	8	8						8	8			REG	40
								8						HOL	8
														UXA	32

Employees cannot be unpaid for a full pay period without being on an approved leave of absence

Reporting tardiness

An employee late in arriving for work or in returning from lunch must report the tardiness as unexcused absence (UXA). The time is rounded to the nearest tenth of an hour. A shorter lunch period or extending the end of the work day does not make up for tardiness.

Correcting errors on the report

To correct an error on the Biweekly Employee Time Report, an employee must complete a Biweekly Employee Time Report marking it as “correction” and accurately account for all scheduled and extra hours worked during that pay period.

- The entire form should be completed, including
- The total column for each line on which a number has been entered
- The reason for the correction under “explanation”

The same supervisor who signed the original form should sign the corrected form.

When time reported on the Biweekly Employee Time Report does not conform to University policy, or the paid time off entered is more than that earned, the time will be treated as absent without pay, coded as UXA. A corrected report must be submitted to change the unpaid time to an appropriate paid time category.

If a corrected report is received by 5:00 PM of the payday, a payment correction can be paid the following Wednesday. If a corrected report is not in by 5:00 PM of the payday, the adjustment will be made in the net regular paycheck. Corrected reported must be delivered to the payroll division.

Verifying hours reported

When the paycheck or notice of deposit is delivered, the employee should compare the hours shown with those reported on the Biweekly Employee Time Report. If they are not the same, the employee should notify the Payroll Division.

Civility, Mutual Respect, and Violence on Campus

As member of the GCU, its faculty, staff, and students are expected to deal with each other with respect and consideration.

Expectations for Conduct

GCU expects its employees to advance the University's mission of education, research, and service, as part of the responsibility with which they are entrusted. This includes applying the time and effort for which they are compensated, and the University resources at their disposal, toward University ends. When the application or use of these resources can result in personal advantage other than the agreed compensation or to the detriment of the University's mission, that use of resources represents a conflict of personal interest with University interest and is to be avoided.

This policy establishes a standard of conduct to enhance the reputation of the University and its employees and to protect the financial well-being and legal obligations of the University.

Since University staffs are known to conduct University business with high standards, this policy also establishes a method to protect staff members from any questionable circumstances that might arise and to provide a method to resolve any apparent or real conflict of interest.

Statement of Ethical Values and Standards

All trustees, faculty members, administrators, and staff of Georgia Christian University have the right, privilege, duties, and responsibility to:

- We seek to maintain an appropriate balance between training for effective vocational ministries and academics as members of an educational institution which glorifies God.
- Seek an understanding and articulation of how the Word of God directs the search for truth; pursue excellence in the performance of their work; and show concern for those under their care and instruction.
- We promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of in the God's community.
- We serve our commitment to meet the educational needs of people, diverse in race and other socioeconomic attributes.
- Be passionately committed to the mission, vision, and elements of Georgia Christian University.
- We integrate a biblical worldview into all aspects of their professional lives.

Georgia Christian University

- We demonstrate Christian living and obedience in personal growth, in the interactions of College life, and in dedication to Christian calling and service.

- We comply with policies and procedures established by the University.

.....
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AGREEMENT

I have read, understand, and respect the Statement of Ethical Values and Standards of Georgia Christian University.

Date: _____

Full Name: _____

Position at GCU: _____

Signature: _____

University Code of Conduct

Introduction

The mission of the GCU is to prepare students academically and professionally and to promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of Georgia, the United States of America, and the world. The GCU serves its commitment to meet the educational needs of a student body that is diverse in race and other socioeconomic attributes. Members of the University community are encouraged to develop the capacity for critical judgment and maintained personal independence in their search for truth and are required to engage in responsible social conduct that reflects credit on the Georgia Christian University community and to model good citizenship in any community

Freedom to teach and learn is an essential aspect of the academic progress. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the greater academic community. The University has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process, hinders Christian beliefs, and the University community. Therefore, the University exercises its right to discipline and commits its policies and procedures, in the form of the *University Code of Conduct*, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to the University community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon the University community.

Definition of terms

- 1.1 Institution or University stated within this Code of Conduct means the Georgia Christian University and all its undergraduate and graduate schools, departments, and programs.
- 1.2 University-sponsored activity means any activity on or off University premises that is initiated, aided, authorized, or supervised by the University or recognized student organizations.
- 1.3 Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or other University regulations and policies.
- 1.4 Distribution means any form of sale, exchange, or transfer.
- 1.5 Group means a number of persons who are associated with each other, but who have not complied with University requirements for recognition as an organization.
- 1.6 Organization means a number of persons who have complied with University requirements for recognition.
- 1.7 Intentional means deliberate.
- 1.8 Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal University operations can be reasonably foreseen.
- 1.9 Respondent means a person who has been accused of violating the University Code of Conduct.
- 1.10 Student means any currently enrolled person for whom the institution maintains educational records, as defined by the University and related regulations. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the University including, but not limited to, those individuals admitted to the University and attending orientation programs.
- 1.11 Faculty is any person hired by the University and any or all affiliated campuses to conduct classroom activities.
- 1.12 Weapon means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon which used to assault or threaten another person, is expressly included within the meaning of weapon.
- 1.13 University Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing given tasks at the University.
- 1.14 University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.
- 1.15 The terms "shall" and "will" are used in the imperative sense.
- 1.16 The term "may" is used in the permissive sense.
- 1.17 The term "policy" is defined as any written rule or regulation of the University.

University Authority

Student Conduct Administrator

The Director of Student Affairs or his/her designee is the student conduct administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Director of Student Affairs as a student conduct administrator include:

- a. Determining the disciplinary charges to be filed pursuant to this Code of Conduct.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Faculty Committee on Academic Standing.
- c. Maintaining all student disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this Code.

Staff Conduct Administrator

The Director of Human Resources Department in the Office of Business Affairs or his/her designee is the staff conduct administrator who directs the efforts of students and staff members in matters involving staff discipline. The responsibilities of the Director of Human Resources as a staff conduct administrator include:

- a. Determining the disciplinary charges to be filed pursuant to this Code and/or other University employee policies or regulations.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.
- c. Maintaining all employee disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of employee misconduct, as specified by University policies governing employees.

Conflicts of Interest

All Members of the University Community owe a duty of undivided and unqualified loyalty to the organization and may not use their positions to profit personally or to assist others in profiting in any way at the expense of the organization.

All Applicable Members of the University Community are expected to regulate their activities so as to avoid actual impropriety and/or the appearance of impropriety which might arise from the influence of those activities on business decisions of the University, or from disclosure or private use of business affairs or plans of the University.

If any person is in doubt about whether a situation constitutes a conflict of interest, the matter should be fully disclosed to that person's supervisor or the Provost so that a determination can be made. Violation of this policy will result in appropriate disciplinary action up to and including termination of employment, cessation of business with a vendor, and other appropriate remedies.

Outside Financial Interests

While not all inclusive, the following will serve as a guide to the types of activities by an Applicable Member, or immediate family member (spouse, parents, children, siblings) of such person, which might cause conflicts of interest:

- Financial and ownership interests in or employment by any outside concern which does business with the University. “Ownership interests” include interests in a partnership in which the Applicable Member has more than a 5% ownership interest (including spouse and children) in a partnership. For purposes of this policy, an Applicable Member is not deemed to hold any ownership interest in a publicly-held corporation if his/her only interest in that corporation is an equity (stock) ownership of 5% or less (including spouse and children) of any class of that corporation’s securities. The University may, following a review of the relevant facts, permit ownership interests which exceed these amounts if management concludes such ownership interests will not adversely impact the University’s business interest or the judgment of the Applicable Member.
- Conduct of any business not on behalf of the University, with any vendor, supplier, contractor, or agency, or any of their officers or agents.
- Representation of the University by an Applicable Member in any transaction in which he/she or an immediate family member has a substantial personal interest.
- Disclosure or use of confidential, special or inside information of or about the University, particularly for the personal profit or advantage of the Applicable Member or an immediate family member.
- Competition with the University by an Applicable Member, directly or indirectly, in the purchase, sale or ownership of property or property rights or interests, or business investment opportunities.
- Disclosure of any personal activity or business opportunity which is within the scope of the activities of the University and exploitation of such opportunity, except upon written approval of the President.
- Participation in a transaction with the University for personal profit except upon the written approval of the President, which approval should be disclosed in the Conflict of Interest Statement.

