

**Faculty Handbook**  
**2019-2020**























































### ***Rave Alert (Emergency Notification System)***

Federal law requires that all colleges and universities implement early alert systems to use when emergency situations arise that threaten the safety and security of the institution; its facilities; and its students, faculty, and staff. The Rave Alert system sends voice messages to landlines and cell phones, text messages to cell phones, and email messages to email accounts. While you *must* register your college-provided email address and your college-provided telephone number, you are also strongly urged to register to receive text messages on your cell phone and voice messages on your home and cell phone numbers. Click <https://www.getrave.com/login/athenstech> to register. Your username is your college email address (ex. [jdoe@athenstech.edu](mailto:jdoe@athenstech.edu)). Type in a password containing at least eight characters. Include upper and lower case letters as well as numbers.

### ***Parking***

Faculty members are issued a parking permit from the human resources office (at no charge) which should be displayed on the rear view mirror. Faculty are asked to park in designated faculty parking areas.

Individuals with LEV (low emission vehicle) and carpool decals may park in the designated spaces at the life sciences building on a first come basis. LEV and carpool spaces are located near this building because of its LEED certification, which represents the college's commitment to the environment. See the receptionist in the student affairs reception area (building H) for decals. You must provide a copy of your vehicle registration or other documentation stating that the vehicle is a hybrid or low emission vehicle. A carpool form must be completed to receive a decal.

### ***Children and Pets on Campus***

Neither faculty nor students are to bring children or pets to class or to leave children or pets unsupervised on campus while attending class. If a student does not follow this policy, you should ask the student to leave your class and to make provisions for his or her child or pet. (Guide/service animals are permitted on campus.) If the student refuses to comply, contact your program chair, coordinator, the evening coordinator, or the closest administrator. Under no circumstances are you to allow children to stay in your classroom.

### ***Non-Smoking Campus***

In an effort to establish a healthier, cleaner educational environment, Athens Technical College is a tobacco free/smoke-free campus. The use of tobacco products in any form (including e-cigarettes and alternate smoking devices) is banned from all campuses of Athens Technical College. This ban extends to all outdoor areas including parking lots. Smoking is permitted only inside personal vehicles.

### ***Mandatory Reporters***

Because of Georgia's law governing the mandatory reporting of child abuse, staff and volunteers of technical colleges and the TCSG system office who have reasonable cause to believe a child (under the age of 18) has been abused must report or a cause a report of that abuse to be made to a child welfare agency. In the absence of such an agency, the report must be made to an appropriate police authority or district attorney.

Staff members are expected to make the report orally no later than 24 hours from the time there is reasonable cause to believe a child has been abused. If requested by the agency or other authority, the oral report must be followed by a written report. Staff members who are required to report child abuse because

he or she attends to a child pursuant to their duties at the school must immediately notify the college president or express designee who is then required to report or cause a report to be made within the 24-hour period.

Because Georgia law provides that individuals mandated to report child abuse may be charged criminally if they fail to report within the 24 hour period, it is recommended that you document the reported child abuse and include the date and time of the report, as well as the name of the individual to whom the report is made

### ***First Aid***

Since Athens Technical College is nonresidential, students and faculty normally secure medical services through their family physicians.

In the event of a medical emergency, please call 911 and then notify campus police.

The following are recommended courses of action to take after an illness/injury:

1. In non-critical situations:
  - a. Administer first aid, to the extent possible.
  - b. Notify the ATC Police Department by calling the security officer (706-355-5039 or 706-621-9860).
  - c. During the evening, notify the evening support services coordinator (706-355-5020).
  - d. Complete an incident report. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>[Electronic Incident Report Form](#).
2. In a critical situation:
  - a. Call 911
  - b. Notify the ATC Police Department by calling the security officer (706-355-5039 or 706-621-9860).
  - c. Administer first aid, to the extent possible
  - d. Limit activity in the vicinity of the affected student or staff member. Complete an incident report and submit to the Director of Computer Technology Training and Security. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>[Electronic Incident Report Form](#).

First aid kits are available in each department. All faculty should see their program chair or coordinator for locations of first aid kits.

### ***Photocopying and Securing Materials for Classrooms***

The Library staff can make copies for instructors in room F-129 in the library (Building F) on the Athens Campus. Originals and the accompanying “Request for Printing” form may be left at the library and can be picked up within 24 hrs. Walk-in copying is available from 10 a.m. to 12 noon and from 2 p.m. to 6 p.m. The self-service copier is available in room F-128 during library operating hours. Instructors must fill out a form to charge the copies to their department. Off campus printing requests must be approved by your program chair or coordinator. Each division has small volume copiers available. Please see your program director, coordinator, or division administrative assistant for an ID code and the location of the small volume copier.

Faculty are advised to become familiar with laws regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what purposes. There is information available on the library's website for faculty services.

### ***Adjunct Faculty Workrooms***

There are many locations available for adjunct faculty to work and to have private meetings with students.

#### **Athens Campus**

##### **A-Building**

- A-200—adjunct faculty workspace with tables/chairs, copier, Scantron machine; close proximity to Dean of Life Sciences division and staff
- A-112 —private office spaces with desk, chairs, computer, printer, telephone; available for meetings with students

##### **B-Building**

- B-1134 and B-2230—double office/workspaces with desk, chairs, computer, printer, telephone; close proximity to Dean of Business and Education division and staff
- B-1110—Scantron machine available

##### **J-Building**

- J-303—Center for Teaching and Learning & faculty workspace with computers, printers, copier, and a Scantron machine.

##### **K-Building**

- K-515—computers, printer, tables/chairs, copier, Scantron machine, mailboxes

#### **Athens Community Career Academy**

- Room 104 - faculty workspace with copier, tables, chairs, Scantron machine
- Room 214 - faculty workspace with copier, table
- Room 113 - office space with desk/chairs, telephone for private meetings with students
- Room 7 - office space with desk/chairs, telephone for private meetings with students

#### **Elbert County Campus**

- Room 110—faculty workspace with tables/chairs, copier, Scantron machine, mailboxes
- Room 312—private office space with desk, chairs, computer, printer, telephone; available for private meetings

#### **Greene County Campus**

- Room 102—adjunct faculty workspace with tables/chairs, computer, color printer, copier, mailboxes. Doors can be closed to create private space for meeting with students.

#### **Walton County Campus**

- Room 603.3—adjunct faculty workspace with two computers, printer, Scantron machine, and telephone
- Room 602.1—additional adjunct faculty workspace/lounge
- Separate conference room in the administrative suite is also available for private meetings with students

### ***Supplies***

Instructional supplies and materials must be ordered using the Team Georgia Market Place link on the Intranet (Departmental Intranet Sites » Administrative Services»[Miscellaneous Forms](#)). Most office supplies (such as paper and toner) are ordered from Staples at state contract prices, but other catalogs (for

various instructional supplies) are also available on the Team Georgia Market Place. Shopping carts are created by instructional staff and sent to the division administrative assistants. The administrative assistant will submit the cart to the appropriate dean for approval. Carts are then routed to the office of administrative services for processing.

Purchasing cards can also be used to make authorized purchases. The State of Georgia Purchasing Card must be used only for state business purposes. Cardholders attend a training session on the policies and procedures of the State Purchasing Card Program and understand that abuse of the purchasing card or failure to follow the procedures may result in revocation of card privileges or other disciplinary action.

