

Full-time Faculty and Staff

Welcome to Albany State University!!!

We are pleased that you have chosen to join a dynamic and innovative group of faculty and staff members, whose contributions are vital to the success of Albany State University and the community of Southwest Georgia. We hope that your employment with Albany State University is fulfilling, and that you take full advantage of the many opportunities to contribute and grow, both professionally and personally.

Our goal for orientation is to provide you with important information and key resources. You are encouraged to take time to thoroughly review the information provided as a part of your induction into your new role. In an effort to serve you better, the Human Resources Department has implemented this user-friendly online orientation process to obtain employment data. This new on-line process offers flexibility while eliminating an individual to be required to do an on-site visit to the Office of Human Resources Management.

Again, welcome. It is a pleasure to have you as a member of the ASU team.

Human Resources Department

It is the mission of the Human Resources department of Albany State University to provide effective Human Resource Management by developing and implementing policies, programs and services which contribute to the attainment of University and employee goals by:

Properly balancing the needs of the employees and the needs of the University. Ensuring a diverse workforce in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations, providing management and employee training, and developing policies and procedures.

Providing training and development to promote individual success and increase overall value to the organization in areas of: effective leadership and career development of employees, employment law

and government regulation, and litigation avoidance. Hiring the most qualified employees by: pre-planning staffing needs, ensuring an effective internal interview process, increasing company visibility in the employment marketplace, identifying the best and most cost effective recruitment sources, and conducting thorough background and reference checks.

Retaining our valued employees by: assuring effective leadership qualities in our managers; providing competitive wages and benefits, furnishing technical, interpersonal and career development training and coaching, conducting exit interviews and supplying relevant feedback to management, and enhancing two-way communication between employees and management. To inspire and encourage a high level of employee moral through recognition, effective communication and delivering constant feedback.

Albany State University History

Albany State University was founded in 1903 as the Albany Bible and Manual Training Institution by Joseph Winthrop Holley. The institution provided religious and industrial education for African Americans in southwest Georgia. In 1917, the institution became a state-supported, two-year college with a board of trustees. The school was known at that time as Georgia Normal and Agricultural College and offered programs in agriculture, industrial education and teacher training. In 1932, the college became a part of the University System of Georgia, under the jurisdiction of the Board of Regents, and in 1943 it became a four-year, teacher-training institution and assumed the name Albany State College. At the same time, Dr. Holley retired and Dr. Aaron Brown became president.

Albany State grew tremendously from 1943-1996 when it became Albany State University. Five presidents served during this period, Dr. Aaron Brown (1943-1954), Dr. William H. Dennis (1954-1965), Dr. Thomas Miller Jenkins (1965-1969), Dr. Charles L. Hayes (1969-1980), and Dr. Billy C. Black (1980-1996). Dr. Portia Holmes Shields became the first female president in 1996. The University's eighth president, Dr. Everette J. Freeman began his tenure of service on September 7, 2005. Our current presidential leadership is under Dr. Arthur N. Dunning, Jr., who became Interim President of Albany State University December 2, 2013 to the present.

Albany State University Mission

Albany State University, a historically black institution in Southwest Georgia, has been a catalyst for change in the region from its inception as the Albany Bible and Manual Training Institute to its designation as a university. Founded in 1903 to educate African American youth, the University proudly continues to fulfill its historic mission while also serving the educational needs of an increasingly diverse student population. A progressive institution, Albany State University seeks to foster the growth and development of the region, state and nation through teaching, research, creative expression and public service. Through its collaborative efforts, the University responds to the needs of all its constituents and offers educational programs and service to improve the quality of life in Southwest Georgia.

The primary mission of Albany State University is to educate students to become outstanding contributors to society. Offering Bachelor's, Master's and Education Specialist degrees and a variety of non-degree educational programs, the University emphasizes the liberal arts as the foundation for all learning by exposing students to the humanities, fine arts, social sciences and the sciences. Global learning is fostered through a broad-based curriculum, diverse University activities and the expanding use of technology.

A leader in teacher education, nursing, criminal justice, business, public administration and the sciences, Albany State provides a comprehensive educational experience with quality instruction as the hallmark of all its academic programs. The University embraces the concept of "students first" as a core institutional value. The University advocates the total development of students, especially the under served, and provides a wholesome academic environment in which students can study, learn and develop through their interaction with fellow students, faculty, staff, administrators, visiting scholars and community leaders.

New Employee Checklist

During this orientation, you will be guided through forms essential to beginning your employment with Albany State University. Use this checklist to guide you through your first few days of

employment at ASU. You will need to have your picture ID (e.g., driver's license or passport) and social security card on your first day of employment. Please print the Checklist for your records.

