I, ______________________________, acknowledge that I have received a copy
(Please print your full name)
of the Panther Temps Manual and agree to adhere to all guidelines. I further
acknowledge that I have received information on where and how to access the Georgia
State University Staff Classified Employee Handbook. I understand that it is my
responsibility to review both the Panther Temps Manual and the Georgia State University
Staff Classified Employee Handbook and that I am responsible for complying with
Georgia State’s policies and procedures. I understand there may be additional policies
and procedures specific to the department that I am assigned for which I am responsible.
I understand that Georgia State as well Panther Temps may modify, amend, or terminate
policies, procedures, and/or benefits described in the Panther Temps Manual and the
Employee Handbook at any time. Therefore, I will be responsible for periodically
reviewing both. I understand that the Panther Temps Manual and the Employee
Handbook are not a contract or guarantee of employment at Georgia State University.
Furthermore, I understand that violation of the Panther Temps Manual and/or the Georgia
State University Staff Classified Employee Handbook could result in disciplinary action,
up to and including termination of my employment with Georgia State University.

________________________________________  __________________________
Signature                                      Date
Panther Temps is the internal temporary agency for Georgia State University. At Panther Temps we strive to provide:

- Superior customer service to our hiring manager
- Well qualified temporary employees
- Results that will make us the temporary staffing agency of choice for Georgia State University

Each Panther Temps employee is vital to the office in achieving the three goals above. The Panther Temps Program is in place to assist all University departments with temporary support services in a timely, cost-effective, and stress-free manner. This program not only operates to serve University departments, but it provides an opportunity for Panther Temps to gain invaluable work experience within an academic setting. We want you to succeed for the simple reason that our success depends on your success!

The Panther Temps Program is a proactive program that is administered by the Office of Staff Recruitment and Retention. The Panther Temps applicant pool is diverse and contains temporary employees with an array of expertise to include but not limited to:

- Clerical
- Administrative
- Custodial/Maintenance (Facilities)
- Technical Support
- Customer Service
- Business Manager I, II, III
- Accounting/Finance
- Management/Marketing
- Human Resources
- Professionals – Graphic Designers, IS&T, Asst. Athletic Directors, etc.

SECTION 100 - EQUAL EMPLOYMENT OPPORTUNITY

Georgia State University has always maintained a policy of non-discrimination in employment. Applicants for employment or assignment are selected solely on the basis of qualifications without regard to race, religion, national origin, sex, age, handicap, or veteran status.

SECTION 200 - HARASSMENT POLICY

Discriminatory Harassment Policy

It is the policy of Georgia State University to maintain a working environment free from discriminatory harassment. Any form of unlawful discrimination, including harassment based on race, color, religion, gender, national origin, age, disability or any other characteristic protected by applicable law is strictly prohibited. Any temporary employee found to have engaged in any form of discriminatory harassment in the course of his/her employment will be subject to appropriate disciplinary action, up to and including termination of employment.
SECTION 300 - SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, as well as other conduct of a sexual nature when:

- The submission to or rejection of such conduct is made a condition of the employee’s continued employment, or used as the basis for any employment decisions affecting the temporary employee; or
- The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment, or unreasonably interferes with a temporary employee’s work environment.

Examples of what may constitute sexual harassment, besides sexual advances and requests for sexual favors, include, but are not limited to:

- Sexually suggestive physical contact or behavior, such as grabbing, groping, kissing, fondling, rubbing, massaging someone’s neck or shoulders, stroking someone’s hair, unwelcome leering, whistling, pinching, brushing against the body
- Suggestive, insulting, or obscene comments or gestures
- The display in the workplace of sexually suggestive or explicit objects, pictures, posters or cartoons, including, but not limited to, offensive electronic communications or voicemail messages, access to pornographic images through the Internet or e-mail
- Verbal abuse of a sexual nature including foul or obscene language, lewd, offensive, sexually oriented comments or sexual jokes or any graphic verbal commentary about an individual’s body

This policy applies anywhere temporary employees are functioning on behalf of Georgia State University, regardless of whether it is at Georgia State University.