### ***Classroom Changes***

Faculty members are not authorized to change the room in which a class is scheduled without approval from the division dean. Room changes must be entered in the Banner system by the division administrative assistant. If class is to meet in another location (i.e., the ATC library, a computer lab, etc.), post a sign on the classroom door in case there is an emergency. Instructors are responsible for returning furniture to the original configuration of the classroom. Instructors should erase the boards and have students place trash in receptacles at the end of the class period.

### ***Curriculum Revision***

Requests for changes to an individual course or a program's curriculum generally come from faculty and their program advisory committees. Recommendations for curriculum and/or program change must be circulated to the vice president for academic affairs for approval. To make recommendations to program curriculum, faculty should discuss changes with the program chair and submit a [program change form](#) located on the intranet.

If approved, resulting changes will be communicated to the dean and program chair and these changes must be reflected in the college Catalog. Program chairs are responsible to their division dean and to the vice president for academic affairs for ensuring that the Catalog reflects current, accurate course information.

### ***No Show Reporting***

All instructors are required to report whether they have any students who are no shows at the end of the first full week of class. A **no show** is a student who does not attend class or make any attempt to contact you *during the first full week of the semester*.

Students taking online classes must log onto Blackboard within the first five days of the start of the academic term and complete the specified academic assignment as directed by the instructor. Otherwise, instructors of online classes will report these students as no shows. The office of registration and records will remove from your class any student you submit as a no show. Students removed from classes for being no shows will receive a full refund of their tuition and fees. Students are not allowed to begin attending classes during the second or subsequent weeks of the academic term.

### **Directions for Submitting No Shows:**

1. Go to [www.athenstech.edu](http://www.athenstech.edu) and click on Resources
2. Click on Faculty and Staff
3. Click on Intranet (faculty/staff only)
4. Enter your user ID and password

5. Click on Departmental Intranet Sites
6. Click on Registration and Records
7. Under Faculty, click on No Show Reporting Page
8. Enter Term and Course CRN
9. Enter no-shows for your roster by clicking yes or no to confirm they attended or not
10. If you check no, a communication box will come up with method of contact (required) and comments (optional). Hit close to save information.
11. Once yes or no has been checked for all students, click submit no shows.
12. If all students have attended, check mark all attended and click submit no shows.
13. If you need to make a correction, please resubmit your no-shows using the instructions above. If you submitted a student in error, please contact [Registration@athenstech.edu](mailto:Registration@athenstech.edu). If a student would like to be added back to the course, they will need to complete the add form and receive your signature.

### ***Early Alert/Intervention for Students on Probation***

The college provides support for enrolled students who may be struggling in their coursework or are on academic probation. At the beginning of each term, an academic advisement coordinator corresponds with enrolled students on academic probation to remind them of their academic expectations while on probation, the consequences of failing to meet those expectations, and the resources available at ATC to support their success. A coordinator also sends faculty the list of students on academic probation, sorted by instructor. Instructors are asked to review the list and provide feedback on students who are showing “high-risk” characteristics such as low averages, poor attendance, missed assignments/tests, etc. so that appropriate interventions can be put in place.

In the event that faculty identifies a student who may be struggling academically, faculty are asked to submit an early alert through the TEAMS system. The TEAMS system may be accessed through ATC’s website, by going to resources and then faculty and staff. Once submitted, ATC’s retention coordinator will reach out to the student to offer supports on campus and/or referrals to off campus providers.

### ***Grading***

The [grading scale](#) is outlined in the ATC Catalog. All faculty members are obligated to follow this scale when assigning grades to reflect a given student's performance in the classroom.

**Notification of grades via email is in violation of the Family [Educational Rights and Privacy Act of 1974 \(FERPA\)](#).** The public posting of grades by the student's name, student number, or social security number without the student's written permission is also a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

### ***Grade Books***

Each faculty member must maintain a grade book for all classes. The grade book must be maintained electronically using Blackboard Gradebook. The grade book should reflect a record of the student’s course progress as set out in the course syllabus, including the final grade achieved. Student grades should be entered within 1 week of the student’s assigned submission date.

All hard copy grade books and/or Excel gradebook files on CD must be surrendered to the director of registration and records upon termination of employment.

### ***Change of Grade***

If it becomes necessary to change a grade after it has been submitted via Banner Web Gradebook (removal of an incomplete or correction of a factual error, for example), instructors must obtain copies of the Change of Grade Form from the ATC Intranet under the Registration and Records menu. Please provide your program chair or coordinator with a copy of the completed form submitted to the office of registration and records.

### ***Final Examination Schedule***

The final examination schedule is posted on ATC's website on the academic calendar. All exams must be given as scheduled. An alternative schedule may be approved for students with extenuating circumstances or exam conflicts. This change must be approved by the division dean or vice president for academic affairs.

### ***Withdrawal from a Class***

#### ***Withdrawing from classes before 61% of the semester***

Students may withdraw from classes via their Banner Student Web accounts through 61% of the semester. Please review your rosters periodically to maintain an updated list of students currently enrolled in your class. Please note that students wishing to withdraw from every class on their schedule will need to contact the office of registration and records for assistance. Dropping or withdrawing from a class affects financial aid status. Please suggest to your students that they contact the financial aid office at (706) 355-5009 ***prior to*** dropping or withdrawing from a class.

#### ***Withdrawing from classes after 61% of the semester***

In order to withdraw from classes after 61% of the semester, students must come to the office of registration and records and obtain a withdrawal form. Students must take the withdrawal form to their instructors to obtain their signatures and a grade of WP (withdrawal passing) or WF (withdrawal failing). The form must then be returned before the last day of class to the office of registration and records in Athens or student development services in Elberton, Monroe, or Greensboro.

To withdraw from **online classes** after **61% of the semester**, students must email their instructors through their ATC email to notify instructors that they want to withdraw. Instructors will assign grades of either WP or WF by notifying students via their Blackboard accounts of the assigned grade and forwarding the students' original emails requesting the withdrawal and a grade of WP or WF to [registration@athenstech.edu](mailto:registration@athenstech.edu). EMAILS from faculty concerning withdrawals **MUST** be sent from faculty members' Athens Technical College email accounts.

Students who are taking both face-to-face and online courses must come into the office of registration and records and complete a withdrawal form in person. Dropping or withdrawing from a class affects financial aid status. Please suggest to your students that they contact the financial aid office at (706) 355-5009 ***prior to*** dropping or withdrawing from a class. Withdrawal forms/emails will not be accepted by the office of registration and records after designated deadlines.

## ***Final Grade Reporting***

### **Steps to Enter Final Grades in Blackboard**

1. Access course tools in Blackboard
2. Select ILP Integration
3. Select Final Grades from top menu
4. Select the column to populate
5. Select Final Grade
6. Grades will auto-populate in the Final Grade column
7. Select Submit Grades

For information that is more detailed please see the [CTL Handout](#).

The deadline for submitting grades is listed on the Student Affairs calendar and on the Calendar of Events, and the deadline will be emailed to you by the office of registration and records. **It is imperative that final grades be submitted via Banner Web by the deadline.**

If a grade of F is entered, you must also enter the *last date of attendance*. It is fine to estimate this date based on the last grade you have for the student.

