



Middle Georgia State College Administrative Policies & Procedures Manual

Manual Introduction

Reviewed 6-2-13

The Administrative Policies and Procedures Manual:

- Provides the policies and directives of the institution's administration that are not specified in the faculty handbook, the student handbook or other approved institutional handbooks or manuals.
- Provides the procedures for conducting business with the institution and its functional areas.
- Serves as a useful reference document for all employees.

The Administrative Policies and Procedures Manual is maintained and updated by the Office of Fiscal Affairs and is published electronically. The Administrative Policies and Procedures Manual is not an operational processes manual for processes that are internal to a functional area. Each functional area is responsible for maintaining appropriate documentation for processes to be used for employee training, for employee reference, and for auditor or other external party review. Internal processes within functional areas that provide internal controls relative to financial reporting and monitoring should be coordinated with the Controller to ensure the internal controls are properly documented and that they are adequate.

Middle Georgia State College is a component of the Board of Regents (BOR) of the University System of Georgia (USG) and operates in accordance with all policies and procedures established by the BOR as well as the University System Office (USO). The BOR/USO policies and procedures are considered primary and will prevail if there is a discrepancy between the BOR/USO policies and procedures and the MGSC policies and procedures.

The BOR/USO policies and procedures are available on the USG website at www.usg.edu/policies.



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0000.0701

Governance

Approval Date: 10-04-13

Middle Georgia State College operates under the State of Georgia constitutional authority granted to the Board of Regents of the University System of Georgia.

Board of Regents of the University System of Georgia

By an Act signed by Governor Richard B. Russell to be effective on January 1, 1932, the General Assembly established the Board of Regents of the University System of Georgia with responsibility for "the government, control, and management" of State supported colleges and universities. The Board of Regents became a Constitutional Board when this plan for the governance of higher education was incorporated into the Constitution of Georgia in 1943.

The Board of Regents executes its Constitutional responsibilities in two primary ways:

- By adopting policies to provide general guidelines for governing the University System; and
- By electing a Chancellor of the System and, under his supervision, Presidents of the institutions who are given responsibility and authority for administration of the System in accord with the adopted policies.

CHARTER

The charter of the Board of Regents consists of the original charter of the Trustees of the University of Georgia as approved in the Act of the General Assembly of the State of Georgia on January 27, 1785, and modified by a subsequent Act of the General Assembly in 1931 as follows:

Be it further enacted by the Authority aforesaid, that there is hereby set up and constituted a department of the State Government of Georgia, to be known as the 'Board of Regents of the University System of Georgia.' The name of the corporation heretofore established and existing under the name and style, 'Trustees of the University of Georgia' be and the same is hereby changed to 'Regents of the University System of Georgia.' (Article 20-31, Acts 1931)

NAME

The official name of the Board of Regents under its Constitutional charter is "Board of Regents of the University System of Georgia."

CONSTITUTIONAL PROVISIONS

"There shall be a Board of Regents of the University System of Georgia which shall consist of one member from each congressional district in the state and five additional members from the state at large, appointed by the Governor and confirmed by the Senate. The Governor shall not



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be a member of said Board. The members in office on June 30, 1983, shall serve out the remainder of their respective terms. As each term of office expires, the Governor shall appoint a successor as herein provided. All such terms of members shall be for seven years. Members shall serve until their successors are appointed and qualified. In the event of a vacancy on the Board by death, resignation, removal, or any reason other than the expiration of a member's term, the Governor shall fill such vacancy; and the person so appointed shall serve until confirmed by the Senate and, upon confirmation, shall serve for the unexpired term of office."

"The Board of Regents shall have the exclusive authority to create new public colleges, junior colleges, and universities in the State of Georgia, subject to approval by majority vote in the House of Representatives and the Senate. Such votes shall not be required to change the status of a college, institution or university existing on the effective date of this Constitution. The government, control, and management of the University System of Georgia and all of the institutions in said system shall be vested in the Board of Regents of the University System of Georgia."

"All appropriations made for any or all institutions in the University System shall be paid to the Board of Regents in a lump sum, with the power and authority in said board to allocate and distribute the same among the institutions under its control in such way and manner and in such amounts as will further an efficient and economical administration of the University System."

"The Board of Regents may hold, purchase, lease, sell, convey, or otherwise dispose of public property, execute conveyances thereon, and use the proceeds arising from that; may exercise the power of eminent domain in the manner provided by law; and shall have such other powers and duties as provided by law."

"The Board of Regents may accept bequests, donations, grants, and transfers of land, buildings, and other property for the University System of Georgia."

"The qualifications, compensation, and removal from office of the members of the Board of Regents shall be as provided by law." (Constitution of Georgia 1982, Article VIII, Section IV)

POWERS OF THE BOARD OF REGENTS

"The Board of Regents shall have power: (1) to make such reasonable rules and regulations as are necessary for the performance of its duties; (2) to elect or appoint professors, educators, stewards, or any other officers necessary for all of the schools in the University System, as may be authorized by the General Assembly, to discontinue or remove them as the good of the System or any of its schools or institutions may require, and to fix their compensations; (3) to establish all such schools of learning or art as may be useful to the State, and to organize the same in the way most likely to attain the ends desired; (4) to exercise any power usually granted



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to such corporation, necessary to its usefulness, which is not in conflict with the Constitution and laws of this State." (Acts 1931, pp. 7, 24)

“The Board of Regents shall have such other and further powers and duties as may now or hereafter be provided by law or the State Constitution.”

Institutional Governance

Board of Regents Policy concerning institutional governance is found in Section 2.0: Institutional Governance of the Board of Regents Policy Manual.

<http://www.usg.edu/policymanual/section2>

This section establishes policy for:

- Election of Presidents by the Board
- Procedure for Selection of a President for USG Institutions
- Performance Assessment of Presidents
- Presidential Transitions
- Presidential Authority and Responsibilities
- Presidents’ Meetings
- Organization Structure and Changes
- Compensation of Presidents
- Institutional Effectiveness: Planning and Assessment
- Institutional Mission

The MGSC Statutes, Article VI Governance prescribes information relative to the Academic Assembly, the Faculty Senate, Ad Hoc Committees, the Administrative Council, and the Student Government Association as well as Decision Making and Policy Formulation.

The MGSC Faculty Handbook Section 3 contains information relative to Faculty Governance.

Both of these documents are available in the Shared Governance Documents area on the website.

<http://www.mga.edu/faculty-staff/governance/13-14/default.aspx>



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Organization

Approval Date: 10-08-13

Board of Regents Policy 2.7 Organization Structure and Changes authorizes the president to “develop the organizational structure required to effectively manage their institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the president will be reported to the Chancellor at least two weeks prior to the effective date of the change.”

The President’s office maintains the official organization chart for the institution.

Section 2.07 of the MGSC Faculty Handbook provides information relative to the administrative organization of the institution. This can be found in the Shared Governance section of the College’s website at http://www.mga.edu/faculty-staff/governance/13-14/approved/MGSC_Faculty_Handbook.pdf



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0001.0000
General Policies
Revision Date: 6-12-13

The General Policies are policies that are not for a particular functional area of the College. The policies are of importance to all College employees. Any questions relative to the General Policies may be directed to the Vice President of Fiscal Affairs.



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0001.0101
Alcohol Use Policy
Approval Date: 11-06-13

Introduction

Laws strictly regulate consumption of alcoholic beverages. All persons attending events at any of the campuses of Middle Georgia State College (MGSC) must comply with these laws. This applies to all persons on the grounds or in the facilities of MGSC. Noncompliance may subject the Board of Regents, the college and employees to legal liability.

Authorization to Serve Alcoholic Beverages

Only the President of Middle Georgia State College can authorize the consumption of alcoholic beverages on college property. Persons wishing to serve alcoholic beverages must obtain the permission of the president by completing the request at the end of this document. The President has designated the approval authority to the Vice President of External Affairs for events coordinated through the Macon Campus Conference Center.

Type of Event

The serving of alcoholic beverages is limited to those events that serve a business, an economic development or a civic function or that are coordinated through the Macon Campus Conference Center. Alcoholic beverages will not be served at any student-sponsored event.

Event Server Required

Events at which alcoholic beverages are served must have a designated server. The server may be an individual, organization, or association. In any case, no one under the age of twenty-one years of age shall serve alcoholic beverages.

Event Supervisor Required

The person/group sponsoring a function must designate an individual who is at least twenty-one years of age to assume responsibility on behalf of the sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the event. The event supervisor is responsible for ensuring compliance with this document and all pertinent state and local laws governing possession and consumption of alcoholic beverages. If the event is open to persons under the age of 21, then a sign at the bar shall indicate that no alcoholic beverages will be served to anyone who is under 21 years of age.

Advertisement

There shall be no advertisement in the public media or otherwise that alcoholic beverages may be served at MGSC except for events coordinated through the Macon Campus Conference Center.

Sale of Alcoholic Beverages

The sale of alcoholic beverages is prohibited at any event on campus except for events coordinated through the Macon Campus Conference Center and approved by the VP of External Affairs.

Food and Non-Alcoholic Beverages Must Be Made Available



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Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

Attendance Limits

Events at which alcoholic beverages are served will be closed to all persons not specifically invited. Access to the area where the function is occurring will be closed during the event.

Alcohol Must Remain In Designated Areas

Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved event. Secure storage must be arranged if alcoholic beverages must be stored prior to or following an event.

Intoxicated Persons May Not Be Served

If, in the opinion of the server, a person is intoxicated, that person will not be served or permitted to consume alcoholic beverages on the premises.

Limited Time of Service

The sponsor of a function shall limit the serving of alcoholic beverages to a predetermined end time.

Additional Precautions May Be Required

The president (or his/her designee) reserves the right to require additional precautions such as greater limitations on time of service and security.

Funding Source

Student activity funds, state funds or federal funds may not be used for the purchase of alcoholic beverages.

Exceptions

Only the president (or his/her designee) can grant exceptions to this directive. Exceptions for such things as sale of alcoholic beverages and advertisement must be requested in writing with a statement of the justification for the request.



**Middle Georgia State College
Event Alcohol Use Request
(Non-Conference Center Event)**

By signature below, I request permission to serve alcohol in accordance with the Alcohol Use Policy of Middle Georgia State College for the following event.

Name/Type of Function _____

Location _____

Date _____

Authorized Event Server: _____

Authorized Event Supervisor: _____

By signature below I certify that I have read, understand, and received a copy of, and will comply, with the Middle Georgia State College Alcohol Use Policy.

Printed Name of Requestor

Signature of Requestor

Approved _____ **Disapproved** _____

President/President Designee



Middle Georgia State College Administrative Policies & Procedures

Animals on Campus 0001.0102

Updated: 11-14-13

Overview

The institution's campuses are intended to be efficient and effective environments conducive to the learning experience for students, employees and campus visitors. The presence of animals on campus may be disruptive, non-hygienic, and potentially unsafe for students, employees and visitors.

Policy

Animals are not allowed in campus buildings.

Pets or domesticated animals are not allowed on the campuses (outside of buildings) unless approved for special events.

The provision of food and water to wild or stray animals on campus is prohibited as this disrupts the natural environment for the animals.

Exceptions to this policy are dogs being used by law enforcement personnel, animals being used for approved research purposes, or active, or in training, service or therapy animals. If the animal is being used as an ADA accommodation, the Office of Disability Services must be notified in writing.



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0001.0301

Continuity of Operations

Approval Date: 11-20-13

If one or more campuses of Middle Georgia State College experience an event that requires the campus to close, the College's Emergency Operations Plan will become effective.

Each department/unit head is responsible for ensuring that all critical department/unit functions have been identified and appropriate plans have been prepared and are addressed in the Emergency Operations Plan or within documented department/unit procedures.



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0001.0501

Emergency Response Plan

Approval Date: 12-4-13

Middle Georgia State College has developed an Emergency Response Plan quick reference guide for employees. The guide is distributed to employees and is also available on the college's website. <http://www.mga.edu/police/emergency-response-plan.aspx> Employees are encouraged to save this as a favorite on their computer.

In case of severe weather, employees should move to the shelter location for their building. The shelter locations can be found on the risk management website at <http://www.mga.edu/risk-management/shelter-locations.aspx>

MGSC has developed an emergency call tree that will be utilized to assist in responding to emergencies. If the call tree is activated, each employee should comply with the instructions provided.

The comprehensive Emergency Response Plan is coordinated by the Office of Risk Management with the appropriate executive level input. The comprehensive plan is available to employees that are in "need to know" positions.



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0001.1201
Lost and Found
Approval Date: 11-20-13

Policy

Items found on any Middle Georgia State College campus are required to be turned in to the MGSC Police Department. Under no circumstances is it permissible for an individual or department to keep items found on campus.

Procedures

- Police department staff will attempt to identify and contact the owner of all found items.
- Contact with the owner will be made via the Middle Georgia State College e-mail system or by phone when possible.
- Lost and found items can be claimed in the Police Department Office at the respective campus at which the property was located.
- All items will be kept for at least thirty calendar days after receipt of item or contact with owner.
- Items not claimed after thirty days will be donated or destroyed, as appropriate.
- All campus departments should turn unclaimed lost and found items in to the MGSC Police Department by the following Friday of the week in which the property was received.



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0001.1901 Student Complaint Policy *Review Date: 6-11-2013*

Middle Georgia State College is committed to the fair treatment of its students.

A “student complaint” is defined as a situation in which a student feels that the treatment he/she has received is not consistent with the College’s policies.

Students are encouraged to initially seek an informal resolution of these matters directly with the individual(s) involved when possible. When an informal resolution is not possible, students should file a written complaint with the appropriate office as prescribed in the Grievances/Complaints Policies and Procedures section of the MGSC Student Handbook which can be found on the MGSC website.

Any office to which a written complaint (including emails) is submitted must investigate the complaint, notify the student of the resolution, and maintain a log of all written student complaints.

As required by the Department of Education and the Southern Association of Colleges and Schools – Commission on College (SACS-COC), the following information should be maintained in the written student complaint log.

- Nature of the complaint
- Date and time of the incident
- Full names of all individuals involved
- Policy or procedure violated
- Resolution of the complaint
- Date of the resolution

Following is an example of an acceptable written student complaint log.



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0001.2301

Weapons on Campus

Approval Date: 11-11-13

Policy

Middle Georgia State College prohibits the possession of guns or any type of weapon, except as permitted by Georgia law, on the campuses of Middle Georgia State College. Any person found in violation of the law regarding the possession of such a weapon on campus without prior written permission from the MGSC Chief of Police will be subject to disciplinary action and criminal prosecution. Certified law enforcement officials acting under published police agency policies and state law are the only exceptions.



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0102.0001

Accounting Services Introduction

Approval Date: 11-20-13

The Office of Accounting Services maintains the institution's accounting system and monitors the institution's internal controls and accounting procedures to demonstrate accountability and effective stewardship of the institution's financial resources. Accounting Services provides information and services relative to general ledger accounting, vendor payments, and employee travel and expense reimbursements.

The Accounting Services website is at <http://www.mga.edu/accounting-services/default.aspx>.



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0102.0101 Account Structure

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MGSC utilizes the USG standard chart of accounts. The standard chart of accounts is published in the Section 2.0 of the USG Business Procedures Manual at http://www.usg.edu/business_procedures_manual/section2/.

The account structure includes multiple account number segments (referred to as Chartfields within the PeopleSoft Financials System). The segments include:

- Fund Group
- Function Code (Program)
- Funding Source Code (Class)
- Department
- Project Indicator
- Account Code
- Budget Period

The Department and Project Indicator segments are the two segments that are less standardized across the USG and allow for institution specific coding.

Additional information about the segments of the account number can be found in the USG BPM or by contacting the Office of Accounting Services.

Agency Funds are used to account for resources held by an institution as custodian or fiscal agent for individual students, faculty, staff members or other organizations. Each Agency Account must have a faculty or staff adviser and an Agency Agreement must be completed before the account can be established and the first deposit made.

The USG BOR Business Procedures Manual (BPM), section 14, provides guidance for agency funds. http://www.usg.edu/business_procedures_manual/section14.

Forms can be found on the MGSC Accounting Services website at <http://www.mga.edu/accounting-services/documents.aspx>.

Agency Account Conditions

- Middle Georgia State College's relationship is that of a fiscal agent only.
- All requests for disbursement of funds from an organization's agency account must be signed/approved by a Faculty/Staff Advisor and either the Club/Organization President or Treasurer.
- All clubs/organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.
- Purchasing cards may not be used for any agency account activity (with the exception of Study Abroad). (BPM, sec. 14.4)
- All institution policies and procedures must be followed, as well as applicable US and State of Georgia laws. (BPM, sec. 14.4)
- Accounts with no activity for more than 12 consecutive months are subject to cancellation and the remaining balance will be transferred to a general scholarship account.
- Accounts that do not maintain a positive balance are suspended until the balance is brought back to zero and could be subject to cancellation.

Agency Account Establishment

1. Complete an Agency Account Agreement Form.
 - a. If this account is for an Academic organization, forms will need to be approved by the VP for Academic Affairs (VPAA).
 - b. If this account is for a Student Club, forms will need to be approved by the VP for Student Affairs (VPSA).
2. Forward signed and approved forms to Accounting Services.
3. Accounting Services will notify the requestor when the agency account has been established with the appropriate account segment information.

Agency Account Deposits

- Funds collected from an event should be deposited to the Bursar's Office within 3 calendar days.

- A completed and signed Agency Account Deposit form must be presented with the appropriate currency. The report of Cash/Checks Received report is optional and provided only to assist you in managing funds.
- MGSC encourages organizations to utilize receipts, tickets or some other accountability mechanism when they received funds. Since the organization is a separate entity from MGSC, the usage of MGSC receipt books is not necessary. The organization can obtain receipt books from an office supply store or if the need is very limited, the organization may obtain a receipt book from the Bursar's Office.
- All checks received from students must have the student's MGSC student ID written on the check. Agency accounts will be responsible for insufficient fund charges from the bank.
- Physical count of checks, cash and coins must equal the amounts on the deposit form.
- Amounts will be verified at the time of receipt at the Bursar's window. Upon verification of funds, you will receive either a hand written receipt or a computer printed receipt from the cashier. Inaccurate funds/forms will be returned immediately for correction.

Agency Fund Disbursements

Check Request Form

- A completed and signed Agency Account Check Request form, along with appropriate documentation, must be submitted to Accounting Services.
- Documentation includes an invoice, receipt, registration form, etc.
- The Club/Organization Faculty/Staff advisor is required to approve the check request along with either the approvals of the Club/Organization President or Treasurer.
- The Clubs/Organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.
- Vendors not currently in the Accounting System will need to complete a Vendor Registration Form and submit it to the USG Shared Services Center (SSC). The form is located at <http://www.mga.edu/accounting-services/documents.aspx>. Completed and signed vendor forms can be submitted with the check request. Check processing for these requests may be delayed due to the time needed by the USG SSC.
- Submit check request forms at least 2-3 weeks prior to check request date.
- Checks are printed on Wednesday afternoons on the Macon Campus.

Cash Advances

Petty Cash Request

- This method may be used when the Advisor or designee requires cash for small purchases less than \$50; for example, meeting refreshments to be purchased from the grocery store.
- The Clubs/Organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.
- The Petty Cash Request form can be used in two ways:

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0102.0102
Agency Funds
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1. Advisor or designee can either make the purchase then take a completed form and receipt to the Bursar's Office for cash reimbursement for the exact amount of the purchase.
 - a. Original receipts required.
 - b. Receipt date needs to be within the last 45 days.
2. Advisor or designee can take a completed form to the Bursar's Office and received set amount of cash (less than \$50). Make purchase and then return the unused cash and receipts.
 - a. All receipts should be turned into the same Bursar's Office, where cash was originally obtained, within 7 business days.
 - b. Original Receipts are required and the cash recipient is responsible for lost receipts.
 - c. Previous petty cash requests have to be cleared before another request will be processed.

Cash Advance Request

- This method is for cash advance for more than \$50 and must be requested by the faculty/staff advisor.
- Cash Advances will be processed through the T&E Module via Accounting Services.
- Access for cash advances has to be requested and granted by Accounting Services. Instructions will be provided when access is granted.
- The best practice for cash advance payment is by EFT directly to the advisor's bank account on record from the ADP system. However, a check can be processed if a request is made at the time the Cash Advance Report is submitted.
- The Clubs/Organizations are required to retain club minutes authorizing the use of funds for the purpose stated in the disbursement request.
- Submit Cash Advance Reports at least 2-3 weeks prior to the request date.
- Cash Advance Reports are processed on Tuesdays. If a check is requested, please be aware that all checks are be printed on the Macon Campus.
- An expense report will need to be completed in the T&E module to reconcile the cash advance within 7 business days.
- Any cash remaining (Cash Advance – Receipts) will need to be returned to the Bursar's Office within 7 business days.
- Cash return receipts will need to be included with the expense report receipts.

