Overtime

Policies regarding overtime vary by department. Overtime can only be worked if authorized by your supervisor. Payment to an employee for overtime is according to FLSA.

Campus Closures

In the event of hazardous weather conditions or other emergency situations, and Georgia Tech declares CAMPUS CLOSED, the following contacts will be informed:

**TELEVISION**
- WAGA Channel 5
- WGCL Channel 46
- WSB Channel 2
- WXIA Channel 11

**RADIO**
- WSBT 640 AM / 105.7 FM (includes WPCH 94.9 FM WKLS 96.1 FM)
- WSB Radio Group (includes News Talk 750 AM/ 898.5 FM, Kiss 104.1 FM, Fox 97.1 FM, and 95.5 FM)

Campus Closings can be found on the Georgia Tech website: http://www.gatech.edu

Campus Holidays

The following are the recognized holidays for Georgia Tech campus:
- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Winter Break

Probationary Period

Board of Regents and Institute policy require that all classified employees serve the first six months of employment on a provisional basis, which is designated as the employee’s probationary period. It is during the six-month period that you will receive the necessary training for your position. At the end of the six months, your supervisor will review your performance for that period and advise you of your progress in meeting the assigned job duties and responsibilities.

Performance Reviews are completed yearly. Once your probationary period has ended, your HR Contact of supervisor will show you how to input your goals.

Telephone Policies

Long distance telephone services are limited to official Georgia Tech business.

Cellular phones may be assigned to an employee based on business need.

Use of personal cell phones is discouraged and may be prohibited during business hours unless there is an emergency. Contact your department for their policy.

Georgia Tech reserves the right to investigate, retrieve, and read any communication or data composed, transmitted or received through voice services, online connections and/or stored on its servers and/or property, without further notice to employees, to the maximum extent permissible by law.

For more information, please visit: http://www.oit.gatech.edu/service/telecommunications/policies

Smoking Policy

Georgia Tech has established a no smoking policy to achieve a smoke-free work environment.

Smoking is prohibited in all indoor locations of The Georgia Institute of Technology facilitates and in all Georgia Tech vehicles.
Parking

Parking and Transportation Services provides the entire campus community with convenient and reliable methods of traversing the Georgia Tech campus. Because parking customers have a variety of needs – daily drives to campus, occasional parking for special events, and parking during odd work hours – the department provides a number of parking solutions to fit every situation:

- Annual Permits: provides parking in a specific zone during the fall, spring and summer semesters
- Carpool Permit: allows groups of two or more to share a permit and a significantly discounted permit rate
- Evening/Weekend Permits: good for students who attend evening classes and faculty and staff who work odd hours
- SmartPark: for occasional drivers to campus who pay for parking per use
- Motorcycle Permit: specifically used for motorcycles, mopeds, scooters, and minibikes
- Temporary Permit: beneficial for Institute guests who need parking solutions for a few hours or an extended time period (metered parking also available)
- Vendors/Contractors Permit: useful for organizations that provide regular service to the Institute or that are working on specialized projects
- After Hours Parking: after 5:00 pm annual permit holders can park anywhere on campus except in Residential areas.

Note that parking on Georgia Tech’s campus is by permit only or visitor parking. For additional information, including parking rules and regulations, please visit: [http://www.pts.gatech.edu](http://www.pts.gatech.edu)

Travel and Expense System

All employee reimbursements are processed through the Employee Travel & Expense System. Training is available for those who need to use this system.

Transportation

Parking and Transportation Services provides the Institute with reliable transportation within the campus borders and surrounding areas via the following transit modes:

- Tech Trolley: an iconic campus vehicle that transports customers from the heart of campus to Tech Square and Midtown Atlanta, including the Midtown MARTA Station which connects directly to Hartsfield-Jackson Atlanta International Airport
- Stingers: a three-route bus system serving the campus core, Institute research facilities, and neighboring residential areas
- Stingerette Nighttime Shuttle: a network of shuttles that provide safe rides for the campus community from 6:00 pm to 7:00 am through online, telephonic, and smartphone ride reservation systems
- NextBus: a downloadable app for your Smartphone which will give Stinger and Trolley bus routes and schedules.
- Emory Shuttle: provides service from Georgia Tech to Emory University’s Woodruff Circle
- Weekend Grocery Shuttle: transports on-campus residents to Publix supermarket in Atlantic Station
- Charter Services: offers Trolleys and Stingers for rent to transport guests across campus and throughout the metro-Atlanta area

For more information regarding Transportation Services, please visit: [http://www.pts.gatech.edu](http://www.pts.gatech.edu)

Vacation and Sick Leave Policy

How Sick Leave is accumulated can be found on the OHR Website.

Sick Leave can be used for:
- Illness or injury of the employee
- Medical or dental treatment or consultation
- Quarantine due to a contagious illness in the employee’s household
- Illness, injury or death in the employee’s family requiring the employee’s presence. Immediate family is defined as the employee’s spouse, parents, parents-in-law, grandparents, children, brothers, sisters and members of the employee’s household.
- Inability to work due to pregnancy or disability

Sick leave in excess of five consecutive work days requested or taken for health reasons requires a physician’s statement. The statement should include: date of onset of illness, the date upon which the employee will be able to return to work, what percentage of time he/she will be able to work, and whether or not any restrictions are imposed on the employee’s daily work activities.

How Vacation Leave is accumulated can be found on the OHR website.

- The number of vacation days per year depends on the length of service.
- For non-exempt staff apply for vacation leave, complete the departmental Vacation and Sick Leave Request Form and follow his/her department’s procedure for requesting vacation time.
- For exempt staff, apply for vacation leave using the on-line TimeOut system.
- The immediate supervisor must approve all requests for taking vacation time in advance so that proper provision can be made for absences.
- Vacation time is reported following the instructions of the respective department.

Leave of Absence

Should a leave of absence be needed for unforeseen events, special circumstances, Military Leave, Maternity Leave or Family Leave, please refer to the policies on the Office of Human Resources website.