Grades of W, WP, and WF must be initiated by the student through the office of registration and records. These grades cannot be entered into Banner Gradebook at the end of the term. It is the student's responsibility to return all signed withdrawal forms to the office of registration and records. Grades of W, WP, and WF will appear on the final grade roster if students have followed proper procedures for withdrawals. **Students who stop attending classes without formally withdrawing from the course are to be assigned "0" for all of the work missed and the final average calculated as stated on the course syllabus.**

Grades of IP need to be submitted to the divisional dean for approval before being forwarded to the registrar's office. A grade of IP must be removed before the end of the following semester. Refer to the college catalog for more information.

### ***Course Syllabus and Textbook***

Each course specified in the [Catalog](#) has a master syllabus. The syllabus, created using the Master Course Syllabus template includes the course description, course competencies and student learning outcomes, required textbook(s) and materials, grading scale, and other relevant policies. All course syllabi must meet or exceed minimum standards as set forth by the Technical College System of Georgia. Program chairs and deans should be able to access the approved minimum Course Standards and Program Guides. All faculty members should be familiar with the contents of these documents.

The master course syllabus may not be changed for an individual section of a course. Rather, faculty should prepare an addendum to the master course syllabus to inform students of office hours, contact information, additional course resources, a calendar which specifies assignment dates, the weights to be used in grading, and a continuation of instruction plan.

Students will be given a master syllabus with an addendum for every class in which they are enrolled and shall have it explained to them on the first day of class. At that same time it is appropriate for faculty



members to explain safety and emergency action/evacuation procedures pertaining to the classroom or laboratory.

### ***Appeal of Final Course Grade (Academic Grievances)***

A student who receives a final course grade that he or she believes is incorrect must first address the matter with the instructor; the instructor will review course grades and calculations and determine if a grade change is warranted. Absent extraordinary circumstances, an appeal should be made to the instructor within two weeks of when the student learned or should have reasonably learned of the grade.

If the student is not satisfied with the instructor's decision, he or she may submit a written request that the division dean review the matter. The vice president will examine the facts to ensure that the grade was determined fairly and according to the criteria stated in the course syllabus and will communicate the results of the review to the student and the instructor. The decision of the vice president for academic affairs shall be final. Absent extraordinary circumstances, students must file written appeals within four weeks from the date they learned, or reasonably should have learned, of the grades or other actions with which they disagree.

Your role in this process is to follow the master course syllabus, keep detailed coursework records, keep students apprised of grades throughout the term so that there are no surprises, maintain your class gradebook, and treat all students equally and fairly. If you are teaching a hybrid or online class, you should make sure that all information on your class website is accurate and up to date.

### ***Auditing***

Students have the option of auditing classes each semester. Auditing students must attend classes during the same periods as students who will receive grades and credit for the courses. You should provide auditing students with all course materials except tests. A grade of "AU" should be recorded at the end of the semester for auditing students.

### ***Field Trips***

Participation in field trip activities is optional. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip. Students are responsible for informing instructors whose classes they may miss of their participation in a field trip. Students are to schedule makeup work at the discretion of, and at the convenience of, the affected instructor.

College vehicles may be used for officially sanctioned field trips, assuming availability of the vehicle (contact the administrative assistant in the president's office). Vans are also available through the Cashier's Office, but should only be requested once the trip has been approved. Only employees of the college may drive college vehicles. Instructors and advisors are discouraged from providing transportation for students in their personal vehicles (or organizing carpools), though students may choose to provide their own transportation to the field trip site.

An instructor, organization advisor, or other official representative of the college must accompany student field trip participants during any field trip activities. All field trips, whether academic (conducted as a complement to classroom instruction) or non-academic (co-curricular activity conducted under the auspices of a sanctioned college organization), require completion of activities and prior approval by individuals as designated below.

- Complete a "Field Trip Request" form available from the office of academic affairs (academic related trips).
- Complete the [“student organization adviser” travel form](#) on the ATC website
- Secure the approval and signature of the appropriate academic dean, vice president and president.
- Require participating students to complete the [Student Travel Authorization](#) form available on the ATC website (Department List>Student Affairs>Student Activities>Forms>Student Travel Authorization Form). The college official leading the field trip should take along copies of the completed forms. A second copy of the forms must be on file in the office of the appropriate academic dean.

### ***Academic Honesty Policy***

The *Academic Honesty Policy* is detailed in the ATC Catalog. As is noted in the policy, instructors have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share this responsibility by refraining from acts of academic dishonesty and by notifying instructors of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating the policy. Students who are found, after due process as described below is accorded, to have violated the Academic Honesty Policy for the first time will receive a grade of zero for the assignment and will be placed on disciplinary probation for the remainder of their tenure as students at Athens Technical College. Students who are found to have violated the policy a second time may be dismissed from the college and the dismissal will be noted on transcripts and all other permanent academic records. Below are general guidelines that summarize the role of faculty members in the new procedures:

### **Possible Three-Step Process**

1. Instructor meeting with student<sup>[1]</sup>
  - a. Present the evidence of the violations of the academic honesty policy and inform the student that he/she will receive zero points for all or part of the assignment.
  - b. Have student sign a completed copy of *Violation of Academic Honesty Policy* notification form. Provide copy of signed form to student.
  - c. Inform student of right to rescind signed notification form by submitting a written statement to the vice president for student affairs within five business days of the meeting with the instructor.
  - d. Send copy of signed form to the vice president for student affairs.
2. Mediated discussion
  - a. (Offered when alleged violations are submitted directly to vice president or when student disputes the charges or punishment)
  - b. The vice president for student affairs will schedule mediated discussion no less than five nor should more than fifteen days after the student reasonably have received notification by certified mail.
  - c. The mediation will include only the faculty member, student who was believed to have violated the policy, and the mediator.<sup>[2]</sup>
  - d. The process will include items c through e in Step 1: Instructor meeting with student.
3. Student judiciary committee hearing

- a. (Offered when mediation does not resolve issue or when student disputes the charges or punishment)

The full text of the Academic Honesty Policy, along with the *Violation of Academic Honesty Policy* notification form, is available on the college [Intranet](#). (Departmental Intranet Sites>>Academic Honesty)

[1]

May submit directly to vice president for student affairs for a mediated discussion

[2]

Students with previously documented disabilities may be eligible to have an interpreter, note taker, or other assistance provider in the meeting.

### ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (1974) is a federal law that protects the privacy of student education records. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

In accordance with FERPA, Athens Technical College accords all rights under the law to students who are declared independent. The office of registration and records maintains and safeguards student academic records. Students 18 years of age and older are considered adults. Instructors are NOT to discuss a student's grades, performance, or class attendance with a third party, including parents, spouses, and other family members, without the written permission of the student. The only exception to requiring written permission is if the student accompanies the third party and is present during the discussion. See the ATC website for further details (Current Students>Registration and Records).

### ***Bookstore***

Athens Technical College contracts with Follett Higher Education Group to provide textbooks, school and lab supplies, and other miscellaneous items for students. The hours of operation are posted at the [book store entrance](#). Hours of operation are extended at the beginning of each semester for the convenience of students and the faculty.

It is the responsibility of program chairs to ensure that book orders are appropriately filed with the bookstore manager well in advance of the upcoming semester. Ordering information includes the name of the textbook, its current edition, the ISBN number, and the number ordered.

Instructors experiencing problems with the bookstore must work with the bookstore personnel to resolve issues. If issues are not handled satisfactorily, matters should be referred to the vice president for finance and administration located in room J-212.