Agency Fund Balance Inquiry

- Faculty/Staff advisors can obtain access to view their Agency Account Balance through PeopleSoft by completing a PS Security Form, http://www.mga.edu/accountingservices/docs/PS_Security_Form.pdf, and listing the agency account number in the Budget Information section. Access instructions will be provided when access is granted.



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Agency Funds
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- Club/Organization members can request a balance update by sending an Agency Account Balance Inquiry Form to Accounting Services. Forms will be processed within 2 business days of receipt.



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0103.0501

Expense Reimbursement

Approval Date: 12-9-13

MGSC utilizes the PeopleSoft Travel & Expense (T&E) module to reimburse employees for expenditures for college purchases which have been made in accordance with Procedure 1608.1201, Low Value Purchases, of the MGSC Administrative Policies & Procedures Manual.

This is the same module that employees utilize for travel expense statements. Employees can reference the Travel and Expenses Quick Reference Guide, the Creating Expense Reports document and Printing an Expense Report document on the accounting services website.

<http://www.mga.edu/accounting-services/documents.aspx>

This type of purchase is discouraged as the employee should utilize the purchasing card for these purchases. However, for agency accounts, the p-card is not an appropriate option.



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0103.0801
Invoice Routing
Approval Date: 12-04-13

Overview

Accounting Services is responsible for maintaining information concerning the status of all invoices, including receipt date. This information is used to age unpaid invoices and to provide information helpful in answering vendor inquiries. Accounting Services serves as a liaison, when necessary, between the College and the Vendor concerning payments.

Middle Georgia State College strives to maintain and promote a satisfactory credit standing with suppliers. Prompt payment of invoices and response to inquiries is necessary in order to achieve this goal.

General Guidelines

Vendors should send invoices directly to the Accounting Services Department. Invoices should not be sent to the Purchasing Department (Exception- Deposit for a custom order). The correct billing address is:

**Middle Georgia State College
Accounting Services
100 College Station Dr.
Macon, GA 31206**

Any inquiries concerning unpaid invoices should be referred to the Accounting Services Department.



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0105.0101
Aircraft Usage
Approval Date: 10-14-13

Applicability

This policy applies to the use of aircraft listed in the MGSC Fleet Listing (hereafter referred to as the “MGSC Fleet”) maintained by the Risk Management Office and which is utilized for insurance purposes. These aircraft are owned by the Georgia Aviation Authority and operated by Middle Georgia State College.

Training

The principal mission of MGSC Fleet aircraft is the training of student pilots pursuing FAA pilot licenses and ratings pursuant to Associate’s Degrees, Bachelor’s degrees, or in Specialized Certification programs. For each flight conducted, students receiving flight instruction must be enrolled in a course applicable for their program or completing requirements for a previous course for which an incomplete was received. Training flights are conducted as “dual” (instructor required to be on-board) or “solo” flights (instructor not on-board). Flight students are not authorized to operate aircraft in the MGSC Fleet on flights other than those required in the related curriculum for the license/rating being sought.

A secondary training mission is the offering of non-credit seminars, classes or camps. Participants enrolled in these training sessions are not authorized to operate aircraft in the MGSC Fleet on flights other than those required as documented in the objectives or activities of the training session.

Flight instructors who operate and authorize flight training utilizing the MGSC Fleet are to be appropriately rated, employees of MGSC, and authorized by the Chief Flight Instructor consistent with the requirements of FAR Part 141 and the MGSC Part 141 TCO. Flight instructors are named on the appropriate insurance documents and copies of their current licenses, ratings, FAA Medical Certificates, and evidence of required currency are maintained in MGSC flight training records.

Public Relations

Aircraft in the MGSC Fleet may be used pursuant to participation by MGSC in industry events (*e.g.* Oshkosh EAA Fly-In, AOPA-sponsored Sun-N-Fun). Aircraft will be utilized at industry events on the basis of non-interference with student training. If reasonable arrangements cannot be made to the flight training schedule to prevent students from experiencing significant delays in their training schedules, the aircraft is either not to be used at the event, or used for an abbreviated part of the event schedule. Aircraft used for these purposes are to be used only for the purposes of transportation to-from the event and for static display at the event. Promotional rides or other such uses of the aircraft at the events are not authorized. Trips between MGSC and the event are to be kept to a minimum and are to be made only to facilitate the personnel and

materials needed at the event. Aircraft are to be operated for these purposes only by MGSC flight instructors, or other appropriately rated MGSC personnel, specifically authorized for the trips by the Chief Flight Instructor.

Official Business

Aircraft in the MGSC Fleet may be used to a limited extent for the conduct of official business on behalf of MGSC under certain conditions:

1. The use of MGSC Fleet aircraft for Official Business is authorized only on the basis of non-interference with training, the principal mission of the aircraft. If the aircraft cannot be removed from service for a business trip with extremely minimal to no conflict with student training schedules, the aircraft is not to be used. This determination must be made by the Chief Flight Instructor or the Dean of the School of Aviation.
2. The use of an MGSC Fleet aircraft must provide a significant advantage to the college over other forms of transportation. The employee should submit to his/her supervisor the facts regarding the most advantageous mode of transportation. More information concerning the determination of the most advantageous form of transportation can be found in the travel section of the MGSC Administrative Policies and Procedures Manual. The employee's supervisor should provide prior written approval of the MGSC Fleet aircraft as the form of transportation.
3. An aircraft is not to be away from MGSC on Official Business for more than one overnight unless specifically authorized by the Dean of the School of Aviation.
4. Pilot-In-Command (PIC) of an MGSC Fleet aircraft used on Official Business may be an MGSC flight instructor authorized by the Chief Flight Instructor for the trip, or an appropriately rated member of the MGSC faculty/staff. MGSC faculty/staff serving as PIC must meet the following requirements:
 - a. A minimum of 500 hours total time.
 - b. In possession of a current Commercial Pilot license and Instrument Rating.
 - c. Meets all FAA currency requirements for the licenses/ratings held and for the intended flight.
 - d. Is appropriately rated for the aircraft to be used and has a minimum of 25 hours in the aircraft category, class, and type.
 - e. Is named on the appropriate insurance documents. Copies of current licenses, ratings, and FAA Medical Certificates are maintained in MGSC flight training records.
 - f. Each flight for Official Business is authorized in writing by the Chief Flight Instructor, the Aviation and Business Management Division Chair and the Aviation Campus Director.

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Aircraft Usage
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5. PICs flying on Official Business are urged, when practical, to include a student pilot who may wish to participate in the trip and may benefit from participating in the trip, as an observer. At the discretion of the PIC, the student may occupy the left-seat (if the PIC is a rated and current Flight Instructor), the right-seat, or the rear seat.
6. Only MGSC employees, students, or contracted persons are permitted to be transported in MGSC aircraft.



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0106.0001

Athletics Introduction

Approval Date: 12-10-13

Middle Georgia State College Intercollegiate athletics is led by the Athletic Director under the leadership of the VP of Student Affairs. The athletic program is funded by the student athletic fee and athletic program revenues as well as through contributions specific to athletics to the Middle Georgia State College Foundation, Inc.

Additional information concerning MGSC's athletic program is available at <http://www.mga.edu/athletics/>.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0203.0000

Bursar

Revision Date: 6-12-13

The Bursar section of the Administrative Policies and Procedures manual includes policies and procedures relative to the functions of the Bursar's office that are not included in a specific section of the manual.

Any questions regarding the Bursar section of the manual may be directed to the Bursar or to the Controller.



Middle Georgia State College Administrative Policies & Procedures Manual

0203.0301
Check Cashing
Reviewed 6-2-13

Overview

As a convenience to faculty and staff, the Bursar's Office provides check cashing privileges to Middle Georgia State College employees for checks up to \$100.

General Guidelines

- Any employee may cash one personal check per day up to \$100 at the Bursar's Office. (Note: payroll or reimbursement checks will not be cashed at the Cashier's window.)
- The Bursar's Office maintains a record of all returned checks written.
- Any employee who writes a bad check to the College will receive a warning notification from the Controller, with a copy sent to the employee's supervisor and the employee's HR file.
- Any employee who writes a second bad check will have his or her check cashing privileges revoked permanently. The Controller will send a written notification of this revocation to the employee, the employee's supervisor and the employee's HR file.
- There will be no exceptions permitted to this policy without written approval from the Controller.
- Employees who already have had their privileges revoked for exhibiting a pattern of writing bad checks are permanently barred from having those privileges reinstated.



Middle Georgia State College Administrative Policies & Procedures Manual

0301.0001

Camps Introduction

Approval Date: 12-4-13

Middle Georgia State College hosts various camps on campus to serve as a recruitment tool for future students as well as providing a service to the community and state. Hosting camps during the summer months also provides additional revenues for the residence life and dining operations.

All camps must be coordinated through the Auxiliary Camp Coordinator a minimum of 2 weeks prior to the camp date. Earlier advance coordination is preferred.

The Auxiliary Camp department will manage all registrations, collection of funds, and remittance of funds for any camp hosted by an MGSC unit or MGSC employee. Camps conducted by outside entities will contract with the Auxiliary Camp department and may manage their own registrations or may contract with the Auxiliary Camp department to manage registrations for an additional fee.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

**1302.1801
Replacement Card**

Approval Date: 12-6-13

Replacement Cards are available at the Knight Card issuing location for each specific campus during regular business hours. Specific campus locations are published at <http://www.mga.edu/card/>

A card replacement fee will be charged for each replacement card. Once a replacement card is issued, the original card is no longer valid.

There are no refunds on replacement cards. If the original card is found, it cannot be reactivated and should be destroyed so that it is not confused with the replacement card.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0303.0001
Campus Store
Approval Date: 11-14-13

The MGSC Campus Store is an auxiliary operation which is led by the Director of Campus Stores under the leadership of the Director of Auxiliary Services within the Office of Fiscal Affairs.

The Campus Store is operated by the college and has a campus store on each of the five MGSC campuses.

The Campus Store website is at <http://www.mga.edu/bookstore/default.aspx>.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0303.0601

Faculty Desk Copies

Approval Date: 11-14-13

Desk copies (complimentary or examination copies) of textbooks are usually available to instructors through the publisher. Generally, these desk copies must be requested by the faculty member on division letterhead. The Campus Store is precluded by most publishers from requesting desk copies.

When a faculty member needs a desk copy immediately, a Desk Copy Loan Agreement form may be completed for each textbook received from the bookstore. The faculty member assumes the responsibility of returning the book within 60 days in excellent condition.



Middle Georgia State College Administrative Policies & Procedures Manual

0303.2001

Textbook Availability

Approval Date: 11-14-13

The Campus Store is committed to providing students with all required course materials for MGSC courses and is committed to assisting faculty members with the course materials provision process.

The Campus Store establishes a deadline for textbook orders to ensure that the Campus Store has the course textbooks in stock by the first day of class. If the textbook orders are not submitted and approved by the established due date, the Campus Store cannot ensure that the textbooks will be available by the first day of class. The textbook order deadline date is set in conjunction with early registration by the Director of Campus Stores and the Textbook Coordinators. The Campus Store will not overnight books if the textbook order was not submitted on time.

As long as the orders are submitted and approved by the specified due date, the Textbook Coordinators will strive to ensure books are available for purchase by late registration day. In the event this is not possible, the division/department secretary and/or faculty member will be notified of any and all issues as soon as possible.

Old edition textbooks cannot be guaranteed due to limited availability. However, the Textbook Coordinators will research the book to find out availability status. Then, the division/department secretary and/or faculty member will be notified. At this point, the Textbook Coordinator will wait for a response from the division/department secretary and/or faculty member.

Custom books have a longer printing and processing time. It is very important that any custom book be submitted for order as soon as possible. If there is a delay in the custom order, the Textbook Coordinators will notify the division/department secretaries and/or faculty member.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0303.2002

Textbook Rental Policy

Approval Date: 11-14-13

The Campus Store offers students the ability to rent select textbooks. The Rental Policy is published on the Campus Store website at <http://www.mga.edu/bookstore/rental.aspx>



Middle Georgia State College Administrative Policies & Procedures Manual

0306.0001
Cochran Campus
Approval Date: 12-06-13

The Cochran Campus of MGSC is a historic, residential campus and is home to the College's intercollegiate athletic program as well as the Georgia Academy for Aviation, Mathematics and Sciences (GAMES) program for highly motivated high school students.

The Director of the Cochran Campus is the lead, on-site administrator for the campus.

The Cochran Campus website is located at <http://www.mga.edu/about/campuses/cochran.aspx>.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0401.0001
Dublin Campus
Approval Date: 11-07-13

The Dublin Campus of MGSC is a commuter campus that extends the reach of MGSC to serve Laurens County and the surrounding areas.

The Director of the Dublin Campus is the lead, on-site administrator for the Dublin Campus.

The Dublin Campus website is located at <http://www.mga.edu/about/campuses/dublin.aspx>.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0501.0001

Eastman Campus

Approval Date: 11-07-13

The Eastman Campus of MGSC is a residential campus and is home to the School of Aviation. Bachelor's and associate's degrees and certificates related to aviation are offered on the Eastman Campus.

The Dean of the School of Aviation is located on the Eastman Campus. The Director of the Eastman Campus is the on-site administrator for the Eastman Campus.

The Eastman Campus website is located at <http://www.mga.edu/about/campuses/eastman.aspx>

All MGSC employees based on the Eastman campus, and any employee who visits the Eastman Campus at least once a quarter, must complete initial and recurrent Security Awareness Training provided by the Transportation Security Administration (TSA), as specified in procedure 2003.2001 TSA Training of this manual.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0501.0901

Identification Requirement

Approval Date: 11-07-13

The Eastman Campus of MGSC is situated adjacent to an operational airport and is subject to Transportation Security Administration (TSA) security regulations.

MGSC Eastman Campus requires that all students, employees, vendors, and visitors to the Coleman Building wear an authorized identification lanyard that includes an official ID card, or badge, as appropriate. Visitors must report to the Coleman Building reception desk at the central entrance to obtain appropriate identification credentials prior to accessing any other areas of the building.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0502.0001

Enrollment Management Introduction

Approval Date: 11-14-13

The Office of Enrollment Management is responsible for the recruitment and admission of students as well as the maintenance of student registration and records and the processing of financial aid. The Office also oversees the institution's news bureau.

The Office's website is located at <http://www.mga.edu/enrollment-management/default.aspx> .



Middle Georgia State College Administrative Policies & Procedures Manual

0502.0601

FERPA

Approval Date: 11-14-13

MGSC is required to be compliant with the Family Educational Rights & Privacy Act (FERPA).

MGSC Office of Enrollment Management has information relative to FERPA on their website.

<http://www.mga.edu/registrar/FERPA.aspx>

All faculty and staff should be familiar with this information and should review the document entitled "Understanding the Basics of FERPA."

http://www.mga.edu/registrar/docs/MGSC_FERPA_Workshop-Presentation.pdf

The institution is a member of the American Association of Collegiate Registrar's and Admission Officers which provides resources for faculty and staff related to FERPA. Any faculty or staff member with questions relative to FERPA should contact the Enrollment Management Office for assistance.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0601.1901

Space-Room Usage Change

Approval Date: 11-14-13

Policy

Any modification of space or room usage must be reported to the Office of Facilities and approved by the VP of Fiscal Affairs *prior* to the change occurring.

General Information

The Office of Facilities administers the usage of all spaces on the campuses of MGSC. Accurate space and room utilization information is essential for MGSC and is required to be reported to the USG periodically.

The Request for Space/Change of Occupancy and/or Use of Space form should be completed by the requestor and approved by the appropriate department/unit head. The form is submitted to the Office of Facilities. The Office of Facilities will obtain the appropriate VP approvals and notify the requesting office once the change has been approved or denied.

The Request for Space/Change of Occupancy and/or Use of Space is available on the MGSC plant operations website. http://www.mga.edu/plant/docs/REQUEST_FOR_SPACE-ROOM_USAGE_CHANGE_FORM.pdf



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0602.0001

Fiscal Affairs Introduction

Approval Date: 11-15-13

The Office of Fiscal Affairs provides leadership in the area of fiscal policy and stewardship of MGSC resources so as to further the College's commitment to quality education and student success.

The following offices report directly to the Office of Fiscal Affairs:

- Auxiliary Services
- Budget Office
- Controller's Office
- Human Resources
- Plant Operations & Facilities
- Public Safety
- Risk Management

The Office of Fiscal Affairs website is located at <http://www.mga.edu/fiscal-affairs/default.aspx>.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0604.0501

Exclusive Usage – Food Services

Approval Date: 12-10-13

MGSC Food Services are offered through a third party contract. The third party contractor has a first right of refusal for offering any food on each campus for functions for which a fee is paid for the food. MGSC encourages all event sponsors on all of its campuses to utilize the third party contractor for the provision of food for functions on campus.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0801.000

Human Resources - General

Revision Date: 6-12-13

The Human Resources - General section of the Administrative Policies and Procedures Manual includes policies and procedures applicable to all College employees.

Any questions relative to the Human Resources - General section may be directed to the Director of Human Resources.



Middle Georgia State College Administrative Policies & Procedures Manual

0801.0102

Appearance

Approval Date: 11-07-13

Middle Georgia State College employees, including temporary employees, student workers and interns, should project a professional image while performing their duties comfortably and safely.

Every employee is accountable for presenting a professional image. Employees are expected to dress appropriately, to be neat, to wear clean clothing, and to be careful of their personal hygiene. Not all fashion trends are suitable for the work environment. Clothing should not detract from the professional image of the employee which may occur if clothing is too faded, too tight, form fitting, low-cut, or short. See-through clothing, cut-offs, tank tops, and other such attire is inappropriate at any time.

Some departments may establish additional guidelines or require and provide uniforms.

All MGSC staff should wear a visible form of identification. This can be in the form of an MGSC name tag, name included on an MGSC uniform, or an MGSC Police Badge.

Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. If you have a question concerning the standard of dress for your area, ask your supervisor.



Middle Georgia State College Administrative Policies & Procedures Manual

0801.0103

Aircraft Proficiency Time

Approval Date: 12-06-13

MGSC employees who are required to have flight credentials to perform their official college duties may utilize MGSC aircraft for proficiency time. MGSC employees who have flight credentials but who are not required to have them for their MGSC position are not eligible to use MGSC aircraft for proficiency time.

This usage of MGSC aircraft for proficiency time is a privilege and not a right. The usage does not accumulate and is not a benefit that has a cash value.

Each eligible employee has a monthly allowance of 1.5 hours in a single engine and 1.0 hours in the multi-engine.

Hours gained by fixed-wing instructors that wish to train in the helicopter may only transfer the 1.0 of Seminole time. (Crossover time from the helicopter instructors will be granted only by the chief flight instructor and will be 2.5 for fixed wing single).

The hours will not be allowed to be carried over or flown ahead of the current month. (Only exceptions will be granted by the Chief Flight Instructor).

All proficiency time, both fixed wing and rotary, must be listed on request sheet and approved **BEFORE** the flight is attempted.

During the proficiency flights, the employee must complete a lesson plan designed to use the time appropriately and return the forms to the Chief Flight Instructor.

If at any time an instructor abuses this privilege by going over their allotted time, flying without approval, or engaging in unsafe or questionable actions may have his or her time stripped or possible termination.

Time used to ferry aircraft for school business is not to be counted for individual time.

Proficiency time is employee specific and cannot be utilized by another eligible employee.

Flights must remain inside the state of Georgia and only public use, paved runways will be allowed. Destinations of helicopter flights must be approved by Chief Helicopter Instructor.

Cross over time can be used by instructors as long as they can show they are proficient in every way per FARs and inside the current month. Proof of currency must be presented to Chief Flight Instructor.

Revenue flights cannot be used for Proficiency Time such as for CFII flights.

The Citabria can be used for the single engine time to stay current or for tail-wheel signoffs.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0801.0103

Aircraft Proficiency Time

Approval Date: 12-06-13

All Proficiency flights must be scheduled on the scheduling system BEFORE the flight is approved and flown.

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Middle Georgia State College Administrative Policies & Procedures Manual

0801.0501

Employee Housing

Reviewed 6-11-13

Effective July 1, 2013, MGSC employees (who are employed by departments other than Residence Life) may be assigned housing space in the residence halls on a space-available basis under the following conditions:

- Vacant residence life staff rooms may be assigned to non-residence life, non-student, MGSC employees through an application and interview process. The non-residence life employee must, in lieu of paying monthly rent, provide backup assistance for residence life staff members on an as-needed basis outside their primary job's regular work schedule and are required to stay one weekend per month, Friday through Sunday, as acting residence hall director or in other capacities as assigned and scheduled by the Director of Residence Life. The non-residence life employee will additionally plan, coordinate, and manage one weekly LLC program, as well as one monthly activity/program for students within the living learning community.
- Vacant student rooms on the third floor of Harris Hall may be rented to MGSC non-student employees. The employee must pay the prevailing equivalent monthly Harris Hall room rate (1/6 of the per semester room rate). Consolidating employees in the apartments may be required. Housing cannot be assigned nor guaranteed if such assignment would displace a student willing to contract for the space.

