#### UNIVERSITY SYSTEM OF GEORGIA

### HUMAN RESOURCES University System of Georgia

# Human Resources Administrative Practice Manual

#### Introduction

About the Administrative Practice Manual
 (http://www.usg.edu/hr/manual/about\_hrap\_manual)

## Classification, Compensation, and Payroll

- <u>Determination of Status Employee vs. Independent Contractor</u>

  (<a href="http://www.usg.edu/hr/manual/determination\_of\_status\_employee\_vs.\_independent\_contractor">http://www.usg.edu/hr/manual/determination\_of\_status\_employee\_vs.\_independent\_contractor</a>
- <u>Dual Appointments (http://www.usg.edu/hr/manual/dual\_appointments)</u>
- Emergency Call Back Pay and Variant Pay (http://www.usg.edu/hr/manual/variant\_pay)
- Employee Categories (http://www.usg.edu/hr/manual/employee\_categories)
- Entrance Salary (http://www.usg.edu/hr/manual/entrance\_salary)
- Garnishment of Pay (http://www.usg.edu/hr/manual/garnishment\_of\_pay)
- Interim and Acting Assignments
   (http://www.usg.edu/hr/manual/interim\_and\_acting\_assignments)
- Position Classification (http://www.usg.edu/hr/manual/position\_classification)
- Promotions (http://www.usg.edu/hr/manual/promotions)
- Salary Increase Administration Process
   (http://www.usg.edu/hr/manual/salary\_increase\_administration\_process)
- Transfers (http://www.usg.edu/hr/manual/transfers)
- Wage and Salary Administration Policy
   (http://www.usg.edu/hr/manual/wage\_and\_salary\_administration\_policy)
- Withholding of Pay (http://www.usg.edu/hr/manual/withholding\_of\_pay)
- Workweek and Overtime (http://www.usg.edu/hr/manual/workweek\_and\_overtime)

## Employment

Age Criteria (http://www.usg.edu/hr/manual/age\_criteria)

- · Americans with Disabilities Act
  - (http://www.usg.edu/hr/manual/americans\_with\_disabilities\_act)
- · Background Investigation
  - (http://www.usg.edu/hr/manual/background\_investigation)
- · Conformity with Federal Grant Standards
  - (http://www.usg.edu/hr/manual/conformity\_with\_federal\_grant\_standards)
- · Dismissal, Demotions, or Suspensions
  - (http://www.usg.edu/hr/manual/dismissal\_demotions\_or\_suspensions)
- Employee Orientation (http://www.usg.edu/hr/manual/employee\_orientation)
- Employee Personnel Records
  - (http://www.usg.edu/hr/manual/employee\_personnel\_records)
- Employment Applications
  - (http://www.usg.edu/hr/manual/employment\_applications)
- Employment of Foreign Nationals
  - (http://www.usg.edu/hr/manual/employment\_of\_foreign\_nationals)
- Employment of Relatives (http://www.usg.edu/hr/manual/employment\_of\_relatives)
- <u>Equal Employment Opportunity</u>
  - (http://www.usg.edu/hr/manual/equal\_employment\_opportunity)
- Exit Questionnaires (http://www.usg.edu/hr/manual/exit\_questionnaires)
- General Criteria for Employment
  - (http://www.usg.edu/hr/manual/general\_criteria\_for\_employment)
- Motor Vehicle Use (http://www.usg.edu/hr/manual/motor\_vehicle\_use)
- Provisional Appointments
  - (http://www.usg.edu/hr/manual/provisional\_appointments)
- Reduction in Force (http://www.usg.edu/hr/manual/reduction\_in\_force)
- Relocation Expenses (http://www.usg.edu/hr/manual/relocation\_expenses)
- Resignations (http://www.usg.edu/hr/manual/resignations)
- Teleworking/Flextime Policy
  - (http://www.usg.edu/hr/manual/teleworking\_flextime\_policy)

## **Employee Relations**

- Amorous Relationships (http://www.usg.edu/hr/manual/amorous\_relationships)
- Conflict of Interest (http://www.usg.edu/hr/manual/conflict\_of\_interest)
- Cooperation in Internal Investigation
  - (http://www.usg.edu/hr/manual/cooperation\_in\_internal\_investigation)
- <u>Dispute Resolution (http://www.usg.edu/hr/manual/dispute\_resolution)</u>

- <u>Disruptive Behavior (http://www.usg.edu/hr/manual/disruptive\_behavior)</u>
- Gratuity (http://www.usg.edu/hr/manual/gratuity)
- Grievance Policy (http://www.usg.edu/hr/manual/grievance\_policy)
- Performance Evaluation (http://www.usg.edu/hr/manual/performance\_evaluation)
- Prohibit Discrimination & Harassment

