

**HUMAN RESOURCES ADMINISTRATIVE MANUAL  
EMPLOYMENT: GENERAL CRITERIA FOR EMPLOYMENT**



**UNIVERSITY SYSTEM  
OF GEORGIA**

**CITATION REFERENCE**

<b>OFFICIAL TITLE</b>	POLICY ON GENERAL CRITERIA FOR EMPLOYMENT
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
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## Policy Statement

This policy sets forth the standards, requirements, and expectations with respect to the Board of Regents (BOR) Ethics Policy, state and federal laws, and appropriate hiring and employment standards which are considered conditions of employment with the University System of Georgia (USG).

This policy ensures that appropriate hiring standards are met in compliance with BOR policies, and state and federal laws.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources staff, hiring managers, and employees within the University System of Georgia should be aware of this policy.

## Definitions

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

- **Actively Employed:** Employed by the University System of Georgia or an institution thereof and currently engaged in the performance of assigned duties. For the purposes of this policy, employees on Family and Medical Leave (not including intermittent FMLA leave), military leave, or other extended leave shall not be deemed active employees until such time as that employee has returned to work.
- **Board of Regents:** The governing body of the University System of Georgia

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- **Position of Trust:** As defined in HRAP Background Investigation

## Process and Procedures

### General Requirements

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

### Institutional Requirements:

- All University System of Georgia (USG) employees must meet terms and conditions of employment required for successful performance on the job. Such standards may include specific job-related qualifications (i.e., valid license/certification), safety protocols and other employment standards required to meet the business needs of the USG. (See also HRAP on Background Investigation, General Criteria for Employment, and Conformity with Federal Grants.)
- In addition to meeting the USG terms and conditions of employment, a USG employee whose job duties include working with a third-party organization that has an active contract with USG must meet the requirements for successful performance on the job as established by that third-party organization. For example, some clinical faculty may need to perform work at a hospital that requires vaccination. Accommodations may be required as applicable and in compliance with laws and regulations. USG institutions must establish internal procedures within the following policy guidelines to ensure compliance with third-party requirements. For additional guidance reference the appendix to this policy, Guidelines on Conformity with Third-Party Employment Requirements for USG Employees.
- Prior to completing the selection process, the hiring department should conduct an appropriate reference checks 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 a reference inquiry, permission from the applicant should be obtained so as not to jeopardize the applicant's current employment status.
- Employment of Nonresident Foreign Nationals must comply with all applicable federal laws, stipulations and restrictions.
- Employment of all persons under the age of eighteen (18) years must comply with the U.S. Department of Labor regulations.

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New Employee Requirements:

- Successfully complete a background investigation appropriate to their positions.
- Complete and sign a Security Questionnaire and Loyalty Oath as required by Georgia statutes. This form will be prepared in original copy only, notarized, and filed appropriately at the institution.
- File Federal and Georgia tax withholding forms.
- Enroll in a USG retirement program or the Georgia Defined Contribution Plan as required based on employment status.
- Complete Form I-9 within three (3) days of employment. Employees are required to maintain authorization to work in the U.S. for the duration of their employment, including re-certification to the employer as necessary.

Current Employee Requirements:

- Successfully complete background investigations on current employees being transferred, reassigned, reclassified, or promoted into “positions of trust.”
- Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to their institutional Human Resources Department within 72 hours of becoming aware of such a charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Human Resources will review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status until resolution of the charge.
- An employee who prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, voluntarily discloses use of such substance to their immediate supervisor and is receiving or agrees to receive treatment under an approved drug abuse and education program may be retained by the institution under the conditions set forth in [BOR 8.2.17. Voluntary Disclosure of Drug Use](#).
- Any current employee convicted of a crime (other than a minor traffic offense) shall report such conviction to their institutional Human Resources Department within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. Human Resources will review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee’s employment status.

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USG Ethics Training and Certification Requirements

All actively employed University System of Georgia (USG) employees are required to complete the USG Ethics Training and Certification within 90 days of their initial day of employment as a condition of employment. This training will typically be coordinated through institutional-level human resources departments. Additionally, the USG may require periodic “refresher” ethics training and related certification courses. In the event any employee refuses to complete any required Ethics training and certification, the institution shall follow the process as outlined below:

Employees

In the event an actively employed employee fails to complete USG Ethics training and certification or other required training, the employee shall be subject to disciplinary action consistent with Board Policy up to and including termination. Upon initial failure to complete the training in accordance with the published deadline, the institution shall have 30 days to obtain the employee’s compliance with the required training and certification using disciplinary procedures consistent with institutional procedures and Board Policy up to and including termination. If the employee has not remediated the requirement within 30 days, then the disciplinary process outlined as follows shall be implemented. Nothing in the following process shall be construed as preventing the institution from taking measures it deems necessary to obtain compliance prior to the end of the 30-day period. Upon failure to complete the required training and certification, the immediate supervisor of the employee shall convene a meeting and issue a verbal warning. If the employee does not remediate this requirement within three business days of having received the verbal warning, the employee will be relieved of any supervisory (personnel) or budgetary responsibilities until such time as the employee successfully completes the training and certification.