Services for Competitors/Vendors

No Applicable Member shall perform work or render services for any competitor of the University or for any organization with which the University does business or which seeks to do business with the University outside of the normal course of his/her employment with the University without the approval of the President or the Applicable Member’s supervisor. Nor shall any such Applicable Member be a trustee, officer, or consultant of such an organization, nor permit his/her name to be used in any fashion that would tend to indicate a business connection with such organization.

Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors and instructors will encourage free discussion, inquiry, and expression in the classroom whenever possible. Student grades must be

evaluated on academic performance based solely on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

Student Rights and Responsibilities

Students enrolled or applying for Georgia Christian University are not only members of the academic community but are also members of the larger society bearing the thoughts that GCU is established based on educational philosophy of teaching minority communities in the United States. Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens in regards to Christian beliefs. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the University initiates judicial proceedings in a given situation. As members of the University community, students have a responsibility to know and follow the University regulations. Violations of these regulations will result in action by the Office of Student Affairs and the Faculty Committee on Academic Standing.

Not every situation a student may encounter can be anticipated in a written document or stated in this Code of Conduct or University regulations. Therefore, students are expected to act in a manner that demonstrates integrity, honesty, and respect for others and the campus environment.

PROTECTION OF FREEDOM OF EXPRESSION

Students have the right to freedom of expression; however, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students have the right to protection against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should submit “[Academic Record Correction Request Form](#)” (Appendix I) to the Office of Academic Affairs to conduct formal hearings or procedures to hear from the instructor in regards to the evaluation and the records per student.

PROTECTION AGAINST DISCLOSURE

Information about student beliefs, views, and political associations which faculty, staff, and administrators learn in the course of their work should not be used to prejudice others against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the University community.

Employee Rights and Responsibilities

1. Access to higher education

Within the limits of its facilities, the institution and its courses, programs and activities shall be open to all applicants who are qualified, according to its admission requirements.

- The institution shall make clear to the students the standards of its programs.
 - Admission to the University shall be in compliance with federal and state laws and regulations that prohibit illegal discrimination.
2. Classroom Expression
- Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order and reasonable academic progress.
 - Faculty comportment shall be in accordance with standards set forth by the American Association of University Professors.
 - Students shall not be penalized for expressing controversial views relevant to the subject matter in class.
 - Evaluation of a student's academic performance shall be neither prejudiced nor capricious.
3. Personal Expression
- Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of order. Support of any cause, by orderly means which does not disrupt the operation of the institution, is permitted.
 - Groups and campus organizations may invite to hear any persons of their own choosing, subject only to the requirements of the use of institutional facilities and regulations of the university.
 - Students' dress and grooming, of any style, are permitted subject to legal prohibitions.
 - Orderly picketing and other forms of peaceful protest are permitted on institutional premises. Interference with entrances to institutional facilities, intentional interruption of classes or damage to property exceeds permissible limits.
4. Privacy
- Information about student views, beliefs and political associations acquired by faculty and staff in the course of their work as instructors, advisers and counselors is confidential and is not to be disclosed to others unless under legal compulsion or with permission of the student.
 - The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents and other student files shall be maintained only by full-time members of the institution's staff employed for that purpose and students employed by them who may have access in line of employment. Separate files shall be maintained for the following: academic records, supporting documents and general educational records, records of disciplinary proceedings, medical and psychiatric records, and financial aid records.
 - No entry may be made on a student's academic record and no document may be placed in the student's file without actual notice to the student.
 - No record may be made in relation to any of the following matters except upon the express written request of the student: religion, political or social views, and membership in any organization other than honorary and professional organizations directly related to the educational process.
 - Agencies of the university which keep student records must make students aware of how and to whom those records may be divulged. No information in any student file may be released to anyone except with prior written consent of the student concerned or as stated below:

- Administrators may have access to student records for internal educational and administrative purposes.
- Members of the faculty may have access to academic records for internal educational and administrative purposes.
- Non-academic records shall be routinely available only to administrators and staff charged with their maintenance. Faculty and staff may have access to all records for statistical purposes.
- Unless under legal compulsion, all other information regarding students' records shall be denied to any person making an inquiry .

PROSCRIBED CONDUCT

The Georgia Christian University Code of Conduct applies to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The University Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. For student behavior, the Director of Student Affairs or designee shall decide whether or not the University Code of Conduct shall be applied to conduct occurring off campus on a case by case basis.

The following actions are prohibited and constitute a violation of the University Code of Conduct. The Director of Student Affairs oversees all cases involving alleged violations of Conduct.

To determine whether an organization is responsible for a violation of the code of conduct, all circumstances will be considered, including, but not limited to:

- a) whether the misconduct was committed by one or more members of the organization;
- b) whether officers of the organization had prior knowledge of the misconduct;
- c) whether organization funds were inappropriately reimbursed;
- d) whether the misconduct occurred as a result of an organization-sponsored function; and
- e) whether members of the organization intentionally lied about the incident.

1. Academic Dishonesty

Academic Dishonesty means that student or faculty knowingly performed, attempted to perform, or assisted another in performing any act of academic dishonesty.

Georgia Christian University honors all intellectual properties including all copyrights, patents, trademarks, trade secrets and computer software, applies to students as well as to faculty and staff. All infringements of student, faculty and staff on intellectual properties are subject to punishment by law and by Georgia Christian University Policy.

All Georgia Christian University students are required to respect intellectual rights of fellow students and faculty members. Any activities such as copying or borrowing works are

strictly prohibited. Any course material, printed information, documents, any visual material, recorded course works, and academic development are strictly protected by Georgia Christian University.

Furthermore, the University strongly believes that education and campus life is an on-going, critical, ever-challenging, and constructive communication among students, faculty, and administration not excluding academy and church, and the sources of knowledge which are used to inform it. When sources of information are not acknowledged or shared, the communication loses its power and authority, students lose their voice, and the sources lose their integrity.

Therefore, at GCU, plagiarism is considered a serious threat to good learning and academic standards because it threatens the communication necessary for better educational conditions at GCU.

The followings are the list of academic dishonesty the University strongly opposes and prohibits; the student violator of these items shall be permanently expelled from the University without any possibility of re-entry and faculty violator of these items shall face judiciary actions against him/her which may result in termination of employment agreement with the University:

Plagiarism: A student or faculty plagiarizes if student or faculty uses the ideas, words or work of another person as their own ideas, words or work. Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying unacknowledged passages from textbooks;
- Reusing in whole or in part the work of another student or persons modified or otherwise;
- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work;

Cheating: Any constituent of the University is considered cheating if the constituent does not abide by the conditions set for a particular learning experience, items of assessment and/or examination. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities;
- Copying the answers of another student in an examination or allowing another students to copy answers in an examination;
- Taking unauthorized materials into an examination;
- Sitting in examination for another student or having another person at an examination on behalf of oneself;
- Removing an examination question paper from an examination room where this is contrary to instructions;
- Improperly obtaining and using information about an examination before an examination;
- Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked.