Any conduct based on a person’s race, color, religion, gender, national origin, age, disability, or any other characteristic protected by local federal law is considered harassment if it creates a hostile, intimidating or offensive work environment, or unreasonably interferes with a temporary employee’s work performance.

As with sexual harassment, other discriminatory harassment can be verbal, non-verbal or physical. Examples of what may constitute other discriminatory harassment, if unwelcome and severe or pervasive, include, but are not limited to, the use of racial or ethnic slurs, jokes, or derogatory remarks; the use of insults, threats, literature, pictures or cartoons based on a protected characteristic; or any physical aggression based on a protected characteristic.
Reporting Discriminatory Harassment
Any temporary employee who believes that discriminatory harassment has occurred should immediately report the incident to the Georgia State University Panther Temps Program Recruitment Specialist. Georgia State University takes matters of discriminatory harassment very seriously and will conduct a prompt investigation of all complaints and take appropriate action based upon that investigation. Any temporary employee found to have engaged in any form of discriminatory harassment will be subject to appropriate disciplinary action, up to and including termination of employment. Absolute confidentiality cannot be guaranteed. However, every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit. Georgia State University will not tolerate any retaliation against any temporary employees for making a complaint, bringing inappropriate conduct to Georgia State University’s attention, or for participating in an investigation of an alleged act of harassment.

SECTION 400 - SAFETY

Georgia State University is concerned about the safety of all temporary employees and is committed to providing a safe, healthy, and orderly workplace. But we also know that a proper attitude and safe work practices form the basis of any program. Please read the following rules and do your part to prevent accidents:

- Observe all warning signs and posted precautions.
- Report any unsafe procedures or conditions to the Georgia State University Panther Temps Program Recruitment Specialist.
- Report all accidents or work related injury/illness to the Georgia State University Panther Temps Program Recruitment Specialist immediately.
- Locate aisles and exits you should use during an emergency.

SECTION 500 - BACKGROUND CHECKS

It is our policy at Georgia State University to conduct criminal background investigations for all temporary employees we place on assignment. You are required to disclose, and Georgia State University takes into account, any convictions that may have occurred, especially those over the last seven (7) years, including any pending criminal charges. A conviction record may not necessarily be a bar to employment.

In addition, we may be required by specific clients to conduct a credit check, drug screen, education, or motor vehicle report when considering you for assignments at their worksite.
SECTION 600 - E-VERIFY

Georgia State University complies with the Department of Homeland Security BR87 and uses their online E-Verify database to compare information from a temporary employee’s Employment Eligibility Verification Form I-9. E-Verify is not used to pre-screen applicants.

SECTION 700 - REFERENCES

It is our policy at Georgia State University to give work-related references about how you interacted with the Georgia State University staff and your performance and attitude while on assignment to potential employers who contact us for a reference.

Georgia State University also conducts thorough reference checks with your previous employers. Job-related information we learn, while speaking with your references, may bar you from employment with Georgia State University. It is your responsibility to provide Georgia State University with reference information that can be verified.

SECTION 800 - PERSONAL APPEARANCE

Georgia State University is a diverse environment with departments varying from Animal Care to the Office of the President. Each environment requires different levels and types of professional dress. No matter the environment, Panther Temps employees are to remain professional in their appearance and actions. In the event that a Panther Temps employee is unaware or unclear of what the professional appearance may or may not include, they are instructed to contact the immediate supervisor or the Panther Temps Program Recruitment Specialist. Panther Temps employees will be expected to follow their department dress code guidelines.