Students have several options for purchasing textbooks. The bookstore offers new and used textbooks as well as digital format textbooks through [cafescribe.com](#). Using the digital format, students can network and share ideas and notes with students using the same course materials at other schools. Additionally, students may order textbooks online from Follett via the [Bookstore](#) webpage on the college's website. Textbook rental is also an option at the campus bookstore.

The Elbert campus bookstore is located in Building 100, Room 122. The regular operating hours are Monday and Tuesday, 8 a.m. – 4:00 p.m. During the first two weeks of the semester, the bookstore will be open 8 a.m. – 6 p.m. Monday through Thursday and from 8 a.m. – 12 noon on Friday.

Students on both the Walton and Greene campuses can order their books online via the bookstore website. They can request books be shipped to their homes or to their respective campus front offices for pick up. Proper identification must be shown to pick up textbook orders.

Although students are expected to secure the textbooks required for a course, they are not required to purchase textbooks and supplies from Follett on the Athens, Elbert, or Walton campus

### ***Student Conduct, Relations, and Rights***

Instructors are to ensure student compliance with the conduct code and to be familiar with the section on "Student Code of Conduct" in the [Catalog](#). Rules and policies such as the following are to be enforced at all times in a friendly, fair, yet firm manner.

- Student Code of Conduct
- Weapons
- Drug-Free Campus Policy
- Children and Pets on Campus
- Use of Personal Electronic Devices
- Use of Tobacco Products
- Disability Services
- Confidentiality of Student Records
- Academic Honesty Policy

Instructors should resolve their own discipline problems whenever possible, realizing that the inability to do so will affect adversely their position of leadership in the classroom or lab. Any serious disciplinary problems should be brought to the attention of the vice president for student affairs and the division dean.

Only in cases where the student's presence represents a disruption to the learning process or immediate danger to others will an instructor order a student out of class; however, no instructor is to use physical force in removing a student from a classroom or lab. If a student refuses to leave the class or lab when ordered, the president, vice president for student affairs, the vice president for academic affairs and the dean is to be notified immediately. Any student ordered out should not be allowed back in class until a conference has been held with the vice president for student affairs and/or the vice president for academic affairs.

### ***Makeup Exam Policy***

If faculty choose to offer makeup exams and have difficulty scheduling them, they should contact their division deans for assistance. The personnel in the office of academic affairs will serve as a backup for the personnel in the deans' offices.

### ***Attendance***

Faculty members are expected to keep track of student attendance for each class taught so that No Show Rosters may be submitted.

Athens Technical College requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group

interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed.

Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their courses; communicate the policies to students clearly via their syllabi addenda; and apply the policies fairly and consistently to all enrolled students.

Instructors are responsible for determining whether work missed may be made up; any make-up work allowed is scheduled at the discretion of instructors. Policies for make-up work are detailed syllabi addenda. The college works with students to make accommodations for the observance of religious holidays, calls to active duty, and documented medical absences.

Workforce Investment Act (WIOA) students and students in programs sponsored by the Department of Labor will submit an Attendance/Travel Reimbursement form for the instructor's signature verifying attendance in class or school biweekly. Please sign forms as appropriate.

### ***Work Ethics***

To fulfill the responsibility to teach essential workplace ethics, Athens Technical College provides students instruction in, and evaluates students on, the following ten work ethics traits: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. To best equip students for successful workplace experiences in their chosen profession, instruction and evaluation takes place in the context of their program of study.

In many programs of study, the ten work ethics traits are introduced as components of preliminary courses whose purpose is to provide students with foundational knowledge of the skills, behaviors and attitudes that lead to successful careers in their chosen field. These traits are reinforced throughout the program of study during individual course assignments, collaborative work, laboratory and field exercises, and are consistently modeled by program faculty.

The assessment of students' work ethics takes place throughout each program of study and in a variety of contexts during regular classroom assignments, interim and final examinations, as well as during practicum, intern- and externship experiences.

### ***Advisement and Registration***

Student advisement and registration are the responsibility of the vice president for student affairs. Student affairs staff members carry out some initial advising; responsibility is then delegated to program chairs/faculty members as described below:

- Associate degree and diploma level students, both provisional and regularly admitted, are advised by faculty members in their selected program of study.
- Developmentally accepted associate degree and diploma students (with the exception of those in Technical and Industrial programs go through the general education division for advisement. Technical Specialist TCC students are also advised by general education faculty.
- Undeclared major (special admitted) students are advised by the advisement office in student affairs.

- Dual enrollment students are advised in tandem with the high school coordinator and program faculty.

Each program chair is responsible for naming individual advisors to students. Faculty advisors should plan to meet with advisees on (at minimum) a semester basis to plan the next semester's schedule. The role of the advisor is to assist students in making sound decisions regarding their programs of study. The advisor may offer opinions and suggestions, but the student must accept responsibility for final decisions. It is therefore vital that the advisor provide sufficient relevant information, to the extent possible, know, and understand their advisees' goals and lifestyles to be able to offer appropriate guidance. During the advisement process, the need for referral to other offices or agencies for personal, financial, or other types of counseling services may become apparent. Contact the advisement office in student affairs for further assistance in such instances.

### ***Advising Online Students***

To ensure the best chance of successful completion of online courses, Athens Technical College requires students who plan to take online courses to meet the following criteria:

- Must have successfully completed the E-learning Orientation prior to meeting with their advisor.
- Must hold a cumulative grade point average of 2.0.
- May be in learning support in only one area (English or math).
- Must have completed all required Reading learning support (if applicable).
- Must meet all course prerequisites.
- Must be in good academic standing; students on probation or who are returning to college after having been academically dismissed are ineligible to take online classes.
- Must have no history of failing (F) or withdrawal failing (WF) grades in the course they wish to take online.
- Students with no previous college experience may take online classes provided they meet course prerequisites and have completed the Orientation Process for Online Learning.

### ***Academic Support Center***

Each ATC campus has an Academic Support Center to assist students in achieving their maximum level of performance in all subjects offered by the college. Peer tutors are available at the centers during various hours to assist students individually or in a small group setting. In addition, the centers offer content specific reference materials. Walk-ins are welcomed or appointments can be made at the Academic Support Center's webpage. Study groups and review sessions are held on various subjects. When it becomes evident that a student could benefit from supplemental instruction outside the classroom, faculty should encourage students to visit the center's support services.

Instructors are also encouraged to volunteer at the center to tutor all students or to arrange private sessions to tutor their own students. You are welcome to visit the Athens center at any time to speak with Jessica Felts, Director of Student Support Services, (706-583-2893 [jfelts@athenstech.edu](mailto:jfelts@athenstech.edu)) or David Reynolds, Academic Support Coordinator (706-583-2520 [dreynolds@athenstech.edu](mailto:dreynolds@athenstech.edu)) on the main campus. The Academic Support Center is located in F-131 on the Athens Campus and can be contacted at (706) 583-2893.

The Academic Support Center on the Elbert County Campus is in Room 314 in the General Classroom Building and can be contacted at (706) 213-2129. Academic support services on the Greene County Campus are located in the Administrative Offices or by contacting (706-552-0974). Students on the

Walton County Campus are able to receive assistance through the Student Support Services Coordinator, located in room 503 of the Walton Campus. Please contact the appropriate center location for hours of operation. The Academic Support Center is located in F-131 on the Athens Campus and can be contacted at (706) 583-2893.