Collusion: A student colludes when student works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student. Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person;
- Using the notes of another person to prepare an assignment;
- Using the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person;
- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

Other: A student commits an act of academic dishonesty when student inhibits or prevents other people's legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically (i) withholding books from the library in such a way as prevents other students having access to the books at the time they may need them (ii) defacing books from the library, or (iii) stealing books from the library;
- Any disruption of classes;
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies or research.

2. Other Acts of Dishonesty

- Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly.
- Offering or causing to be offered any bribe or favor to a University official in order to influence a decision.
- Tampering with the election of any University recognized student government association at GCU.
- Casting or attempting to cast more than one ballot in any election or referendum on campus.

3. Disorderly Conduct

- Disruption or obstruction of teaching, research, administration or other University activities.
- Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person. In

recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.

- Violation of University policy and procedures regarding sexual harassment, other forms of harassment, and non-discrimination policies. For information regarding these policies and procedures see University Catalog under Policies on Sexual Harassment. Sexual Harassment includes the followings:
 - a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
 - b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
 - c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another.
 - d. Physical assault.
- Violation of published University policies, rules, or regulations.
- Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Participating or assembling any demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Circulating any advertising media without approval from proper University officials or in a manner that violates or is contrary to policies of the Department of Planning, Department of Promotion, Office of Student Affairs, the University, and state or local law.

4. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The Georgia Christian University supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly.

- All students and members of the University under the age of 21 are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs except as permitted by law.
- Any use, possession, distribution, or sale of alcoholic beverages or narcotic or other controlled substances within the University premises is strictly prohibited.

5. Theft, Damage and Disregard for Property

No University member shall take, attempt to take, or keep in his/her possession items of University property; items or services rented, leased or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus without proper authorization.

- Malicious or unwarranted damage or destruction of items of University property; items rented, leased, or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus is prohibited.
- Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
- Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

6. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on University property is not permitted at all times.

Georgia Christian University takes student, faculty and staff safety very seriously. There will be no drugs, alcohol, weapons, sexual activities, violent activities and/or any illegal activities allowed on campus. There will be no exceptions excluding prescription medicines. Illegitimate possession of harmful material on campus shall result in termination of student status (i.e. expulsion) without any hesitation, and GCU shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

In case of severe weather, please check with local weather forecast and school website for school closing. (Radio 94.1, Fox 5 news, http://www.gcuniv.edu/index_program.asp)

The University takes 3 R measures to deal with emergency situations recommended by the U.S. Department of Education: Readiness, Response and Recovery. We like to prevent all unsafe situations by asking all members of Georgia Christian University to use their common sense. GCU is pursuing more effective measures to contact students in case of emergency; the Department of Campus Security shall transmit electronic message (SMS) via student' cellular phone and his/her email account to exert alertness and readiness for safety.

7. Unauthorized Entry/Use of University Property/Facilities/Keys

- Unauthorized entry or attempted entry into any building, office, or other University facility.
- Making or attempting to make unauthorized use of University facilities.
- Unauthorized possession, use, or duplication of University keys or other methods of controlled access (i.e. cards, codes).

8. Student Housing

- Unauthorized entry, attempted entry, or remaining in restricted areas, including roofs, of any University-owned student residence.
- Failure to comply with policies established in various housing facilities for the protection of the privacy, rights, privileges, health or safety of the community. (See The Campus Housing Guidance published by the Department of Dormitory)

9. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

10. Hazing

The University does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- Line-ups;
- Theft of any property;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of unwanted personal servitude for members;
- Forcing or requiring the violation of University policies, federal, state or local law.

11. Shared Responsibility for Violations

- Acting in concert to violate University conduct regulations.
- Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
- Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

12. Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties.

13. Animals

Bringing an animal (including, but not limited to, cats, dogs, and snakes) into any University building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

14. Under aged visitors within the University Premises

Unless permitted by the President in advance, at any circumstances, members of University Community shall not be allowed to accompany his/her under aged children or siblings into the University Premises. When injuries or any other bodily damages occur within the University Premises either intentionally or unintentionally, the University shall not be liable or responsible for the damage.

15. Political Activities

Unauthorized use of University facilities or equipment for political activities.

16. Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance violates this Code and is subject to proceedings under this Code which may go forward against the accused who has been subjected to criminal prosecution only if the University determines that its interest is clearly distinct from that of the community outside of the University. Ordinarily the University will not impose sanctions if public prosecution is anticipated or until law enforcement officials have disposed of the case.

GIFTS AND GRATUITIES

It is the University's desire to at all times preserve and protect its reputation and to avoid the appearance of impropriety through implementation of the following standards:

- Gifts from Students: Members of the University Community are prohibited from soliciting tips, personal gratuities, or gifts from patients and from accepting monetary tips or gratuities. If a student or another individual wishes to present a monetary gift, he/she should be referred to the Endowment Department in the Office of Finance.
- Gifts Influencing Decision-making: Members of the University Community shall not accept gifts, favors, services, entertainment, or other things of value to the extent that decision-making or actions affecting the University might be influenced. Similarly, the offer or giving of money, services or other things of value with the expectation of influencing the judgment or decision-making process of any purchaser, supplier, customer, government official or other person by the University is absolutely prohibited. Any such conduct must be reported immediately either to the President or to Provost.
- It is the University's firm decision not to retain any gifts or gratuities from vendors or any affiliates who may receive positive decisions to be profited.

PERSONAL USE OF UNIVERSITY ASSETS

No Member of the University Community shall convert assets of the University to personal use. All University property shall be used and business shall be conducted in a manner designed to further the University's interest rather than the personal interest of individual Members of the University Community. Members of the University Community are prohibited from the unauthorized use or taking of the University's equipment, supplies, materials, or services. Prior to engaging in any activity during working hours which will result in remuneration to Members of the University Community or the use of the University's equipment, supplies, materials, or services for personal or non-work related purposes, Members of the University Community shall obtain the approval of the appropriate business unit or other management of the University.

SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. The followings are the sanctions in discretion of judicial proceedings and decisions:

Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs.

Disciplinary Probation: May include exclusion from participation in privileged or curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Residence Probation: May include exclusion from participation in privileged residence facilities for a specified period. A copy of the residence probation letter will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Restitution: Repayment to the University or to all affected parties for damages resulting from a violation of this Code.

Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.

Residence Suspension/Permanent Removal: Exclusion from the residence facilities for a specified period, or permanent removal from the residence hall.

Expulsion: Termination of Student status and permanent exclusion from University privileges and activities. A copy of the expulsion notice and the decision proceedings minutes will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Denial of Employment: Suspension or exclusion from current or future university employment. A copy of the Denial notice and the decision proceedings minutes will be retained in the faculty file in the Office of Academic Affairs, and additional copy shall be stored in the faculty file in the Human Resources Department for further reference.

Other sanctions as deemed appropriate.

PROCEDURE - DISCIPLINARY CONFERENCE

Students or faculty accused of offenses that may result in penalties less than expulsion, suspension, or termination of employment from the University are subject to a disciplinary conference in the Office of Student Affairs or the Office of Academic Affairs. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable.

Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Academic Standing or an appropriate administrative hearing officer.