SECTION 900 - LENGTH OF ASSIGNMENTS

Panther Temps assignment length is not guaranteed and may last from one day to six months. Panther Temps employees may be employed part-time or full-time for a period no longer than six calendar months. This six-month period includes employees who accept multiple assignments. Employees may be terminated at the conclusion of this six month period and may be rehired as a temporary worker after a period of 30 calendar days have elapsed. Temporary employment may be extended up to an additional six months at the request of the supervisor or department head with the approval of the Director of Staff Recruitment and Retention. After 12 months of temporary employment, the individual will be terminated and may be rehired only after a period of 30 calendar days has elapsed.

Panther Temps assignments are not contractual. Department managers and the Panther Temps staff reserve the right to end an assignment at any time.
SECTION 1000 - AVAILABILITY

You are expected to call in your availability twice (2 times) per week when you are not on assignment with Georgia State University. Failure to do so may result in an interruption of your unemployment benefits (if applicable), and a change in your status with Georgia State University.

Your application may be placed in an inactive status after 90 days of no contact. If you do not have a home/personal cell phone, you must provide Georgia State University with an alternative phone number. Failure to do so may result in an Inactive status with Georgia State University.

SECTION 1100 - PANTHER TEMPS HIRING PROCESS

The Panther Temps program is open to all qualified applicants interested in temporary employment at Georgia State University. Panther Temps assignments are based on availability and are not guaranteed based on application. Background investigations are conducted on all employees and in some instances a credit check may also be required.

SECTION 1200 - ACCEPTING AN ASSIGNMENT

When our Program Recruitment Specialist offers you an assignment, they will give you details about the position, pay rate, company, location, dress code, etc.

It is always your decision whether or not you will accept the assignment. Please think it over carefully! Ask questions. Once you have accepted an assignment, we expect you to be there and to be on time every day!

SECTION 1300 - FIRST DAY REPORTING PROCEDURE

First impressions are important! We recommend you allow extra time for your commute on the first day. You want to be sure to arrive at your assignment 5-10 minutes early on the first day.

SECTION 1400 – TEMPORARY-TO-HIRE AND CONTRACT-TO-HIRE

A temporary assignment may eventually become a temp-to-hire or contract-to-hire opportunity. If this is the case, the same guidelines discussed above will apply – even if you are considered for a position other than your originally assigned position. If your assignment ends and an offer of employment is made to you by the Department Manager, please inform the Program Recruitment Specialist immediately.

SECTION 1500 - PANTHER TEMPS EXPECTATIONS

On the first day of employment Panther Temps are to report to the Panther Temps office for a 15 minute orientation with the Program Recruitment Specialist. Following the
orientation, a Panther Temps Representative will escort the Panther Temps to the assigned department and conduct the initial introduction to the department and/or the hiring manager.

SECTION 1600 - ATTENDANCE, ABSENCES, JOB ABANDONMENT
Attendance and promptness are vital components of every Panther Temps assignment. Panther Temps should be on time for assignments and ready to work. If a situation occurs where the temporary employee is unable to be on time or will be absent, he or she must call the Panther Temps Office and the immediate supervisor in the department prior to the late arrival.

When a Panther Temps does not report to work and does not communicate with the Panther Temps Office and/or the immediate supervisor, the Panther Temps assignment will be ended and another Panther Temps will be given the assignment. Additionally, if a Panther Temps “walks off” a job during work hours, the Panther Temp’s assignment will be ended and will be replaced by another Panther Temp.

SECTION 1700 - ATTENDANCE
Georgia State University depends on you to be at work every day during your assignment. At the same time, we recognize you may need to be absent from work, on rare occasions, due to personal or family illness, unexpected problems, or emergencies. Georgia State University has a voice message center available during non-operating hours for you to contact us with last minute emergencies. You may leave a message by dialing our regular phone number, but you must verify receipt of the message through your Georgia State University Panther Temps Program Recruitment Specialist once the office has opened.

