Georgia Perimeter College

New Employee Benefits Orientation
Georgia Perimeter College:  
A Better Way Forward

Why is GPC chosen by more than 21,000 students? With five campuses, an extensive online program, affordable tuition, athletics and student clubs, we offer a full college experience. Our students come from more than 150 countries around the globe.

Please view this short video on GPC:  
http://vimeo.com/89942502
FACTS ABOUT THE COLLEGE

• Clarkston (Central) – 1964
• Accredited 1967
• Decatur (South) – 1972
• Dunwoody (North) – 1979
• 1986 Transfer of governance to the Board of Regents
FACTS (cont.)

- Rockdale Center – Conyers 1993 / Newton Campus - Summer 2007
- Alpharetta Center – 2000
- Lakeside (Tucker)
MISSION STATEMENT

• Transform the lives of our student to thrive in a global society
• Provide relevant, responsive, learner-centered higher education that facilitates achievement of academic, professional and personal goals
• Embrace excellence, teamwork, and quality service leadership that links the College with our communities to enhance cultural, social, and economic vitality
• Maintain role as the major provider of associate degrees and transfer opportunities
ORGANIZATION

- Academic Affairs
- Student Affairs
- Financial and Administrative Affairs
- Institutional Advancement & External Affairs
- Each area led by a Vice President
- College Executive Team (CET)
ACADEMIC OFFERINGS

- Liberal Arts
- Business Administration
- Developmental Education
- Health Sciences
- Physical Education
- Fine Arts
- Career or Transfer programs
ACADEMIC OFFERINGS (cont.)

- Meet curriculum requirements of University System of Georgia
- Accepted for transfer at 4 year colleges and universities
- Transfer Admission Guarantee (TAG) agreements
ACADEMIC OFFERINGS (cont.)

- Largest two-year and third largest USG institution
- 24000+ students in credit programs
- High level of student success
- Economic impact of over $650 million
EMPLOYEES AND THEIR ROLES
JOB CLASSIFICATIONS

- STAFF (Non-exempt) – Paid bi-weekly
- PROFESSIONAL AND ADMINISTRATIVE (P&A) (Exempt) – Paid monthly
- FACULTY (Exempt) – Paid Monthly
TYPES OF EMPLOYEES

• Regular Employees – employed in an established, budgeted position with benefits (approx. 1400)
• Temporary Employees – employed on a part-time or temporary basis without benefits (approx. 1100)
CONDITIONS OF EMPLOYMENT

- Ethics Training – must be completed within first 10 days of employment
- Direct deposit – must be completed within first 30 days of employment
- Security Questionnaire
- Loyalty Oath
- Federal and Georgia Withholding Tax Forms
- Employment Eligibility Verification (I-9)
- Retirement plan participation
DIRECT DEPOSIT

- Is **required**
- May be done using paper form or on ADP portal
- Complete within 30 days of hire
WORKING TEST PERIOD

Classified Employees

• Serve 6 months employment on a provisional basis
• Time to get to know the College
• Time to evaluate performance
• Can be terminated without right to appeal
• Progress report after 3 months
PERFORMANCE MANAGEMENT PROCESS

- Performance meetings at least 3 times a year
- Goals set are tied to the Strategic Plan
- Completed by manager with employee input
- May be used to determine eligibility for merit pay, promotion, demotion, and retention
WORK EXPECTATION AND RULES
ATTENDANCE GUIDELINES AND EXPECTATIONS

• Attendance affects ability to perform job responsibilities
• Attendance record considered for initial hire decision, transfer or promotion
• Misuse of leave is grounds for corrective/disciplinary action
• Departments may have specific procedures
BASIC RULES OF GOOD CONDUCT

• Meet standards of satisfactory work performance
• Observe basic rules of good conduct
• Follow College policies and procedures
• GPC Policy manual is available on the website for reference
  – Refer to list of unsatisfactory performance in Handbook
  – List serves as a guide for employees and managers
PARKING

- Parking stickers obtained through Department of Public Safety
- Place decal on left rear window or bumper
- Park in faculty and staff parking lots
- Vehicles without stickers will be ticketed
NOT JUST AN ID CARD

- Library Card
- Photocopy Card
- Access to offices
LAWS AND POLICIES
AFFIRMATIVE ACTION / EEO POLICY

- Promote Board of Regents policy
- No person will be subjected to discrimination on grounds of race, color, sex, religion, creed, national origin, age, disability and/or sexual orientation.
AMERICANS WITH DISABILITIES ACT