Faculties accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Faculty Assessment or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

1. Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) business days in advance.
2. The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. This file will be retained in the Office of Student Affairs or in the Office of Academic Affairs depending on the position of the respondents.
3. The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Office of Student Affairs or in the Office of Academic Affairs depending on the position of the respondents, and shall be personally delivered or sent by certified mail, returned receipt requested.
4. University students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.
 - Failure to comply with said requests may result in sanctions against the summoned witness.
 - Witnesses that provide false information can be charged with violation.
 - In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
5. Hearings will be closed to the public.
6. The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
7. Hearings shall be tape recorded.
8. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University.
9. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
10. Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

11. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
12. Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
13. Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of University students and faculty members.
14. A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.
15. Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

APPEALS

Any disciplinary determination may be appealed by the respondent to the Executive Vice President for Academic Affairs (Provost) or his/her designee. Requests for appeals must be submitted in writing to the Provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Provost or designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a) a flaw in the University constituent's right of due process
- b) evident bias in the decision of the hearing;
- c) presence of relevant new evidence or information, not available at the time of the conference or hearing,
- d) sanction out of proportion to the offense. The Provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for re-hearing.
- e) new evidence or insufficient consideration of all aspects of the situation.

DISCIPLINARY FILES AND RECORDS

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Office of Student Affairs or by the Office of Academic Affairs depending on the position at the University. In the event of student expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Department of Admissions and Records.

CONFIDENTIALITY OF RECORDS

A student or faculty may authorize the release of his/her disciplinary record to any party by making a written request. Any other party seeking access to a record of a University judicial hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Affairs. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party.

DESTRUCTION OF RECORDS

All records of cases in the University Judicial System shall be maintained in a location designated by the Provost until such time as they are destroyed in accordance with the destruction schedule established by the Provost in compliance with the schedule by the order of President.

Expected behavior

Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

Unacceptable behavior

Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.

Violence

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the GCU community.

Weapons

Weapons of any kind are prohibited on campus

Responsibility to act

A member of community who is involved in or witnesses behavior on campus that poses imminent danger should immediately contact the University Police.

In situations that do not involve imminent danger or for advice on the appropriate course of action, a member of the community is to notify a supervisor, department head, or student affairs staff member. Alternatively, the observer may report the incident to the Office of the Provost, the Department of Business, or the Office of the Vice President for student Affairs.

Orders of Protection

Community members who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to University Police for enforcement on campus.

Visitors

Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.

Violation

A community member who has violated this policy is subject to disciplinary action which may include separation of the offending party from the University, consistent with established disciplinary procedures.

Performance review

Performance evaluations for regular staff employees are conducted annually, but they may be conducted at any time.

Supervising staff or faculty members are expected to provide position descriptions, facilitate the creation of performance objectives, and monitor performance and behaviors of each staff member.

Staff members are expected to understand the position description, assist in the creation of performance objectives, monitor progress throughout the year, and meet with the supervising staff or faculty member periodically through the year.

A year-end evaluation should be completed based on a review of the periodic summary information. The result of the year-end evaluation are used to determine the merit increase and facilitate the creation of the following year's performance and development objectives. Performance Excellence is the standard program to conduct the performance process, although a supervisor may use an alternative process that fulfills these needs.

Violations warranting immediate discharge

Some violations of policy and rules are serious enough to result in immediate discharge. These include but are not limited to

- Falsification of employee records, time reports, reasons for absence, or other University records.
- Improper disclosure or use of private or confidential information
- Unauthorized use of information systems or data
- Physical violence or the treat of it
- Flagrant insubordination
- Gross dereliction of duty
- Job abandonment
- Theft
- Intentional destruction of University property
- Conviction of a felony related to the job

- Professional misconduct
- Scientific misconduct

Violations requiring correction

Less serious violations should be addressed through steps of correcting performance and generally do not call for immediate dismissal. These include but are not limited to

- Tardiness
- Absenteeism
- Neglect of duty
- Disruptive behavior
- Resistance to supervision

An employee who is not performing the assigned job as expected is advised of the inadequate performance and counseled on needed improvement. Additional training may be appropriate.

Safety

Security of property

To avoid theft, employees should be careful not to leave personal or University property unattended during absence from their work place, no matter how short the absence. The University is not responsible for loss of or damage to an employee's personal property.

Injury or illness related to the job

The University provides workers' compensation benefits to employees who sustain job-related injuries or diseases.

Employees must promptly report such injuries or diseases to the claims manager and their supervisor.

For life threatening emergencies, call 911

For GCU during business hours or non-business hours. 646 Exchange Place, Lilburn, GA. 30047 (770)279-0507

Indemnification

The University protects each employee against legal liability or legal expenses incurred in connection with the performance of his or her job as long as the employee has performed the job in line with assigned duties, has acted in good faith in the performance of the job, and has not violated any law or University policy.

Personal visitors in the workplace

Individuals who make extended visits to the workplace but who do not have official business with the University distract employees and fellow workers from their responsibilities and

may put visiting children at risk. Accordingly, visits by friends, children, or other relatives at the employee's work site are to be limited to casual visits of short duration.

The responsibility for the safety of children and other personal visitors to the University lies with the University employee they are visiting.

Buildings should be considered potentially hazardous, particularly for children, and as such are not appropriate as child care sites. The University has no liability for children's other visitors' safety and does not provide resources in office or laboratory areas for their care or hospitality.

University policy on sexual harassment

It is the policy of GCU that no male or female member of the GCU community – students, faculty, administrators, or staff – may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

Investigation and confidentiality

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled confidentially, with facts made available only to those who need to know in order to investigate and resolve the matter.

Retaliation

The University prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under “where to go for help,” below

Resolution

If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the University, consistent with University procedure.

Academic freedom

GCU is committed to the principle of free inquiry and free expression – to providing an environment that encourages the exploration and exchange of ideas. The University’s discrimination and harassment policies are not intended to stifle this freedom, nor will they be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom; and such conduct is incompatible with the values of University.

Responsibilities under this policy

All members of the University community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under “where to go for help” if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate this policy
- You believe you have been retaliated against in violation of this policy
- You hold a supervisory, management or teaching position, and have been told about or witnessed conduct that you think may violate this policy.

Vendors, contractors and third parties

The University’s policies on discrimination and harassment, including sexual harassment, apply to the conduct of vendors, contractors and third parties. If a member of the University community believes that he or she has been subjected to conduct that violates this policy by a vendor, contractor or third party, he or she should contact one of the individuals listed under “Where to Get Advice and Help” The University will respond as appropriate, given the nature of its relationship to the vendor, contractor or third party.

If you are discriminated against or harassed

- Don't blame yourself.
- Say no
- Remember that harassment and discrimination, including sexual harassment, are against University policy and may be against the law.
- Know your rights under University policy.
- Keep a written, dated record of events.
- Tell someone.
- Get help.
- Don't delay.

Are you the harasser?

Accused harassers are often surprised to learn how others view their behavior.

- Review your attitudes and actions toward others. Do you base your behavior on stereotypes? Is your behavior bias free?
- Consider the impact you have on others' attitude toward their work, education, and self-esteem.
- Examine how others respond to what you say and do.
- Do not assume that colleagues, peers, employees or students enjoy racial or ethnic jokes, sexually oriented comments, remarks about their appearance or religion, or being touched or stared at.
- Do not assume that others will tell you they are offended – or harassed – by what you say and do

If you this you may have offended or harassed someone...

- Apologize as soon as possible
- Change your behavior.
- Read the policies on discrimination harassment and sexual harassment
- Get advice from one of the resource people listed in "where to Go for Help."

Where to go for help

People are available to help you. The following individuals will take complaints of sexual harassment, explain complaint procedures, answer questions, and ensure that appropriate action is taken.

Vice President for Student affairs or Director of the University Sexual Harassment Prevention
646 Exchange Place, Lilburn, GA. 30047 (770)279-0507

Discrimination and harassment prevention advisers

In addition to these resources, each school or unit of the University has advisors on the faculty and staff who have been trained to receive a complaint and to answer questions about these policies.

Confidential counselors

If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. In order for the “confidential counselor” privilege to apply to a particular discussion, the discussion must be conducted confidentially and the complainant must have initiated the discussion for the purpose of seeking confidential counseling. After consulting with a confidential counselor, a complainant may decide to take no further action; such a decision is completely with the complainant’s discretion. Because of the confidential nature of the counselor-complainant relationship, seeking advice from a confidential counselor does not constitute reporting an incident.