The following are attendance guidelines you are expected to follow while working for Georgia State University:

Absences
- When you know in advance that you are going to be absent from work, you must get approval from Georgia State University Panther Temps Program Recruitment Specialist.
- You must report any unscheduled absences to a Georgia State University Panther Temps Program Recruitment Specialist prior to the beginning of the work day.
- Failure to report to an assignment without having notified the Georgia State University office will be considered a “no show, no call” and may lead to termination due to job abandonment.
- An absence on the first day of an assignment may be cause for termination from the position and separation from Georgia State University.

Valid Reasons for Absences: illness, jury duty, death in the family (immediate family includes parents, spouse, partners, domestic partners, children, siblings, grandparents) etc.
**Invalid** Reasons for Absences: another job interview, personal business, etc.

You may have a valid reason for an absence, but our client may still choose to end your assignment. If you can provide a valid excuse for your absence, Georgia State University will consider you for future assignments.

**Tardiness**
You are considered late for work if you are not at your workstation and ready to begin work at the beginning of your scheduled shift. Call the Georgia State University Panther Temps Program Recruitment Specialist immediately if you will be arriving late.

- You must always notify a Georgia State University Panther Temps Program Recruitment Specialist when you will be late.
- Failure to report your tardiness properly may be grounds for separation from employment with Georgia State University.
- Tardiness of “2” times may be grounds for separation of employment from Georgia State University.
- Tardiness on the first day of an assignment may be cause to end the assignment and grounds for separation from Georgia State University.

**Jury Duty**
Georgia State University will excuse temporary employees for jury duty. You are required to notify your Georgia State University Panther Temps Program Recruitment Specialist when you receive your summons, so that proper office coverage can be arranged. You will not get work pay for attending jury duty.

**Inclement Weather**
During ice, snow, or other severe weather it may be necessary for companies to close their offices for safety reasons. Please call Georgia State University for instructions.

**SECTION 1800 - TIMESHEETS**

Your timesheet is your responsibility. Your bi-weekly paycheck is based on the timesheet that you submit to Georgia State University Payroll Department. Fill out your timesheet completely, sign it and have your Manager sign it. **Bring to Payroll Department** at: 1 Park Place, 3rd Floor, Atlanta, GA 30303

Return your completed timesheet to the Georgia State University Payroll office **no later than Monday at 11:00 a.m.** following your work week. Late arrival will delay your paycheck until the following week.

You may not complete another employee’s time records for any reason or alter your own timesheet, with the intention of falsifying payroll records. You will be subject to possible prosecution and termination from Georgia State University.
REMEMBER, NOT FOLLOWING THESE GUIDELINES MAY DELAY YOUR PAYCHECK

SECTION 1900 - PANTHER TEMPS PAYROLL INFORMATION

Panther Temps may be paid through direct deposit or by check. Panther Temps paid via direct deposit will have their pay deposited on a bi-weekly basis. Panther Temps paid via check will be sent by mail or are able to be picked up at the Human Resources/Payroll window located at One Park Place on the 3rd Floor, Suite 300.

Panther Temps will provide a hard copy of all time sheets for each pay period worked to the Panther Temps Program Recruitment Specialist. Timesheets can be submitted to the Panther Temps office via fax at (404) 413-3275, interoffice mail or delivered to the front desk of the Employment Office with the Attention of Tom Allen, Panther Temps Program Recruitment Specialist.

- Timesheets are due each week by Monday at 11 am.
- Timesheets must be completed and signed by you and your Manager. A Georgia State University HR member will call your Manager to verify all and any overtime hours.
- You are required to have Manager’s permission prior to working overtime.
- Fax timesheets to 404-413-3275 or email tallen14@gsu.edu.
- You may not complete another employee’s time records for any reason or alter your own timesheet with the intent of falsifying payroll records. You will be subject to possible prosecution and termination from Georgia State University.

SECTION 2000 - WHAT SHOULD I EXPECT AFTER MY INTERVIEW?