Non-residence life employees are not eligible to receive free meal plans as part of their occupancy in the residence hall.

The employee shall agree in writing to the requirements of this policy and to follow the same rules and regulations as residence hall employees.

The college reserves the right to terminate the room assignment or rental agreement at any time if, in the judgment of the residence life department and/or the college administration, it is not in the best interest of the college or its students to continue the agreement.



Middle Georgia State College Administrative Policies & Procedures Manual

0801.0502

Employment of Employees of Other USG Institutions-Joint Staffing

Approval Date: 12-06-13

The USG Business Procedures Manual Section 5.3.3 addresses Joint Staffing. Joint Staffing is the practice of employing the same individual by two or more USG institutions during the same period of time.

http://www.usg.edu/business_procedures_manual/section5/manual/C1235/#p5.3.3_joint_staffing

Any department/unit head that plans to utilize an individual that is also working at another USG institution must ensure that an Employee Compensation Agreement Form is completed and properly approved **prior** to the individual beginning work for MGSC. The MGSC president must approve each agreement whether MGSC is the requesting or the providing institution.

It is essential that the Office of Human Resources is aware of any joint staffing arrangements to ensure that applicable regulations are addressed and that the individual is properly coded in the HR system. Therefore, a copy of the completed Employee Compensation Agreement Form should be provided to the Office of Human Resources.

The Office of Human Resources is responsible for the appropriate invoicing of the requesting institution for instances when MGSC is the providing institution.

The Office of Human Resources is responsible for the appropriate payment to the providing institution for instances when MGSC is the requesting institution.



**Middle Georgia State College
Administrative Policies & Procedures**

0801.2201

Non-Employee/Student Volunteer Policy

Approval date 4-30-14

Purpose:

This policy will define the guidelines under which a qualified individual may provide volunteer services that support and enhance the mission of Middle Georgia State College without risk or cost to the College.

Definition:

A "College Volunteer" is defined as any uncompensated individual who voluntarily offers services to support specific programs of the College which may benefit from the individual's knowledge, training, and expertise. The individual must be willing to provide such services according to the provisions of this policy and without expectation of compensation or benefit from the College. If the services provided pose risk of injury/damage to the volunteer's person or property, the volunteer will assume such risk without seeking recourse from the College, the University System of Georgia, or the Board of Regents.

Policy:

College volunteers are expected to abide by all College policies, procedures and regulations, including but not limited to, those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and alcohol/drug use. The volunteer will be subject to all such policies during the provision of volunteer services whether on or off the campuses of Middle Georgia State College.

College volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record keeping requirements and are not considered College employees for any purpose. Therefore, College volunteers are not eligible for compensation or any College benefit as a result of their volunteer association with the College.

Eligibility:

Any individual over the age of 18 may serve as a College volunteer with the following restrictions:

- The individual must possess adequate experience, training, and expertise to perform the task(s) he/she will perform as a College volunteer.
- A current College employee may not serve as a College volunteer in any capacity in which he/she is employed at the College, or which is similar or related to the employee's regular work responsibilities. A current employee may volunteer for special events, programs, or in any

capacity that differs from his/her regular employment. However, the employee shall not receive any extra compensation or benefit for such volunteer service.

- College volunteers may not be used to replace employee positions or impair the employment of a College position.

Prohibited Activities:

College volunteers are prohibited from performing the following activities:

- Operating heavy equipment
- Working with infectious or potentially infectious agents or hazardous materials or in environments that may place the volunteer at risk for physical harm
- Entering into any contract or agreement on behalf of the College
- Any activity considered inappropriate for a College employee

Process/Procedure:

When selecting and engaging a College volunteer, it is the department's responsibility to ensure that the individual has the expertise to adequately perform the service(s) for which he/she is being engaged.

The following procedures must be completed prior to any volunteer service being performed:

- Department seeking to engage a volunteer must first submit a Request for Voluntary Services for approval by the appropriate vice president. If approved,
- The volunteer must complete the volunteer's information section of the Volunteer Agreement Form and a Background Request Form. These forms will then be attached to the approved Request for Voluntary Services form and forwarded to Human Resources for review.
- Human Resources must conduct criminal background checks and receive acceptable results before the volunteer can engage in any activities or services to the College.
- The department will determine specific training required for the volunteer based on the services or activities to be performed by the volunteer.
- A College volunteer may serve no longer than one year without renewal. All forms & processes above must be renewed annually for current volunteers who will serve in the same capacity on a long-term basis. The renewal process will be initiated by the department
- If the duties or service area of a current volunteer changes within the year, all applicable forms and processes must be completed once again.

Services Requiring a Volunteer Agreement and Background Request Form:

- Volunteer activities with students and/or subjects of experiments
- Activities with minors such as specialty camps

- Long-term or on-going volunteer services such as mentoring
- Recreational and competitive sports
- Services requiring access to confidential information

Services Not Requiring Volunteer Agreement or Background Request Form:

- Commencement volunteer
- Phone-a-thon volunteer
- Fundraising activities
- Public speakers
- Ushering campus events
- Participation in all volunteer committees

Specific one-time activities which may be considered “low risk” would not require a Volunteer Agreement or Background Request Form. To ensure consistency in application, authorization from the appropriate vice president should be confirmed before allowing a person to perform volunteer services in any capacity.

Termination:

A College volunteer’s term of service may be terminated at any time without prior notice. Likewise, a volunteer may terminate his/her services at any time without prior notice.



Middle Georgia State College Administrative Policies & Procedures Manual

0802.1201

Leave – Vacation-Annual

Approval Date: 11-20-13

MGSC employees earn paid vacation/annual leave in accordance with BOR Policy 8.2.7.1.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave

Faculty members employed on an academic year basis and temporary employees do not earn annual/vacation leave.

Regular employees and faculty employed on a fiscal year basis must work one-half time or more to earn paid vacation/annual leave (generally, this is defined as 20 hours per week).

The employee's rate of vacation/annual leave accrual is based upon the number of years of their continuous employment as well as their standard work schedule (commitment). Regular employees with a standard work schedule which is more than half-time but less than full-time will accrue vacation/annual leave at a prorated basis relative to their time commitment to a full-time commitment.

Employees should refer to BOR Policy 8.2.7.1 for the accrual rates relative to years of continuous employment. The beginning rate for certain positions is different as outlined in the BOR Policy.

MGSC may require the use of vacation/annual leave during periods when the institution's facilities are closed due to classes not being offered. The institution will communicate the calendar year requirement of mandatory vacation/annual leave dates during the first quarter of the calendar year.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.1202

Leave - Sick

Approval Date: 11-14-13

MGSC regular employees earn paid sick leave in accordance with BOR Policy 8.2.7.2.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave

The accrual rate and information relative to usage may be found in the BOR Policy 8.2.7.2.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.1203

Leave – Educational and Professional

Approval Date: 12-10-13

MGSC regular employees may request a leave of absence for educational and professional development opportunities in accordance with BOR Policy 8.2.7.4. Employees wishing to request an educational and professional leave of absence should refer to the BOR Policy at <http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7> leave.

Requests of one year or less must be approved by the president and reported to the Chancellor. The Chancellor must approve requests greater than one year and any extension of previous requests.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.1204

Leave – Military

Approval Date: 12-10-13

MGSC employees may be entitled to military leave with pay. Employees should consult BOR Policy 8.2.7.5 for additional information concerning military leave with pay.
<http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7> leave.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.1205

Leave – Family and Medical Leave Act (FMLA)

Approval Date: 12-10-13

MGSC employees may be eligible for leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993. Employees should consult BOR Policy 8.2.7.6 for additional information concerning FMLA.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave.

Any employee requesting leave that qualifies as FMLA leave should contact the Office of Human Resources to obtain the necessary paperwork and guidance concerning the usage of FMLA leave.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.1206

Leave – Miscellaneous

Approval Date: 12-10-13

MGSC employees should consult BOR Policy 8.2.7.6 for miscellaneous leave information.

<http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7> leave.

This policy provides information relative to the following:

- Fair Labor Standards Act (FLSA)
- Court Duty
- Voting
- Military Physical Examination
- Personal Leave
- Leave for Organ and Marrow Donation
- Other Leave



Middle Georgia State College Administrative Policies & Procedures Manual

0802.1207

Leave Without Pay

Approval Date: 11-12-13

BOR Policy 8.2.7.3 states:

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one (1) year.

Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

An employee requesting sick leave without pay in accordance with this policy, must submit a written request to the MGSC president with a copy to the Director of Human Resources. The president will notify the Director of Human Resources of the approval/denial of the request. The Director of Human Resources will coordinate with the employee and the employee's supervisor regarding the leave request.

An employee that has been medically cleared to return to work but wants to be granted additional time off without pay must receive prior approval from the president. The president will also determine if the institution will continue its share of the cost for group insurance benefits for such period. The employee must write a letter to the president, with a copy to the Director of Human Resources, explaining the nature of the leave and the amount of time requested. The president will notify the Director of Human Resources of the approval/denial of the request. The Director of Human Resources will coordinate with the employee and the employee's supervisor regarding the leave request.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0802.2001

Tuition Assistance Program

Approval Date: 11-12-13

The University System of Georgia provides the Tuition Assistance Program (TAP) which is specified in BOR Policy 8.2.19. Employees should consult the BOR Policy manual for more information.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.19_tuition_assistance_program

Additional guidance regarding the program is found in the USG Human Resources Administrative Practice Manual: Employee Benefits and Services – Employee Continuing Education. http://www.usg.edu/hr/manual/employee_continuing_education

The MGSC Office of Human Resources is the designated TAP Coordinator for MGSC.

MGSC does not allow employees to take classes during an employee's regular work schedule unless it is their final class before graduation and the class is only offered during the employee's regular work schedule.

The USG standardized application form for participation in TAP can be found at http://www.usg.edu/hr/benefits_docs/tapp_app.pdf.



Middle Georgia State College Administrative Policies & Procedures Manual

0803.0001

Introduction: Employment (Hire) Process

Issue Date: 9-16-13

General Information

This section of the MGSC Administrative Policies & Procedures Manual is applicable to nonacademic personnel. The employment (hire) process for academic personnel is determined by the Office of Academic Affairs and is published in the academic affairs search manual, the faculty handbook and on the academic affairs website. The employment process for student assistants and federal work study is included in procedure 0803.1902 of this manual.

The employment procedures of Middle Georgia State College are designed to:

- a. Assist MGSC in complying with State and Federal laws and regulations as well as USG policies and procedures;
- b. assist MGSC in hiring qualified employees;
- c. offer equal access and opportunity for employment to all interested applicants;
- d. provide employees the opportunity to apply for vacant positions;
- e. bring consistency to the employment process of faculty, staff and student positions;
- f. ensure positions posted and/or advertised have been approved by the responsible budgetary officer;

A person cannot begin work until the established procedures are followed, including the completion and approval of a Personal Services Form.

Policy

The Personal Services Form (PSF) is used to officially hire the selected candidate for employment. The PSF is also used for status changes in employment (e.g. changes in salary, transfers, promotions and terminations).

Selection of any candidate should be based on qualifications and the ability to perform the essential functions of the vacant position. Internal candidates meeting the criteria should also be evaluated on personal merit, attendance, and past performance evaluations.

Process

The following steps compose the Employment Process:

Announcement:

1. The department supervisor submits the Personnel Request Form (PRF) to respective VP (or other administrative officer).
2. If approved, the VP (or other administrative officer) submits the PRF to the Budget Office.
3. Budget Office reviews for budgetary funding and submits to VP of Fiscal Affairs.
4. VP of Fiscal Affairs approves for announcement and forwards to the Office of Human Resources. During designated times of budgetary constraints, the VP of

Introduction: Employment (Hire) Process*Issue Date: 9-16-13*

Fiscal Affairs obtains the President's approval of the PRF. If the announcement is not approved for posting due to budgetary reasons, the VPFA may hold the request for future consideration. If the VPFA does not approve the request and the request will not be considered further should the institution's budgetary circumstances change, the unapproved PRF will be returned to the department by the VPFA with the reason for non-approval noted.

5. The Office of Human Resources appropriately advertises position, if necessary.

Selection Committee:

6. The hiring supervisor in coordination with the Office of Human Resources and their supervisor determine if a selection committee will be utilized.
7. If a selection committee is utilized, the hiring supervisor selects the selection committee for the position and notifies the Office of Human Resources of the members of the selection committee.

Applications:

8. The Office of Human Resources receives applications and/or resumes, as specified in announcement.
9. The Office of Human Resources maintains all applications and/or resumes and creates an electronic folder on a secure MGSC server for each open position and posts an electronic version of each applicant's application packet in the applicable folder.
10. The Office of Human Resources provides the hiring supervisor and selection committee, if applicable, access to the electronic folder for the applicable open position.
11. The hiring supervisor and selection committee, if applicable, review the application packets and select the candidates for further consideration.

Interviews and Reference Checks:

12. The hiring supervisor and selection committee perform interviews and reference checks as appropriate for the position.
13. The hiring supervisor obtains the background check release form from the potential final candidates during the interview process.
14. The hiring supervisor determines the selected candidate for the position and submits the Background Check Release form to the Office of Human Resources.
15. The Office of Human Resources requests background, and if applicable credit check.
16. The Office of Human Resources coordinates with the Background Investigation Committee to review the results of the checks to determine the candidate's eligibility for hire.
17. The Office of Human Resources notifies the hiring supervisor of the candidate's eligibility for employment.

Offer of Employment:

18. The hiring supervisor provides a **tentative** offer to the selected candidate to ensure that the candidate is still interested in the position.

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0803.0001

Introduction: Employment (Hire) Process

Issue Date: 9-16-13

19. The hiring supervisor completes the Personal Services Form, with a copy of the previously approved PRF, for the selected candidate and submits the form to the appropriate VP or administrative officer.
 20. If approved, the VP or administrative officer submits the form to the Vice President of Fiscal Affairs.
 21. The VP of Fiscal Affairs approves/disapproves the hire on the PSF. If approved, the VP of Fiscal Affairs sends the approved PSF to the Office of Human Resources.
 22. The Office of Human Resources contacts the new employees and offers a verbal offer and coordinates with the hiring department and the new employee to determine the official employment date.
 23. The Office of Human Resources drafts the written formal offer and provides to the Office of Fiscal Affairs for signature.
 24. The VPFA signs the written formal offer and sends to the new employee.
 25. The Office of Fiscal Affairs sends a copy of the written formal offer letter to the Office of Human Resources, the hiring supervisor and the payroll department.
- Orientation:
26. The Office of Human Resources coordinates with the new employee for the completion of new employee orientation and employment paperwork.



Middle Georgia State College Administrative Policies & Procedures Manual

0803.0101
Announcements

Issue Date: 9-16-13

Policy

Middle Georgia State College strives to offer a degree of competition for positions of regular employment with benefits. Therefore, positions of regular employment should be posted, either internally and/or externally.

Temporary and part-time positions should be internally posted for no less than three (3) business days. External posting may be required if no internal applicants are available.

Guidelines

To initiate an announcement for a vacant position, the department with the vacancy (hiring department) must complete and submit a Personnel Request Form (PRF) and a completed job description to the Budget Office. The Budget Office provides budgetary funding information and submits the form to the VP or other administrative officer. The VP or other administrative officer forwards the PRF to the VP of Fiscal Affairs for approval.

If the hiring supervisor wants application documents in addition to the application form, the required documents (such as cover letter or resume) should be indicated on or attached to the PRF.

The following posting methods are available.

1. internally to the department;
2. internally to the campus;
3. externally by College web page listing; or
4. externally by advertisement.

The hiring supervisor coordinates with the Office of Human Resources to make the determination of the posting method.

The Personnel Request Form is not necessary for student positions. However, posting of student positions is encouraged. The hiring department should contact the Office of Human Resources for campus posting of student positions.

The Office of Human Resources pays for job advertisements. The number of publications and the size of the ad will be determined by the Office of Human Resources in coordination with the hiring department and the Office of Fiscal Affairs.

Procedures

1. The Hiring Departments completes the Personnel Request Form, attaches the job description and application packet requirements, and submits the form to the Budget Office.
2. The Budget Office reviews for budgetary funding, assigns the budget position number and submits the form to the appropriate VP or administrative officer.
3. After approval, the appropriate administrative officer submits the PRF to the Vice President of Fiscal Affairs.

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Announcements

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4. The VP of Fiscal Affairs approves/disapproves the request or holds the request due to budgetary reasons. During times of budgetary constraints, the VP of Fiscal Affairs obtains presidential approval of the announcement.
5. If disapproved, the VP of Fiscal Affairs notifies the hiring department. If approved, the VP of Fiscal Affairs submits the form to the Office of Human Resources and a copy to the hiring supervisor.
6. The Office of Human Resources posts the position and sends the completed advertisement to the designated publications.

The Personnel Request Form is available on the MGSC Human Resources website.

<http://www.mga.edu/human-resources/documents.aspx>



Middle Georgia State College Administrative Policies & Procedures Manual

0803.0103
Applications
Issue Date: 9-13-13

Policy

All applicants must submit the appropriate application documents to be considered for employment. Applicants for staff positions must submit the employment application form.

General Guidelines

The hiring supervisor should determine if additional documents (besides the application) are requested as part of the application packet. These may include a cover letter or resume. The application packet requirements should be attached to the Personnel Request Form.

All application packets should be remitted to the Office of Human Resources.

Human Resources will convert all hard copy application packets to an electronic format and securely discard the hard copy. The electronic application packets will be retained by the Office of Human Resources. An electronic version of all application packets received for a position will be maintained on a secure MGSC server and will be available for viewing by the hiring manager and the selection committee until the formal offer for the position is made.

Human Resources will notify the unsuccessful applicants by letter.

Information in the application packet is maintained in the employee's personnel file.

Forms

Application forms may be obtained from the Human Resources web site.

http://www.mga.edu/human-resources/docs/New_Employees/Employment_Application.pdf



Middle Georgia State College Administrative Policies & Procedures Manual

0803.0901

Interviews and Reference Checks

Issue Date: 09-16-13

General Information

After reviewing the applicants' application packets, the hiring supervisor and/or the selection committee should select the applicants that will be considered candidates for the position.

The number of applicants chosen as candidates should be based on the number of qualified applicants in the pool. It is recommended that the number of candidates be more than one (1).

The hiring supervisor and/or selection committee should obtain additional information for the applicants chosen as candidates. Phone, technology assisted (such as Skype) and/or in person interviews as well as reference checks are acceptable methods of obtaining additional information to determine the appropriate candidate for the position. Multiple interviews of varying types may be conducted during the selection process.

All candidates should be interviewed in the same manner for each stage of the selection process. If different interview methods are utilized for different candidates at the same stage, the candidates should be made aware that other applicants vying for the same position may not be participating in the same type of interview. Based on the position level and department, the candidate's interview may include a meeting with the president and/or vice president(s).

Prior to the completion of the interview process, the candidates that are considered to be finalists should complete the Background Check Release form.

The hiring manager and/or selection committee should contact the references provided by the candidate in the application packet. Reference checks need not be limited to individuals listed by the candidate (USG Human Resources Manual 2010). Per the General Criteria for Employment section of the USG Human Resources Administrative Practice Manual

the hiring department should contact the applicant's former employer(s), including any previous USG employers, and other references as necessary to verify employment and/or obtain job related information which will assist in determining the qualifications and suitability of an applicant for a particular position. Before making reference inquiry with an outside applicant's present employer, the permission of the applicant should be obtained so as not to jeopardize the applicant's current employment status.

The hiring supervisor determines the selected candidate and submits the Background Check Release form for the selected candidate to the Office of Human Resources. The hiring supervisor is responsible for securely destroying any and all background check release forms not submitted to the Office of Human Resources as soon as the final candidate has accepted the formal written offer of employment.

Upon receipt of the background check release form, the Office of Human Resources processes the background investigation and, if applicable, the credit check. The office of Human Resources reviews the results of the background investigation and the credit check to determine



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if a review by the Background Investigation Committee (BIC) is needed. If necessary, the BIC reviews the results of the checks and determines the candidate's eligibility for employment in the position.

The Background Investigation procedure of the USG Human Resources Administrative Practice Manual provides the guidance for determination of eligibility for employment.

http://www.usg.edu/hr/manual/background_investigation

The Background Investigation Committee is composed of the Director of Human Resources, the Vice President of Fiscal Affairs, the MGSC Police Chief and the hiring supervisor for the vacant position.