Drug free workplace

GCU is committed to maintaining a drug free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on University premises.

Violation of this policy may result in the imposition of employment disciplines defined for specific employee categories by existing University policies, statutes, rules, regulations, employment contracts, and labor agreements. At the discretion of the University, any employee convicted of a drug offense involving the workplace shall be subject to employee discipline or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

University policy on drug and alcohol

GCU prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on University property, as part of any University activities, in vehicles owned or operated by the University, or at any work site or other location at which University duties are being performed by GCU employees.

Health risks and assistance

The use of illicit drugs and the abuse of alcohol may pose serious health risks to the user. Appendix A is a U.S. Department of Education summary of health risks associated with alcohol. Members of the GCU faculty and staff are encouraged to call the Faculty and Staff Assistance Program provided by Perspectives, at 770-279-0507 for specific information about available counseling, treatment, rehabilitation, or re-entry programs, Summary descriptions of the programs are included in Appendix B. A summary of health risks

associated with controlled substances, prepared by the U.S. Department of Justice, is attached as Appendix C.

Sanctions

Various local, state, and federal laws govern the possession and distribution (trafficking) of drugs and alcohol. Appendix D shows the penalties under federal law for trafficking in controlled substances and in marijuana. Appendix E provides the federal penalties for illegal possession of a controlled substance. Appendix F describes the sanctions for trafficking in controlled substance under Georgia law. The Georgia sanctions for possession of a controlled substance are in Appendix G. The GCU penalties for trafficking in or possession of marijuana are found in Appendix H.

In addition to the sanctions listed in the appendices, the following additional penalties are prescribed by GCU law:

- Conviction of a second or subsequent offense under the Controlled Substances Act may result in imprisonment, a fine, or both up to double the maximum otherwise authorized. A prior conviction under federal law or the law of any other state makes a conviction under GCU law a second offense.
- Conviction for “cannabis trafficking” of 2500 grams or more or for “controlled substance trafficking” (i.e., ring these items into GCU for purpose of manufacture or delivery) may result in a prison term of at least twice the minimum term otherwise authorized and a fine of up to twice the authorized amount
- Delivery of controlled substance by a person over 18 to a person under 18 may result in imprisonment for up to twice the maximum term and a fine up to twice the specified amount.
- Delivery of cannabis (marijuana or hashish) by a person over 18 to a person under 18 who is at least 3 years younger may result in imprisonment for up to twice the maximum term.
- A person over 18 who uses another person under 18 to deliver controlled substances may be imprisoned for twice the maximum term.
- Violation of provisions of the Controlled Substance Act in or on the grounds of any school or public housing complex or within 1,000 feet of the same will increase the felony status (and prison term) and the applicable fine.
- Participation in any conspiracy with respect to cannabis may result in imprisonment for two to five years and a fine up to \$200,000 plus certain forfeitures.
- Possession of cannabis plants may result, depending on the number of plants, in prison term of up to seven years and fines of up to \$100,000 plus costs.
- Conviction under the Controlled Substances Act or the Cannabis Control Act, in addition to all other penalties, will result in a fine of not less than the full street value of the items seized.

Possession of 10 grams or less of cannabis by a person under age 17 may result in a fine of up to \$500

GCU law provides for a prison term of anything less than one year and for a fine of up to \$1000 for knowingly providing alcohol to persons under 21 or for providing false evidence of age or identity. Persons under 21 who present or offer false evidence for purposes of obtaining or purchasing alcohol may be jailed for up to six months and fined up to \$500. The same penalties apply to possession of alcohol by a person under 21 on or in any street or public place. Minors who consume alcohol are subject to prison terms of up to 30 days and fines of up to \$500.

In addition to possible prosecution under these laws, students or employees who violate the prohibitions of this policy are subject to University-imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension, expulsion, termination of employment, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

Monitoring

GCU will regularly monitor its drug and alcohol abuse prevention program to determine its effectiveness, to implement any necessary changes, and to insure that its disciplinary sanctions are consistently enforced.

Notice of conviction

As a condition of employment an employee of GCU will notify his or her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. In the event any such conviction involves an employee working on a federal contract or grant, the University will notify the granting or contracting federal agency within ten days of receiving notice of a conviction.

Solicitation

University premises or resources are not to be used for the solicitation of business other than official University business. Employees may not use paid work time for solicitation for charitable causes not sanctioned by the University.

Personal mail and phone use

Employees may not use the campus mail system for receiving or sending personal mail. Personal phone use during working hours is to be limited to emergency calls.

University stationery is for University business only, not for personal correspondence. It should not be used for business or political correspondence by employees not representing the University in an official capacity.

Equipment and facilities of the University

University equipment and facilities provided for use by employees – such as lockers, offices, desks, and personal and network computers, their files, disks, and peripherals – are University property and are fully accessible to the University at all times.

Employees may not use University facilities, supplies, vehicles, or equipment for personal reasons unless authorized to do so by their supervisor.

Security of confidential information

Information contained in University files and records, whether paper or computer records, is to be used for its intended purposes only. Inappropriate employee access to, use of, or disclosure of such information will subject an employee to corrective action up to and including discharge.

Personal appearance and hygiene

Departments or their supervisors may set standards of personal appearance and hygiene as reasonable and appropriate for the operation of the department.

Smoking

Smoking is prohibited in University building and within 25 feet of building entrances, as well as in designated outdoor facilities.

Patents and inventions

Patentable discoveries or inventions occasionally result from the research and educational activities at the University. GCU desires to assure that all ideas and discoveries are properly disclosed and used for the greatest possible public benefit. The University also desires to protect the patent rights of faculty, staff, and students and to abide by federal law, University policy, and patent regulations of agencies and other sponsors providing funds for programs.

Certain staff members may be required to sign a patent understanding assigns rights in such inventions to the University and to submit disclosures of all inventions made using University resources. If funds are received from the licensing of such inventions, they will be distributed according to the University partent policy. The Technology Transfer Program administers this policy; further information is available from that office.

Use of computers and networks

It is the policy of GCU to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration.

Users of the networks are to take the necessary measures to safeguard the operation integrity of the systems and the accessibility of other users.

System use

Network users are responsible for:

- Using the network in ways that do not interfere with or disrupt the normal operation of the system,
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff-rights that include but are not limited to privacy, freedom from harassment, and freedom of expression,
- Knowing and obeying the specific policies established for the systems and networks they access.

Under no circumstances may users give others access to any system that they do not administer.

Network administration

Administrators of systems and networks have the responsibility to protect the rights of users to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to anyone who violates these policies or threatens the rights of other users, and they will make reasonable efforts to notify users affected by decisions they have made.

Conflict of interest

It is the policy of GCU that its employees conduct the affairs of the University in accordance with the highest legal, ethical, and moral standards.

GCU resources are to be only in the interest of the University. An employee may not commit University resources to activities not in the interest of the University, including personal outside activities.

To avoid conflict of personal interests with University interests and employee must not be in a position of making a decision for the University if his or her personal economic interest may be directly affected by the outcome.

Definitions

A **conflict of interest** exists where the occurrence of an outside activity competes with or diminishes the interest of the University or interferes with the employee's performance of duties on behalf of the University. A conflict of interest also exists where the outcome of a decision that should be made in the best interest of the University is in conflict with the personal or economic interest of the employee. Examples of decisions that commonly present

conflicts of interest are those that require determining the use of suppliers, University resources, or one's own work time.