## Student Affairs

### *Students with Disabilities*

Instructors are asked to note that each master syllabus for any course taught at Athens Technical College contains a statement on the Americans with Disabilities Act (ADA). It specifically addresses our intent to provide equal opportunities for education to all students. To ensure that our students are fully aware of the assistance available to them through the Office of Disability Services, we respectfully request that instructors read the ADA section of their syllabus aloud to each class so that students with disabilities will know how to apply for help.

Any student with a documented disability is eligible to receive reasonable academic adjustments and auxiliary aids in the classroom and/or for testing at Athens Technical College, as long as appropriate documentation of the disability has been submitted to the Disability Services Office in a timely manner. Students can access the application packet on our website through Disability Services.

By definition, a disability that qualifies a student for accommodations in college is a physical, psychological, or cognitive impairment that substantially limits one or more of the major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. As a post-secondary institution, Athens Technical College cannot use IEPs or 504 Plans from high school to support the provision of academic adjustments.

Some illnesses may meet the definition of a disability, however only if the illness is determined to be a disability should accommodations be made. As an instructor, you are not expected to determine and should not try to determine whether an illness is a disability. If a student is requesting accommodations (alternate assignments, make-up work, etc.) due to an illness, refer the student to *Disability Services* to determine whether accommodations should be allowed and if so, what those accommodations should be.

Once a student has presented documentation to the Disability Services Office in Student Support Services and requested assistance with academic adjustments and/or auxiliary aids, the Coordinator of Disability Services will review that documentation to confirm that it meets the required guidelines. The Coordinator will then furnish that student with an electronic or hard copy of an ***Accommodations Request Form***, ***which*** the student should present to each instructor immediately after requesting services for the current academic term.

The Accommodations Request will outline specific academic adjustments or auxiliary aids, which the student is eligible to receive. Each instructor is required to sign and return to the Coordinator of Disability Services an attached statement, indicating that the Accommodations Request has been received and understood. This will confirm that the instructor will be providing to the student the services described in the request.

The Office of Disability Services will gladly assist any faculty member in providing reasonable accommodations for students with disabilities. However, it is ultimately the responsibility of each instructor to ensure that the requested academic adjustments and auxiliary aids are being offered in an appropriate manner to any student presenting a formal Accommodations Request. If a student does not

provide a formal request but instead discloses information about a disability to you, please instruct that student to contact the Disability Services Coordinator at 706-355-5010 for assistance. **Please do not offer academic adjustments to a student without confirmation from the office of disability services that those adjustments are warranted.**

The Student Support Services office does not expect you to change course guidelines or standards for any student, regardless of their disability status. The purpose of academic adjustments and auxiliary aids is to ensure equal educational opportunity. It is the student's responsibility to meet with you as soon as possible to discuss specific needs and the provision of listed accommodations in a manner appropriate to your classroom setting.

Students approved for testing accommodations may utilize the testing center in Disability Services. However, due to an increase in the number of students served and limited resources available, we strongly encourage students and instructors to arrange testing accommodations within the classroom whenever possible. **If the student requests to test with the Disability Services office, the student must notify Disability Services 48 hours in advance to schedule the test and the Coordinator of Disability Services must receive the test from you at least 24 hours in advance of your scheduled test date.** Detailed instructions are included in the Accommodations Request form that will be presented to you by your student.

If you would like further assistance or have any questions or concerns, please feel free to contact the Coordinator of Disability Services at 706-355-5006 or the Director of Student Support Services at 706-583-2893. Both are located in K-614 on the Athens Campus.

## ***Student Support Services***

### **CAREER SERVICES**

*Jessica Felts, Director – 706-583-2893 – Room K-614 A, Athens Campus*

- Individual and group career exploration sessions by appointment
- Virtual Job Shadow (VJS) digital career exploration and workforce development resource for use by both students and staff at: ATC Website – Career Services – Career Assessment – Virtual Job Shadow
- Career workshops in person and online (through Optimal Resume ): *Job Search, Resume Writing, Cover Letters, Interview Skills*
- Job announcements from local and regional employers online through ATC Optimal Resume
- Online access to Optimal Resume.com at: <https://athenstech.optimalresume.com/>

### **COUNSELING SERVICES**

*Bob Ertzberger, Coordinator – 706-227-7174 [bertzberger@athenstech.edu](mailto:bertzberger@athenstech.edu) – K-614 D, Athens Campus*

*Kenneth Coley, Coordinator – 706-552-0984 [kcoley@athenstech.edu](mailto:kcoley@athenstech.edu) – K-614 B, Athens Campus*

- Crisis intervention for students experiencing immediate emotional difficulties
- Referral to community resources for follow up care
- Consultation with faculty and staff on as-needed basis about student issues
- Class presentation on available services and resources on campus and community wide

### **DISABILITY SERVICES**

*Latanja Clark, Coordinator – 706-355-5010 [lclark@athenstech.edu](mailto:lclark@athenstech.edu) – K-614 E, Athens Campus*

#### **Accommodations and Services**

- Accommodations and assistance to students with disabilities in the classroom and for testing



Students interested in receiving services through the Office of Disability Services should contact the Disability Coordinator for more information

**SPECIAL POPULATIONS PROGRAM**

*Zeketra Grandy, Coordinator – 706-355-5006 – Room K-614 C, Athens Campus*

**Populations Served**

- Single parents and displaced homemakers
- Students with limited English proficiency
- Nontraditional students (based on underrepresented gender in occupation)
- Economically disadvantaged students (Pell-eligible)

**Services Offered**

- Seminars on money management, assertiveness training, goal setting, and time management
- Career guidance and exploration
- Lending Library assistance for qualified applicants when possible (limited resources available)
- Referral to community agencies for assistance with non-academic needs

**SUPPORT SERVICES – WALTON CAMPUS**

*Vacant, Coordinator of Support Services for Walton - Walton Campus – 706-552-0909*

- Career guidance and career exploration services
- Library resources and services for students and faculty
- Academic Support Center materials and services
- Delivery of services to students enrolled in the Office of Disability Services

**TUTORING SERVICES**

*Jessica Felts, Director – 706-583-2893 – Room K-614 A, Athens Campus*

- Supplemental instructional strategies including individual and small group tutoring sessions in most core content areas
- Academic success skills workshops

**VETERAN SERVICES**

*Jessica Felts, Director – 706-355-5081, Room K -614 A – Athens Campus*

*Bob Ertzberger, Counseling Coordinator – 706-227-7174 – K-614 D, Athens Campus*

- Coordinate Veteran access to on-campus services
- Link Veterans to available local and community agencies for non-academic needs

Support Services are available at all campuses of Athens Technical College.

***WIOA Services***

*Athens Campus – 706-355-5015, Room J-102, Athens Campus*

- For additional information contact the WIOA office located at the Main Campus of ATC

<b>Department / Unit</b>	<b>Contact Information</b>	<b>Location</b>
<b>WIOA Program</b> Susan Perdue, WIOA Coordinator	sperdue@athenstech.edu 706-355-5016	Athens Campus Suite J-102
<b>WIOA Program</b> Vacant, WIOA Counselor	slewis@athenstech.edu 706-357-1202	Athens Campus Suite J-102

Department / Unit	Contact Information	Location
WIOA Program, Lindsey Brooker, WIOA Counselor	<a href="mailto:lbrooker@athenstech.edu">lbrooker@athenstech.edu</a> 706-355-0980	Athens Campus Suite J-102
WIOA Program Dianna Pearce, WIOA Counselor	<a href="mailto:dpearce@athenstech.edu">dpearce@athenstech.edu</a> 706-355-5145	Athens Campus Suite J-102
WIOA Program Shelby Maxwell, WIOA Counselor	<a href="mailto:smaxwell@athenstech.edu">smaxwell@athenstech.edu</a> 706-355-5185	Athens Campus Suite J-102
WIOA Program Kim Moore, Admin. Assistant	kmoore@athenstech.edu 706-355-5015	Athens Campus Suite J-102

### ***Helping a Student in Crisis***

The following information is taken from a Faculty-Staff Guide titled “Helping a Student in Crisis”.