The Office of Human Resources notifies the hiring supervisor of the candidate's eligibility for employment.

Interview Questions

Prior to the interview, a list of standard interview questions should be developed to be asked of all candidates. Interview questions should relate to the applicant's qualifications and ability to perform the job for which (s)he is interviewing. Interviewers should avoid questions that focus on marital status, parental status, sexual orientation and should avoid making or expressing any assumptions or generalizations with respect to such matters.

It is a **violation of federal law** to discriminate in hiring based on race, color, sex, age, religion, disability or national origin as well as citizenship. A candidate should never be asked about citizenship or visa status. There are only two questions that can be asked with regard to an applicant's authorization to work at the college:

1. Are you legally authorized to work in the United States?
2. If you are offered a job, will you now or in the future need the institution to sponsor you for a work visa?

The Office of Human Resources is available to meet with the hiring supervisor and/or the selection committee during the selection process to provide guidance and additional information.

The following table provides examples of acceptable and unacceptable inquiries.

Acceptable and Unacceptable Inquiries for Interviews and/or Applications			
Topic	Acceptable	Unacceptable	If Unacceptable, What Is the Reason?
Attendance/reliability	What hours and days can you work?	How many children do you have?	Could be viewed as discriminatory toward females
Attendance/reliability	Are there specific times that you cannot work?	What religion are you?	Could be viewed as religious discrimination
Attendance/reliability	Do you have	What are your child care	Could be viewed as



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Acceptable and Unacceptable Inquiries for Interviews and/or Applications			
<i>Topic</i>	<i>Acceptable</i>	<i>Unacceptable</i>	<i>If Unacceptable, What Is the Reason?</i>
	responsibilities other than work that will interfere with specific job requirements such as traveling?	arrangements?	discriminatory toward females
Attendance/reliability	Do you have a reliable method of getting to work?	Do you own a car?	Could be considered discrimination
Citizenship/national origin	Are you legally eligible for employment in the United States?	What is your national origin? Where are your parents from?	Could be considered national origin discrimination
Citizenship/national origin	Have you ever worked under a different name?	What is your maiden name?	Could be considered discrimination
National origin	None	What is your father's surname? What are the names of your relatives?	Not only are these irrelevant, but they could be considered discrimination
Arrest and conviction	Have you ever been convicted of a felony?	Have you ever been arrested?	Could be considered discrimination
Disabilities	Can you perform the duties of the job you are applying for?	Do you have any disabilities?	Could be considered discrimination against disabled persons
Disabilities	None	Have you ever filed a workers' compensation claim?	Could be considered discrimination against disabled persons
Disabilities	None	Have you ever been injured on the job?	Could be considered discrimination against disabled persons
Emergency contact information	What is the name and address of the person to be notified in case of an emergency? (Request only after the individual has been employed.)	What is the name and address of the relative to be notified in case of an emergency?	Could be considered discrimination and possibly could violate state antidiscrimination laws relative to sexual orientation
Credit record	None	Do you own your own home?	Irrelevant and could be considered discrimination

Reference Check Guidelines

It is preferable that a list of standard reference check questions be developed to be asked of references. The questions should avoid questions that focus on marital status, parental status,



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sexual orientation and should avoid making or expressing any assumptions or generalizations with respect to such matters. The Employment Request form is an optional tool available to the hiring supervisor and/or selection committee as they complete the reference checks. This form is available on the MGSC Human Resources website.

Forms

The Background Check Release form and the optional Employment Request form may be obtained from Human Resources or on the Human Resources web site.



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0803.1501

Offer of Employment

Issue Date: 9-16-13

General Guidelines

After the hiring supervisor determines the selected candidate and receives confirmation from the Office of Human Resources that the candidate is eligible for employment, the hiring supervisor contacts the candidate and makes a **tentative** offer to ensure that the candidate is still interested in the position.

If the selected candidate does not accept the tentative offer due to the salary amount, the hiring supervisor should contact the budget office to determine if additional funding is available for the position. The budget director should coordinate with the director of human resources and the vice president of fiscal affairs to determine if an additional amount would be appropriate in relation to comparable positions. If additional funding is available and the additional amount is approved by the vice president of fiscal affairs, the budget director should notify the hiring supervisor and the human resources director of the approved salary amount.

After the tentative offer is made, the hiring unit completes the Personal Services Form (PSF) and attaches a copy of the previously approved Personnel Request Form (PRF) and submits to the VP or other appropriate administrative officer. After approval, the VP or other administrative officer submits the PSF, with a copy of the previously approved PRF attached, to the vice president of fiscal affairs.

If approved, the VP of Fiscal Affairs prepares the written formal offer of employment and sends to the candidate. The written offer should inform the new employee of the need to contact the Office of Human Resources before their initial date of employment.

The Office of Fiscal Affairs submits the approved PSF and a copy of the formal offer letter to the Office of Human Resources. The Office of Fiscal Affairs also submits a copy of the formal offer letter to the hiring supervisor, the budget office and to the payroll department.

If the hiring of the candidate is disapproved, the VP of Fiscal Affairs should indicate this on the PSF and submit the disapproved PSF to the Office of Human Resources. The VP of Fiscal Affairs should also notify the hiring supervisor of the disapproval.

The Office of Human Resources will notify the employee of the conditions of employment which include:

- a background investigation,
- the State Security Questionnaire/State of Georgia Loyalty Oath,
- a form I-9,
- federal and state withholding tax forms, and
- retirement forms, as applicable,
- USG Ethics training and certification (within 90 days of employment).



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**0803.1501
Offer of Employment**

Issue Date: 9-16-13

The selected candidate for employment is not an employee and will not receive compensation until completion of the conditions of employment, other than the Ethics training and certification which must be completed within the first 90 days of employment.

The hiring manager should **not allow the selected employee to start work** until notified by the Office of Human Resources that the employee's employment paperwork has been completed.



Middle Georgia State College Administrative Policies & Procedures Manual

0803.1502
Orientation
Issue Date: 09-16-13

Policy

Each new employee shall be responsible for becoming familiar with the appropriate policies and/or procedures of his/her institution per BOR Policy 8.2.5. Additionally this policy states:

Each new employee shall be specifically responsible for obtaining information regarding the following work related issues:

1. Personnel policies and procedures;
2. Leave benefits, as applicable;
3. Insurance benefits, as applicable;
4. Retirement benefits; and,
5. An explanation of the duties and responsibilities of the position, the conditions of employment, the amount of compensation, and other work-related matters, as deemed appropriate by the employee's department chair or immediate supervisor.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.5_employee_orientation

General Orientation

The formal written offer letter should direct the new employee to contact the Office of Human Resources to schedule employee orientation. The Office of Human Resources will coordinate with the new employee for the orientation session and the completion of employment paperwork. The Office of Human Resources will coordinate with the hiring supervisor and the new employee as to the official employment (start) date.

In accordance with the Employee Orientation procedure in the USG Human Resources Administrative Practice Manual: Employment, the Office of Human Resources is responsible for conducting an employee orientation for each newly hired employee at Middle Georgia State College. http://www.usg.edu/hr/manual/employee_orientation

This orientation, as a minimum, will include information on:

- Human Resources policies and procedures
- Vacation and leave benefits, as applicable
- Insurance benefits, as applicable
- Retirement benefits, as applicable
- USG Ethics Policy training and certification
- MGSC administrative policies and procedures
- USG policies and procedures

Department Orientation

The employee's direct supervisor should provide the following information:

- the duties and responsibilities of the position
- departmental policies, procedures and/or regulations



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**0803.1901
Selection Committee**

Issue Date: 9-16-13

The hiring supervisor makes the decision as to whether a selection committee will be utilized to assist in the selection process.

The Office of Human Resources recommends that a selection committee be utilized. The utilization of a selection committee improves the selection process by including different perspectives and reduces the possibility of bias in the selection process.

If a selection committee is utilized, the hiring supervisor should provide the list of committee members to the Office of Human Resources.



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0803.1902

Student Worker Employment Process

Issue Date: 09-16-13

Application:

Students interested in working on-campus should apply online. They may come to Human Resources and complete the online application at a computer location established for this specific purpose.

The student must have completed a FAFSA in order to determine if they will be considered a Federal Work Study (FWS) or a Student Assistant (SA).

The Office of Human Resources maintains student applications in an on-line database. The database contains a field that includes the campus location of the student applicant.

Interview:

Hiring supervisors may review the online applications for possible candidates. If the hiring supervisor has already identified a final candidate, this step may be omitted. The hiring supervisor should contact the Office of Human Resources to have a manager account created for them in the online student application database.

The hiring supervisor must notify the Office of Human Resources of his/her interest in a student applicant. The notification must include the student's name and SWORDS ID#. **The Office of Human Resources will contact the Financial Aid Office** to verify whether the applicant will be considered a Federal Work Study (FWS) employee or a Student Assistant (SA). The Office of Human Resources will notify the hiring supervisor of the student's employment type (either FWS or SA). **The hiring supervisor should not contact Financial Aid directly.**

After the student's employee type is obtained, if the student is an eligible candidate for the hiring department's budget, the hiring supervisor contacts the candidate to schedule an interview.

It is a **violation of federal law** to discriminate in hiring based on race, color, sex, age, religion, disability or national origin as well as citizenship. Prior to the interview, a list of standard interview questions should be developed to be asked of all candidates. Interview questions should relate to the applicant's qualifications and ability to perform the job for which (s)he is interviewing. Interviewers should avoid questions that focus on marital status, parental status, sexual orientation and should avoid making or expressing any assumptions or generalizations with respect to such matters.

Offer of Employment:

Once the hiring supervisor has selected an eligible student for a job, the hiring supervisor should notify the Office of Human Resources of the selected student. The hiring supervisor should notify the student of the **tentative** offer and instruct the student to contact the Office of Human Resources to obtain a hiring packet.



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0803.1902

Student Worker Employment Process

Issue Date: 09-16-13

The hiring manager should **not allow the selected employee to start work** until notified by the Office of Human Resources that the employee's employment paperwork has been completed and the student has been "hired" in the ADP system.

Orientation:

The selected candidate should schedule a time for orientation with the Office of Human Resources. Procedure 0803.1502 of this manual is applicable to student employees.

The Office of Human Resources submits the cover sheet of the hiring packet to the Financial Aid Office. The Financial Aid Office completes their section of the cover sheet and returns the form to the Office of Human Resources. If student is FWS, the Financial Aid Office awards the aid in BANNER.

The Office of Human Resources will notify the payroll department and the hiring supervisor when the student has been hired.

If the student decides to stop working, the supervisor needs to advise the Office of Human Resources as soon as possible. The Office of Human Resources will update their status in ADP. When a job becomes vacant, the hiring supervisor can go back to the database to review and find another candidate for the job.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

0904.0001

Internal Audit Introduction

Approval Date: 11-14-13

The Office of Internal Audit provides independent and objective assurance and consulting services to Middle Georgia State College and the University System of Georgia leadership in order to add value and improve operations. The Office of Internal Audit helps Middle Georgia State College accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, compliance and internal control processes.

The Office of Internal Audit reports directly and dually to the MGSC President and the USG Chief Audit Officer.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1301.0001
Macon Campus
Approval Date: 11-11-13

The Macon Campus of MGSC is the institution's main campus and is home to the Waddell Barnes Botanical Gardens.

The Macon Campus website is located at <http://www.mga.edu/about/campuses/macon.aspx>.



Middle Georgia State College Administrative Policies & Procedures Manual

1302.0501

Externally Provided Vehicles

Approval Date: 11-20-13

Policy

MGSC employees who are offered use of a vehicle by an external entity (such as a car dealership) to the college must notify the Vice President for Fiscal Affairs immediately, before accepting the vehicle. The Vice President for Fiscal Affairs is the authorized College representative for accepting externally provided vehicles. A vehicle provided by an external agency for the College's use is considered an employer provided vehicle for tax regulations.

Basic Taxability Rules

An employee's **personal** use of an employer provided vehicle is a taxable fringe benefit generally treated as non-cash compensation paid to the employee. It must be included on the employee's Form W-2, and applicable income tax, FICA and Medicare withholding rules apply [REG 1.61-21(a)(1)].

An employee's **business** use of company car is considered a nontaxable working condition fringe benefit and is **not** reported on the employee's Form W-2.

All employee use of an automobile is personal unless it is de minimis or the employee can substantiate total or partial use of the vehicle for business use. A benefit is de minimis when the value of the worker's personal use is so small or insignificant that accounting for it would be unreasonable or administratively impractical. De minimis personal use is not treated as taxable income to the employee [REG 1.132-6(a)].

Employee Substantiation Requirements

MGSC employees must maintain and supply to the Office of the Controller adequate records to substantiate the business use of an employer-provided vehicle. A copy of the employee's mileage log and a signed form providing summary details will meet these requirements. The Office of the Controller must receive these documents by November 15th to be effective in that calendar year. All use must be treated as personal if these documents are not received.

Employer Withholding and Reporting Obligations

The payroll department must withhold the employee's share of FICA taxes on the taxable value of a company car. The college must pay matching FICA tax on the taxable value as well. The college's cost will be charged to the respective employee's department.

Valuation of Vehicles

The Office of the Controller must use a method of valuation that is acceptable to the IRS, and they must comply with the IRS's rules and regulations in applying that method.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1302.1301

Motor Vehicle Use Requirements

Approval Date: 11-20-13

Please reference Procedure **1804.1301 Motor Vehicle Use Requirements** in the Risk Management Section of this manual.



**Middle Georgia State College
Administrative Policies & Procedures**

**1310.1801
Reservation of the Macon Campus Wellness Center Policy**
Approval date 4-30-14

Purpose:

This policy will define the guidelines under which internal groups may reserve the Macon campus wellness center for events for MGA students.

Policy:

The wellness center on the Macon campus is funded by student fees; therefore, the students are the primary recipients of the services therein. To ensure maximum availability for student use, the gym floor may be reserved for approved internal events for MGA students (i.e. pinning ceremonies, convocation) between semesters or during summer semester only. The rest of the facility will remain open for use by students during the event. The gym floor is not available for events during fall and spring semesters when classes are in session according to the academic calendar online. The president of the College may reserve the facility at his discretion. Reservation may be made through the Office of Student Affairs.



Middle Georgia State College Administrative Policies & Procedures Manual

1601.001

Parking

Approval Date: 11-04-13

The MGSC Police Department, under the direction of the Police Chief, supports the parking function for the MGSC community.

The Parking Policies and Procedures are published on the Police Department's website.
http://www.mga.edu/police/docs/Parking_Policy.pdf

All employees of MGSC should review the policies of the MGSC PD periodically.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.0001

Property Control Introduction

Issue Date: 9-18-13

Policy

The College must maintain an equipment inventory as well as maintaining control of all inventory items. Inventory items include property, equipment and consumable items.

The Board of Regents Business Procedures Manual, Section 11 provides guidance relative to the College's inventory including:

- 11.1 State Requirement for Equipment Inventory
- 11.2 Insurance Requirements for Property Inventory
- 11.3 Institutional Use
- 11.4 Mandatory Physical Equipment Inventory Requirements
- 11.5 Annual Reporting of Inventory Data to DOAS
- 11.6 State Audit Requirements
- 11.7 Institutional Procedures

http://www.usg.edu/business_procedures_manual/section11/C1642

General Guidelines

The College utilizes the PeopleSoft Asset Management module to maintain a perpetual central inventory system of equipment that meets the capitalization thresholds established in Section 7.1.2 of the USG Business Procedures Manual (BPM).

http://www.usg.edu/business_procedures_manual/section7/manual/C1261/#p7.1.2_capitalization_thresholds

The Property Control Office, in coordination with institutional departments, is responsible for the following items relative to equipment/property inventory:

- receiving equipment,
- decaling equipment,
- maintaining the location of equipment,
- disposition of surplus inventory, and
- conducting an annual physical inventory.

The Controller's Office, in coordination with institutional departments, is responsible for the following items relative to equipment/property inventory:

- recording acquisitions, and
- recording dispositions of equipment

Each department manager is responsible for maintaining control of all inventory, property, equipment and consumables, inventoried and non-inventoried, purchased by or assigned to the department and may appoint an Inventory Coordinator to assist in the control of the department's inventory.

All College inventory should be handled in accordance with the established property control policies and procedures.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.0101
Annual Inventory
Issue Date: 9-16-13

General Guidelines

MGSC utilizes the PeopleSoft Asset Management module to maintain an equipment inventory in accordance with Section 11.1 and Section 11.5 of the USG Business Procedures Manual.

http://www.usg.edu/business_procedures_manual/section11/C1417

MGSC conducts an annual physical inventory in accordance with Section 11.4 of the USG Business Procedures Manual. Segments of the overall physical inventory may be conducted at varying times during the year, as opposed to counting the complete inventory at one point during the year.

Each asset included on the fiscal yearend equipment asset listing should be part of a physical inventory during the fiscal year.

http://www.usg.edu/business_procedures_manual/section11/C1420



Middle Georgia State College Administrative Policies & Procedures Manual

1604.0403

Donated Property

Issue Date 9-18-13

Policy

Any property, equipment or consumable items donated to the College should be recorded in the College's accounting records. These acquisitions are subject to the same approvals as a regular purchase and are subject to the same capitalization thresholds as defined in Section 7.1.2 of the USG Business Procedures Manual (BPM).

http://www.usg.edu/business_procedures_manual/section7/manual/C1261/#p7.1.2_capitalization_thresholds

Section 7.1.4 of the USG Business Procedures Manual (BPM) addresses donated capital assets.

http://www.usg.edu/business_procedures_manual/section7/manual/C1261/#p7.1.4_capital_asset_donations

Process

The Department Head is responsible for notifying the Controller's Office of any acquisition of property, equipment or consumable items through gifts to the College.

The Controller's Office will ensure the property is properly entered in the Asset Management module at the appropriate value. Items received as gifts should be valued at their fair market value on the date of the donation. (7.1.4 of USG BPM)

The Controller's Office will coordinate with the Property Control Office to ensure the property/equipment is identified (decaled) in accordance with the same procedures for purchased capital items.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.1301

Missing or Damaged Property

Issue Date 9-18-13

Policy

All missing, stolen or damaged property, **regardless of value**, must be reported **immediately** to the Campus Police and to the Property Control Office. It is the responsibility of the department manager to ensure this report is made.

General Guidelines

For insurance purposes, the Georgia Department of Administrative Services (DOAS) requires notification within 48 hours.

After the Property Control Office had completed all aspects of the annual physical inventory including final reconciliations, the Property Control Office should inform the MGSC Police Department of any missing items.

Procedures

In the event of a property loss, the following procedures should be followed:

- A. The department should notify the Campus Police and the Property Control Office immediately upon discovery of the loss.
- B. The Property Control Office should notify the Risk Management Office of the loss immediately.
- C. The Risk Management Office should notify DOAS within 48 hours of the institution's discovery of the loss.
- D. The department should complete a Missing Property Form and submit it to the Property Control Office.
- E. A police report should be filed stating type of equipment that was stolen/damaged, location of equipment, serial numbers, price of equipment, and inventory numbers.
- F. The Police Department should forward a copy of the police report to the Property Control Office, the Risk Management Office and the Vice President of Fiscal Affairs.
- G. A copy of the police report and the Missing Property Form should be kept in the Property Control Office for future reference.
- H. The Property Control Office will forward a copy of the Missing Property Form to the Office of Risk Management.
- I. The Office of Risk Management will file any insurance claims if applicable.
- J. The Property Control Office should coordinate with the Controller's Office to ensure the stolen/damaged property/equipment is appropriately removed from the Asset Management system.
- K. When equipment that has been stolen/damaged needs to be replaced, a written memo concerning the loss should be forwarded by the Department Head to the Vice President of Fiscal Affairs.

Form



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1604.1301
Missing or Damaged Property
Issue Date 9-18-13

Missing or Damaged Property Form



Middle Georgia State College Administrative Policies & Procedures Manual

1604.1501

Off Campus Use of State Property

Issue Date: 9-18-13

As approved by Section 11.7.2 of the USG Business Procedures Manual, college owned property or equipment may be taken off campus for business, such as work at another campus, out-of-town conference or work at home. However, any equipment used off campus must be adequately controlled and be available for a physical inventory.

http://www.usg.edu/business_procedures_manual/section11/manual/C1423/#p11.7.2_off-site_use_of_equipment

The department manager should approve in writing the off-campus use of equipment prior to the employee removing the equipment from campus. The department approval should include the following:

1. description of equipment,
2. present location (building and room number) of equipment,
3. property record number (bar code/decal number),
4. name of individual in possession of the item while off-campus, and
5. reason for taking equipment off-campus.