If you have any questions regarding the paperwork involved in your employment process, please contact the Human Resources office between the hours of 8:00 AM – 5:00 PM

Provisional Period

To ensure that a strong program of nondiscrimination in employment practices and procedures will continue in the University System, Albany State University has adopted the following policy:

An employee hired to fill a regular position shall serve the first six months of employment in the University System on a provisional basis. During this period the employee has a chance to evaluate his/her new job, and the supervisor has an opportunity to evaluate how well the employee is adapting to the new position. If an employee is not to be continued beyond the provisional period, he/she will be notified prior to the completion of the provisional period. An employee may be terminated at any time during the provisional period without a right of appeal.

Faculty and Staff Handbooks

The information contained in the [Faculty Handbook and Staff Handbook](#) should in no way be considered an employment contract or a guarantee of continued employment. These handbooks are intended only as a brief summary of Human Resources policies and procedures.

Please complete and print the Personnel Handbook Acknowledgement Form. This form acknowledges that you have received a copy of the Personnel Handbook or have had the opportunity to review the online version.

Office of Information Technology Services

The Office of Information Technology Services (ITS) is responsible for the support of academic computing, desktop management, server management, administrative applications, institutional data

communications, and networking. ITS provides support and assistance to University faculty, staff and students.

It is our goal to provide you access to campus technology including your email upon your first day arrival. In order to do so, please complete and submit the Network Access Form. You will need to review and acknowledge the following policies on the form:

- Acceptable Use Policy
- Antivirus Software Policy
- Asset Management Policy
- Computer Accounts Policy
- Enterprise Systems Access Policy
- Password Security Policy
- Surplus Property Disposal Guidelines
- Wireless Communications Policy
- Workstation Guidelines

Additionally, in order to receive a banner account please print and complete the [Banner Request Form](#). Upon your first day arrival, please stop by the Customer Service Desk located in the James Pendergrast Memorial Library, or call (229) 430-4909, for your ASU Ram's identification card. The RamCard gives you campus access as well as discounts with various vendors in the Southwest GA community.

RTK Basic Awareness Training

The University System of Georgia has developed a plan to assure that all employees receive training and information about hazardous chemicals present in their work areas.

Click on the "Right to Know Training" link below for the University System of Georgia Right to Know Training. At the end of the training, please complete the online form and print the certificate of completion. Note: If you are not able to print the online certificate, please print out the page at the

end of the training that states, ‘Congratulations! You have completed the Right-to Know Online Training program.’”

Either that page or the certificate MUST be brought to Human Resources to verify your Right to Know Training. After printing the certificate, close the window to return to this page, and click Next >> to continue your orientation.

Right to Know Training (<http://www.usg.edu/ehs/training/rtkbasic/>)

Equal Employment Opportunity

To ensure that a strong program of nondiscrimination in employment practices and procedures will continue in the University System, Albany State University has adopted the following policy:

The Board of Regents has declared that no person within the University System of Georgia, including Albany State University, shall, on the grounds of race, color, sex, religion, creed, national origin, age or disability be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Albany State University of the University System of Georgia. In addition, Albany State University supports the veterans’ preference provisions of the Georgia Constitution.

Sexual Harassment

Sexual harassment is illegal. It is also offensive and demeaning. It can create an inhospitable employment environment and can seriously interfere with an individual’s work. Such behavior subverts the mission of Albany State University. To foster mutual respect and courtesy among all members of the organizational community, and to discourage sexual harassment from occurring, every staff member is expected to become aware of and support this policy.

Please print and read the [Sexual Harassment Policy](#) and sign the [Sexual Harassment Acknowledgement Form](#).

Drug Free Workplace

To prevent the use of illicit drugs and the abuse of alcohol, Albany State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

You are required to review the attached “[Drug Free Campus Policy](#)” and sign the [acknowledgment statement forms](#).

Loyalty Oath

The State of Georgia requires “all persons who are employed by and are on the payroll of the State of Georgia, or its departments or agencies” to take a Loyalty Oath. If a person does not sign the oath, the act then instructs that “(the person) be taken from the payroll and not be permitted to receive any payment from the State.”

The Loyalty Oath will be retained in the permanent files of Albany State University.

Please print the Security Questionnaire and Loyalty Oath (please do not sign until you meet with an HR representative).

Personal Data Sheet

All new employees of Albany State University are required to complete a [Personal Data Sheet](#). This form, along with other personnel records on all employees, are maintained in the Office of Human Resources. Employees have the right to review their personnel records in the Office of Human Resources upon arrangement with the office.