The text of the guide is as follows:

\* \* \* \* \*

### ***HOW TO RESPOND TO A STUDENT IN CRISIS...***

From time to time you may come in contact with students who are struggling with issues that extend well beyond the classroom. Some of these students may have psychological or psychiatric conditions for which they are being treated, while other students in crisis may simply be dealing with overwhelming events that are part of life, such as divorce, death of a loved one, legal issues, loss of a job, etc.

Since students may have nowhere else to turn, they often confide in their teachers or other college staff members. In doing so, they may reveal suicidal thoughts and plans about harming themselves. Students may even disclose feelings of anger or revenge against others that they need help in controlling.

When you are faced with a situation like the ones described above, help is available to Athens Technical College faculty and staff from two sources. The procedure outlined in this intervention process is to help you in assisting any student who is experiencing a mental health crisis and who needs guidance from a trained mental health professional. **If at any time you believe anyone to be in imminent physical danger, call 911 for immediate assistance.**

### ***CRISIS INTERVENTION PROCEDURE***

#### ***STEP #1***

*If available, the Counseling Coordinator or Director of Student Support Services on the Athens Campus can assist you with crisis intervention, should the need arise. Contact the Director by phone at 706-355-5081 or in person in Room K-614A (Athens), and immediately identify the emergency so that a decision can be made as to how it should be handled.*

#### ***STEP #2***

*If the Counseling Coordinator or Director of Student Support Services is not readily available or if the situation occurs after normal business hours, you may contact the Advantage Behavioral Health Systems Information Line for assistance. The phone number listed is for Athens Technical College faculty-staff use*

*ONLY and for internal agency use by Advantage Behavioral staff members. It is not to be given out to students. The toll-free number is 1-800-976-7031, and it can be accessed at any time from all ATC campuses.*

**STEP #3**

*Any Advantage Behavioral Health staff member who answers their Information Line can help you. Identify yourself as an Athens Technical College employee. Then explain clearly and concisely the situation with the student and wait for instructions about how to best respond to it.*

**STEP #4**

*If the Advantage Behavioral Health staff member determines that the student needs to be referred to the community for further care, the following contact information for Advantage Behavioral Health System clinics can be used to assist the student in contacting a therapist. The clinic information below can be shared with students.*

**STEP #5**

*Immediately or as soon as possible, report the incident to the Director of Student Support Services on the Athens Campus in K-614, or at 706-355-5081.*

## **Faculty Employment**

### ***Faculty Qualifications***

The qualifications for faculty are described in [Faculty Credentials](#), Comprehensive Standard 6.2.a of the SACSCOC Commission Guidelines. It is the responsibility of the college to justify and document the qualifications of the faculty to the accrediting agency.

In general, full-time faculty members teaching in associate degree programs must possess at least a master's degree in the field or a master's degree in a related field and at least 18 graduate semester hours (27 graduate quarter hours) in the field in which they are teaching. The same requirements hold true for adjunct faculty.

Members of the faculty who teach in diploma-level programs must possess as a minimum requirement a credential at or above the level at which they teach, plus have relevant work experience (usually at least two years in the field). The requirements are the same for full-time or adjunct faculty.

As a condition of employment, faculty are required to provide the office of human resources with official\* copies of transcripts from all educational institutions attended, as well as copies of certificates, licenses, or other credentials that qualify the individual for employment. It is also the responsibility of faculty to maintain the currency of those documents in the office of human resources.

Applicants who have earned degrees outside of the U.S. and its territories must have their academic degrees validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the U.S.

\*Official transcripts are issued from the college or university **directly** to the ATC office of human resources.

### ***Selection and Hiring***

Full-time faculty members are selected according to the [Recruiting and Hiring](#) procedures set forth in the [TCSG Policy Manual](#). A list of qualifications is developed, and a position announcement is prepared and published as appropriate. Applicants must complete and submit an [online application](#) to initiate the hiring process. Requirements include the submission of a resume, copies of official transcripts from higher educational institutions attended, letters of recommendation (or at minimum, names/addresses/phone numbers of references), and verification of previous employment.

A committee reviews the applications received and determines who is eligible for an interview by virtue of their qualifications. Candidates may be asked to do a teaching demonstration and/or to demonstrate their proficiency in oral and written communication in the language in which the course(s) is being taught. The committee interviews selected applicants and rates them on their responses. The committee then ranks the applicants and sends its recommendation(s) to the president or her designee who makes the final decision and extends an offer of employment.

A need for adjunct faculty members is created when course enrollment exceeds expectations or if course competencies are outside the realm of expertise of full-time faculty. Such hiring is often required on short notice; therefore, we maintain a pool of qualified applicants from which to draw as needs for adjunct instructors arise. If hiring needs cannot be met through the pool of applicants, additional applications are sought from the local community. A position announcement may be placed on the web site, in the local newspaper, or via other recruiting websites.

### ***Employment Process***

Upon accepting employment, the new faculty member must read and/or complete either the Full-Time Hire Packet or the Part-Time Hire Packet, which can be accessed at the online [Human Resources Forms](#) page.

### ***Orientation and Supervision***

New full-time faculty members are oriented to college operations and are supervised and evaluated by their respective deans or program chairs. Adjunct faculty are oriented, supervised, and evaluated by their respective program chairs and/or deans.

### ***Probationary Period***

Athens Technical College requires a 1-year probationary period upon initial employment as an exempt or non-exempt full-time employee.

Other full-time faculty and staff who are obligated to serve a probationary period include:

- Staff who are returning to work from a break in service; and
- Temporary/part-time staff who are appointed to regular full-time

Faculty and staff who are transferring from one regular position to another regular position without a break in service are not required to serve a probationary period.

The full text of this policy, which includes implementation procedures, is available in the Office of Human Resources.

### ***Academic Rank and Tenure***

Faculty members are not assigned rank for the instructional positions they hold. The title assigned to all faculty members is "Instructor," unless a faculty member also holds an administrative position or has been named dean or program chair.

According to State Board policy, the concept of tenure does not apply except to those faculty members who were employed and tenured at the time of conversion to state governance. All employees, of course, are entitled to due process in personnel matters. Tenured employees, like non-tenured employees, may have their employment non-renewed or have their employment terminated only under certain specifically stated conditions as outlined in Positive Discipline in the TCSG Policy Manual.

### ***Drug-Free Workplace***

To comply with the provisions of the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226), we distribute to each employee upon hiring and to each student upon admission to the school a statement that outlines the health risks, legal problems, and school sanctions associated with drug use and alcohol abuse. Our student conduct code explicitly prohibits the possession, sale, or distribution of illegal drugs by students or student groups (see Catalog). As a condition of employment, all employees agree to abide by the terms of the TCSG Drug-Free Workplace Policy in the TCSG Policy Manual.