The Property Transfer Form may be used for this approval and is available on the Property Control Office's website.

The written approval should be maintained in the department office and a copy should be provided to the Property Control Office.

The equipment must be brought back to the Department for the annual physical inventory or the Property Control Office should visit the offsite location to conduct the annual physical inventory.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1604.1601

Personal Equipment Used for College Business

Issue Date: 9-18-13

Any personally owned equipment used on campus and/or in connection with an employee's College duties and responsibilities will not be inventoried, tagged or insured. The responsibility for such equipment rests entirely with the owner. College insurance does not provide coverage for personally-owned equipment.

Within this policy, the College cannot transport or repair items that are not College-owned.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.1602

Property Identification

Issue Date: 9-18-13

The Property Control Office will assign a College identification number to inventoried equipment. This number will be on a numeric barcode decal which will be applied at Central Receiving before the equipment is delivered to the department.

If a piece of equipment is delivered to the department without a barcode sticker, it is the responsibility of the Department Head to notify the Property Control Office immediately.

Equipment costing under \$3,000 is not tagged with a numeric barcode decal.

The Property Control Office does maintain nonnumeric decals which can be utilized to identify items that cost less than \$3,000. The Property Control Office recommends that departments utilize these decals for items that are easily pilfered. The department can contact the Property Control Office to obtain these decals as they are needed.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.1603

Property/Equipment Received From Surplus

Issue Date 9-18-13

Any property, equipment or consumable items obtained from state or federal surplus facilities should be recorded in the College's accounting records. These acquisitions are subject to the same approvals as a regular purchase and are subject to the same capitalization thresholds as defined in Section 7.1.2 of the USG Business Procedures Manual (BPM).

http://www.usg.edu/business_procedures_manual/section7/manual/C1261/#p7.1.2_capitalization_thresholds

The Department Head is responsible for notifying the Controller's Office of any acquisition of property or equipment received from state or federal surplus facilities.

The copy of the state transfer form or federal transfer paperwork must be provided to the Controller's Office.

The Controller's Office will ensure the property is properly entered in the Asset Management module at the appropriate value.

The Controller's Office will coordinate with the Property Control Office to ensure the property/equipment is identified (decaled) in accordance with the same procedures for purchased capital items.

Federal regulations and procedures should be reviewed and any restrictions properly communicated regarding property/equipment acquired from federal surplus. There may be restrictions related to use and period of use.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.1901

Surplus Property (Disposal of Property)

Issue Date: 9-18-13

Policy

Any property, equipment or usable supplies that are, for any reason, no longer needed by the department are considered surplus property and must be disposed of in accordance with institutional and state regulations.

The Georgia Surplus Property Manual issued by the Georgia Department of Administrative Services provides the state regulations and procedures for surplus property.

http://doas.ga.gov/StateLocal/Surplus/Docs_Surplus_General/GASurplusPropertyManual.pdf

The Property Control Office is responsible for coordinating the disposal for all surplus, obsolete, or unusable College property and equipment and is the designated contact with DOAS concerning surplus property. Departments must not dispose of equipment items, even if broken beyond normal recognition, except through the established procedures.

Procedures

The Property Control Office will work with DOAS and college personnel to meet the requirements of these laws and regulations.

When the using department identifies surplus property (item is damaged, obsolete or unwanted), the department should contact the Property Control Office and complete a Property Transfer Form. Surplus property should not be put in hallways or outside offices waiting to be picked up. Only Plant personnel and/or Property Control can pick up surplus.

The Property Control Office will coordinate with the department to schedule a pick-up time. Pick-ups are completed as soon as possible, but at least monthly. The Property Transfer Form should be provided to the Property Control Office when the property is removed from the department.

The Property Control Office inspects, assesses and photographs items that are to be submitted to DOAS for resale, relocation or destruction. If needed, surplus electronics are counted, logged, palletized and shrink wrapped to transfer to an electronics scrap vendor.

Once surplus property has been properly disposed, the Property Control Office will coordinate with the Controller's Office to remove any inventoried items from the Asset Management system.

Form

The Property Transfer Form can be obtained from the Property Control Office website.



Middle Georgia State College Administrative Policies & Procedures Manual

1604.2001
Transfer of Property
Issue Date: 9-18-13

Policy

Each department must notify the Property Control Office of any transfer of equipment to another Department, movement to another location within a building or movement to another building. This includes repairs or lending of items to Departments in another building.

Procedures

A Property Transfer Form for each piece of equipment that is relocated should be completed and sent to the Property Control Office. The decal number and/or serial number of the equipment as well as a brief description should be included on the form.

When a Department needs assistance in moving or transporting items, the department should contact Plant Operations. Plant Operations will arrange with the Department a time for the pickup and delivery of the items.

The Department Head will be responsible for maintaining accurate records of employees authorized to utilize College equipment in their homes or other off campus locations. Please reference the Off Campus Use of State Property procedure for specific guidelines.

Property Transfer Forms can be obtained from the Property Control Office website.



**Middle Georgia State College
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1604.2101
Use of State Property
Issue Date: 9-18-12

MGSC property shall be used only for institutional purposes.

Policy 9.10.6.4 of the Policy Manual of the Board of Regents of the University System of Georgia addresses the use of state property. <http://www.usg.edu/policymanual/section9/C543>



Middle Georgia State College Administrative Policies & Procedures Manual

1606.1601
Police Escorts
Approval Date: 11-11-13

Any member of the campus community that feels uncomfortable exiting a campus building may request a police escort from their location to their personal vehicle or next work assignment. The individual should contact the MGSC police dispatcher of the relevant campus police department for the requesting individual's location. (Example: If located on the Eastman campus, contact the MGSC Eastman Campus police department.)

The MGSC Police Department will provide escort to College employees, who, within the scope of their employment, are required to carry large amounts of College funds from one location to another. The assigned Officer will remain close to the person in possession of the funds during the escort and will ensure that the person responsible for the funds remain with the funds throughout the escort. As a rule Officers will have no contact with the actual monies except to assist by carrying locked money containers.

The MGSC Police Department will also transport funds for the College to local financial institutions as needed.



Middle Georgia State College Administrative Policies & Procedures Manual

1606.1901

Special Event Security

Approval Date: 11-11-13

The MGSC Police Department is responsible for providing security at all functions on campus. Departments/Units planning special events such as parties, concerts, and rallies must complete a Facilities Request Form. The Police Chief, or his/her designee, is responsible for detecting security needs at a function by using the following criteria: nature of the event, the location, expected attendance (ticket sales and type of advertising used to estimate who will attend and whether the event will attract non-students), and any security problems the sponsoring group has experienced at previous events.

Officers assigned to work at such functions will ensure the safety of participants and ensure compliance with all local, State and Federal laws and College policies, procedures and regulations.

When an Officer observes inappropriate activity he/she should make every effort to notify the person in charge of the function and, if feasible, allow the person acting inappropriately to correct his/her behavior. If the situation cannot be resolved and immediate police action is not necessary, the appropriate official of the Office of Student Affairs should be contacted by the individual in charge of the function. Unless an emergency exists, the Officer should coordinate with the Chief of Police or his/her designee and the appropriate official of the Office of Student Affairs regarding any decision to close a function. Violations of law will be addressed by the Officer on duty in accordance MGSC Police Policy.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.0001

Purchasing Introduction

Approval Date: 11-07-13

Overview

These sections are designed to provide a reference for Administrators, Faculty, and Staff in the determination of regulations, policies and procedures for using Procurement Services, and the proper methods for working with its service sections to obtain assistance and formalized procedures for processing requests (orders), follow-up inquiries, and orderly monitoring of the status of initiated requests.

Sometimes College administrative personnel responsible for specific budgets or funds may require additional procedures beyond the scope of this Manual. Procurement Services personnel should be contacted to assist with these situations.

As stated in Section 3 of the USG Business Procedures Manual:

The University System of Georgia (USG) operates in a complex purchasing environment. It is governed by laws of the state of Georgia, policies of the Board of Regents, regulations of the state Department of Administrative Services (DOAS), regulations of the Georgia Technology Authority (GTA), and regulations of the Office of Treasury and Fiscal Services (OTFS).

Also stated in Section 3 of the USG Business Procedures Manual and applicable to the MGSC Administrative Policies & Procedures Manual:

This section provides a brief summary of selective purchasing rules and regulations affecting USG institutions. It is beyond the scope of this document to provide all pertinent information, forms, and procedures about specific purchasing requirements as promulgated by DOAS or GTA. For any requirements or issues not covered in this section, the institution's procurement office should contact the Department of Administrative Services for guidance. Extensive information about DOAS procurement policy and procedures is available at <http://www.doas.state.ga.us/>.

http://www.usg.edu/business_procedures_manual/section3/manual/C1633

Policy

BOR Policy 7.7 states:

Purchasing regulations will be published and distributed periodically to the various operating units in Section 3.0, Purchasing and Contracts, of the Business Procedures Manual.

BOR Policy 7.7.1 requires that the college have one centralized purchasing office under the direct management and control of the chief business officer.

Any services, supplies, materials or equipment required by an employee of Middle Georgia College in the performance of their individual duties will be purchased from funds budgeted for such purposes within their department.

The charging of purchases to the College for services, materials or supplies without appropriate written or electronic approval conflicts with the State laws governing purchases. **Any employee**



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Purchasing Introduction

Approval Date: 11-07-13

who does not comply with this policy will be held personally liable for the costs of items involved and may be subject to disciplinary action, up to and including termination.

An approved Purchase Order is required for purchases and may only be issued by the College's Procurement Officer or his/her designee after the requisition(s) have gone through the necessary approvals. The type of purchase and method of purchasing is determined by the Purchasing Office. Qualified purchasing card purchases have been delegated to the department by the purchasing office.

Purchasing Responsibilities

The Purchasing Department is responsible for the procurement of all materials, supplies, equipment and services required by all departments and units of Middle Georgia State College. This responsibility includes, but is not limited to the following:

1. Implementing efficient and effective processes and procedures that align with Federal and State Laws, Department of Administrative Services (DOAS) regulations and procedures, and University System of Georgia policies and guidelines,
2. Management of electronic requisitions (ePro),
3. Issuance of Request for Proposals (RFP) and Request for Quotes (RFQ),
4. Bidding purchases as necessary,
5. Issuing purchase orders and placing orders,
6. Administering the State of Georgia Purchasing Card Program,
7. Providing purchase information as required/requested by DOAS.
8. Communicates with College Departments/Units concerning purchasing rules, regulations and processes.
9. Maintains centralized records and control of all College Procurement files following the Department of Administrative Services Policies;
10. Provides using Departments/Units with current cost information on supplies, equipment, and materials as requested, and processes orders for these needs;
11. Negotiates adjustments and claims for defective or incorrect items;
12. Documents and reports to the Vice President for Fiscal Affairs any matter related to these sections which either has the appearance of illegality or could violate the integrity of the College regarding the public administration aspect of this Manual.

Designation of Agency (College) Procurement Officer

Each State agency or institution is required to designate an individual as the Agency Procurement Officer to implement the requirements of the State purchasing system. The Director of Purchasing is the designated Agency Procurement Officer for MGSC.



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Purchasing Introduction

Approval Date: 11-07-13

The agency procurement officer may be referred to as College/University Procurement Officer (CUPO), agency (college) procurement officer or procurement officer.

Guidance

These policies and guidelines have been developed in accordance with rules and regulations established by the Board of Regents, State Purchasing Office of the Department of Administrative Services, and the statutes of the State of Georgia as annotated in the Official Code of Georgia (Sec. 50).

Guidance for the performance of the Purchasing Office functions and responsibilities is provided by several sources. The primary authorities are:

1. The Department of Administrative Services (DOAS), the Agency empowered by the Purchasing Act, State of Georgia Annotated Code 50-5,
<http://doas.ga.gov/Pages/Home.aspx>
2. The State of Georgia Procurement Manual,
http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm
3. The Board of Regents Policy Manual,
<http://www.usg.edu/policymanual/section7/policy/C467>
4. The Board of Regents Business Procedures Manual,
http://www.usg.edu/business_procedures_manual/section3
5. Middle Georgia State College Administrative Policies and Procedures Manual
http://www.mga.edu/faculty-staff/docs/MGSC_Administrative_Policies_and_Procedures_Manual.pdf



Middle Georgia State College Administrative Policies & Procedures Manual

1608.0102
Asset Purchases
Approval Date: 11-06-13

General Guidelines

MGSC departments that need to purchase assets, (equipment that costs in excess of \$3,000) should utilize the regular purchasing process for requesting purchases. The normal purchasing rules and regulation apply including State Wide Contracts and bid requirements.

Once the purchase request has been approved by the Department Budget Manager and/or VP of Fiscal Affairs, the Purchasing Office reviews the purchase request and processes the purchase as required by applicable purchasing regulations. The Purchasing Office issues the appropriate purchase order and indicates on the Purchase Order that the item is an asset that will be recorded in the PeopleSoft Asset Management module. This notation on the line item on the purchase order routes the purchase for appropriate processing as an asset management inventory item in accordance with MGSC property control processes.



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1608.0103

Authority to Purchase

Approval Date: 11-06-13

According to the Georgia Procurement Manual (GPM) Section I.2.5.3,

The DOAS Commissioner may delegate authority to a designee or to any state entity or official as permitted by the State Purchasing Act. Each state entity is required to identify a qualified individual to serve as its official procurement officer.

GPM Section 8.3 provides:

SPD may, at its discretion, delegate purchasing authority (DPA) to state entities to permit those state entities to make purchases on their own behalf. It is the intention of the State Purchasing Division Deputy Commissioner to delegate purchasing authority to the maximum extent possible.

The APO/CUPO is responsible for ensuring the state entity does not exceed its DPA and that all conditions of the DPA are met. Further, the APO/CUPO is responsible for ensuring all staff exercising such DPA are properly skilled and trained to perform the assigned purchasing tasks. The APO/CUPO should contact SPD to resolve any questions regarding DPA .

The College/University Procurement Officer (CUPO) has the authority to commit College funds for supplies, materials, equipment and contractual services. However, the CUPO should receive approval from the requesting Department/Unit Head or the Vice President for Fiscal Affairs for expenditures to be committed.

The Procurement Officer has full authority to question the quality, quantity, and kind of material requested in order to serve the best interests of the College.

When it appears to the Procurement Officer that the College would benefit by the procurement of materials, equipment, and supplies different from those shown on the Request for Purchase, or from other than the recommended source, the Officer can make the change, with the advice and knowledge of the Department/Unit concerned.

The College budget establishes funds to be used for certain purposes under the authority of the designated Department/Unit Head. Within the prescribed budgetary limits, he or she has primary responsibility for approval of all expenditures charged against accounts under his or her administration. In the event that a Department's/Unit's budget does not have an adequate balance to cover costs for necessary purchases, a request for a Budget Amendment should be completed and approved by the Office of Fiscal Affairs prior to initiating a Request for Purchase (Requisition/ePro).

With limited exceptions, College Departments/Units are NOT authorized to make direct purchases. The CUPO delegates restricted purchase authority to:

Department	Delegated to Whom	Purchase Type
Plant Operations Department	AVP Facilities	Public Works Contracts
Campus Stores	Campus Store Manager	Items for Resale



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1608.0103

Authority to Purchase

Approval Date: 11-06-13

Various	Purchasing Card Holders	Purchases allowable within purchasing card regulations
Library	Librarian	Collection acquisitions, binding services, microfilm services and interlibrary loan items

In general, College Departments/Units have no purchasing delegation in any area where the law or State Purchasing regulations require formal competition or where central fiscal controls would be compromised.

A Department/Unit Head may delegate the authority to approve expenditures on appropriate documents, providing the Fiscal Affairs Office has been appropriately notified of the delegation; however, the responsibility for such approval cannot be delegated.

Some purchases require additional approvals as specified by state, USG or MGSC regulations. See the following table for some of these special approval items.

Type of Purchase	Additional Approval Require
Technology Purchases < \$100,000	MGSC Chief Information Officer
Technology Purchases > \$100,000	USG VC/CIO
Hazardous Materials	Office of Risk Management
Weapons	Chief of Police

As specified in the USG Business Procedures Manual, Section 11.1,

The term “technology” is defined in O.C.G.A. § 50-25-1 and includes, but is not limited to:

“hardware, software, and communications equipment, including, but not limited to, personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, technology facilities including, but not limited to, data centers, dedicated training facilities, and switching facilities, and other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology.”

<http://www.usg.edu/policymanual/section11/policy/C428>



Middle Georgia State College Administrative Policies & Procedures Manual

1608.0306

Contracts

Approval Date: 11-06-13

Policy

All contracts should be approved by the president and/or his designee.

Guidelines

Section 3.4.1 of the USG Business Procedures Manual (BPM) provides information relative to the Authority to Execute Contracts. It states “Generally, the authority to sign contracts for the day-to-day operations of an institution has been delegated to the individual institutions.”

This delegation is to the President and/or his designee. For MGSC, the president has designated the VP of Fiscal Affairs as the authorized approval of contracts.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.0307

Copy Machines

Approval Date: 11-06-13

Due to the large number of copiers used by the institution and the fact that copiers are covered by State Contract, the Office of Fiscal Affairs manages all requests for copiers. Generally, College owned copiers are replaced as their eligibility for coverage under a maintenance contract expires and leased copiers are replaced as the lease expires. The department budget manager should coordinate with the Office of Fiscal Affairs and the Purchasing Office to determine the appropriate copier and appropriate acquisition method (buy versus lease).

Departments/Units are advised to utilize the print shop on the Macon Campus for occasional large printing or copy requests. If the Macon Campus, print shop cannot meet the need, then a local print shop can be utilized. Periodic large printing or copy needs usually do not justify the expense of a large volume copier.

Middle Georgia State College has a maintenance contract for College owned copiers and the lease agreement for leased copiers generally includes a maintenance component. The departments are responsible for reporting problems that require service directly to the maintenance contract vendor. Each copier has an identification tag with an ID number which is needed to report maintenance needs. Service should be provided within 24 hours after requests are made. If the department does not receive the appropriate service from the maintenance contract vendor, the department should notify the staff assistant in the Office of the VP of Fiscal Affairs.



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1608.0501

Demonstration Equipment

Approval Date: 12-6-13

Departments/Units should not accept equipment on an approval basis without first discussing the matter with the Procurement Officer. Vendors must be made aware of certain risks that they undertake as well as purchasing policies and regulations with respect to equipment and supplies.

When equipment is left by vendors for demonstration purposes, the Department/Unit should inform them that the College assumes no responsibility for its loss or damage and that if a purchase is made because of this demonstration, the equipment so purchased will be new, unused, and (when appropriate) in original unbroken cartons, NOT the equipment demonstrated unless USED items are specified in the request before the event of the demonstration. This also applies to video tapes, movies, software, and books.

Department/Unit personnel are not authorized to receive by gift, purchase, lease or loan, any equipment such as soap or detergent dispensers, towel or tissue cabinets or holders, or any other equipment that will, or is intended to, dispense only one manufacturer's product. Such equipment should dispense any competitive product for which equipment is intended. Experience has shown that the gift will usually cost more in the long term because of lack of competition for the supplies.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.0801
Honorariums
Approval Date: 11-06-13

General Guidelines

Honorariums may not be paid to Middle Georgia State College employees.

In accordance with IRS regulations, payments in excess of \$600 will be reported as income on Form 1099-MISC information return.

Definition

An honorarium is a one-time payment to a speaker or visiting lecturer for services.

Procedures

- Complete an ePro Requisition.
- If no invoice will be provided, a Contract for Services must be completed. The ePro requisition number or the PO number must be on the contract.
- An official flyer or announcement of the speakers/activity should be attached to the original invoice or Contract for Services and sent directly to Accounts Payable.

Forms

The official contract to be used for this purpose can be obtained from the purchasing office website at <http://www.mga.edu/accounting-services/purchasing.aspx>



**Middle Georgia State College
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1608.0901

Inquiries About Department Charges

Approval Date: 11-06-13

Inquiries related to budget department charges or supplier payment for a given transaction should be directed to the Budget Office. Generally, the Budget Progress Report will answer many of these questions and can be produced by the department manager at any time.

Departments/Units can review the definitions of available accounts to be used for purchases at http://www.usg.edu/business_procedures_manual/section2/manual/C1111. Before submitting an ePro request, a Department/Unit can contact the Purchasing Office or the Accounting Services Office for assistance in determining the correct account.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1201

Low Value Purchases

Approval Date: 11-07-13

Overview

The p-card program was developed to streamline requisitioning, procurement, receiving and payment processing for low-value purchases.