An **outside activity** is any paid or volunteer activity undertaken by an employee of GCU outside the scope of his or her regular University duties. Outside activities include participation in professional, civic, or charitable organizations.

Paid activity includes paid services such as consulting, working as a technical or professional advisor or practitioner, or holding a part time job with another employer, whether working in one's University occupation or another.

Conflict of Interest

Apparent conflicts of interest

On occasion, a staff member may be presented with circumstances in which personal and University interests may be unclear or where there may be an appearance of conflict of interest. For example, a staff member may have an outside business interest or time commitment that distracts attention from University work, invites use of University resources for that interests, or appears to influence judgment in University decisions. Often these conflicts are more apparent than real, but the appearance may raise a question of conflict. For example, a job outside of University business hours is not inherently a conflict of interest. Questionable situations are easily resolved by sharing them with the supervisor.

Real conflicts of interest

On other occasions, an individual may have an interest outside University work which could present a conflict in making a decision or in committing time or University resources, such as one's paid time. In these cases, informing the supervisor of the potential conflict often serves to remove the conflict because the supervisor can then become involved in the decision, removing the burden of the conflict from the staff member.

Good judgment of staff is essential, and no list of rules can provide direction for all the varied circumstances that may arise. In case of doubt or a questionable situation, it is desirable to resolve the issue with one's supervisor.

Examples of conflict of interest

The following activities are examples of situations that may raise conflict questions.

Professional, charitable, or civic organizations

If University time or resources are used for professional, charitable, or community activities, the use of this time for those activities can be a conflict of interest. Incidental calls or interruptions by such activities are not likely in conflict with job duties. Participation in activities of a professional association representing one's assigned University work may align with rather than conflict with University interest. Conferences, workshops, and symposia as a presenter, attendee, or program organizer, or professional association business activities in the individual's professional area may advance both the individual's and the University's interests. A conflict of interest exists if the supervisor judges that the time on these matters subtracts inordinately from getting the assigned job done or judges that the activity is in conflict with department objectives or job goals. A discussion with the supervisor is needed to resolve any concern and is needed if these activities consume substantial work time or attention. A memorandum of the discussion and approval of the activity should be written to assure understanding and to document approval.

Consulting

Consulting activity that uses University resources or an individual's time on the job, because it competes with the University or conflicts with the performance of the job, presents a conflict of interest. Consulting that does not use the University's resources and does not occur during University work does not present a conflict of interest. Activities that present a potential conflict of interest require the written permission of the supervisor or department head. Permission is given if the activity does not compete with University activities or interfere with the performance of the staff member's University duties.

Non-university activities during scheduled work use University resources, whether in consulting or other personal activity, and must be approved in advance by the individual's supervisor or department head. A conflict exists when University paid work time is used for activity unrelated to the University's business.

A gift or gratuity other than occasional meals. Favors of any value should be recognized for their influence on the objectivity of judgment with respect to the provider of the favor. Social invitations that do not place or appear to place the recipient under any obligation are acceptable, but their effect should be understood.

Use of University goods or services

A conflict of interest exists if University resources are used for the personal benefit of an employee or an employee's immediate family (spouse or children). Exceptions are goods or services generally available for sale to all employees, such as those advertised for disposal.

Economic interests

A business entity in which an employee has an economic interest represents a potential conflict of interest if the employee has any involvement in the selection of that entity as a University vendor. An economic interest includes the employee's or a relative's ownership or partnership in the business, including serving as stockholder, director or officer in a non-publicly held company. Engaging a relative as an independent contractor is also a conflict of interest for an employee. Conflict of interest can be avoided if the employee brings a supervisor into the decision to engage the vendor.

Approval process

Primary responsibility for conduct within this policy rests with each individual. An employee who may be involved in a conflict of interest or has any question about the application of this policy statement to his or her activities has the responsibility of advance notice and following the disclosure process outlined below.

Advance notice

An employee about to engage in an activity that may present a conflict of interest must provide written notification to the immediate supervisor or department head. The supervisor

or department head considers all factors relevant to the situation and within five business days, if possible, advises the employee in writing whether the activity may be undertaken.

Disclosure

In addition to the advance notice for an individual about to undertake an activity with a possible conflict of interest, each University staff member is to affirm a lack of conflict or disclose any conflict of interest or potential conflict on a periodic basis in response to a questionnaire distributed for that purpose. The immediate supervisor or the head of unit reviews responses to the disclosure questionnaire and approves or disapproves relationships or situations where conflict exists.

Appeal

A supervisor's disapproval may be appealed to the department head, if this is not the immediate supervisor, or to the dean of the school or to the vice president of an administrative area. The appeal should be in writing, and the individual receiving the appeal should respond within five business days.

It is expected that conflicts of interest are best resolved in the unit where the job is located, but staff members not satisfied with the appeal outcome may seek the help of the associate vice president for human resources in mediating the differences, or in further appealing the judgment if desired.

Assistance

A staff member may also wish to discuss his or her concerns regarding a conflict of interest decision with a human resources consultant in the Department of Human Resources. A member an advocate in a appeal, may provide support in working through an appeal.

Compliance

A member of the staff who does comply with this policy is subject to discipline up to and including termination of employment.

Coercion or pressure imposed by supervisors on their subordinates to perform tasks unrelated to University business on University time or to behave in other ways defined in this policy statement as a conflict of interest are not tolerated and are to be reported by the employee to the dean of the school or the vice president of the administrative area. The individual may seek advice or report such incidents to the associate vice president for human resources if personal identification is a concern.

Employee Complaints

Employees who believe that they have been treated unfairly on the job should voice their complaints and have them reviewed. An employee who believes that he or she has not been treated fairly in accordance with University policies and who has been unsuccessful in satisfying the complaint through discussion with the supervisor or within the department may use the complaint procedure to obtain an administrative review of the conditions or actions causing the complaint. Complaints are to receive review and response without retaliation against the employee voicing the complaint.

Employees who wish to express a complaint on GCU human resources department.

Matters for complaint

Complaint matters calling for this procedure include the improper or incorrect application of policy, suspension, and employment termination.

Complaints regarding discrimination, disability, or sexual harassment may be advanced through the means described in the sections on discrimination and sexual harassment in this handbook

Some matters are resolved by means other than a complaint procedure. For performance evaluation, the judgment of the supervisor is normally determining. An employee may include a rebuttal letter in the record if there is disagreement with the supervisor's evaluation of performance. With respect to University policy and department rules, the employee is obligated to observe these. Recommendations for change in University policy may be made to the Department of Human Resource, and departmental rules recommendations should be made to the head of the department. For personnel actions such as a unsuccessful application for promotion, the employee may seek an explanation from an staffing specialist or Human Resources Consultant, but the suitability of candidates for a job is determined at the discretion of the job's supervisor.

Accompanying employee

Except in a peer review described below, an employee may choose to be accompanied by another employee who may observe and provide support through the steps of the procedure but not express advocacy.

Pay during formal process

Time spent during scheduled working hours in meeting with Human Resources or in the formal steps of the procedure is treated as time worked for pay purposes. The employee must obtain prior supervisory approval for absence from duty and must cooperate in scheduling such an absence to lessen inconvenience to the department.

Appeal of an administrative action

Individuals who disagree with an administrative decision may submit an appeal of the decision to the appropriate office. Students may submit appeals to the vice president for student affairs, faculty members may appeal to the provost, and staff members may appeal to the associate vice president for human resources.

Complaint Procedure

Procedural options An employee may start with informal discussion or any of these steps.