### ***Professional Organizations***

Participation in professional organizations enables faculty members to stay informed of trends and developments in their field of expertise. Instructors are therefore encouraged to participate in professional organizations. Membership in any one organization is neither prescribed nor expected.

### ***Professional Growth and Development***

In order to maintain and improve faculty effectiveness, professional faculty development is an activity required of all full-time faculty members; continued employment is in part contingent upon successful completion of appropriate professional development activities. The college schedules periodic on-campus workshops, seminars, and online offerings to provide training and professional growth opportunities for faculty and staff. While most offerings are optional, sessions such as the annual HazMat training are mandatory. Most activities are planned around regular college events and instructional times.

The **Faculty Development** site on the Intranet (Faculty/Staff Development) lists scheduled on-campus workshops and seminars. Faculty are encouraged to register online for each session they plan to attend so that attendance will appear in their faculty development history. Unless specific activities are prescribed by their supervisor/evaluator for purposes of remediation of a defined deficiency, faculty members may choose from activities listed on the site or may select other activities from which they would benefit (such as seminars, college coursework, or independent projects agreed to by the dean). The Intranet Faculty/Staff Development site contains an Add Your Own feature, which allows you to document individualized activities. When using this feature, you must complete all blanks so that details of the activity will appear in your faculty development history.

Program chairs will identify program level professional development needs, such as remaining current with program related technology and theory, and determine how to best meet those needs (attending conferences, receiving training, reading articles, etc.).

Fulltime faculty members are encouraged to complete a minimum of 40 professional development hours during the period July 1 to April 15 of a given fiscal year. A listing of these activities should be included in the Annual Professional Activities Report (APAR).

### ***Faculty Evaluation***

Formal annual evaluation of fulltime faculty performance is conducted each spring by deans for program chairs, and by deans or program chairs for faculty members within the program or division as determined by the division dean. The components of the yearly evaluation typically include the following:

1. determination of successful completion of any required, recommended, or suggested faculty development activities;
2. an Annual Professional Activities Report (APAR) or a self-evaluation;
3. evaluations by students;
4. classroom observations;
5. input from others (faculty members or administrators) as necessary or appropriate; and
6. faculty evaluation form.

If needs are identified during the evaluation process, full-time faculty may be assigned professional development requirements to complete. If no needs are identified, professional development may not be prescribed, but faculty members are still expected to participate and to complete 40 hours of activities prior to the next annual evaluation.

Adjunct faculty are evaluated by deans or program chairs/course coordinators based on student evaluations, classroom observations, and input from the supervising faculty member, other experienced faculty members, or administrators as necessary or appropriate. Satisfactory evaluation and observation results enable adjunct faculty to be eligible for future employment as courses become available to teach.

Students have the opportunity to complete faculty evaluations according to the following schedule:

**Fall Semester** – Students will evaluate instructors in all divisions.

**Spring Semester** – Students will evaluate instructors in all divisions.

**Summer Semester** – Students will evaluate instructors in all divisions.

### ***Positive Discipline***

The Technical College System of Georgia has adopted the Positive Discipline method as the formal disciplinary process in the technical colleges. Positive Discipline encourages communication, provides for recognition of good performance, and is not punitive in nature. It provides a way of solving employee performance and conduct issues by focusing on an adult-to-adult relationship and by requiring employees to take responsibility for their own behavior. The goal of positive discipline is commitment, and it adheres to the following steps:

#### **Informal Discipline**

- Positive contacts (recognition)
- Performance Improvement Discussions (coaching)
- **Formal Discipline\***
  - Pre-discussion
  - Reminder 1
  - Reminder 2

- Decision Making Leave (This is a one-day disciplinary suspension with pay, and it is the final step in Positive Discipline. On the decision day, an employee must decide to a) **SOLVE** the immediate problem and **COMMIT** to maintaining acceptable performance standards or b) **RESIGN** and find more satisfying work elsewhere.
- Termination

\* These steps are followed progressively and may be verbal or written in nature and are undertaken and completed with the collaboration of Human Resources.

### ***Hazardous Materials Training***

In accordance with the Public Employee Chemical Protection and Right to Know Act of 1988, the college conducts annual Hazardous Material (HazMat) training. This training ensures that employees know about work hazards and how to protect themselves so that incidence of illness and injuries due to hazardous chemicals is reduced. Employees who are exposed to hazardous chemicals in the normal course of their employment receive additional training.

### ***Bloodborne Pathogens Training***

In accordance with TCSG policy # II.D3.a (Occupational Exposure to Bloodborne Pathogens), the college prepares and maintains an approved Exposure Control Plan which is updated annually. The plan is designed to provide faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood pathogens and a means of eliminating or minimizing risk in the performance of their instructional duties or activities.

### ***Discrimination and Harassment Free Workplace Training***

It is the policy of the Department of Technical and Adult Education that all employees shall be provided an environment free of unlawful harassment (including sexual harassment) and intimidation. In accordance with the Unlawful Harassment Policy, the college provides online training through ATC's intranet to ensure that employees understand the policy and the procedures for reporting complaints.

### ***Pandemic Response Plan***

To protect the life, health, and safety of employees and students, the college has an Infectious Disease Pandemic Response Plan for each campus. In the event of a pandemic, the plan provides guidance to the college president and senior staff. Response plans for each campus can be found on the college's Intranet>>Departmental Intranet Sites>>Safety and Security- forms/Procedures/Documents>>Infectious Disease Pandemic Response Plan.

## **Faculty Benefits**

### ***Remuneration***

Full-time faculty members are paid on the last working day of the month. Adjunct faculty members are paid on a per course basis on the last working day of the month. All new employees must complete the Direct Deposit Form.

### ***Flexible Benefits Program***

All full-time employees are eligible to participate in the State Flexible Benefits program. This program provides to employees options for life, health, disability, dental, long term care, and legal insurance. Once a level of coverage is selected, employees have an opportunity to re-evaluate and change their coverage during the annual open enrollment period. The state pays a portion of the annual premiums and the employee pays the balance. Premiums vary, of course, according to the coverage selected.

Other benefits available include access to a state employees' credit union, deferred compensation plans, tax sheltered annuities, and spending accounts for child care and health care costs. Information pertaining to employee benefits can be found by contacting the office of human resources.

### ***Holidays, Leave, and Travel***

Fulltime faculty and staff are awarded Holidays, which are non-work days with pay when so proclaimed by the Governor. The dates of observance of the twelve state-approved holidays are included in the annual calendar, published on the web and in the Catalog.

All full-time faculty members earn and may claim annual and sick leave in accordance with the rules and regulations of the State Personnel Board, as stated in the Leave section of the TCSG Policy Manual. All leave accrues as of the last day of a given month, and may not be taken before it is accrued. Faculty members should submit requests using the Electronic Leave Management System to their respective dean for approval in advance. Annual leave may be taken only at times that do not conflict with classes being taught, unless special permission is given by the vice president for academic affairs. When requesting leave between terms, faculty should refer to the College Planning Calendar, which specifies both required workdays and annual leave eligible workdays.

Faculty may accrue sick leave for absence due to personal illness or disability; absence necessitated by exposure to contagious disease if that exposure would endanger the health of others; absence for dental or medical care; and absence due to illness, accident, or death in the immediate family.