This procedure provides guidelines pertaining to the purchase of low value items using personal funds and the method of seeking reimbursement for these expenditures. **This type of purchase is discouraged. These purchases should be made using the purchasing card.****

Procedures

Items on purchasing contracts or mandatory source items are prohibited from this category of purchase and are to be requisitioned in accordance with other subject areas of this manual.

Reimbursement from MGSC Cashier or Department Petty Cash

The following criteria must be met for the cash receipts to be considered for reimbursement:

1. The receipt is to be the vendor's normal and customary receipt for cash transactions. An original receipt is required.
2. The receipt must reflect the vendor's name, date of purchase, quantity, description, price of items purchased and the total amount paid.
3. The receipt must be approved at the department level by someone with Requisition approval authority. The person's signature on the receipt is sufficient. Approved receipts must be submitted to the Cashier's Office.
4. Receipts should be hand delivered to the Cashier's Office for actual reimbursement. The person requesting reimbursement must sign for receipt of the reimbursed funds.

*Any employee reimbursement request for expenses over \$50.00 must go through the Peoplesoft Expense Module and an expense report submitted.

**Any Employee or Department that receives more than 1 reimbursement a month on a regular basis should obtain an MGSC P-Card.



**Middle Georgia State College
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1608.1301

Major Purchases-Advance Notification

Approval Date: 11-06-13

Departments/Units should advise the Procurement Officer a minimum of three weeks in advance and preferably as far in advance as possible of potential purchases that will exceed \$25,000 and that are not on statewide contract.

Regarding such major purchases, the Department/Unit Head must formally advise the Procurement Officer, in writing if possible, when a supplier's representative visits a Department/Unit to discuss a proposed major purchase. When major purchases are involved, the Department/Unit Head must provide to the Procurement Officer pertinent information about meetings with suppliers and should be invited to these meetings.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1401

Non-acceptable Purchases

Approval Date: 11-07-13

There are various rules, regulations and laws concerning the utilization of state funds that the institution must follow. This section lists a few common items that cannot be purchased by MGSC. This is **not** a comprehensive list.

Items that are NOT allowed to be purchased using STATE funds

- Alcohol
- Chamber of Commerce Dues
- Food (except for academic class instruction purposes or student activity funds)
- Individual Civic/Professional Organization Memberships
- Individual Licenses/Dues

In addition to the obvious prohibition provided by the cited laws and regulations of buying goods through State agencies for personal ownership, there has been a more subtle interpretation by some institutions and other State agencies of a prohibition against buying certain goods and services, the nature of which suggests that their end-use is more personal than official. While it is difficult to specifically define all such goods and services, the following list includes examples of items that other institutions report having been denied for purchase, because the apparent end-use is personal in nature:

- Christmas decorations;
- Cut Flowers, (ok for student activity funds);
- Coffee makers;
- Entertainment and/or refreshments;
- Table Radios;
- Watches, ground-breaking shovels and other items to be granted as a donation or gratuity in favor of a person, corporation or association;
- Employment agency placement fees;
- Greeting cards;
- Food items, refreshments, and alcoholic beverages; and
- Trophies and other awards for individual ownership (except Service Awards provided by College policy).

Purchases of any items listed within this procedure should be approved by the Director of Purchasing or the VP of Fiscal Affairs.



Middle Georgia State College Administrative Policies & Procedures Manual

**1608.1601
P Cards**

Approval Date: 11-06-13

MGSC utilizes the State of Georgia Purchasing Card program which is intended to streamline payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of supplies, materials, and small value equipment.

MGSC had developed a MGSC purchasing card policy manual with the details of the program. This can be found on the purchasing office's website at <http://www.mga.edu/accounting-services/purchasing.aspx>

Additional information concerning the State of Georgia purchasing card program can be found at <http://doas.ga.gov/StateLocal/SPD/Services/Pages/SpdCards.aspx>

Board of Regents Business Procedures Manual, Section 3.3 also included information relative to the purchasing card program.
http://www.usg.edu/business_procedures_manual/section3/manual/C1127



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1605

Prepayments

Approval Date: 11-06-13

Policy

In accordance with state law, a payment will not be remitted prior to the receipt of materials, goods, supplies, or services except when it is mandatory that the payment accompany the Purchase Order.

General Guidelines

Advance payment of purchases can be authorized only in limited situations.

Prepayments are normally required for subscriptions or in the case of a custom order. Most manufacturers will not proceed with a custom order unless a deposit is paid at the time the order is placed.

In general for prepayments, the items must not be available from any other source, the supplier must state on its order form that Purchase Orders are not acceptable, and the exact cost of each item plus any shipping must be shown on its order form.

Procedures

The requestor must enter a comment when entering the ePro Requisition advising Purchasing that a deposit or prepayment is required. This will alert Purchasing to ensure the PO is set up correctly to allow partial payment. Send all supporting documentation to Purchasing with the ePro Requisition number noted. (invoice, order form , etc.)

Purchasing will forward invoice to Accounts Payable after the Purchase order has been generated and signed. In most situations, it is in the best interest of the College to submit a Purchase Order to the supplier. The supplier should then return the Purchase Order with the current prices noted and a notation that prepayment is a requirement.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1607
Purchase Requisition
Approval Date: 11-06-13

Policy

A Request for Purchase (Requisition) should be completed for the purchase of supplies, materials, contracted services and/or equipment. A Request for Purchase is not necessary for items purchased utilizing the P-card purchasing process.

Guidelines

Generally, the Electronic Request for Purchase (ePro Requisition) should be utilized for requesting purchases. Detailed instructions for creating a Requisition are provided on the MGSC purchasing office website. http://www.mga.edu/accounting-services/docs/Creating_a_Requisition.pdf

A non-electronic paper requisition may be used in case of an emergency and when time is of the utmost importance. Non-electronic requisitions may also be used during the last month of the Fiscal year in order to allow the Vice President of Fiscal Affairs to review and approve all end-of-year purchases. Other circumstances that require the use of the non-electronic requisition are department purchases from the Bookstore and Shipping packages via FedEx or UPS (See Procedures 2.7 and 3.1, respectively).

Requests for Purchase must be approved by the department/unit head, or if completed by the department/head, it must be approved by a level above the department/unit head.

The Request for Purchase must pass a budget check to ensure that funding is available for the purchase. If the budget check fails, the requesting department/unit should contact the Budget Office to resolve any questions relative to available funds. If a budget amendment is necessary, the appropriate Dean or Director must work with the Budget Office and the VP of Fiscal Affairs to request the budget amendment.

The Requestor, with the assistance of the Procurement Office, is responsible for obtaining appropriate signatures for special approval items such as electronic data processing equipment, telecommunications items, records management requirements, College publications, or for other special types of items. The ePro system should automatically route special purchases to the appropriate approving department based upon the NIGP category code.

Originating Departments/Units will be able to view Requisitions and Purchase Orders within the PeopleSoft System.

It is important that no vendor be contacted by College Departments/Units before the actual receipt of the Purchase Order. To do so could jeopardize the bargaining or competitive bidding position of the College or the DOAS Division of Materials Management. Any contact of this nature originated by the supplier should be promptly reported to the Agency (College) Procurement Officer.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

**1608.1607
Purchase Requisition**
Approval Date: 11-06-13

Routine travel expenses must be processed under travel regulations. A Request for Purchase may not be used for travel costs such as gasoline, lodging, or per diem.

Items charged to Personal Service Categories of the budget must not be ordered on a Request for Purchase.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1608

Purchases for Personal or Non-State Use

Approval Date: 11-06-13

Policy

It is unlawful for the College to make purchases for the personal use of its employees.

State Regulations

"It shall be unlawful for any employee or official of the State of Georgia to purchase, directly or indirectly, through the Supervisor of Purchases, or through any Agency, Department, Board or Bureau of the State, any article, material, merchandise, ware, commodity, or other thing of value for the personal or individual ownership of himself or other person or persons. All articles, materials, merchandise, wares, commodities, or other things of value purchased, directly or indirectly, by or through the Supervisor of Purchases or by or through any Agency, Department, Board or Bureau, or the State shall be and remain the property of the State of Georgia until sold or disposed of by the State in accordance with the laws governing the disposition or sale of other State property." (Code Section 40-1936)

"It shall be unlawful for any person to knowingly sell or deliver any article, material, merchandise, ware, commodity or other thing of value to any person, directly or indirectly, by or through the Supervisor of Purchases or by or through any Department, Agency, Board or Bureau of the State for the individual and personal ownership of such person or other person or persons, except that property of the State may be sold or otherwise disposed of in accordance with the laws governing the sale or disposition of State property." (Code Section 40-1937)

"Within the meaning of this Act the word `person' shall include natural persons, firms, partnerships, corporations or associations." (Code Section 40-1938)

Purchases made through State sources cannot be resold to employees or the public. The State has determined that food and drug items can be purchased and be issued to Students through Food Services and Student Health Services because the purchase is based on a fee, not on a direct sales process.

Board of Regents Policy

7.7.2 Employee Purchasing

Absent a specific and approved exemption in state law or as approved by the Chancellor, USG employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for USG operation (BoR Minutes, 1955-56, pp. 254-55; October 2013).



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1608.1801

Receiving and Inspection of Supplies and Equipment

Approval Date: 11-06-13

Central Receiving and the requesting Departments/Units are responsible for receiving and inspecting supplies and equipment.

A Department/Unit must never return to the vendor or carrier any ordered merchandise without first obtaining permission and shipping instructions from the Procurement Office.

For complete description of procedures for handling receiving purchases and for the return of merchandise, the Department/Unit should refer to the Central Receiving section of this Manual.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1802

Resolution of Unauthorized Charges

Approval Date: 11-06-13

College Departments/Units are not permitted, WITHOUT PRIOR AUTHORIZATION (such as in cases of emergencies), to make fiscal commitments against College funds.

If such a commitment is inadvertently made, a Department/Unit must follow these procedures.

- The Department/Unit should immediately contact the Procurement Officer.
- The individual making the commitment must write to his or her Immediate Supervisor a detailed letter of explanation. If the cost involved to the College is for more than \$200, the letter must also address the issues of cost from alternate suppliers and the evaluation of available substitute products.
- The Department/Unit head must submit a letter which includes the reason(s) the commitment was made without prior approval or compliance with purchasing procedures, and an acknowledgment that the responsible employee has been counseled and now understands correct procedures.
- Both letters should accompany a Request for Purchase to which the original invoice covering the purchase is attached.
- The unauthorized commitment (purchase), if submitted as stated above, will be reviewed by the Procurement Officer and the Vice President for Fiscal Affairs. A case-by-case determination will be made as to the appropriate decision. Previous instances of unauthorized commitments by the same employee and/or the same administrative area may be justification for rejection of the current request.
- If the unauthorized commitment is approved for payment, the Procurement Office and the Accounting Services Office will process it as expeditiously as possible.

Even upon compliance with the above steps requirements, there is no assurance that payment for an unauthorized charge can be made, particularly if it violates State law and/or State Purchasing regulations. Taxes on such purchases will not be paid with State funds.

The individual who made the commitment, or the one who directed that the purchase be made in an unauthorized manner, may be personally liable for settling the matter with the vendor. The employee making the unauthorized commitment is responsible for assisting in resolving the matter. This includes notification to the supplier that taxes on the invoice cannot be paid by College funds, acquisition of an original invoice or paid receipt for the goods or services obtained, and any other actions requested by the Procurement Officer necessary to assist in resolving the matter equitably, ethically, and in the best interest of the College.

Employees should be aware that except where a written contract with a supplier states otherwise, suppliers cannot be held responsible for knowledge of College and State purchasing policies, procedures, rules, regulations, and related matters.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1608.1805

Routing of Purchase Documents

Approval Date: 11-06-13

Requests for Purchase should be approved by the Department/Unit Head and submitted to the Procurement Office. This is done electronically within the ePro system.

Before completing any agreement for a purchase that requires signed contracts, a Department/Unit must route purchase documents through the Procurement Officer.

Invoices should not be sent to the Purchasing Department (Exception- Deposit for a custom order) Vendors should send invoices directly to the Accounts Payable Department. Invoices are date stamped upon receipt to ensure appropriate discounts are taken. The correct billing address is:

**Middle Georgia State College
Accounts Payable Department
100 College State Drive
Macon, GA 31206**

Any packing slips received in the requesting department/unit should be sent to Central Receiving.



Middle Georgia State College Administrative Policies & Procedures Manual

1608.1901
Sales and Use Tax
Approval Date: 11-06-13

Policy

Middle Georgia State College, as a unit of the State of Georgia, is exempt from payment of Georgia Sales and Use Tax and Federal Excise taxes when using public funds.

Guidelines

State sales tax does not apply to sales to the United States of America, the State of Georgia, or any county or municipality of said State, provided purchases are pursuant to official procurement to be purchased with public funds.

The tax applies when such sales are made without the required purchase order or are not paid from public funds.

Request for Exemption Certificate

Any Department/Unit official receiving a request for an Exemption Certificate for taxes should forward the request to the Procurement Office. The ePro Requisition to which the certificate pertains should be identified. **EXCEPTION:** Resale exemption certificates for merchandise purchased for resale by the Campus Stores may be executed by the Campus Stores Manager.

Other State Sales Taxes

Generally, the College is not liable to pay State sales taxes of other states if the transaction is consummated in Georgia. However, the College is liable to pay taxes of other states if title passes in that state.

Taxes on Petty Cash Purchases

Sales tax charged on petty cash purchases can be paid by the purchaser and reimbursement of the sales tax will be made to the petty cash account by the College. The individual purchasing an item with cash should attempt to avoid the taxes by informing the supplier that the items are for use by Middle Georgia State College, a Unit of the University System of Georgia. To avoid the tax, the individual should use a purchase order when practicable.

Taxes Chargeable to Agency Funds

Agency funds are not exempt from the payment of State and Federal taxes. This is a requirement of Executive Order 1959-18 issued March 23, 1959.

Collection of Sales Tax

Middle Georgia State College is not exempt from collecting sales tax. Sales tax should be collected for any sales, including ticket sales and concession sales. Question regarding sales tax collections should be directed to the Controller's office.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

**1608.2001
Telephone Marketing**

Approval Date: 11-06-13

Telephone solicitations for office supplies, copier and laser printer toner and similar products should be referred to the Procurement Office. Experience has shown that most of these "deals" result in receiving poor quality merchandise at inflated prices.

The desirability of good customer-vendor relations cannot be overemphasized. Members of the Procurement Office usually have more contact with the general business sector than most other personnel of the College. However, all MGSC employees must take extreme care to avoid even the appearance of favoritism toward any vendor.

In dealing with suppliers, the procurement office and the requesting departments/unit should:

- Give each salesperson a full, fair and courteous hearing on any subject justified by the nature of his or her product and needs;
- Decline to take advantage of a seller's obvious errors; allow a vendor to withdraw a quotation immediately if offered in error;
- Keep competition open and fair;
- Insist on receiving the best price first and hold the bidder to it, avoid any appearance of auctioning the bid among vendors (This involves revealing to suppliers what other vendors bid.);
- Keep specifications fair and clear and avoid impossible or unnecessary specifications;
- Show consideration for the vendor's difficulties and cooperate with him or her whenever possible;
- Avoid the rejection and return of items for petty reasons;
- Avoid putting the vendor to unnecessary expense on return items; and
- Answer all vendor inquiries promptly.

Requesting Departments/Units should also:

- Indicate, as appropriate, their preference for vendor(s), recognizing that justifications for restriction of competition to one vendor are usually futile (However, the preferred vendor(s) will receive requests to submit quotations.); and
- Treat suppliers with courtesy and fairness, while maintaining a firm and unyielding position with respect to price, quality and service (consulting with the Procurement Office if compromises are being considered).

Vendor Relations and Acceptance of Gifts

Relations with suppliers should always be kept professional. The integrity and independence of all parties should be paramount in such matters.

Board of Regents Policy 8.2.13 addresses gratuities.

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.13_gratuities

Policy 8.2.13.1 specifically addresses Prohibited Receipt of Gifts by USG Employees. All MGSC employees should review this policy.



Middle Georgia State College Administrative Policies & Procedures Manual

1802.0001

Records Management Introduction

Approval Date: 11-14-13

Department/Unit heads are responsible for the maintenance and retention of records for their functional area.

MGSC utilizes electronic records in many of its functional areas. This movement to electronic records is prevalent within the USG as evident in that the USG Business Procedures Manual section 12 for Protection and Security of Records has been superseded by the Information Technology Handbook Section 5.

http://www.usg.edu/information_technology_handbook/section5

The Georgia Records Act is applicable to the records of Middle Georgia State College.

http://www.georgiaarchives.org/TEST/InformationForGovernmentAgencies/Records_laws_and_regulations/georgia_records_act.htm#50-18-94

The following is a summary of primary custodians.

Accounting Records	Controller
Faculty Records	VP of Academic Affairs
Financial Aid Records	Director of Financial Aid
IT Records	Chief Information Officer
Personnel Records	Director of Human Resources
Police Records	Chief of Police
Student Records	Registrar

The USG Records Management and Archives includes a glossary that should be referenced for terminology utilized in relation to records management.

http://www.usg.edu/records_management/glossary

The MGSC Foundation and MGSC Real Estate Foundation maintain their own records and retention schedule.



Middle Georgia State College Administrative Policies & Procedures Manual

1802.1501 Open Records Requests

Approval Date: 11-14-13

Records of MGSC are subject to The Open Records Act of the Official Code of Georgia (50-18-70).

http://law.ga.gov/sites/law.ga.gov/files/imported/vgn/images/portal/cit_1210/62/51/186385699r1.pdf

The VP of External Affairs is the designated open records officer for MGSC.

The following information relative to The Open Records Act of Georgia is from the USG Resource Guide for Student Affairs Professionals.

http://www.usg.edu/student_affairs/documents/SAHandbook.pdf

The Georgia Open Records Act provides procedures for the disclosure of public records in the custody or under the control of public officials/record custodians. It further creates civil and criminal penalties for records custodians who fail or refuse to follow its procedures. All public records (unless exempt as set forth below) are open to inspection by the general public. O.C.G.A. § 50-18-70(b). Requests may be written or verbal. A custodian does not have to prepare summaries of documents, nor must it compile records in any requested order not in existence at the time of the request. O.C.G.A. § 50-18-70(d).

Requests must be acknowledged/fulfilled within three business days. O.C.G.A. § 50-18-70(f). During that time, the custodian must determine whether the records can be inspected (or are legally excluded from inspection), and then, during that same period, must notify the individual who made the request whether (and when) the records will be available. O.C.G.A. § 50-18-70(f). The custodian must provide a timely schedule even if it will take more than three days to assemble and produce the records. O.C.G.A. § 50-18-70(f). If records are not subject to disclosure, the custodian must respond within three business days with citation of legal authority exempting such records. O.C.G.A. § 50-18-72(h). The custodian can amend or supplement a designation one time within five days of the discovery of an error. O.C.G.A. § 50-18-72(h).

Specifics of the law can be accessed through the Board of Regents Human Resources Manual at:

http://www.usg.edu/hr/documents/hr_resources_manual.pdf

The Open Records Act allows MGSC to assess a reasonable fee for the retrieval and assembling of records requested.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

**1802.1801
Records Disposal**

Approval Date: 11-14-13

The Plant Operations Department manages the central paper records storage area. The functional department/unit is responsible for ensuring the proper time frame for storage and destruction.

Every six months, the boxes in the central storage area with a destruct date in the past six months are pulled. MGSC utilizes a third party contractor for the secure destruction of the records identified for destruction.

Each department/unit is responsible for the storage and destruction of records that have not been transferred to the central records storage area.

There is not a central storage area except on the Macon Campus. However, there is a central document disposal room on the Cochran Campus in Memorial Hall. This room is utilized for records that have been identified for disposal. The records are maintained in the disposal room until the secure record disposal contractor processes the records.



Middle Georgia State College Administrative Policies & Procedures Manual

1802.1802 Records Retention

Approval Date: 11-14-13

Each Department/Unit is responsible for the proper retention of records for the records produced within their area.

Prior to records being moved from the unit's day to day operational area, the records must be properly labeled. The label should be highly visible, preferably printed on bright orange paper, and attached to the end of the storage box. The label should include the identity of the records and the appropriate disposal date. It is the Department's/Unit's responsibility to box all files and label the boxes for storage. A Department/Unit can order record storage boxes from any local vendor.

The Plant Operations Department coordinates the physical transfer of paper records from various department/units and manages the central records storage area. These transfers involve the semi-active and inactive files according to the Records Retention Schedule. The files are stored for ready reference, in a secure area in the records storage facility located in the Campus Support Building on the Macon Campus. There is not a central records storage area for the remaining campuses. The Cochran campus has a central records disposal area in Memorial Hall.

The department/unit should contact the Plant Operations Department for the physical transfer of paper records to the central records storage area or the central records disposal area.