- Informal discussion only. The employee may choose to have a confidential informal conversation with a human resource consultant. No further action need be taken.
- Personal actions. The employee may decide to act on his or her own, perhaps discussing the matter with the person complained against.
- Human Resources facilitation. The employee may ask a human resources consultant to assist in a meeting with the person complained against. If this meeting concludes with a satisfactory solution, the employee may choose to take no further action.
- Formal investigation. The employee may write to the appropriate human resources consultant stating the complaint and asking for investigation and resolution of the complaint, which may include questioning the person complained against and other relevant parties. On the basis of the information, the consultant a resolution of the complaint and notifies the parties to the complaint, in writing when appropriate.

Appeal

A party dissatisfied with the result of the investigation may appeal by writing to the associate vice president for human resources within 5 days of receiving the decision. Within 30 days the associate vice president reviews the matter and notifies both parties in writing.

A party dissatisfied with the decision of the associate vice president for human resources may appeal by writing to the senior vice president for business and finance within five business days of receiving the decision of the associate vice president.

If the appeal concerns a termination for one of the causes for immediate discharge such as those enumerated in the policy on performance management, the senior vice president reviews the matter and writes to both parties within five days of receiving the appeal, notifying them of the decision. For appeals of other matters, the employee may request a review by the senior vice president and, if the employee chooses, also request an advisory review by a peer review panel. For all appeals, the decision of the senior vice president is the final decision for the University.

Peer review

Except for matters of discrimination, sexual harassment, or conduct leading to immediate discharge, either party to a complaint may request a peer review when making the final appeal to the senior vice president. The peer review assesses whether the complaint procedure and the appeals were conducted fairly and whether the complaint procedure and the appeals were conducted fairly and whether the complaint process was followed according to policy; but the peer review does not take action or recommend a specific action nor does it review the substance of the complaint or any corrective action. On receiving the findings of the peer review, the senior vice president takes appropriate action.

If a peer review is requested, the senior vice president selects three members of the peer review panel from the faculty or other members of the community as appropriate. The panel meets with each party to complaint who chooses to meet with the panel and with the Human Resources representatives who have been involved in the matter. The panel reviews any documentation presented by any of those parties. There are no accompanying employees or witnesses, and the panel does not conduct further investigation beyond what is presented

Within 30 days of receiving the appeal notice the panel writes to the senior vice president regarding the fairness and policy compliance of the complaint and of any corrective action. The memorandum is the only record of the panel's review. The documents presented by the parties are returned to them.

Within five business days of receiving the panel's memorandum, the senior vice president writes to both parties giving the final decision for the University.

Appendix A - Health risks associated with alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsion. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants are born with fetal alcohol syndrome. These infants have irreversible abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Performance Evaluation with Information and Instruction

GEORGIA CHRISTIAN UNIVERSITY

DESCRIPTION

This performance evaluation provides the opportunity for the supervisor and employee to work collaboratively to build, improve, and sustain employee performance and contribute to organizational effectiveness. As a young educational institution, there may be constant and continuous discussions and communication to revise this regulation and information to fit the given circumstances of the organization, and GCU welcomes any inputs of knowledge and information to make this more sustainable and up-to-date for recognizable educational institution.

Purpose

Administrative Staff:

- Tells the employee how they are performing their given tasks
- Makes the employee aware of their strengths and areas of improvement
- Helps the employee identify and correct poor job performance
- Motivates the employee with the knowledge that they are doing a good job and is recognized for it
- Opportunities to identify career goals and develop skills
- Opportunity for input and/or for exchange of information

Supervisor:

- Helps supervisors to utilize their employees in an efficient manner
- Manage performance rather than react to performance
- Enable supervisor to assess the employee's potential for achievement
- Identifies an employee's training needs
- Gain new information and ideas from your staff

Department / Offices:

- Translation of the department's mission into specific goals
- Reduction in overlap of job duties and inefficient, ineffective use of employee skills
- A mechanism for identifying needed training programs

PERFORMANCE EVALUATION RATINGS

To assess the employee's job performance, the following Performance Evaluation Ratings are used:

- 5: Substantially Exceeded Requirements
Clearly and consistently exceeded requirements for given tasks
- 4: Exceeded Requirements
Clearly exceeded some, and met all other requirements
- 3: Met Requirements

- Clearly met all requirements, or balance minor need for improvement in one area with exceptional performance in another
- 2: Met some requirements – but clearly needs to improve in one or more areas to fully meet requirements
- 1: Did not meet requirements – Clearly needs significant improvement in one or more areas to fully meet requirements
- N/A: No basis for approval

PERFORMANCE FACTORS:

Key performance factors include organizational skills, quality, dependability, communication skills, initiative/innovation, and teamwork/collaboration of work in the performance appraisal process.

- **Job Understanding:**
Understands job duties and responsibilities. Possesses sufficient skill and knowledge to perform all parts of the job effectively, efficiently and safely. Understands and promotes department mission and values. Makes an active effort to stay current with new development.
- **Organizational Skills:**
Ability to prioritize workload. Ability to manage information flow (including internal, volunteer, and external communication and filing/documentation)
- **Quality:**
Attentive to detail and accuracy. Demonstrates thoroughness, completeness, and follow through on work.
- **Reliability:**
Punctuality and regularity in attendance; arrives on time and ready for the workday. Completes tasks satisfactorily: meets commitments, works independently, handles change, and stays focused under pressure.
- **Communication:**
Listens effectively and responds clearly and directly. Makes effective oral and written communication clear and easy to understand. Interacts with others in a helpful and informative manner.
- **Constituent Service Skills:**
Builds relationships with members of the constituency, deals appropriately with confidential issues, and maintains discretion.
- **Professionalism:**
Promotes and treats peers with mutual respect. Demonstrates integrity and deals well with ethical and confidential issues. Demonstrates commitment to the University's stated missions and goals.
- **Initiative / Innovation:**

Self-starting ability, resourcefulness, creativity, introduces new concepts and processes using independent and original thoughts.

- **Motivation:**
Displays drive, energy, and a positive attitude in completing assigned tasks. Eagerly takes initiatives. Handles several responsibilities concurrently and comfortably.
- **Interpersonal Skills and Teamwork:**
Works effectively with other employees and other departments in University. Develops positive working relationships. Helps improve work processes. Helps accomplish specific tasks.
- **Computer Skills:**
Possesses computer skills and knowledge to perform job duties and responsibilities.
- **Planning:**
Ability to establish short and long-range goals and objectives. Ability to develop a well-defined plan according to established goals and objectives. Ability to execute a plan in an organized fashion.
- **Problem Solving:**
Defines problem or central issues, collects and evaluates significant or relevant data, evaluates options, and proposes and implements a sound solution.
- **Leadership and Staff Development:**
Influences others to achieve department and organizational goals. Promotes ethical behavior. Provides on the job training and development. Provides timely and constructive feedback. Encourages and enhances teamwork.

OVERALL APPRAISAL OF PERFORMANCE

An overall rating of the employee's performance must be provided and consistent with the ratings assigned. It reflects the employee's performance for its overall impact on the employee's job. Comments that support the overall rating may be provided as appropriate.

PERFORMANCE EVALUATION PROCESS

The Employee being evaluated and their immediate supervisor both fill out the relevant sections of the Performance Appraisal Form and then meet in a formal review session to discuss each section of the form in detail.

After the performance review, the employee will review the form, add any further comments he/she might wish to make, and sign the form.

The supervisor will then also sign the form

The signature of the immediate supervisor on the completed form indicates that this is the immediate supervisor's fair and accurate appraisal on the employee's performance.

When applicable, the evaluation form will be forwarded to the next higher administrative level for review, comment and signature.

Completed and fully signed forms will then be sent to the Department of Human Resources.

PERFORMANCE EVALUATION GUIDELINES

Appraising the performance of an employee is the single most important job associated with the role of supervision. Below are some guidelines when administrating the Performance Evaluation Process.