Also, please complete the [Outstanding Wages Beneficiary Designation](#) and Life Beneficiary Designation (PDF) forms.

Paid Sick Leave

All regular/full-time and regular/part-time employees earn and accrue sick leave. Temporary employees are not eligible to earn or accrue sick leave.

Sick leave accrues and is cumulative with no maximum limit during an employee's length of continuous service. The rate of sick leave accrual for all eligible employees is based on the employee's work commitment. Regular/full-time employees accrue:

Monthly Annual Equivalent

8 hrs

Annual Equivalent

12 working days

Sick leave is prorated if work commitment is greater than .50, but less than 1.00.

Albany State University does not compensate employees for accrued sick leave at termination of employment.

Paid Annual Leave

The rate of vacation accrual for eligible employees is based on an employee's length of continuous service. Regular/full-time employees earn vacation according to the chart below:

Years of Service Monthly Annual Equivalent 0-5

10 hrs (1 1/4) days

15 working days

5-10

12 hrs (1 1/2) days

18 working days

Over 10

14 hrs (1 3/4) days

21 working days

Accrual of leave is based on the time of month your employment begins. If you are employed on or before the 15th of the month, leave accrual begins the date of your employment. If you are employed after the 15th of the month, leave accrual begins on the 1st of the following month.

You may accrue a maximum of forty-five days (45), the equivalent of 360 hours of annual leave. Any annual leave time accrued, above the forty-five days (45), is forfeited as of December 31 each year.

Annual leave is prorated if work commitment is greater than .50, but less than 1.00.

Temporary employees are not eligible to earn or accrue annual leave.

Albany State University compensates employees for accrued annual leave time not to exceed a maximum of forty-five days (45) at termination of employment.

Paid Holidays

If you are a regular/full-time or regular/part-time employee you are eligible for twelve (12) paid holidays during the year. Nine (9) of these are scheduled holidays and three (3) are unscheduled.

Temporary employees are not eligible for paid holidays, regardless of work commitment.

The nine scheduled holidays recognized by the University System of Georgia are as follows:

- New Year's Day: January 1st
- Martin Luther King, Jr. Day: 3rd Monday in January
- Memorial Day: 4th Monday in May
- Independence Day: July 4th
- Labor Day: 1st Monday in September
- Thanksgiving Day: 4th Thursday in November and the day before and following
- Christmas Day: December 25th plus one additional day

Supervisors in areas which must provide services on holidays should permit as many of their employees as possible to follow the holiday schedule. The remaining employees should be permitted to take equivalent time off, either before or after each holiday.

The twelve authorized holidays are established as eight-hour days. Therefore, any hours over eight on an established holiday will be charged to the employee's annual leave balance. Offices must be open on all days which are not specifically designated as holidays. If days in excess of those listed are requested, the employee must file a request for annual leave in advance. Sick leave requests will not be honored for days taken immediately preceding or following the holiday periods unless they are taken as a result of a continuous illness.

Tax Forms W-4 Form and State of Georgia Tax Form

All new employees should complete and sign the Federal [W-4](#) and State [G-4](#) tax forms when they start work. The forms will be effective with the first wage payment (paycheck). If you do not provide Human Resources with a completed W-4 and G-4 form, taxes will be withheld at the maximum tax rate. Non-resident aliens may be subject to other requirements. Please contact the Human Resources Office with specific questions.

NOTE: If you have been employed with ASU within the current calendar year, and have a completed W-4 on file with the Payroll Office and wish to make no changes, you need not complete an additional W-4 form. Please contact Human Resources Manager to have this information verified for you.

Direct Deposit

This form is used to designate direct deposit of your paycheck.

Complete the [Payroll Direct Deposit Action Request](#) and Outstanding Wages Beneficiary Form. Print and sign the completed form.

Please note that your first check will be mailed to the address that you indicate on your Personal Data form. Afterwards, all checks will be deposited into your bank account. Please be sure to attach a voided check or deposit slip.

Employment Eligibility (I-9)

Employment Eligibility Verification Form (I-9)

The Immigration Reform and Control Act requires that all newly employed individuals provide documents which establish identity and employment eligibility, and complete an I-9 form. You must submit the completed I-9 form to Human Resources within the first 3 days of your employment. You will be required to provide proper identification, so please read the accompanying instructions when completing the form. Albany State University will employ only U.S. citizens and aliens authorized to work in the United States. Failure to comply with the provisions of the act will result in immediate termination of employment.