Once a candidate has successfully completed his/her interview, skills demonstration, and a criminal and credit background check has been returned, the candidate is now considered “Active.” Candidates deemed ineligible will be notified either by e-mail or U.S. Postal Services.

All assignments through the Panther Temps Program are temporary; the Panther Temps Office cannot guarantee continuous work assignments or regular classified employment at the end of any temporary employment period. Panther Temps assignments are on a need basis and continue at the discretion of the hiring manager. Applicants are chosen for assignments based on the request of the department and the skills, knowledge and availability of the Panther Temps. The Panther Temps Program Recruitment Specialist will contact applicants if there is a match for an assignment.

Panther Temps assignments do not guarantee full-time or regular employment with Georgia State University. A Panther Temps must apply for any positions of interest as a regular applicant by submitting requested materials to the Employment Office through
Taleo, the online applicant tracking systems. Panther Temps employees are not regular employees of Georgia State University and are, therefore, not eligible to accrue vacation or sick leave, participate in benefits programs, and are not eligible to apply for positions posted as “internal only.”

**SECTION 2100 - REPORTING STRUCTURE**

All Panther Temps report to the Panther Temps Program Recruitment Specialist. Once placed on assignment, Panther Temps employees will have a direct supervisor in their assigned department. However, any issues that arise while on an assignment should be reported to the Panther Temps Program Recruitment Specialist.

Use of University property and resources are strictly prohibited and may result in a Panther Temps being removed from an assignment. Examples of property and resources include but are not limited to computers, phones, letterhead, network, vehicles and office supplies.

When on assignment, Panther Temps reflect the Panther Temps Office as well as the assigned department. It is important that Panther Temps demonstrate the fundamentals of good work ethics while on assignment. These fundamentals include but are not limited to:

- **Honesty/Integrity** – any assignment should be done with utmost honesty, without cheating, lying or stealing.
- **Attendance** – strive to always be on time to work.
- **Dependability** – those who are dependable are considered reliable.
- **Productivity** – avoid procrastination, make productivity a priority, and go beyond what is expected of your position.
- **Team Player** – always remember that you are a part of the team and to do what is good for you, but also, beneficial for the team as a whole. Help fellow employees out when possible.
- **Gossip** – it’s okay to mingle, but do not openly criticize others or speak negatively about your manager(s) or department. Be careful about posting negative comments about your job on social websites.
- **Office e-mail** – double check every email for content, grammar and punctuation before sending.
- **Appearance** – take pride in how people perceive you. Your clothes should be clean and pressed. Make a habit of bathing daily along with such necessities as brushing your teeth and the usage of deodorant. Behavior affects appearance. Learn to be polite and attentive to people’s needs.

Panther Temps are expected to commit to the full length of the assignment for which they are placed. In order to meet the needs of our hiring departments, we do not condone “switching assignments.”

Temporary employees are expected to provide notification when they plan to end an assignment prior to the proposed end date. It is recommended that the Panther Temps
office be provided **a notice in writing or e-mail at least 3 business days in advance of the last day of the Panther Temp’s assignment.**

If a Panther Temps feels that he or she is being treated unfairly he/she should contact the Panther Temps office immediately to discuss. Additional measures will be taken if needed through the appropriate office(s).

If a Panther Temps is hired by a University department or finds employment outside of the University or otherwise cannot continue to work through Panther Temps, it is his/her responsibility to inform the Panther Temps Program Recruitment Specialist of the change in availability as soon as possible, preferably at least three (3) days prior to ending the assignment.

Upon completion of an assignment, the Panther Temps will complete a departmental evaluation. The Panther Temp is responsible for returning any ID cards, parking permits, and all other Georgia State University property. It is the temporary employee’s responsibility to clear all departments at the end of each assignment.

**SECTION 2200 – EMPLOYMENT-AT-WILL**

Employment shall be terminable at-will by either party. This means that either the Temporary Employee, Employer, or both may terminate employment at any time for any reason or no reason at all with or without prior notice. Upon termination, Georgia State University shall have no liability to the Temporary Employee for wages or salary, except as may have been earned at the time of termination.

