

VERSITY SYSTEMUNI General Criteria for Employment

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CITATION REFERENCE

OFFICIAL TITLE	POLICY ON GENERAL CRITERIA FOR EMPLOYMENT
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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Applicability

All units of the USG are covered by this policy.

Who Should Read This Policy

All USG Human Resources staff, hiring managers, and employees should be aware of this policy.

Definitions

The following definitions apply to terms as they are used in this policy:

- Actively Employed individuals: Is defined as an individual who is employed by any USG
 Institution and who is currently engaged in the performance of assigned duties. For the
 purposes of this policy, a USG employee on continuous Family and Medical Leave
 (FMLA) (excluding intermittent FMLA leave), military leave, or other extended leave
 shall not be deemed to be an actively employed individual until that employee has
 returned to work.
- Board of Regents: The governing body of the USG.
- **Position of Trust:** Is defined in the HRAP provision on Background Investigation.

Process and Procedures

General Requirements

The following requirements, standards and expectations apply to all USG employees (including faculty, staff, and student employees).

Institutional Requirements:

- All USG employees must meet the terms and conditions of employment required for successful performance on the job. Such standards may include specific jobrelated qualifications (e.g., valid license/ certification), safety protocols, required training, and other employment standards required to meet USG business needs. (See also HRAP provisions on Background Investigation, and Conformity with Federal Grants; and BOR policies 8.3.1 Faculty Employment and 6.15.5 Campus Security)
- o In addition to meeting the USG's terms and conditions of employment, a USG employee whose job duties include working with a third-party organization that has an active contract with the USG must meet the requirements for successful performance on the job as established by that third-party organization. For example, some clinical faculty may need to work at a hospital that requires vaccination. Accommodations may be required as applicable and in compliance with laws and regulations. USG Institutions must establish internal procedures to ensure compliance with third-pa

and requirements. For employees with a job-related professional license or certifications, the Institutional Office of Human Resources or official designee should also review any related disciplinary actions, including suspensions and/or revocations of required licenses or certifications.

- Employment of Nonresident Foreign Nationals must comply with all applicable federal laws, stipulations, and restrictions.
- Employing individuals under the age of eighteen (18) years must comply with the
 U.S. Department of Labor regulations. (See also HRAP Provision on Age Criteria).

New employees' requirements:

o All new employees must meet the qualifications for the job and terms and

Current Employee have the following ongoing obligations:

o Maintain all terms and conditions of employment.

- o Institutions must complete

Training Requirements for new and current employees

All Actively Employed Individuals are required as a condition of that individual's employment with the USG to complete the following training as part of orientation and ongoing within the established timeframes as required. It is strongly encouraged that all required training be completed before the employee reports to their assigned unit. All such training must be completed no later than 30 days from the employee's hire date.

USG Required Training

Right to Know Training

As an employee of the State of Georgia, we are required to ensure you know about hazardous chemicals in the workplace. This right is guaranteed under Georgia's "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" (O.C.G.A. 45-22-2). This training will typically be coordinated through the I

USG Ethics Training and Certification Requirements

Ethics Training and Certification will typically be coordinated through the Institution's Office of Human Resources, or the appropriate Department as designated by the institution. Additionally, the USG may require periodic "refresher" ethics training and related certification courses. If any employee refuses to complete any required Ethics training and certification, the Institution shall follow the process as outlined below:

Employees

In the event an Actively Employed Individual fails to complete USG Ethics training and certification or other required training, the employee shall be subject to disciplinary action consistent with BOR Policy up to and including termination of employment. Upon the employee's initial failure to complete the training in accordance with the published deadline, the Institution shall have 30 days to obtain the employee's compliance with the required training and certification using disTndP14 (o)12 (y)87atisTndP14 (o)12 (y)87atiloy a6 (o)12 10 (tu(m)1(i)4 o 3.2)

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Scheduling of alternative delivery methods shall be consistent with the training deadlines established in this HRAP provision for completion of the USG Ethics Policy periodic training and certification requirements. Additionally, Institutions shall enforce compliance with the alternative delivery methods as outlined under the "Employee" section above.

Institutions choosing an alternative means to deliver USG Ethics Policy training and certification requirements shall submit their proposed employee ethics training and certification program to the USG Vice Chancellor for Human Resources and the USG Office for Ethics and Compliance for review and approval prior to the Institution President approving an alternative delivery method.

Institution Level Training

In addition to completing USG training requirements, actively employed individuals are required to complete role specific training as established and required by their respective Institutions (i.e., role specific training).

All mandatory training required by the Institution must be approved by Institution's Chief Human Resources Officer ("CHRO") and the Institution's President. No Institution training may include affirmations, ideological tests, or oaths (including diversity statements). BOR policy provides that faculty are to be hired and evaluated based on their achievement and the success of students. Additionally, individual units and departments are not permitted to mandate training for departmental employees beyond that approved by the Institution's president and CHRO as outlined above.

Mandatory employee training should be limited to that which complies with Board of Regents (BOR), state, and federal policies, regulations, and laws.

Examples of appropriate topics for training include:

- Title VII of the Civil Rights Act of 1964.
- Title IX of the Education Amendments of 1972.
- Functional training required for the performance of an individual job.
- Best practices related to an employee's engagement and communication.
- Any requirements encompassed with this HRAP on General Criteria for Employment.

Institutions are expected to maintain training records for all employees which may include signin sheets, electronic attendance records, or certificates of completion. Reference HRAP on Employee Recruitment for guidance on required training to employees responsible for recruiting and hiring faculty and staff to ensure that Institutional procedures are appropriately and consistently followed.

HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT:

Website Address for This Policy

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