(http://www.usg.edu/hr/manual/prohibit\_discrimination\_harassment)

#### Safety & Security

- <u>Drug Testing (http://www.usg.edu/hr/manual/drug\_testing)</u>
- Smoking (http://www.usg.edu/hr/manual/smoking)
- Workplace Violence (http://www.usg.edu/hr/manual/workplace\_violence)

## Time Away from Work

- Annual Leave (http://www.usg.edu/hr/manual/annual\_leave)
- Education Support Leave (http://www.usg.edu/hr/manual/education\_support\_leave)
- <u>Fair Labor Standards Act Leave</u>
   (<a href="http://www.usg.edu/hr/manual/fair\_labor\_standards\_act\_leave">http://www.usg.edu/hr/manual/fair\_labor\_standards\_act\_leave</a>)
- <u>Family and Medical Leave Act</u>
   (<a href="http://www.usg.edu/hr/manual/family\_and\_medical\_leave\_act">http://www.usg.edu/hr/manual/family\_and\_medical\_leave\_act</a>)
- Holidays (http://www.usg.edu/hr/manual/holidays)
- Inclement Weather or Other Emergencies
   (http://www.usg.edu/hr/manual/inclement\_weather\_or\_other\_emergencies)
- Military Leave (http://www.usg.edu/hr/manual/military\_leave)
- Organ and Marrow Donation
   (http://www.usg.edu/hr/manual/organ\_and\_marrow\_donation)
- Personal Leave (http://www.usg.edu/hr/manual/personal\_leave)
- <u>Policy on Education Leave without Pay</u>
   (<a href="http://www.usg.edu/hr/manual/policy\_on\_education\_leave\_without\_pay">http://www.usg.edu/hr/manual/policy\_on\_education\_leave\_without\_pay</a>)
- <u>Selective Service/Physical Examinations</u>
   (<a href="http://www.usg.edu/hr/manual/selective\_service\_physical\_examinations">http://www.usg.edu/hr/manual/selective\_service\_physical\_examinations</a>)
- Shared Sick Leave Program
   (http://www.usg.edu/hr/manual/shared\_sick\_leave\_program)
- Sick Leave with Pay (http://www.usg.edu/hr/manual/sick\_leave\_with\_pay)
- Sick Leave without Pay (http://www.usg.edu/hr/manual/sick\_leave\_without\_pay)
- Time and Leave Reporting (http://www.usg.edu/hr/manual/time\_and\_leave)

 Voting Leave and Other Miscellaneous Leave (http://www.usg.edu/hr/manual/voting\_leave)

#### **Employee Benefits & Services**

- Annuity Programs (http://www.usg.edu/hr/manual/annuity\_programs)
- Benefits Continuation into Retirement
   (http://www.usg.edu/hr/manual/benefits\_continuation\_into\_retirement)
- <u>Dependents of Deceased Employees, Disabled Employees or Retirees</u>
   (<a href="http://www.usg.edu/hr/manual/dependents\_of\_deceased\_employees\_disabled\_employees\_
- <u>Disabled Employee Insurance</u>
   (<a href="http://www.usg.edu/hr/manual/disabled\_employee\_insurance">http://www.usg.edu/hr/manual/disabled\_employee\_insurance</a>)
- Employee Continuing Education
   (http://www.usg.edu/hr/manual/employee\_continuing\_education)
- <u>Employee Recognition Programs</u>
   (http://www.usg.edu/hr/manual/employee\_recognition\_programs)
- <u>Employment Beyond Retirement</u>
   (<a href="http://www.usg.edu/hr/manual/employment\_beyond\_retirement">http://www.usg.edu/hr/manual/employment\_beyond\_retirement</a>)
- Group Health Insurance (http://www.usg.edu/hr/manual/group\_health\_insurance)
- Group Health Insurance for Dependents
   (http://www.usg.edu/hr/manual/group\_health\_insurance\_for\_dependents)
- Group Life Insurance (http://www.usg.edu/hr/manual/group\_life\_insurance)
- Other Insurance (http://www.usg.edu/hr/manual/other\_insurance)
- <u>Retirement Plan Participation</u>
   (<a href="http://www.usg.edu/hr/manual/retirement\_plan\_participation">http://www.usg.edu/hr/manual/retirement\_plan\_participation</a>)
- Social Security Benefits (http://www.usg.edu/hr/manual/social\_security\_benefits)