- Actively committed to the ADA
- Center for Disability Services
- Helps identify assistance, providers and implementation
- Employees may self identify
- May file complaint if believe have been discriminated against
HIPAA

- Health Insurance Portability and Accountability Act (HIPAA) effective April 14, 2003
- Medical privacy law that impacts doctors, hospitals, and employers
- GPC maintains protected health care information (PHI) about its employees, their dependents, patients and others.
- GPC may access and disclose PHI for treatment, payment or operations (TPO)
- You/your department may have access to PHI
REQUIRED HIPAA TRAINING

• Departments required to complete HIPAA training:
  – Accounting, Human Resources, Payroll
  – Dental Hygiene and Clinic
  – Nursing and Wellness Clinic
  – Wellness Program
  – Personal Counselors
INFORMATION SECURITY AT GPC

- GPC is committed to protecting sensitive and valuable student, employee, and College data
- Information Security – Policies, procedures, and technologies that reduce risks of unauthorized access, disclosure, and destruction of sensitive and valuable data
- Laws and Regulations – Compliance with numerous laws and regulations that specify requirements for data protection
INFORMATION SECURITY AT GPC (cont.)

- GPC Information Security Program – within Office of Information Technology
- Everyone at GPC is responsible for protecting sensitive and valuable data
- Employees are required to be familiar and comply with Information Security policies
  - [http://depts.gpc.edu/governance/policies/other/toc.html](http://depts.gpc.edu/governance/policies/other/toc.html)
- Employees are also required to complete the New Employee Information Security Training course
  - [http://www.gpc.edu/oit/infosec_training/infosectraining.pdf](http://www.gpc.edu/oit/infosec_training/infosectraining.pdf)
HARASSMENT POLICY

• Harassment of any kind, including sexual, is prohibited by law and at Georgia Perimeter College
• Details of the policy are in the Classified Employee Handbook
Sexual Harassment Policy

Sexual harassment is prohibited by law and at Georgia Perimeter College. Any problems, questions and complaints should be brought to and discussed with any individual at the next supervisory level (above the level the person complained of) or the Director of Human Resources for Employee Relations.

No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith.
Georgia Perimeter College strictly prohibits any acts of sexual misconduct (including assault or harassment) to any member of the student body, faculty, staff, administration, or visitors to campus, whether they are guests, patrons, or independent contractors.
• Sexual misconduct includes, but is not limited to: rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, unwanted touching, and stalking.
• Prohibited conduct also includes conduct that occurs through the use of electronic or digital media.
In compliance with the state law, Georgia Perimeter College requires mandatory reporting to the appropriate external authorities of any Sexual Misconduct incident involving children ages 17 years and under.
Retaliation

- Engaging in retaliatory acts against a person who reports an alleged violation of this policy or testifies, assists, or participates in a conduct proceeding or investigation is strictly prohibited.
Confidentiality

- Under this policy, the college will maintain confidentiality as long as it does not interfere with the college’s legal obligation or ability to investigate allegations of misconduct.
Reporting Misconduct

- Students should immediately report sexual misconduct to the Dean of Student Services, Assistant Title IX Campus Coordinator (ACC) or Georgia Perimeter College Public Safety Department. Faculty or Staff are obligated to immediately report sexual misconduct to the Director, Affirmative Action and Compliance /Assistant Title IX Coordinator or Georgia Perimeter College Public Safety Department.
Investigations

- Upon receipt of a grievance/complaint, the Title IX Coordinator (TC) shall appoint an Assistant Title IX Coordinator/Investigator (ACC) to open a formal case file, conduct the investigation and confer with the Title IX Coordinator on interim actions, accommodations for the alleged victim, or other necessary remedial short-term actions.
Questions

- Questions pertaining to this policy may be directed to the Title IX Coordinator, located in the Office of Human Resources or the U.S. Department of Education’s Office of Civil Rights.
- The full policy may be accessed at http://depts.gpc.edu/gpcmisconduct.
DRUG-FREE WORKPLACE POLICY

- In compliance with Federal and State laws
- Recipient of Federal funds
- Maintain a drug free workplace
- Violation of policy may lead to termination
- More information in Drug-Free Workplace packet
ALCOHOL ON CAMPUS POLICY

- Alcoholic beverages may not be sold, used, distributed, or possessed by employees or students of Georgia Perimeter College in violation of State or Local law, System, or Campus policies.
RIGHT TO KNOW PROGRAM

- Hazardous Communications Program
- Various levels of training
- All employees required to have basic training
- Additional training in specific areas