In the event a tenured or non-tenured employee with faculty rank continues to fail to complete the training and certification, the President shall remove the faculty member for cause consistent with the policy and procedures outlined in Board Policy 8.3.9. If the faculty member is tenure-track, non-tenure, or part-time and/or adjunct and refuses to complete the training and certification, the faculty member shall also be subject to non-renewal of contract or non-reappointment.

All non-faculty employees shall have a total of 10 business days from the date of the verbal warning to complete the training and certification. If the employee still fails to complete the training and certification at the end of the 10 business day period, then the employee shall receive a final written warning and will be given 10 additional business days to complete the training. If the employee continues to fail to complete the training by the regular close of business on the 10th day after the issuance of the final written warning, then s/he shall be terminated.

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The USG Vice Chancellor for Human Resources and/or the USG Vice Chancellor for Organizational Effectiveness may periodically require reports from institutions with respect to their completion of ethics certification and training requirements. These reports will periodically be summarized and presented to the Board of Regents' Committee on Internal Audit, Risk, and Compliance.

**Student Employees**

Student employees shall be subject to the ethics training and certification requirements and associated disciplinary procedures as outlined in the "Employees" section above unless the institution has decided to deliver an alternate ethics training and certification process.

Institutions may deliver ethics training and certification to student employees using alternative means with approval from the institution President. Alternative means for delivery of ethics training shall minimally include:

- Review of the USG Ethics Policy;
- A physical and/or electronic signature indicating understanding of and compliance with the USG Ethics Policy; and,
- Periodic re-review and recertification of the USG Ethics Policy.

Institutions choosing an alternative means to train student employees shall submit their proposed student employee ethics training and certification program to the USG Vice Chancellor for Human Resources and the USG Vice Chancellor for Organizational Effectiveness for review prior to the institution President approving an alternative delivery method.

**Alternative Delivery Methods**

Institutions may, with approval, choose alternative means to deliver USG Ethics Policy training and certification requirements. Alternative means for delivery of ethics training shall minimally include:

- Training, e.g., discussion groups, classes, online training, seminars, convocations, etc., that addresses the tenets of the USG Ethics Policy and current USG ethics issues as defined in published guidance;
- Review of the actual USG Ethics Policy; and,
- A physical and/or electronic signature indicating understanding of and compliance with the USG Ethics Policy.

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Scheduling of alternative delivery methods shall be consistent with the training deadlines established for completion of the USG Ethics Policy periodic training and certification requirements. Additionally, institutions shall enforce compliance with the alternative delivery methods as outlined under the “Employee” section above.

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

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy; maintain up-to-date list of required forms; provide guidance on meeting requirements. Approve alternative means of obtaining policy compliance with respect to the USG Ethics Policy training and certification requirements for faculty and staff.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>USG Vice Chancellor for Organizational Effectiveness</b>	Provide counsel and guidance on an as-needed basis in regards to USG Ethics Training and Certification. Approve alternative means of obtaining policy compliance with respect to the USG Ethics Policy training and certification requirements for faculty and staff.	404-962-3025 <a href="mailto:john.fuchko@usg.edu">john.fuchko@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy, establish institutional processes to comply.	See University System <a href="#">HR Officer Listing</a>

### Website Address for This Policy

- HRAP General Criteria for Employment

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Appendices (Internal Documents, Forms and Web Links)

- Guidelines on Conformity with Third-Party Employment Requirements for USG Employees
- BOR [University System of Georgia Ethics Policy 8.2.18](#)
- HRAP [Employee Orientation](#)
- HRAP [Employment Application](#)
- HRAP [Background Investigation](#)
- HRAP [Eligibility for Rehire](#)
- HRAP [Conformity with Federal Grants](#)
- BOR [Faculty Application 8.3.10](#)
- BOR [Faculty Employment 8.3.1](#)
- BOR [Voluntary Disclosure of Drug Use 8.2.17](#)
- BOR [Immunization 4.8](#)
- [HRAP Appendix: Guidelines on Conformity with Third Party Requirements](#)

**Related Documents and Resources (External)**

- None

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