Resources

BOR Policy 10.4 provides records retention guidelines for USG institutions and designates the University System Office as the administrator of the records retention guidelines.

<http://www.usg.edu/policymanual/section10/policy/C442>

The USG Records Management and Archives website provide resources for MGSC including the record retention schedules. http://www.usg.edu/records_management/

The USG Records Retention Manual is published at

http://www.usg.edu/records_management/documents/USG_Records_Retention_Manual_033010.pdf



**Middle Georgia State College
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1802.1803

Records Retrieval

Approval Date: 11-14-13

If a department needs access to a record that has been transferred to the central records storage area, the department/unit head should contact the Plant Operations Department.

The two departments will coordinate and arrange a time for the appropriate department representative to meet the Plant Operations staff at the central records storage area. Plant Operations staff would assist with locating the correct box, and would maintain the confidentiality of the other records in the room. Once the record is located, it will be provided to the originating department.



Middle Georgia State College Administrative Policies & Procedures Manual

1802.1804

Records Disaster Recovery Plan

Approval Date: 11-14-13

This plan provides guidance for the recovery and restoration of mission critical documents and information that may be damaged or lost in a mishap or disaster. Mission critical is defined as documents and/or information necessary for the successful day-to-day operation of the institution. In this plan, records will refer to mission critical documents and information.

Electronic records are subject to the procedures established by the Chief Information Officer and documented elsewhere. The plan relates to paper records which are mission critical. There are also many paper records of an archival nature that, while not necessarily mission critical, are of great historical value to the institution.

The safety of students, faculty and staff is of utmost importance. Fire, severe weather or other disasters may cause structural damage that renders a building unsafe for occupancy. In the event of a disaster, personnel should not enter a damaged building until it has been inspected and deemed safe for occupancy.

Activation

Implementation of this plan will depend largely on the nature of the cause of damage to records.

Localized Incident: Causes such as a leaking roof or a broken water line usually result in localized damage which is limited to an office, office suite or floor of a building. In localized damage cases, the department/unit head of the affected unit(s) will be responsible for implementing the recovery process.

Widespread Incident: Causes such as fire or severe weather often result in more widespread damage. In such cases, it is possible that the MGSC Emergency Operations Plan will be activated. The provisions of the MGSC Emergency Operations Plan take precedence over the Records Disaster Recovery Plan. When the Emergency Operations Plan is in effect, the Records Disaster Recovery Plan is to be activated only when clearance to enter the affected building(s) and to assess the damage has been given.

Disaster Recovery

Most, but not all, mission critical paper academic records are stored in a fireproof vault when not being used. Some of the mission critical paper administrative records (financial, human resources, etc.) are stored in fireproof vaults and cabinets, but the voluminous nature of these records prevents storing all of them in such facilities.

Units within the institution should approach disaster recovery for mission critical records in the following manner:

- The department/unit head(s) of the affected unit(s) should contact Plant Operations for assistance with any necessary post-disaster clean-up.

- Department/unit head(s) and records manager will be responsible for the initial assessment of the nature, extent, and severity of the damage to records in their respective unit. Successful recovery depends upon quick action; therefore, the initial assessment should be conducted as soon as possible after discovery of the damage.
- After the initial assessment, the unit head should contact the Plant Operations Department for a more detailed assessment of the damage and for advisement regarding the steps necessary to increase the likelihood of successfully recovering the damaged documents.
- Actions necessary to recover documents can range from simply air drying damp records to hiring restoration specialists for severely damaged records.

Water Damage Restoration Steps

There are two types of water damage. Direct damage occurs when documents are completely saturated. Secondary damage occurs when documents are damp due to high humidity related to flooding, etc.

- **Air Drying:** This process is quick and effective with smaller quantities of records with secondary damage. Records are separated and spread out in a cool, dry location. Fans and air conditioning are used to circulate dry air over the documents. This process is usually complete within 72 hours.
- **Dehumidifiers and Air Movers:** This method is used with larger quantities of records that have received secondary damage. The documents are left in their original containers and dehumidifiers and air movers are brought into the facility. Depending on the volume of records, this process can take weeks to complete. There is the possibility of residual damage if this process is not completed properly. Therefore, this process should only be used after consultation with a restoration specialist and only if dehumidifiers and air movers are available in sufficient quantity and capacity.
- **Freezing:** Freezing is appropriate when documents have received direct damage. This process is usually done by a restoration specialist and involves separating records and placing them in special containers in commercial freezers. Depending on the volume of records, this process can often require several months to complete.

Fire Damage Restoration Steps

The full recovery of records damaged due to fire is less probable than records damaged by water. Documents damaged by fire that are recoverable will have a permanent smoke odor. In cases where it is necessary, a process called “dry cleaning” may remove most, if not all of the smoke odor. This process is usually done by a restoration specialist and requires treating each page of the affected records with a special solvent and allowing them to dry.



Middle Georgia State College Administrative Policies & Procedures Manual

1804.0001 Risk Management Introduction

Revision Date: 7-1-13

Purpose

The purpose of this policy is to identify the different components of the Risk Management Department. A brief description of each component is included.

Components

Environmental Management System (EMS): EMS is a system designed to identify all the potential environmentally damaging activities/materials at the Middle Georgia State College (MGSC) and to mitigate the potential damage of each.

Environmental Health and Safety (EHS): EHS identifies risks to employees and others who are present in MGSC facilities and informs these people of the same. A significant part of EHS is insuring that everyone gets the Right-to-Know training and how to deal with exposure to hazardous materials.

Comprehensive Lost Control Program (CLCP): The CLCP is designed to minimize loss of state property, minimize the loss of employee work time due to injury, decrease insurance costs through proper management of state property, etc. The eight major components of the CLCP are:

- Employee Education and Training,
- Employee Accident Prevention,
- Theft,
- General Liability,
- State Workers' Compensation Program,
- Property,
- Auto Liability and Physical Damage, and
- Fleet Management.

Enterprise Risk Management (ERM): The ERM program is a method of formally identifying risk, assigned the potential for occurrence of the risk and the impact if the risk occurs. The program allows for identifying, taking action to mitigate and tracking progress in avoiding or minimizing the risk. The program involves all risk including:

- Strategic Risk – Affects ability to carry out goals and objectives of USG and MGCS;
- Compliance Risk – Affects compliance with laws, regulations, safety, etc.;
- Reputational Risk – Affects Reputation, public perception, political issues, etc.;
- Financial Risk – Affects loss of or ability to acquire assets, technology, etc.; and,
- Operational Risk – Affects on-going management process and procedures.

Insurance: Ensure that all assets are identified, inventoried and properly insured to cover the cost of asset replacement as may be required.

Property: Ensure proper inventory control, proper use and proper maintenance of all state owned property.

Fleet Management: Ensure the proper maintenance and use of state vehicles. Ensure that proper insurance is maintained to replace/repair vehicles as necessary. This also includes the initiation of replacement vehicles as appropriate. Fleet management includes working with the Eastman Campus in keeping the aircraft fleet current and protected.

Comprehensive Loss Control Program

The Comprehensive Loss Control Program (CLCP) is an eight component program established by the Georgia Department of Administrative Services (DOAS) that was designed to help state entities achieve a safety culture and lessen the frequency of all types of claims while providing a safer working environment for all state employees, students and visitors of these institutions. Incentives and deterrents are in place to ensure that state agencies participate in the CLCP. Senate Bill 425 authorizes DOAS to establish incentive programs that include setting insurance coverage premium rates and adjusting claim deductibles based on participation in loss control programs. Middle Georgia State College's (MGSC) Risk Management department is charged with assembling and implementing a working CLCP for all MGSC five campuses. The components, and a brief description, of MGSC's Comprehensive Loss Control Program are listed and discussed below.

Components

Employee Education and Training

There are a variety of risk exposures to state employees and state entities. Efforts to improve loss control programs require training and education on loss control topics. MGSC's Risk Management department has established a written policy explaining the availability of training materials and compliance thereto. Also, all training materials and courses are available to all employees by contacting the Risk Management department.

Employee Accident Prevention Plan

Most injuries to employees are preventable. MGSC's Risk Management department has a system in place for the identification and control of hazards and exposures. It is the responsibility of all employees to pay attention to their surroundings and potential hazards in an effort to reduce accidents. Hazards can be reported using the MGSC Risk Management web site or by calling the Risk Management Department.

Fidelity Losses (Employee Theft)

Theft and misuse of state funds, property and services by employees causes financial loss and impacts MGSC's image. MGSC's Risk Management department has created systems to maintain property inventories and works in conjunction with Public Safety and Human Resources to mitigate these types of losses, and see that appropriate action, up to termination, is taken when

misappropriation of state property is found. Misappropriation includes the “borrowing” of state property for personal use.

General Liability – MGSC has systems in place to reduce or eliminate the effects of Employment Practices claims, such as harassment. The Human Resources Department is charged with assigning all employees Harassment and Ethics training annually.

Workers Compensation

MGSC makes every effort to have a safe work environment. Even in organizations with extensive safety programs injuries still occur. MGSC’s Risk Management and Human Resources departments have implemented the “Georgia Focus” program to help expedite an injured employee’s return to work. Every accommodation is made to try and find a light duty task to get an employee back to work in some capacity as soon as possible. Remember: “Safety is everyone’s responsibility” so if you see something, say something!

Real Property

Maintaining state owned buildings in proper condition is critical to preventing losses and reducing liability issues and is a significant focus point for loss control. MGSC’s Plant Operations Department has systems in place to regularly perform preventative maintenance on buildings, grounds and equipment. The department of Risk Management also does regular inspections of buildings and grounds and suggests corrective measures to appropriate parties when necessary to meet law, code and regulation requirements.

Auto Liability and Physical Damage

Employees driving on state business, regardless of vehicle ownership (state, personal, rented, leased) are covered for liability while operating the vehicle in a safe and proper manner. MGSC has a Motor Vehicle Use policy in place which includes a Drivers Qualification program. The Risk Management department assigns drivers training to new employees and checks all employees driver’s license annually to validate that they are qualified to operate a state vehicle or their personal vehicle for state business. Also, employees driving on state business are required to complete driving training and submit a Driver’s Acknowledgement Form annually. MGSC also participates in the “Report My Driving” program.

Fleet Management

MGSC participates in the Automotive Resources Incorporated (ARI) system that monitors vehicles preventive maintenance schedule. Routine maintenance is performed by Plant Operation

employees or outside contractors and then that information is entered into ARI. This process ensures that routine and proper maintenance is performed on all state vehicles.

Penalties

Failure to participate in the CLCP program will result in classification as a non-participant and the DOAS can impose the following penalties.

1. Requirement to pay a 10% surcharge on all insurance premiums.
2. Non-Participating agencies will pay higher third party property damage deductibles.



Middle Georgia State College Administrative Policies & Procedures Manual

1804.0302

Compliance

Approval Date: 08-28-14

MGSC strives to comply with all applicable Federal and State laws, rules, and regulations and complies with the USG BOR Policy 7.16 – Compliance.

Ultimately the president of MGSC is responsible for ensuring that MGSC complies with all laws, rules and regulations. The campus Internal Auditor is the designated MGSC compliance officer. Each department/unit head of MGSC is responsible for identifying and documenting applicable federal and state laws specific to the functions of their department/unit and for the development of policies and procedures to ensure compliance. If needed, the department/unit head should seek assistance from the compliance officer with the interpretation of and compliance with laws, rules and regulations.

The following compliance officers have been appointed for the specific areas due to the large number of high risk policies, procedures, laws and regulations.

<u>Area</u>	<u>Compliance Officer</u>
Athletics	Athletic Director
EPA/EPD	AVP Facilities
FAA Regulations	Dean of School of Aviation and Chief Flight Instructor
Federal Financial Aid	Director of Financial Aid
Federal Grants and Contracts	Controller
Section 504/Title II, Title IX,	
Age Act	Director of Human Resources
ADA	Director of Disability Services



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1804.0601

Fire Alarms

Approval Date: 12-06-13

All supervisors and department heads should ensure that all employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s).

All employees should be aware of the emergency evacuation routes for their work areas.

Elevators should not be utilized for egress in the event of a fire.

Information concerning evacuation procedures is published on the MGSC Public Safety website.
<http://www.mga.edu/police/emergency-response-plan.aspx>



Middle Georgia State College Administrative Policies & Procedures Manual

1804.1301

Motor Vehicle Use Requirements

Updated: 9-23-13

Middle Georgia State College (MGSC) is committed to using state vehicles in accordance with the Board of Regents (BOR) policies and procedures.

A state vehicle is defined as any motorized vehicle owned by the state of Georgia and includes such vehicles as golf carts and utility carts, as well as cars and trucks. Requirements of this policy also apply to rental vehicles used for state business and personally owned vehicles (POV) being used for state business. *It is important that employees understand the authorization to drive on state business may be a requirement of employment.*

Employees driving state owned vehicles, rental vehicles, or POVs on state business will be required to annually:

1. Provide a copy of a current driver's license to the Risk Management Office.
2. Provide a completed Driver Acknowledgement Form (DAF) to the Risk Management Office.
3. Successfully complete a drive safety training course that will be assigned by the Risk Management Office.

After receiving a copy of an employee's driver's license and a completed copy of the Driver Acknowledgement Form, the office of Risk Management will run a Motor Vehicle Record (MVR). If a person answers yes to all questions on the DAF and has an acceptable MVR they will be assigned the appropriate training. Persons driving 15 passenger vans will be required to take a 15 passenger van training module in addition to the safe driving module. Once these requirements are met, the employee will be qualified to drive a state vehicle, rental vehicle or POV on state business. *State insurance will only cover liability when a POV is used for state business.*

An employee who has had one of the following occurrences during the 24-month period preceding their request for use of a vehicle for state business will be considered a "disqualified driver".

1. Accumulating more than 10 points on his or her driving record.
2. Receiving a citation (ticket or warning) while driving on official business.
3. Having had an "at fault" motor vehicle accident within six (6) months preceding an assignment to drive on official business.
4. Having been convicted of one of the following offenses preceding an assignment to drive on official business:
 - Driving under the influence (DUI)
 - Driving while intoxicated
 - Leaving the scene of the accident
 - Refusal to take a chemical test for intoxication

Employees subject to completion of the DAF shall be required to disclose to the Office of Risk Management if any of the above apply. A Disqualified Driver may not drive on state business until: (a) his or her MVR has been reviewed by the Office of Risk Management and (b) the Disqualified Driver has satisfied the corrective, preventive and/or educational measures specified by MGSC.

1. The measures specified may include, but are not limited to, the following: Viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on official business.
2. Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on official business. Prior to making such a determination, the Office of Risk Management and the Chief Human Resources Officer must consult the Disqualified Driver's department manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:
 - The driving conditions under which the relevant events occurred.
 - The extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to applicable law.
 - The apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver.
 - Whether anyone was injured as a result of the Disqualified Driver's action.
 - The amount of time that has passed since the events in question.

An employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension or revocation.

Employees charged with the following offenses are not permitted to drive on state business until disposition of the charges.

1. Driving under the influence
2. Driving while intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record).
6. Exceeding speed limit by more than 19 mph (only if conviction would result in more than 10 points accumulated on driving record)

Employees who drive on state business are to disclose receipt of the above charges by submitting a Driver Notification Form no later than the workday following the charges. This is in addition to the requirement for employees to report DUIs to Human Resources.

Employees who meet all Driver Qualifications following disposition of the charges are permitted to resume driving on state business.

If an employee does not meet all the Driver Qualifications following disposition of the charges, the employee will not be permitted to drive on state business until the circumstances leading to such citations have been reviewed by the Chief Human Resources Officer and the Office of Risk Management and the Disqualified Driver has satisfied the corrective, preventive and/or educational measures specified MGSC. The determination of the measures required will be made by the Chief Human Resources Officer and the Office of Risk Management in consultation with the employee's department manager, based on specific citation and circumstances.

Driver Acknowledgement Forms and Driver Notification forms are available at http://www.usg.edu/hr/manual/motor_vehicle_use/

It is recommended that employees who drive on state business visit the Georgia Department of Administrative Services web site to review information concerning the proper use of vehicles. <http://doas.ga.gov/StateLocal/Risk/Pages/RiskCLC.aspx>

Risk

Risk is the probability of an event and the potential consequences to an organization associated with that event's occurrence. Risks do not necessarily exist in isolation from other risks. One risk may impact the significance of other risks, and additionally, addressing one risk may create risks in other areas of an organization. Risk is inherent to any organization/activity. It is neither possible, nor necessarily advantageous, to entirely eliminate risk without ceasing that activity. *The safest ships are the ones that do not sail, but that is not what they are designed for.*

A risk is defined as **Major** when the combination of an event's probability of occurrence and the potential consequences is likely to:

1. Impair the achievement of a University System of Georgia (USG) strategic goal or objective;
2. Result in substantial financial costs either in excess of the impacted institution's ability to pay or in an amount that may jeopardize the institution's core mission;
3. Create significant damage to an institution's reputation or damage the USG's reputation; or
4. Require intervention in institutional or USG operations by the Board of Regents (BoR) and/or an external body.

Major Risks are a subset of the larger category of **Significant Risks**. **Major Risks** are the most critical risks and must meet any one of the criteria listed above. **Significant Risks** includes **Major Risks** but also less critical risks. The definition of **Significant Risk** will be detailed in the System-level procedures manual as directed by BoR Minutes, August 2010.

Purpose

The Board of Regents recognizes that the proper management of risk is a core leadership function that must be practiced throughout the USG. The Enterprise Risk Management (ERM) framework shall be the accepted framework for USG risk management. ERM is defined as a process-driven tool that enables management to recognize, assess, and manage significant risks that may adversely impact the attainment of key organizational objectives. It is the responsibility of USG and Middle Georgia State College (MGCS) leaders to identify, assess, and manage risks using the ERM process. The successful implementation of ERM policies and practices can enhance potential opportunities to help achieve organizational objectives.

Some level of risk is not only expected in normal everyday activities but can be beneficial. However, acceptance of risk shall not include:

1. Willful exposure of students, employees, or others to unsafe environments or activities;
2. Intentional violation of federal, state or local laws.
3. Intentional violation of federal, state, or BoR policy.

4. Willful violation of contractual obligations or regulations, or;
5. Unethical behavior.

Risk management decisions should be made after conducting a cost-benefit analysis. Such analysis should take into account the potential costs associated with the identified risk should the risk event take place as compared to the costs associated with mitigating the risk. *I should be noted that these costs are not only financial but may also include substantial damage to reputation, opportunity costs, potential litigation, distraction from core missions, obsolescence and others.*

While it is challenging to properly assess some risk events prior to them happening, **Major Risks** that could result in significant long-term damage to the USG or MGSC must be identified to the Board and the Chancellor as soon as possible. Acceptance of Major Risks must be at the discretion of the Board and the Chancellor. The System-level procedures manual shall provide additional guidance on the time and form pertaining to the reporting of **Major Risks**. **Significant Risks** should be identified in a timely manner. Significant Risks specific to an institution or unit shall be accepted and/or managed by MGCS's president or the president's designee.

Categories of risks managed through the ERM framework include:

1. Strategic Risk – Affects ability to carry out goals and objectives as articulated in the USG Strategic Plan and individual institution Strategic Plans;
2. Compliance Risk – Affects compliance with laws and regulations, student, faculty and staff safety, environmental issues, litigation, conflicts of interest, etc;
3. Reputational Risk – Affects reputation, public perception, political issues, etc.
4. Financial Risks – Affects loss of or ability to acquire assets, technology, etc; and,
5. Operational Risk – Affects on-going management processes and procedures.

An identified risk may fall into multiple categories. (BoR Minutes, August 2010).

General Objectives

The purpose of the Risk Management Policy is to strengthen the proper management of risks through proactive risk identification, risk management, and the risk acceptance pertaining to all activities at MGSC.

The Risk Management Policy is intended to:

1. Ensure **Major Risks** are reported to the Board and the Chancellor for review and acceptance;
2. Result in the management of those risks that may significantly affect the pursuit of the state strategic goals and objectives;
3. Embed a culture of evaluating and identifying risks at multiple levels within the USG and MGSC;

4. Provide a consistent risk management framework in which the risks concerning USG and MGSC business processes and functions are identified, considered and addressed in key approval, review and control processes;
5. Ensure that MGSC communicates **Significant Risks** to the USG level so risk can be measured across the System.
6. Inform and improve decision-making throughout the University System;
7. Meet legal and regulatory requirements
8. Assist in safeguarding USG and MGSC assets to include people, finance, property and reputation; and
9. Ensure that existing and emerging risks are identified and managed within acceptable risk tolerances.

Applicability

The Risk Management Policy applies to MGSC. (BoR Minutes, August 2010).