**SECTION 2300 - DIRECT PLACEMENT**

On occasion, our clients choose to hire an employee immediately with no temp-to-hire or contract-to-hire period.

**SECTION 2400 - LUNCH PERIOD AND BREAKS**

You will be advised by a Georgia State University Panther Temps Program Recruitment Specialist of the department guidelines for lunch and breaks. Please note that many offices do not allow eating at your desk. It is best to ask a Manager first when you are unsure of the rules.

*Never leave the building during work without permission from your Manager and/or clocking out. You should not leave your work areas or loiter in other areas during working hours. Do not read books, magazines, or newspapers. When you finish your work, notify your Manager immediately.*

**SECTION 2500 - AUXILLIARY SERVICES: PARKING AND MARTA**
Panther Temps are responsible for their own parking costs. Parking fees are not reimbursed by Georgia State University for our clients. This is your responsibility, unless otherwise instructed.

Discounted parking permits and MARTA passes are available from Auxiliary Services. In order to receive a discounted parking permit or MARTA pass, the Panther Temps must submit the Pink Parking/MARTA form issued by the Panther Temps Office. Upon receiving the parking permit, you are also required to purchase a minimum of two parks totaling $7.00.

Georgia State University temporary employees will be given instructions on parking based on the availability at the department location. You should not park in spaces reserved for visitors. Neither Georgia State University nor our client/department is responsible for vehicles, vehicle damage, or vehicle contents.

**SECTION 2600 - Personal Belongings**
Temporary employees are advised not to bring personal items to the office, such as photographs, plants, etc. You are responsible for the safekeeping of any of your belongings by placing them in the area designated by your Manager. Georgia State University is not responsible for returning items left on the job. If your assignment ends and you do have personal items at the client site, you may not return to the job. Please contact a Georgia State University Panther Temps Program Recruitment Specialist.

Most offices maintain a smoke free environment. You should always inquire about the department requirements if you need to smoke during the work day. Smoking should be reserved for lunch or break times.

**SECTION 2700 - Intellectual Property**
Any and all discoveries and/or inventions (which shall include improvements and modifications) relating to work performed by Temporary Employee, or relating to matters disclosed to Temporary Employee in connection with work to be performed, or suggested by such matters, whether or not patentable, which discoveries and/or inventions are made or conceived by Temporary Employee, solely or jointly with others, during the term of Temporary Employee’s employment (regardless of whether conceived or developed during working hours) or during a period of one (1) year thereafter, shall be the property of Temporary Employer, or its nominee, and such discoveries and/or inventions shall be promptly disclosed to Employer.

Employer, or its nominee, shall have the right to file and prosecute, at its own expense, all patent applications, whether U.S. or foreign, on said discoveries and/or inventions. Employee shall, during Employee’s employment or any time or times thereafter, provide to Employer, to its nominee, all documents, information, and assistance requested for the filing or prosecution of any such patent application, for the preparation, prosecution, or defense of any legal action or application pertaining to such discoveries and/or invention, and for the assignment or conveyance to Employer, or its nominee, or all right, title, and interest in and to such discoveries and/or inventions, patent applications, and letters.
Employee shall, in addition to the foregoing, upon request of Employer, execute and deliver to Employer such agreement, pertaining to discoveries and/or inventions, as may at any time during the period of Employee’s employment, be requested by Employer/Client, to whose work Employee is assigned.

Temporary Employee will not assert any rights under any discoveries or inventions as having been made or acquired by Temporary Employee prior to being employed by Employer, unless such discoveries or inventions are identified and acknowledged prior to employment.

