

# South Georgia Institute Employee Handbook

---

## TABLE OF CONTENTS

1. Welcome Letter
  2. About South Georgia Institute
  3. Mission, Vision, and Core Values
  4. Equal Employment Opportunity and Non-Discrimination Policy
  5. Employment Practices
    - Recruitment and Hiring
    - Employee Classifications
    - Probationary Period
    - Performance Evaluations
  6. Code of Conduct and Ethics
  7. Workplace Policies
    - Attendance and Punctuality
    - Dress Code
    - Workplace Safety
    - Anti-Harassment Policy
    - Drug and Alcohol-Free Workplace
  8. Compensation and Work Hours
    - Payroll Information
    - Overtime Policy
    - Time Reporting
  9. Benefits and Leave Policies
    - Health and Wellness Benefits
    - Vacation Leave
    - Sick Leave
    - Family and Medical Leave
    - Holidays
  10. Professional Development
  11. Technology Use Policy
  12. Employee Grievance Procedures
  13. Conflict Resolution Policy
  14. Travel and Reimbursement Policy
  15. Emergency Response Procedures
  16. Title IX and Campus Safety
  17. Resignation and Termination
  18. Acknowledgment Form
-

**Welcome Letter** Welcome to South Georgia Institute! We are excited to have you join our community. This handbook is designed to provide you with an overview of the Institute's policies, procedures, and expectations to help you thrive in your role. Your work supports our mission of academic excellence, leadership development, and faith-based values. Thank you for being a part of our team.

**About South Georgia Institute** South Georgia Institute (SGI) is a Christ-centered institution committed to providing a transformative education that empowers students to lead with character, serve with compassion, and achieve academic and professional excellence.

### **Mission, Vision, and Core Values**

- **Mission:** To provide a Christ-centered environment where students are equipped for academic, spiritual, and leadership growth.
- **Vision:** To be a premier institution recognized for integrating faith, learning, and service.
- **Core Values:** Faith, Integrity, Excellence, Respect, Service, and Stewardship.

**Equal Employment Opportunity and Non-Discrimination Policy** SGI is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, veteran status, or any other legally protected status. SGI is committed to maintaining a workplace free from discrimination and harassment.

**Employment Practices** SGI follows fair hiring practices and seeks to recruit and retain a diverse, qualified workforce. Employees are classified as full-time, part-time, or temporary. All new hires undergo a probationary period and are subject to performance evaluations.

**Code of Conduct and Ethics** Employees are expected to uphold the highest standards of ethical behavior, integrity, and professionalism. All conduct should reflect the mission and values of SGI.

### **Workplace Policies**

- **Attendance:** Regular attendance is essential. Notify your supervisor if you are unable to report to work.
- **Dress Code:** Employees are expected to dress professionally and in accordance with departmental standards.
- **Safety:** Report all safety hazards and follow emergency protocols.
- **Harassment:** Harassment of any kind will not be tolerated and should be reported immediately.
- **Substance-Free:** The campus is a drug and alcohol-free environment.

**Compensation and Work Hours** SGI offers competitive compensation and follows a biweekly or monthly payroll cycle depending on employee classification. Overtime must be approved in advance.

**Benefits and Leave** Eligible employees receive health benefits, paid vacation, sick leave, and recognized holidays. Additional unpaid leave may be granted under the Family and Medical Leave Act (FMLA).

**Professional Development** SGI supports employee growth through training, conferences, and educational opportunities.

**Technology Use** Use SGI technology resources responsibly and in compliance with policies on data security, email, and internet use.

**Grievance and Conflict Resolution** Employees may report grievances to Human Resources or through the established conflict resolution process outlined in this handbook.

**Travel and Reimbursement** All official travel must be pre-approved and reimbursed in accordance with SGI's Travel Policy.

**Emergency Response Procedures** In case of emergency, follow SGI's Emergency Response Plan. Know evacuation routes and report incidents immediately.

**Campus Safety and Title IX** SGI complies with Title IX and the Clery Act to maintain a safe, inclusive campus. Reports of misconduct or safety concerns should be directed to the Title IX Coordinator or Campus Security.

**Resignation and Termination** Employees should provide written notice of resignation. Terminations will follow due process and applicable laws.

**Acknowledgment Form** All employees must sign the acknowledgment form confirming receipt and understanding of the Employee Handbook.