Albany State University Parking

All persons operating a vehicle on ASU property must have a valid state driver's license and present proof of auto insurance upon request at all times. ASU identification must be presented when requested by ASU Police Officers or enforcement personnel. Students are requested to keep their ASU identification card with them at all times. ASU Police require students residing on campus to show their ASU identification before entering campus after 10:30 PM. All visitors of residential students need permission from the residing student prior to being allowed on campus.

Any vehicle involved in a traffic accident on campus must report the incident to ASU Police before moving the vehicle. Pedestrians have the right-of-way at all times on campus, except where traffic is regulated by mechanical devices.

All motorized vehicles parked at any time on campus by students, employees and visitors must be properly registered and must display the proper parking permit.

Motor vehicles may be registered at any time utilizing the BOSSCARS option located in Banner Web for students, faculty members and limited staff members. For staff members who do not have access to BOSSCARS, vehicle registration may be obtained by coming to the ASU Police Department to register the vehicle.

Only motor vehicle operators who have a valid driver's license and proper motor vehicle insurance may operate a vehicle on the ASU campus. The following information is necessary in order to register a vehicle at ASU:

- Driver's License Number
- Vehicle Year
- Vehicle Model
- Vehicle Make
- Vehicle Color
- RAM ID

Payment may be made with cash, check, Visa or MasterCard in the Billy C. Black Building at the Business Office on the 2nd floor. Each motor vehicle must be registered no later than the first week of classes for the semester.

It is the responsibility of the individual to purchase a new decal (commuter or residential) if there has been a change of status during the year. The old decal should be removed from the vehicle and a sufficient amount of the decal brought to the ASU Police Department to obtain a new decal at the replacement price of \$5.00

Any questions concerning parking, call ASU Police Department at (229) 430-4711.

Georgia Defined Contribution Plan

(Temporary and Student Workers Only)

The Georgia Defined Contribution Plan (GDCP) was created by the 1992 Georgia Law, Act 996 and became effective on July 1, 1992. 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).

Employees with a work commitment of .49 or below (less than 20 hours per week) or as a temporary employee must participate in the Georgia Defined Contribution Plan.

The following employees do not participate in GDCP:

- Bona Fide independent contractors with the University System Office
- Retirees who return to work with the USO who are receiving a benefit from either TRS or ERS
- Students who meet the following criteria:
 - You are currently enrolled in and attending classes at a college or university within the University System of Georgia; and
 - You are employed in a student worker position

If any of the above descriptions apply to you, you are exempt from participation in GDCP.

All others must participate in GDCP. If you have any questions regarding GDCP participation, please contact the HR Benefits Counselor, Karen Clay, (229) 430-4624, karen.clay@asurams.edu.

If you participate in GDCP, Social Security OASDI (6.2% of your gross salary) will not be withheld from your earnings.

Instead, members contribute seven and one-half percent (7.5%) of their gross salary to the Plan through payroll deductions. The amount deducted is credited to the individual account of the member.

When you no longer participate in GDCP, you may apply for a refund of your GDCP contributions and any interest earned in the account. Please complete and print the [Georgia Defined Contribution Plan](#) enrollment form.

Forms Checklist

Please make sure you have completed the following forms:

- [Personal Data Form](#)
- [I-9 Form](#)
- Tax Forms Federal [W-4](#) and State [G-4](#)
- [Payroll Direct Deposit Action Request](#)
- [Sexual Harassment Policy Acknowledgement Form](#)
- Security Questionnaire & Loyalty Oath
- [Faculty Handbook and Staff Handbook](#)
- [Outstanding Wages Beneficiary Designation Form](#)
- [ASU Benefits Enrollment Application Form](#)
- [CIGNA Beneficiary Designation Form](#)
- [Ethics Training](#)

If you have any questions regarding the paperwork involved in your employment process, please contact the Human Resources Manager between the hours of 8:00 AM – 5:00 PM.

Benefits Counselor (lead): Sheila Florence, sheila.florence@asurams.edu, [\(229\) 430-5146](tel:(229)430-5146) or

Benefits Specialist, Karen Clay, karen.clay@asurams.edu, (229) 430-4624

What to bring with you on your first day:

- Employment authorization documents requested for completion of your I-9 (Employment Eligibility Verification Form)
- Your completed and printed online forms required for your employment/payroll processing

Final Step

Submit the completed forms to the Human Resources Department, Billy C. Black Building, Room 382. If you have any questions regarding your employment packet, please contact the Office of Human Resources Management at (229) 430-4623.

Welcome to Albany State University!!!!

Human Resources

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