The maximum number of hours of annual leave that may accrue is 360. The maximum number of hours of sick leave that may accrue is 720; however, any forfeited sick or annual leave may be restored in cases of illness or disability. Forfeited and unused sick leave may be credited toward retirement in TRS; employees are paid for unused annual leave. Forfeited and unused sick and annual leave may be credited toward retirement in TRS/ERS.

Once each year, faculty and staff members who have accrued 120 hours or more of sick leave by November 30 may convert 24 hours of sick leave in excess of 120 hours to personal leave. Personal leave must be used in the following year or forfeited. The use of personal leave must be approved in the same manner as annual leave.

Descriptions of the following miscellaneous leave types can be found in the TCSG Policy Manual:

- Court Leave
- Disaster Volunteer Leave
- Grievance Preparation Time
- Leave for Blood Donation
- Leave of Absence for Kidney Donation
- Voting Time



- Administrative Leave

Professional/Travel - With the approval of the dean and the vice president for academic affairs, faculty members may take leave to attend, for example, in-service activities, conventions, or meetings of professional organizations. Travel forms can be found on the [Intranet](#) (Departmental Intranet Sites>>Administrative Services>>Travel Forms). A Request for Authority to Travel form must be completed and submitted for approval before the activity takes place. No annual leave or personal leave will be charged for such an approved absence. Out-of-state travel requires prior approval by the President which must be documented on the Out-of-State Request to Travel form. Upon completion of the approved travel, faculty members must submit a travel expense statement to their dean to be reimbursed for any travel-related expenses that received prior approval. Travel expenses must be claimed in accordance with the published [Statewide Travel Regulations](#).

### ***Dual Employment***

Anyone who is employed full-time with another state agency or public college must make special arrangements to be able to teach for Athens Technical College. Please confer with your supervising dean or the director of human resources if you are unsure of your primary place of employment or your status as exempt or non-exempt.

### ***Status as Fair Labor Standards Act (FLSA) Exempt Employees***

Faculty members are exempt from the provisions of the Fair Labor Standards Act and are not entitled to compensation for hours worked over 40 during any regular workweek.

### ***Retirement Options***

All fulltime employees participate in one of the state retirement programs--[Teacher's Retirement System](#)(TRS) or [Employees' Retirement System](#)(ERS) for full-time faculty, and the Georgia Defined Contribution Plan for adjunct faculty. Fulltime faculty members must commit to either TRS or ERS when employed; once a plan is selected, no changes may be made. Faculty members are also subject to a Social Security deduction from their payroll check, but only for Medicare/Medicaid (currently 1.45 percent of gross pay). Contact the office of administrative services for additional information. Information pertaining to retirement options can be found at [Human Resources](#).

### ***Georgia Defined Contribution***

The Georgia Defined Contribution Plan (GDCP) was created by the 1992 Georgia Law, Act 996 and became effective on July 1, 1992. The administration and responsibility for the GDCP is under the Board of Trustees of the Employees' Retirement System (ERS). The purpose of this law was to provide a retirement system for temporary, seasonal, and part-time employees of the State of Georgia who were not eligible for membership in the Employees' Retirement System (ERS) or the Teachers Retirement System (TRS).

Administration Contribution Rate Interest and Investment Refunds Death. A contributing member who terminates employment may apply for a refund of accumulated contributions and interest. As soon as your termination date is received by ERSGA, your account will be updated to an Inactive status. You can then access your account online at [www.ers.ga.gov](http://www.ers.ga.gov) and Request a Refund. If you have not registered for your online account, please visit our website, choose Account Access and Register. Your account will generally be updated to Inactive within 2-6 weeks of your termination. You will receive your refund

within 3-4 weeks of your online request. If a member dies, a lump sum payment of contributions and interest will be made to the designated primary beneficiary. If the designated primary beneficiary is deceased, payment will be made to the secondary beneficiary. If the secondary beneficiary is also deceased, payment will be made to the member's estate. The rate of interest is determined by the Board of Trustees based upon the return on investments minus administrative expenses. There could be times when no interest is credited due to low return on investments. When applicable, interest is credited monthly. Members contribute seven and one-half percent (7½ %) of gross salary to the plan through payroll deductions. This amount is deposited into each member's account. The Board of Trustees of the Employees' Retirement System of Georgia (ERSGA) is responsible for the administration of the Georgia Defined Contribution Plan.

### ***Workers' Compensation***

If you are injured on the job, you must report this injury to your supervisor and the office of finance and administration immediately (no later than 24 hours). They will make the appropriate calls to get the care you need. A case manager will assist you in selecting a physician, scheduling an appointment, or obtaining the appropriate follow-up care.

If, as a result of a work-related injury or illness, you require immediate medical attention, you should proceed to the nearest emergency medical care facility or call 911 for assistance.

Failure to follow appropriate procedures could jeopardize payment of medical bills under Workers' Compensation. If you have any questions, call the office of human resources at 706-355-5140. Please be sure to locate the panel of approved physicians located near the office of finance and administration (J-212).

### ***Family Medical Leave Act of 1993***

Under federal law, employees are entitled up to 12-weeks of unpaid, job-protected leave for certain family and medical reasons, and up to 26-weeks of unpaid, job-protected leave to care for a family member of the armed services. Employees are eligible for FMLA leave if they have worked for a covered employer for one (1) year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care; or
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job; or
- To use for any "qualifying exigency" arising out of the fact that a National Guard or Reserves member is on federal active duty or called to federal active duty in support of a contingency operation; or
- To care for the employee's spouse, son or daughter, parent, or "next of kin" with a serious illness or injury incurred in the line of duty on active duty.

### ***Military Family Leave***

Eligible employees are entitled up to 26 weeks of unpaid, job-protected leave to care for a covered service member with a serious illness or injury incurred in the line of duty. A covered service member is

defined as an employee's spouse, son or daughter, parent, or "next of kin" on federal active duty in the Regular Armed Forces, National Guard, or Reserves.

**Qualifying Exigency:** Eligible employees are entitled to 12 weeks of unpaid, job-protected leave to use for any "qualifying exigency" when a National Guard or Reserves member is called to federal active duty. A qualifying exigency is defined as (a) short-notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post-deployment activities; and (h) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

**Advance Notice and Certification:** The employee may be required to provide advance notice and medical certification. Leave may be denied if all requirements are not met by the employee. The employee must provide 30 days advance notice or soon as possible when a leave is "foreseeable." If a 30 day advance notice is not provided, the delay may result in time not counted towards FMLA leave. Also, Athens Technical College may require medical certification to support a request for leave because of a serious health condition and may require a second or third opinion (at ATC's expense) and a fitness for duty report to return to work. Contact Human Resources to request leave information.

**Job Benefits and Protection:** For the duration of the FMLA leave, the employee's health coverage under any group health plan will be maintained as long as the employee contributions are being made. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Unpaid Leave:** FMLA leave shall be unpaid except where an employee chooses to use available annual or sick leave and/or short-term disability benefits, which shall be included in the FMLA leave period.

**Length of Leave:** Eligible employees may take up to twelve (12) weeks of FMLA leave in a twelve (12) month period. Athens Technical College measures the twelve (12) weeks using a "rolling" twelve months measured backwards from the date you use any leave under FMLA.

**Return from Leave:** When an employee has been cleared by his/her physician to return to work from medical leave, he/she must notify Human Resources within one (1) working day. Additionally, a fitness for duty certification must be provided prior to your return to work.