Implementation

Frameworks and Procedures

An institution-wide approach to risk management shall be adopted by MGSC. It is expected that risk management processes will be embedded into the MGSC's management systems and processes. All risk management efforts will be focused on supporting the institution's objectives. Therefore, the president, or his/her designee shall develop a campus risk management framework and associated procedures that include:

1. Formal and ongoing identification of risks that impact MGSC goals;
2. Development of risk management plans;
3. Monitoring the progress of managing risks;
4. Periodic updates of risk management plans; and,
5. Reporting of risks so that Significant Risks and Major Risks can be rolled up to the System level.

Risk Management Methodology

Risks may be managed by using one or more of the following methods:

1. Avoid (eliminate, withdraw from or do not become involved in the activity creating risk);
2. Retain (accept the risk and plan for the expected impact);
3. Transfer/Share (move the risk to another party by hedging against undesired outcome or reduce the risk through processes such as insurance); and,
4. Reduce (control the risk through additional or optimized controls).

Oversight

The president has designated the Associate Vice President for Risk Management as the Risk Management Policy coordinator to assist campus administrators in maintaining the campus risk management framework and procedures. The Risk Management Policy coordinator shall have sufficient authority to ensure high-level management of the MGSC's risk management efforts.

Accountability

Campus risk management framework and procedures shall be reviewed annually. Periodic reviews for compliance with the system wide guidelines shall also be conducted by internal audit or similar accountability function.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1805.0001

Robins Resident Center

Approval Date: 12-09-13

The Robins Resident Center of MGSC is a commuter center on the Robins Air Force base.

The Director of the Warner Robins Campus is the lead administrator for the Robins Resident Center.

The Director of the Warner Robins Campus provides approval for access to the Robins Resident Center. Please reference the information in the Access Authorization procedures (1805.0101) within this manual for the specific procedures.



Middle Georgia State College Administrative Policies & Procedures Manual

1805.0101

Access Authorization - RRC

Approval Date: 11-14-13

The Robins Air Force Base establishes the process for access to the Robins Resident Center (RRC) and the process is subject to change as the Air Force deems necessary.

Authorization for all MGSC student, faculty and staff passes for RAFB will be issued at the Warner Robins Campus.

Students:

To obtain the authorization the student must:

1. Be a U.S. Citizen
2. Be registered and paid for an RRC class
3. Present a picture ID (Drivers license and Social Security Card will be required at RAFB –step2 below)
4. Complete RAFB Affidavit form and Consent to a criminal background check by RAFB Security Forces

Faculty:

To obtain the authorization the faculty member must:

1. Be a U.S. Citizen
2. Be scheduled to teach a class at the RRC
3. Present a picture ID (Drivers license and Social Security Card will be required at RAFB –step2 below)
4. Complete RAFB Affidavit form and Consent to a criminal background check by RAFB Security Forces

Staff:

To obtain the authorization the faculty member must:

1. Be a U.S. Citizen
2. Be scheduled for official college business at the RRC
3. Present a picture ID (Drivers license and Social Security Card will be required at RAFB –step2 below)
4. Complete RAFB Affidavit form and Consent to a criminal background check by RAFB Security Forces

Student/Faculty/Staff

Step 1: Obtain affidavit form from WRC when you meet items 1-4 of the above criteria

Step 2: Proceed to the RAFB Visitor's Center with signed affidavit form to have background check completed and ID badge issued prior to class start day. The time that it takes to obtain an ID will be dependent upon the Base activities at the time. Generally, individuals should allow an hour to obtain their ID.

RAFB Visitor's Center Hours of Operation*:

7:15am-3:30pm Mon, Tue, Thur, Fri

7:15am- 2:30pm Wed

*Hours of operation are set by the Air Force and can vary from those listed

Base Education Pass Specific Rules:

At the RAFB Visitor's Center pass applicant must present:

1. Social Security Card
 2. Drivers License
 3. Signed Affidavit form (obtained at WRC as indicated above)
- Base Pass Issue: The pass itself will be issued at the Base Visitor's Center. The pass itself is a "hard" picture ID badge. Call the WRC at 478-929-6700 if you have questions concerning a student base pass.
 - Pass Times: The base passes are good for only the specific day(s) and times listed on the passes.
 - Base Driving Restrictions: The passes are only valid to travel directly from the base point of entry to the designated classroom area (building 905 at the corner of Robins Parkway and Ninth Street).
 - Turn in Badge or a Subsequent one **Will Not be Issued:** Because of base and federal rules dealing with badge accountability, the badge must be turned in to our office (RRC) at the completion of the semester or upon withdrawing or dropping a course. Generally this will be done at the last night of class. If a badge is not turned in, the base will not issue the student a badge for a subsequent semester. (There is a process for "lost badge procedures" but it is very time consuming)

General Vehicle Rules while Driving on Robins AFB:

- Seatbelts: The use of seatbelts on Robins AFB is mandatory.
- Random Vehicle Inspections: Security Forces conducts random vehicle inspections at the installation gates.
- Cell Phones: The use of a cellular phone while operating a motorized vehicle is prohibited, unless utilizing a hands free device.
- Weapons: Weapons, ammunition, explosives, and drugs are prohibited on Robins Air Force Base.
- 911: Dial 911 to report vehicle accidents on base.
- Parking: Park only in authorized parking spaces; do not park in areas reserved for handicapped or marked reserved spaces. Illegally parked vehicles are subject to being cited and/or towed from the installation.
- Speed Limits: The speed limit on base is 30mph unless otherwise posted. The speed limit is 20mph in housing areas, unless children are present when it is 10mph.
- Insurance & Car Registration: All vehicles driving on Robins AFB must have proof of car insurance and current tag registration.
- Retreat is sounded at 5pm. Please observe the ceremony by not moving during retreat and the playing of the national anthem.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

1805.0101

Access Authorization - RRC

Approval Date: 11-14-13

Building 905 Information

- Smoking area for building 905 is at the gazebo on the east end of the building. Please do not smoke in the doorways and please dispose of all butts in the receptacles provided.
- No eating or drinking in the classrooms
- RRC office is just inside the front door on the right. Phone: 478-327-7307



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2001.0001

Technology Resources

Approval Date: 11-4-13

The Office of Technology Resources (OTR), under the direction of the Chief Information Officer, is responsible for the provision and support of technology resources for the MGSC community.

The Office of Technology Resources Policies and Procedures are published on the OTR's website. <http://www.mga.edu/technology/policies.aspx>

All employees of MGSC should review the policies of the OTR periodically.



Middle Georgia State College Administrative Policies & Procedures Manual

2003.001

Training Introduction

Approval Date: 11-4-13

Middle Georgia State College (MGSC) is concerned with the educational needs of its employees as well as its students. There are multiple facets regarding the educational needs of MGSC employees. These include professional development opportunities as well as specific training necessary as a member of the MGSC community.

The Office of Human Resources (HR) coordinates with the functional departments to provide appropriate professional development opportunities for MGSC employees. The Office of Academic Affairs facilitates the professional development opportunities for faculty. HR is the institutional coordinator for the USG Tuition Assistance Program.

The Office of Human Resources coordinates with the Office of Risk Management regarding specific training needs relative to offering a safe and secure campus.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2003.0501
Ethics Training
Approval Date: 11-04-13

The University System of Georgia Ethics Policy requires employees to complete USG Ethics Policy training within 90 days of their initial date of employment as a condition of employment as well as requiring certification of compliance on a periodic basis.

<http://www.usg.edu/audit/compliance/ethics/>



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2003.0801

Hazardous Materials Communication & Right to Know Training

Approval Date: 11-04-13

The Office of Risk Management oversees the Hazardous Materials Communication and Right to Know Training through its Environmental Services Department.

Specific information regarding Hazardous Materials and the Right to Know Training is maintained on the Risk Management website. <http://www.mga.edu/risk-management/environmental-services/default.aspx>

The Environmental Services Department communicates the training schedule and/or requirements by campus email channels and/or directly with department managers.

All employees should visit the Environmental Services website periodically to review the information provided.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2003.1301

Motor Vehicle Training

Approval Date: 11-04-13

As stated in the Motor Vehicle Use Requirements (1302.1301), employees must complete motor vehicle training prior to operating a motor vehicle for college business and must complete annual motor vehicle training to remain eligible to operate a motor vehicle for college business.

The Office of Risk Management will notify employees when their annual training is available.



Middle Georgia State College Administrative Policies & Procedures Manual

2003.2001
TSA Training
Approval Date: 11-04-13

The Eastman Campus of Middle Georgia State College is subject to the Transportation Security Administration (TSA) requirements for security awareness. This rule requires every employee that frequents or works at an airport to participate in initial and recurrent security awareness training.

All MGSC employees who visit the Eastman Campus at least once a quarter and all employees whose home campus is the Eastman Campus must complete the TSA training.

The Office of Risk Management coordinates the TSA training. Additional information can be obtained at the Office of Risk Management website. <http://www.mga.edu/risk-management/tsa-training.aspx>



Middle Georgia State College Administrative Policies & Procedures Manual

2004.0001

Travel Introduction

Issue Date: 8-15-13

In cooperation with regulations promulgated by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB), the Board of Regents (BoR) has adopted general regulations regarding travel of employees on USG official business which are set forth in the University System of Georgia Business Procedures Manual (BPM). MGSC has adopted additional processes and procedures as set forth in this section of the MGSC Administrative Policies & Procedures Manual.

In requiring certain of its employees to travel in the performance of their duties, MGSC expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling.

The Office of Accounting Services within the MGSC Controller's Office is MGSC's contact for information concerning travel regulations, processes and procedures.

State travel regulations can be accessed the State Accounting Office's website.

<http://sao.georgia.gov>

The USG Business Procedures Manual can be located on the USG's website.

http://www.usg.edu/business_procedures_manual/section4



Middle Georgia State College Administrative Policies & Procedures Manual

2004.0101

Authorization for Travel

Issue Date: 7-01-14

Policy

Each employee required to travel in the performance of official duties must have prior authorization for the travel.

Purpose

Travel authorization:

- Acknowledges that the employee is traveling on behalf of the College and is on official business;
- Approves the employee's absence from campus.

Authorization to travel is required even when no reimbursements will be requested or when there will be no charges/direct costs to the College. For example, if an employee is to attend a meeting in Atlanta and ride in the MGSC van, there would be no cost for the trip; however, you must still be authorized to go on that trip.

Types

Approval may be in the form of a **travel authorization** for *all out of state travel*, and for any travel incurring expenses in addition to mileage- registration fees, meals, lodging, etc.

Process

To obtain a **travel authorization**, the employee should complete the Travel Authorization Form which can be found on the MGSC Accounting Services website, documents and forms. www.mga.edu/accounting-services/documents. The form should be approved by the employee's supervisor/budget manager and should be submitted to Accounting Services with the travel reimbursement request packet.

The following travel is deemed approved by the institution based upon the position and the completion of the Travel Authorization Form is *not necessary*.

Executive Administrative Team Authorizations – Members of the President's Executive Administrative Team are under a standing authorization to travel anywhere within the United States, including overnight travel. International travel requires a travel authorization prior to travel.

Faculty Authorizations – All faculty teaching or observing on a regular basis at a location other than their home campus are under a standing authorization to travel to that location. An example of this would be an instructor based in Macon teaching a class in Warner Robins. This instructor would automatically be under a standing authorization and no further authorization would be required.



Middle Georgia State College Administrative Policies & Procedures Manual

2004.0701

Group/Team Travel

Issue Date: 08-15-13

General Guidelines

The Official Code of Georgia 50-6-27 requires that employee travel expenses be tracked per employee and reported to the Georgia Department of Audits and Accounts. Non-employee travel must be tracked separately.

It is extremely important that employee travel be kept separate from non-employee travel. This is accomplished in the PeopleSoft Travel System by selecting the correct Expense Type (there are specific types for employee travel and non-employee travel). Additionally, employee travel must be kept separate by employee to facilitate annual travel expenses. This is accomplished by each employee submitting his or her own expense transactions.

Group/Team travel is defined as a college sponsored organization, club, or team, athletic or academic, traveling off campus to represent the college. A list of the students and faculty/coaches/sponsors (or a Roster) signed by the employee responsible (e.g. Head Coach in case of athletic event) for the trip is required.

Group/Team Meals

When a group or team is traveling out of town, meals can be provided to the students. The per diem rates and other regulations will be applicable as are applicable to employees. Per Diem allowance information can be found in the USG Business Procedures Manual.

www.usg.edu/business_procedures_manual/section4/C1170

Cash Advances for Team Meals

A request for cash advance for team meals is a two step process with no preference as to order of completion.

1. The cash advance should be requested in the PeopleSoft Travel module.

Detailed information concerning this process can be found on the Accounting Services website. The Creating Cash Advances document provides step-by-step instructions on creating a cash advance and the Applying a Cash Advance to an Expense Report document provides instructions to apply the cash advance to the expense report.

2. An email should be sent to Accounting Services requesting the cash advance and should contain:
 - Date funds are needed
 - Description which will include the destination city, game/event date, and, if applicable, the opposing school name



Middle Georgia State College Administrative Policies & Procedures Manual

2004.0701

Group/Team Travel

Issue Date: 08-15-13

- Detailed calculation of number of team players and number of meals required (as per diem rates referred in preceding section) including a roster

Note: Requesting employee cannot use Team Cash Advance for his or her own expenses or for any of the accompanying college employee or non-employees (other than students). Team Cash advance can only be used to pay for the meals (and other incidental expenses) of the accompanying students.

During processing of cash advances, Accounting Services is required to verify that the traveler does not have any advances outstanding; this includes outstanding funds for group/team travel, hotel advances or prepaid airfare for completed travel.

When accounting services processes the cash advance, the traveler will be notified by email that the funds have been deposited. The system will notify the traveler if an advance is denied or sent back.

After completion of the travel, the traveler has 10 workdays to create an Expense Report in PeopleSoft Travel and submit a signed Expense Report along with applicable receipts and a signed roster covering every team member. In cases where per diem cash is handed out to each member of the team, only a signed roster is required.

Advances not cleared timely will be considered a salary advance.



Middle Georgia State College Administrative Policies & Procedures Manual

2004.0801
Home Campus
Issue Date: 8-23-13

General Guidelines

Each employee of MGSC shall have a designated home campus that is determined by the employee's supervisor and preferably included in the employee's job description. The employee's home campus is important in determining when the employee is on travel status and is eligible for reimbursement of costs.

The employee's home campus should meet the definition of the employee's primary work station as defined in the State Accounting Office travel regulations.

http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

The budget office is responsible for maintaining the employee's home campus designation. The supervisor must notify the budget office of any changes to an employee's home campus designation.



Middle Georgia State College Administrative Policies & Procedures Manual

2004.1201

Lodging

Issue Date: 8-23-13

General Guidelines

Employees who travel more than fifty (50) miles (and outside the county) from their home campus or residence may be reimbursed for lodging expenses associated with overnight travel. Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable.

Employees should submit a hotel/motel tax-exemption form to the hotel/motel/resort upon registration. This form can be found in the documents and forms section of the MGSC accounting services website. http://www.mga.edu/accounting-services/docs/Hotel_and_Motel_Tax_Exempt_Form.pdf

Employees should submit a travel expense statement in the PeopleSoft Travel module to seek reimbursement for lodging expenses. An itemized lodging receipt is required for reimbursement. Any expenses that exceed reasonable rates should be explained on the expense statement. Employees who stay at a hotel/motel that is holding a scheduled meeting or seminar may include lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting/seminar.

Employees should review information regarding the following subjects relative to lodging in Section 4.5 of the USG Business Procedures Manual.

http://www.usg.edu/business_procedures_manual/section4/manual/C1182

- Employee Responsibilities
- Reimbursement of Lodging Expenses for Overnight Travel Outside of Georgia
- Lodging Associated with a Meeting or Seminar
- Authorization for Lodging within the 50 Mile radius
- Shared Lodging
- Taxes Associated with Lodging Expenses
- Resort and Other Fees
- Internet Usage Charges
- Lodging Expenses Incurred While Taking Leave
- Required Documentation of Lodging Expenses
- Georgia's "Green Hotels" Program



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2004.1202

Lodging – Hotel Advance

Issue Date: 8-23-13

General Guidelines

Lodging expenses should generally be paid by the employee and reimbursement sought at the completion of the trip. For employees with extenuating circumstances, a hotel advance made payable to the hotel may be requested.

To request a Hotel Advance, the employee should submit the following to Accounting Services.

1. Enter a requisition in ePro.
2. Copy of the confirmation from the hotel with the ePro requisition number noted.

After the travel is completed, the traveler will need to create an Expense Report in PeopleSoft Travel and attach an itemized hotel receipt. **The hotel expense must be listed on the expense report and the payment type should be “prepaid hotel”.**

Coaches/Group Sponsors will need to submit a Group/Team Travel Expense Report and attach an itemized hotel receipt for each room. **The hotel expense must be listed on the expense report and the payment type should be “prepaid hotel”.**



Middle Georgia State College Administrative Policies & Procedures Manual

2004.1301

Meals

Issue Date: 8-16-13

General Guidelines

Employees traveling overnight may be paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the employee is eligible. For overnight trips, travelers will receive 75% of allowable per diem on day of departure and return. For example on your first day of travel an employee has meals that consist of breakfast/lunch/dinner then the per diem allowance will be $(\$28.00 \times 75\%) = \21.00 . Employees will no longer be reimbursed at a 100% per diem for the first and last day of travel.

For non-overnight trips, travelers will receive 75% of the allowable per diem if travel is more than 50 miles from home, and if they are away for more than (12) hours.

Employees should review information regarding the following subjects relative to meals in Section 4.4 of the USG Business Procedures Manual.

http://www.usg.edu/business_procedures_manual/section4/C1170

- Per Diem Allowance for Meals Associated with Overnight Travel Within Georgia
- Per Diem Allowance for Meals Associated with Overnight Travel Within High-Cost Areas in Georgia
- Per Diem Allowance for Meals Associated with Overnight Travel Outside of Georgia
- Per Diem Allowance for Meals Not Associated with Overnight Travel
- Meal Expenses Incurred While Taking Leave



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2004.1302

Miscellaneous Travel Expenses

Issue Date: 8-23-13

General Guidelines

Employees are eligible for reimbursement of miscellaneous travel expenses that are incurred during official travel and that are work related.

Receipts and explanations for expense should be maintained and submitted with the travel expense statement for miscellaneous travel expenses.

Employees should review Section 4.9 Miscellaneous Travel Expenses of the USG Business Procedures Manual for more information. The following expenses are specifically addressed.

- Telephone/Telegraph/Fax Expenses
- Stationary/Supplies/Postage Expenses
- Baggage Handling Services
- Registration Fees
- Internet Usage Charges
- Visa/Passport Fees
- Unallowable Expenses



Middle Georgia State College Administrative Policies & Procedures Manual

2004.1601

Part-time Employees Travel

Approval Date: 12-04-13

General Guidelines

Usually, part-time employees do not have job assignments that require the employee to travel for business purposes. However, if a part-time employee is required to travel for official business, all applicable travel rules, regulations and processes apply.

Travel for part-time employees should be authorized using the Authorization to Travel – One Time Form. Part-time employees generally are not eligible to receive a standing authorization to travel. Exceptions to this include

- Part-time coaches who travel with the team and for recruiting
- Part-time faculty who perform clinical or fieldwork supervision

Part-time employees should not attend professional development or training sessions that would result in charges to the institution. International travel should not be approved for part-time employees, including part-time faculty.

General Guidelines

Once an employee has received authorization to travel, if a registration fee is required, the following options for payment of the registration fee are available.

1. The preferred method of payment is for the department to pay the registration fee utilizing a p-card.
2. If payment with a p-card is not accepted by the organization, an ePro requisition should be entered in the Peoplesoft system. A copy of the registration form must be submitted to the Accounting Services Office. Adequate time for processing of the registration fee should be included in the employee's travel planning process.
3. If payment with a p-card is not accepted by the organization, the registration fee can be prepaid by the employee. The employee would then seek reimbursement utilizing the expense module. A receipt will be required to obtain reimbursement. The employee should ensure that the meeting is an authorized business purpose prior to making any payments personally.

After attending the meeting/conference, the employee should include the registration as a prepaid expense on the travel expense statement for the trip. A receipt should be included with the travel expense statement.



**Middle Georgia State College
Administrative Policies & Procedures Manual**

2301.001

Warner Robins Campus

Approval Date: 12-06-13

The Warner Robins Campus of MGSC is a commuter campus.

The Director of the Warner Robins Campus is the lead, on-site administrator for the Warner Robins Campus.

The Director of the Warner Robins Campus provides approval for access to the Robins Residence Center which is located on Robins Air Force Base. Please reference the information in the Access Authorization procedures (1805.0101) within this manual for the specific procedures.