Supervisor as Coach

- Identify current or potential problems that may be affecting performance
- Generate possible solutions and creates a plan to improve performance.
- Builds on the employee's strengths.

Performance Evaluation Questions

- What results do I want?
- What contribution is the employee making?
- What contribution should the employee be making?
- Is the employee working near the potential?
- Does the employee know clearly what is expected?
- What training, if any, do they need?
- What are the employee's strengths?

Preparing the Performance Evaluation

- Review and compare the employee's actual performance to the employee's job description and/or the stated supervisor's expectations. When applicable, the supervisor should review the employee's last review and compare the employee's achievements to the goals set in the last review.
- Review the performance factors and rate them according to their degree of importance to the job duties and responsibilities.
- Review the employee's performance for the specified review period by taking into account everything that has happened during the employee's review period, not just during the last month or recent week, as is sometimes the tendency.
- Document specific performance that meets or exceeds the standards.
- Identify specific areas of improvement.
- Determine goals and objectives for the coming year.
- Summarize overall performance and developmental needs.
- Select a date for the review in consultation with the employee. Explain the purpose of the evaluation and how it's going to be conducted.
- Have the employee to do a self-appraisal in advance of the review. Have the employees go through the same exercise should make it easier for them to understand the processes.
- Unless necessary, scheduled review session should prevail.

Conducting the Performance Evaluation

- Conduct the review in private place so that you will not be interrupted.
- Put the employee at ease by reiterating the purpose of the appraisal.
- Tell the employee what information you used to determine employee's performance.
- Present your assessment. Provide positive and corrective feedback.
- Identify specific areas to improve. Be candid.
- Ask the employee's aspect of job performance throughout the review period.
- Establish performance goals for the next review period and discuss how the employee can accomplish them. You should outline the key goals you want the employees to accomplish.
- Summarize the key points that were made and agreed upon.

- Give the employee at least a day to respond and sign the evaluation.

Other Review Tips

- Be consistent in your approach.
- Do not create excuses for one employee and not the other.
- Base the review on accurate and factual data.
- Comments should be consistent with the ratings.
- Avoid being overly lenient or overly severe in the evaluation.
- Avoid bias about an employee based on your personal feelings for the individual.
- Do not rush through the appraisal. Take time to record accurate information that truly reflects the individual's performance.

**GEORGIA CHRISTIAN UNIVERSITY
EMPLOYEE PERFORMANCE EVALUATION**

Employee Name: _____ Job Title: _____
Supervisor's Name: _____ Date of Review: _____
Evaluation Period: 3 Month Review
 6 Month Review
 Annual Review
 Other
Date of Last Review: _____ Years in Job: _____

This Performance Evaluation links the University's expectations of professional staff to actual performance. The principal objective of the evaluation is to assist in professional development by identifying strengths and areas for improvement. This evaluation enables management to assess an individual's job performance and determine appropriate promotion opportunities and compensation.

Performance Evaluation Ratings

- 5: Substantially Exceeded Requirements
 Clearly and consistently exceeded requirements for given tasks
- 4: Exceeded Requirements
 Clearly exceeded some, and met all other requirements
- 3: Met Requirements
 Clearly met all requirements, or balance minor need for improvement in one area with exceptional performance in another
- 2: Met some requirements – but clearly needs to improve in one or more areas to fully meet requirements
- 1: Did not meet requirements – Clearly needs significant improvement in one or more areas to fully meet requirements
- N/A: No basis for approval

Employee's Signature: _____ **Date:** _____
My signature indicates neither agreement nor disagreement with the appraisal, but indicates that I have read the appraisal and the supervisor has discussed with me.

Supervisor's Signature: _____ **Date:** _____
I acknowledge that I have reviewed this appraisal with the employee.

Employee's Name: _____
Date: _____

Georgia Christian University

Major responsibilities (Essential Functions): List the major responsibilities (essential functions) of the position in the approximate order of importance or attach a copy of the most current job description.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Employee's Name: _____

Date: _____

Georgia Christian University

PERFORMANCE FACTORS RATING

Using the following definitions, rate the employee's performance for each of the performance factors as it relates to the employee's job duties and responsibilities.

PERFORMANCE FACTORS	RATING (1 ~ 5) 1 being poor	COMMENTS / Areas for improvement
<p>Job Understanding: Understands job duties and responsibilities. Possesses sufficient skill and knowledge for effective, efficient performance Understands and promotes department mission and values. Makes an active effort to stay current with new development.</p>	1 2 3 4 5	
<p>Organizational Skills: Ability to prioritize workload. Ability to manage information flow either internal or external</p>	1 2 3 4 5	
<p>Quality: Attentive to detail and accuracy. Demonstrates thoroughness, completeness, and follow through on work.</p>	1 2 3 4 5	
<p>Reliability: Punctuality and regularity in attendance Completes tasks satisfactorily (meets commitments, works independently, handles change, and stays focused under pressure)</p>	1 2 3 4 5	

Employee's Name: _____

Date: _____

Georgia Christian University

PERFORMANCE FACTORS RATING

Using the following definitions, rate the employee's performance for each of the performance factors as it relates to the employee's job duties and responsibilities.

PERFORMANCE FACTORS	RATING (1 ~ 5) 1 being poor	COMMENTS / Areas for improvement
<p>Communication: Listens effectively and responds clearly and directly. Makes effective oral and written communication clear and easy to understand. Interacts with others in a helpful and informative manner.</p>	1 2 3 4 5	
<p>Constituent Service Skills: Builds relationships with members of the constituency, Deals appropriately with confidential issues, and maintains discretion.</p>	1 2 3 4 5	
<p>Professionalism: Promotes and treats peers with mutual respect. Demonstrates integrity and deals well with ethical and confidential issues. Demonstrates commitment to the University's stated missions and goals.</p>	1 2 3 4 5	
<p>Initiative / Innovation: Self-starting ability, resourcefulness, creativity, introduces new concepts and processes using independent and original thoughts.</p>	1 2 3 4 5	

Employee's Name: _____

Date: _____

Georgia Christian University

PERFORMANCE FACTORS RATING

Using the following definitions, rate the employee's performance for each of the performance factors as it relates to the employee's job duties and responsibilities.

PERFORMANCE FACTORS	RATING (1 ~ 5) 1 being poor	COMMENTS / Areas for improvement
<p>Motivation: Displays drive, energy, and a positive attitude in completing assigned tasks. Eagerly takes initiatives. Handles several responsibilities concurrently and comfortably.</p>	1 2 3 4 5	
<p>Interpersonal Skills and Teamwork: Works effectively with other employees and other departments in University. Develops positive working relationships. Helps improve work processes. Helps accomplish specific tasks.</p>	1 2 3 4 5	
<p>Computer Skills: Possesses computer skills and knowledge to perform job duties and responsibilities.</p>	1 2 3 4 5	
<p>Planning: Ability to establish short and long-range goals and objectives. Ability to develop a well-defined plan according to established goals and objectives. Ability to execute a plan in an organized fashion.</p>	1 2 3 4 5	

Employee's Name: _____

Date: _____

PERFORMANCE FACTORS RATING

Using the following definitions, rate the employee's performance for each of the performance factors as it relates to the employee's job duties and responsibilities.

PERFORMANCE FACTORS	RATING (1 ~ 5) 1 being poor	COMMENTS / Areas for improvement
Problem Solving: Defines problem or central issues, collects and evaluates significant or relevant data, evaluates options, and proposes and implements a sound solution.	1 2 3 4 5	
Leadership and Staff Development: Influences others to achieve department and organizational goals. Promotes ethical behavior. Provides on the job training and development. Provides timely and constructive feedback. Encourages and enhances teamwork.	1 2 3 4 5	

Overall rating: _____

Overall Comments:
