



# Graduate Assistant Employment Handbook



Georgia State University College of Law  
P. O. Box 4037 | Atlanta, GA 30302-4037  
Phone: 404.413.9000 Fax: 404.413.9225

## Contents

Department List of College of Law Services.....	3
Introduction .....	5
Purpose of Graduate Employment .....	5
Application and Selection Process .....	5
Special Instructions for Lawyering Advocacy Program GAs.....	5
Deadlines.....	6
Employment Eligibility & Requirements .....	6
Areas of Potential Employment .....	7
Key Departments .....	7
Centers & Clinics .....	7
Graduate Assistantship Opportunities in Other Departments/Programs .....	7
Holiday Schedule.....	8
Work Hours & Scheduling Limitations .....	8
Non-Law Students.....	9
Concurrent Appointments .....	9
Multiple Assistantships .....	9
Compensation .....	9
Tuition Waivers .....	10
Time Reporting/How Graduate Employees Get Paid .....	10
Time Reporting.....	10
Direct Deposit .....	10
Benefits/Parking/Workers' Compensation .....	10
Federal Direct Loans Program.....	11
Outside Employment .....	11
Outside employment of LL.M. Students .....	11
Student Off-Campus Employment.....	11
University Graduate Assistant Appointment Type & Descriptions.....	11
Graduate Research Assistant: .....	12
Graduate Teaching Assistant: .....	12
Graduate Computing Assistant: .....	12

Graduate Assistant Employment Handbook

Georgia State University College of Law

---

Graduate Teaching Assistant + Research:.....	12
Graduate Administrative + Research : .....	12
Graduate Computing Assistant + Research: .....	13
On-Campus Employment.....	13
Orientation and Training.....	14
Name and Address Changes .....	14
Graduate Assistant Responsibilities.....	14
Conduct.....	14
The Honor Code .....	14
Sexual Harassment Policy .....	15
Equal Employment Opportunity/Affirmative Action .....	16
Discriminatory Harassment Policy and Non-Discrimination Policy Statement .....	17
Termination Guidelines.....	17
Involuntary Termination for Graduate Assistants .....	17
Resignation .....	18
Confidentiality.....	18
Questions Regarding this Policy.....	18

## Department List of College of Law Servies

The main number for Georgia State University College of Law is (404) 413-9000. When calling a number within the College of Law, dial only the 5-digits (3-XXXX) extension number of the department. For an outside number, dial 9 key first then area code and the 7-digit number. A complete list of administrators and faculty is available on the law school’s website at <http://law.gsu.edu/directory>. The following is a short list of law school administrators and staff from whom you might need assistance as you work in and around the college:

- **Dean**  
Wendy Hensel .....404-413-9035 (whensel@gsu.edu)
- **Dean’s Office Administrator**  
Jacqueline Stephenson.....404-413-9035 (jstephenson7@gsu.edu)
- **Associate Dean for Academic Affairs**  
Jessica Gabel Cino .....404-413-9196 (jgcino@gsu.edu)
- **Associate Dean for Student Affairs**  
Kelly C. Timmons .....404-413-9195 (kctimmons@gsu.edu)
- **Assistant to the Dean**  
Christianna Jarvis.....404-413-9044 (cjarvis@gsu.edu)
- **Associate Dean for Library and Information Services**  
Kristina Niedringhaus .....404-413-9140 (krisn@gsu.edu)
- **Associate Dean for Experiential Education**  
Lisa Bliss .....404-413-9131 (lbliss@gsu.edu)
- **Assistant Dean for Development**  
Ely Abbott .....404-413-9022 (ely@gsu.edu)
- **Assistant Dean for Administration and Finance**  
Dawn Gamadanis .....404-413-9060 (rgamadanis@gsu.edu)
- **Director of Professional Development & Career Strategies**  
Lyn Knapp .....404-413-9074 (eknapp@gsu.edu)
- **Senior Director of Admissions**  
Cheryl Jester-George .....404-413-9004 (cjgeorge@gsu.edu)
- **Director of Development and Alumni Relations**  
Anne Hopkins .....404-413-9020 (ahopkins@gsu.edu)

- **Director of Communications**  
Wendy Cromwell.....404-413-9050 (wcromwell@gsu.edu)
- **Director of Technology**  
Terrance Manion.....404-413-9108 (terrance@gsu.edu)
- **Registrar**  
Marlyn Crouch .....404-413-9012 (mcrouch@gsu.edu)
- **Human Resources Officer**  
Anjelica Lymon.....404-413-9065 (alymon@gsu.edu)
- **Human Resources Coordinator (GRA Appt. contact)**  
Tina Blanks .....404-413-9265 (tblanks@gsu.edu)
- **Business Manager III**  
Mignon Jackson-Jones.....404-413-9096 (mjackson@gsu.edu)
- **Bussiness Manager I (Student Org Financial Contact)**  
Valencia Lewis.....404-413-9098 (vlewis3@gsu.edu)
- **Receptionist**  
Yves McKenzie .....404-413-9000 (ymckenzie@gsu.edu)  
Micah Meredith.....404-413-9000 (mmeredith4@gsu.edu)
- **Technology Services Help Desk**.....404-413-9111(help@gsu.edu)

### University Offices

- **General Information**..... (404) 413-2000
- **Georgia State Police**..... (404) 413-2100
- **Police Emergency**.....on-campus phone: 3-3333 (404) 413-3333
- **Disability Services**..... (404) 413-1560
- **Parking Information**..... (Student Org Related Contact Valencia Lewis)
- **Lost & Found/Safety Escort**..... (404) 413-3234

### How do I find information specific to GRA?

The Resources Page within [InsideLaw](#) serves as a hub for information related to resources and services for new Graduate Assistants.

## Introduction

This handbook provides general information regarding graduate employment at Georgia State University College of Law and is designed for Graduate Assistants. This handbook includes information including employment eligibility, conditions of employment, duties and assignments, work hours, time reporting, compensation, working conditions and graduate assistant responsibilities and rights.

The College of Law reserves the right to amend, supplement, or rescind any portion of this document as appropriate. Graduate assistants will be notified of such changes to the handbook.

## General Graduate Assistant Information

### Purpose of Graduate Employment

The College of Law believes that our students are one of our greatest assets. The purpose of graduate employment in the College of Law is to:

- Provide useful and supportive services to the various academic and administrative programs and/or departments within the College.
- Provide graduates with valuable employment experiences related to their educational and professional career goals.
- Assist with financial support to help meet the cost of attending college.
- Provide a safe working environment that embraces diversity.
- Understanding of your role as a student employee.
- Provide access to a wide range of extended University resources and services.
- Provide opportunities for constructive evaluation and feedback.
- Provide an employment experience which mirrors our organizational commitment and values.
- Provide the best educational experience possible for our students for them to strengthen their reliability, credibility, trustworthiness, and respectfulness.

## Application and Selection Process

Graduate Assistant (GA) positions are limited and preference is given to current law students. Students may be appointed directly by law faculty or selected competitively via applicant pool based on research or professional experience, academic record, and the correlation between the applicant's specific experience and the particular assistantship positions that are available. Once selected, students may be reappointed for subsequent terms, subject to academic and/or work performance, departmental policy and position availability.

Students selected for appointment must complete both a Departmental Appointment Form and Personnel Action Forms. These forms are available under the "Human Resources" tab on InsideLaw and must be submitted to the College of Law Human Resources Office to facilitate placement.

### Special Instructions for Lawyering Advocacy Program GAs

The Advocacy Program Director appoints a limited number of Lawyering Advocacy Program GAs each year. Students interested in this opportunity should contact the director. The **Lawyering Advocacy GA Appointment Form**, with signatures, is to be completed by both the graduate assistant and the program director and submitted to the College of Law Human Resources Office.

## Deadlines

### For Appointments:

- Fall Semester: July 1
- Spring Semester: November 15
- Summer Semester: April 1

### For Tuition Waivers

- Fall Semester: August 3
- Spring Semester: January 4
- Summer Semester: June 7

## Employment Eligibility & Requirements

In order to be eligible for appointment, graduates must be enrolled at least part-time. Graduates who have not actually been enrolled in the University or whom do not meet the part-time requirement are not eligible for employment. Following graduation, a graduate may be employed by the College of Law in a non-graduate temporary employee basis, provided funding is available.

All graduate assistants, including international students who currently hold the J-1 or F-1 visa, must have a U.S. social security number in order to be considered for a graduate assistant position. International students who do not have a U.S. social security number should request a commitment to employment letter from their hiring department once they've been awarded an assistantship.

The student should take this letter to a local Social Security Administration office to complete an application for a U.S. social security number.

Additional graduate assistant requirements include:

- Student's employed as research assistants must have completed the first year full-time program.
- May not take an academic overload during the semester of employment.
- Students must maintain satisfactory academic standing during the period(s) of their appointment including having a minimum 2.20 cumulative grade point average (GPA).
  - **Please note:** Students awarded a graduate assistantship as part of a scholarship award must have a minimum of a 2.50 GPA effective with the 2017-18 cohort.
- All faculty graduate assistants are required to attend research training offered through the College of Law Library. For dates, times, or additional information on research trainings please contact the Law Library's Graduate Assistant Coordinator at (404) 413-9162.
- All graduate assistants are required to attend a mandatory College of Law Human Resources training session. For dates, times, or additional information on training sessions please contact [lawgra@gsu.edu](mailto:lawgra@gsu.edu).
- Graduates who have been admitted to the university may not work as a graduate assistant prior to their actual enrollment.
- Graduates must be enrolled at least half time to be eligible for graduate employment. After graduation, graduates may be employed by the College of Law in a non-graduate temporary employee position providing that funding is available.

## Areas of Potential Employment

Job announcements for available graduate assistant positions, within the departments and centers below, are available under the “Human Resources” tab on InsideLaw. Some positions may also be listed in Symplicity, a job posting system managed by the Center for Professional Development.

### Key Departments

- Admissions
- Registrar (Non Law students only)
- Library
- Communications
- Information Technology
- Career Services
- Externship

### Centers & Clinics

- Center for Law, Health & Society (CLHS)
- Center for the Comparative Study of Metropolitan Growth
- Consortium on Negotiation & Conflict Resolution (CNCR)
- Health Law Partnership (HeLP) Clinic
- Investor Advocacy Clinic
- Low-Income Taxpayer Clinic & NIFTEP
- National Institute for Teaching
- Atlanta Center for International Arbitration and Mediation (ACIAM)
- Intellectual Property

### Graduate Assistantship Opportunities in Other Departments/Programs

Graduate research and teaching assistantships in other departments and colleges may be available to qualified law students. These students must be enrolled at the College of Law, be in good academic standing and have approval from the College of Law’s Dean and HR office. Inquires about non-law graduate assistantships may be made directly to the deans’ or administrative offices of the other colleges:

- Andrew Young School of Policy Studies
- Georgia State University Athletic Department
- Byrdine F. Lewis School of Nursing & Health Professions
- College of Arts & Sciences
- College of Education & Human Development
- Legal Affairs
- IP & Higher Education Matters
- Robinson College of Business
- Department of Risk Management
- University Housing
- International Student and Scholar Services



## Holiday Schedule

Georgia State University has established 12 official holidays each year for its employees. An exact schedule of these holidays is published each year by the university administration. The University will be closed for the following designated holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Five days Winter Holiday\*

\*This takes place during a two-week mandatory University closing

## Work Hours & Scheduling Limitations

- Graduate assistants may not exceed 20 hours per week during regular academic periods and up to 40 hours per week during academic breaks. This hourly restriction is inclusive of all graduate employment categories at Georgia State University.
- Graduate assistants do not qualify for overtime and are not legally covered by overtime provisions.
- Graduate employees graduating from the University may work as graduate assistants until the last day of regularly scheduled final exams or as scheduled by supervisor. Please consult the University's Academic calendar for these dates. After graduation, graduates may be employed by the College of Law or Georgia State University in a non-graduate category. Graduate employees should consult with their direct supervisor for the availability of this opportunity.

### Work Exception for International Students

The only exception to this policy is for international graduate employees. International graduate employees have established work authorization expiration dates that may end prior to the last day of final exams for the effective term(s) of employment.

International Students Scholars Services- J-1, F-1 employment requirements, [url. http://isss.gsu.edu/.](http://isss.gsu.edu/)

## Non-Law Students

Non-law students must have the permission of their degree program to hold a graduate assistantship in the College of Law, and may not exceed their program's limitation on the number of hours to be worked.

These students must meet the same requirements as law students with the exception of having to complete the first full-time program.

## Concurrent Appointments

Graduate assistants may work concurrently in other departments per the provisions of their appointment status and as long as they don't exceed a combined total 2.5 appointments. Graduates may not, however, work in two concurrent employment categories (i.e. graduate assistants cannot work as both a graduate assistant and free-based graduate assistant simultaneously). This includes appointments across the University System of Georgia.

## Multiple Assistantships

Students generally may hold the equivalent of up to 50% FTE (approximately 20 hours per week). With the written approval of the student's dean, a student (except foreign national students) may be permitted to hold more than a 50% FTE.

## Compensation

All newly appointed GAs must complete a "New Hire Packet" within three (3) days of an employee's date of hire. This packet should be completed by students who have not been employed by the University System of Georgia in the past six (6) months and submitted to the University's Human Resources and Payroll Department (3<sup>rd</sup> Floor, One Park Place South). Any graduate assistant employed by the University must present documents that satisfy employment verification (I-9) requirements. Failure to do so will delay your first paycheck. All new employees are also required to sign up for OneUSG Connect for personnel management.

Salaries for graduate assistants are based on both the employment type and the complexity of duties assigned to the graduate. It is the department's responsibility to establish job duties and consider budgetary provisions to ensure that graduate employees are compensated appropriately and equitably for the work assigned.

## Tuition Waivers

To remain eligible for tuition waivers, a student must have submitted completed appointment forms by:

Fall semester: September 14

Spring semester: January 11

Summer semester: June 14

It is the student's responsibility to verify that a tuition waiver has been applied to his/her account by the dates above. Waivers will not be applied to student registration records after these dates.

## Time Reporting/How Graduate Employees Get Paid

### Time Reporting

Time tracking is mandatory for University System of Georgia employees. In accepting your GA appointment, you have agreed to the departmental time tracking policy. This includes a monthly accounting of hours worked.

For general pay dates please refer to the *Graduate Assistant Stipend* section at <https://insidelaw.gsu.edu/human-resources/graduate-assistants/>

### Direct Deposit

It is the policy of Georgia State University that all employees including Graduate Assistants participate in electronic direct deposit.

## Benefits/Parking/Workers' Compensation

Graduate Assistants do not accrue vacation, sick or holiday credit and are not eligible for employee transportation. Graduate assistants may become eligible for health benefits depending on graduate assistant classification.

If a graduate employee suffers an injury on the job or due to his/her job, the graduate assistant is entitled to Workers' Compensation benefits. Graduate employees must immediately notify their supervisor (regardless of the perceived need of medical attention), the College's Human Resources Officer, or the University's Safety & Risk Management Workers' Compensation Specialist at 404.413.9549.

## **Federal Direct Loans Program**

A law student who needs financial assistance is expected to work for and borrow a reasonable portion of the funds needed to meet expenses. Georgia State University participates with the federal government in the Federal Student Loan Program. Eligible students may borrow funds from the Federal Subsidized Direct and Federal Unsubsidized Direct Loan program. The university will determine eligibility for each of these programs, originate and disburse the loans directly to the student. <https://fafsa.ed.gov/>

## **Outside Employment**

Full-time students may not work more than 20 hours per week at outside employment. Students who must work at outside employment in excess of 20 hours per week must transfer immediately to the part-time program. The college reserves the right to require that any full-time student produce proof that his or her outside employment does not exceed 20 hours per week.

## **Outside employment of LL.M. Students**

International students may be employed outside of school only as allowed by their visa status.

## **Student Off-Campus Employment**

The College of Law Career Service Office offers placement services to students without charge. Listings are maintained for part-time, full-time, temporary and seasonal employment with employers in the greater Atlanta area. Information is available at the College of Law Center for Professional Development, Room 148.

## **University Graduate Assistant Appointment Type & Descriptions**

### **Graduate Administrative Assistant:**

Graduate administrative assistants are graduate students who provide academic and program support. GAA responsibilities are administrative in nature and consist of duties unrelated directly to teaching or research. Any student accepted into a graduate degree program may be appointed as a GAA.

### Graduate Research Assistant:

Graduate research assistants are graduate students conducting academically significant research under the direction of a faculty member, who may be a regular teaching faculty member or a principal investigator on an external grant or contract. Any student accepted into a graduate degree program may be appointed, depending on credentials, such as (1) admission test scores, (2) grade point averages in previous course work or in the degree program, (3) previous experience, and (4) the nature of the work for which the assistantship is funded.

### Graduate Teaching Assistant:

Students appointed as a graduate teaching assistant must have a baccalaureate degree and be enrolled in a graduate program. Students holding GTA appointments may not have a primary responsibility for a course, but may serve as discussion leaders in breakout sections, grade papers, or assist the primary instructor of a course in other ways. GTAs may also engage in a range of other instructional activities that are not tied to a specific course (e.g. proctoring for multiple courses, tutoring, advising). Additionally, GTAs must receive information about their responsibility to protect their students' records and comply with the Family Educational Rights and Privacy Act (FERPA). Additional information regarding FERPA compliance can be found here: <http://registrar.gsu.edu/academic-records/recordsmanagement/ferpa/>.

### Graduate Computing Assistant:

Graduate computing assistants are graduate students who provide computer and technology support for academic units, programs, and labs. Any student accepted into a graduate degree program may be appointed depending on required credentials, such as (1) admission test scores, (2) grade point averages in previous course work or in the degree program, (3) previous experience, and (4) the nature of the work for which the assistantship is funded.

### Graduate Teaching Assistant + Research:

Graduate teaching and research assistants will provide assistance and support as described under graduate teaching assistant and graduate research assistant.

### Graduate Administrative + Research :

Graduate administration and research assistants will provide assistance and support as described in graduate research assistant and graduate administrative assistant.

## Graduate Computing Assistant + Research:

Graduate computing and research assistants will provide assistance and support as described under graduate computing assistant and graduate research assistant.

## International Graduate Assistants

International graduate assistants who have never applied for a Social Security Card will need to obtain instructions on how to apply for one from the International Graduate Services Office at 404.413.2070. After completing a Graduate Assistant Hire Packet ([http://managers.hr.gsu.edu/files/gravity\\_forms/1-02e6ecd3857a89f67b0161de291608bc/2013/06/TempandGraduatePacket.pdf](http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2013/06/TempandGraduatePacket.pdf)), the graduate assistant should discuss his/her tax withholding options with the University's Payroll Department (3<sup>rd</sup> Floor One Park Place south).

## On-Campus Employment

F-1 Students are eligible for on-campus employment and approved off-campus employment, known as "practical training". Completion of an employment workshop is required for practical training authorization. Employment workshops are required for all international students interested in off-campus practical training (employment) authorization. There is no cost for the workshops. For more information, visit: <http://iss.gsu.edu/current-students/f-1-status/employment-authorization-social-security-number/>.

- Students awarded a full-tuition waiver must enroll in a minimum of nine credit hours, during the fall or spring, or six credit hours during the summer term.
- Students awarded a half-tuition waiver the student must be enrolled for a minimum of six credit hours, during the fall or spring, or three credit hours during the summer term.
- International students must verify summer semester registration requirements with International Student Scholar Services.

All College of Law classes are taught in English, so proficiency in reading, writing and speaking English is essential. Applicants are presumed proficient in English if they: (1) are from a country where English is an official language; or (2) earned an undergraduate or graduate degree from a college or university in which instruction is in English.

For further details, please refer to the currently published bulletin.

General information on how to review and apply for positions can be found at <https://insidelaw.gsu.edu/academic-scholar-position-announcements>.

## Orientation and Training

The immediate supervisor has overall responsibility for ensuring that new graduate employees receive a full new graduate employee orientation and any necessary training while employed as a graduate assistant. Orientations and training may vary from department to department.

## Name and Address Changes

The Payroll Services should be notified of name changes immediately. The Graduate Assistant must present an original and official document indicating his/her new name.

Graduate Assistants can update his/her address with the University's Payroll Department: Electronically through OneUSG Connect. When updating his/her address the graduate employee should always use a permanent address.

## Graduate Assistant Responsibilities

### Conduct

All Graduate assistants are expected to follow acceptable business and professional principles in matters of business and personal conduct. Georgia State University expects all graduate employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the university's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat others, including customers, graduates, and other employees with respect.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the university or supervisor may lead to termination of employment.

### The Honor Code

The core of professional responsibility is integrity, both intellectual integrity and integrity in an objective conduct. The antithesis of integrity is dishonesty, half-truths, false and misleading communications, plagiarism, cheating, etc. Conduct on the part of law students that violates standards prescribed for lawyers will be referred to as pre-professional misconduct. The College of Law operates under the Honor System; an Honor Code, and a system of adjudication is in effect, and all students are, from their initial enrollment in the College of Law, subject thereto. Its sanctions may extend to exclusion from the college, as provided in the Honor Code.

### Dress Code

A graduate assistant should dress in clothing that is appropriate for the graduate employee's particular position of employment. Graduate assistants should not wear clothing that would not be acceptable in a professional business setting. The graduate employee should check with his/her direct supervisor to find out what the appropriate attire is for his/her employment.

### Absences

Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

### Personal Telephone Calls

Personal telephone calls are discouraged and should be made during breaks or lunch time. However, it is recognized that there are times when they are necessary during business hours. Departments should use discretion when allowing graduate assistants to make personal telephone calls.

### Parking

Graduate assistants who wish to park on campus must purchase a graduate parking permit. Graduate assistants are not eligible to park in employee parking lots/spaces.

### Accidents

On the job accidents and/or injuries must be reported to a supervisor immediately whether or not medical attention is required.

## Sexual Harassment Policy

Sexual harassment is prohibited by Georgia State University, the University System of Georgia and by state and federal law. Sexual harassment is a form of prohibited sex discrimination. Georgia State University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for all employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the offender to disciplinary action which may include termination.

For the full definition of sexual harassment, please refer to the Classified Employee Handbook (section 101.3a).

Any employee who feels that he/she has been the victim of harassment is encouraged to use the University's internal procedures to resolve complaints. The supervisor is also responsible to report any knowledge of harassment. The complainant may elect to use any of the three



University procedures. The complainant may consult informally with a counselor (employees contact Faculty and Staff Assistance), with the University Ombudsperson, or the complainant may submit a formal complaint with the Opportunity Development/Diversity Education Planning Office. *Complainants should note that informal resolution through the Ombudspersons Office or Faculty and Staff Assistance does not constitute “putting the University on notice” of sexual harassment.*

Formal complaint procedures through the Opportunity Development/Diversity Education Planning Office focus on investigation and discipline. A complainant may use any of the procedures initially, and may move among them as the situation dictates. Employees may also file harassment complaints with the appropriate state or federal agencies under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972.

## Equal Employment Opportunity/Affirmative Action

Georgia State University stipulates that no person in the United States shall, on the grounds of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia State University or any of its several departments now in existence or hereafter established.

It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, graduates and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability.

The university's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title 11) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Georgia State University does not discriminate against any employee or applicant for employment or against any graduate or applicant for admission with regard to any opportunity for which the employee or graduate is qualified. Persons wishing to file complaints under the provisions of this policy should contact the AVP of Opportunity Development/Diversity Education Planning, 10 Park Place SE Suite 460, Atlanta, Georgia 30303-3085, 404.413.2567.

## **Discriminatory Harassment Policy and Non-Discrimination Policy Statement**

Georgia State University allows the free inquiry into all ideas and the free expression of opinions by those within it as a part of the basic process of education. In the presence of harassing behavior, a person's learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection for free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity and worth of the individual be nurtured and protected.

The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every graduate and employee in the University community has the responsibility not to engage in any unlawful discrimination.

Complainants who believe that they are victims of discriminatory harassment are encouraged to use the University's internal procedures to resolve complaints which are listed under Section 700 of the Classified Employee Handbook. They may also file discriminatory harassment complaints with appropriate state or federal agencies under Title VII of the Civil Rights Act of 1964.

The complainant may elect any of several internal procedures. The complainant may seek an informal resolution by:

- Conferring with the University Ombudsperson;
- Consulting with administrators who oversee the respondent;
- Initiating formal procedures through the Opportunity Development/Diversity Education Planning Office;
- Obtaining personal counseling through Faculty and Staff Assistance; such counseling lies outside the University's mechanisms for resolving complaints of discriminatory harassment, and is intended solely for the personal benefit of the individual.

## **Termination Guidelines**

### **Involuntary Termination for Graduate Assistants**

Graduate Assistants may be terminated for cause. Georgia State University encourages all supervisors to follow progressive discipline process; however, there are certain offenses that warrant immediate termination. Those offenses should be discussed with employees by their supervisor. When notified of termination, the employee must return University issued to the in conjunction with their appointment(s).

## Resignation

Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of termination a minimum of two weeks prior to his/her last day worked. Before leaving, the employee must return all University property including electronic devices and/or keys. Employees who resign for any reason are requested to give as much notice as possible.

## Confidentiality

Some graduate assistants may have access to sensitive and proprietary information. The protection of confidential business information is vital to the interests and the success of the College of Law and Georgia State University. Confidential information should not be removed from the institution or used for any purpose other than University business. Graduate assistants who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action.

## Questions Regarding this Policy

Questions regarding this policy should be directed to the College Human Resources Office, Georgia State University College of Law, P. O. Box 4037, Atlanta, Georgia 30302-4037, 404.413.9277.