**Confidentiality**
All information (pertaining to any of Temporary Employer/Department/Department’s inventions, designs, tools, equipment, unpublished written materials, plans, processes, costs, methods, system, improvements, or other private or confidential matters) that is obtained by Temporary Employee in the performance of Temporary Employee’s work and that is not publicly disclosed by Employer and/or its Client shall be considered as confidential and proprietary to Employer and/or to the Client that supplies or provides such information.

The terms of Temporary Employee’s employment including the Temporary Employee’s identity, compensation, employment terms, qualifications, and capabilities of Employer’s other employees within the Client organization and the scope and location of the assignment shall be considered confidential.

Temporary Employee shall not at any time during or after such employment disclose such information or the nature of the service that Temporary Employee renders to Client, except to authorized representative of Employer and/or Client.

**Internet/E-mail, Computer and Equipment Policy**
To ensure the proper use of computers and telecommunication resources of Georgia State University and/or its Clients and services by Temporary Employees (considered “computer users” or “users”). All computer users have the responsibility to use Georgia State University or Department computer resources in an efficient, effective, ethical and lawful manner.

The following policy, rules and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination and/or legal action.

The computers and computer accounts given to Temporary Employees are to assist them in the performance of their jobs and used for business purposes only. Temporary Employees should not have an expectation of privacy in anything they create, send or receive on the computer. The computer and telecommunications system belong to Georgia State University LLC or its respective Client and may be used for business purposes only. It is not to be used to access social networks or personal e-mail accounts.
Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication resources and services include, but are not limited to, the following: host computers, file servers, workstations, standalone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems and e-mail systems) that are accessed directly or indirectly from Georgia State University or Department computer facilities.

This policy may be amended or revised periodically as the need arises and includes, but is not limited to:

The term “users,” as used in this policy, refers to all Employees accessing or using a Department computer and telecommunications resources and services.

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.

2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed or stored in Department computers. Users encountering or receiving such material should immediately report the incident to their supervisor.

3. Users should use the same care in drafting e-mail and other written communication. Anything created on the computer may, and likely will, be reviewed by others.

4. Users may not install software onto their individual computers or the network without first receiving express written authorization to do so from their manager.

5. Users shall not forward e-mail to any other person or entity if the sender has explicitly specified not to.

6. Users should not alter or copy a file belonging to Georgia State University or Clients without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file.

7. Without prior written permission, the computer and telecommunications resources and services of Georgia State University or any client may not be used for personal matters or for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (virus and/or self-replicating code), or political use.
8. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.

9. A User’s ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems, unless specifically authorized by the operators of those said systems.

E-Mail
The E-Mail system may not be used to distribute chain letters or other personal solicitations. Many of our client companies reserve the right to retrieve and read any data composed, transmitted or received through E-mail.

Personal Telephone Calls
Personal phone calls are not allowed during working hours (including calls regarding other employment with other companies). Any necessary phone calls should be made on your breaks or your lunch period. Notify anyone who may need to reach you in an emergency to do so through Georgia State University. Personal cell phones and PDAs should be turned off while you are working.

Solicitations
You are also asked not to purchase items such as Avon, Home Decorator Items, etc. from other employees, unless you receive them the same day you order them, such as candy.

Attitude
- Enthusiasm and willingness to work are important. A positive attitude will often result in extended assignments or requests for return assignments.
- Never threaten, intimidate, coerce or interfere with another employee.
- Do not engage other staff members in personal conversation.

SECTION 2800 - BENEFITS
Panther Temps are not eligible to participate in any of the benefits programs offered by Georgia State University, except for the mandatory Georgia Defined Contribution Plan. The Georgia Defined Contribution Plan provides a retirement system for temporary, seasonal and part-time employees of the State of Georgia. This will be REFUNDED to you after assignment has ended. You must complete the refund form and return it to Payroll.

SECTION 2900 - HOLIDAYS
Panther Temps do not accrue vacation or sick leave and do not receive pay for University holidays. The days below are the observed University holidays. The University will be closed these days, and Panther Temps who are not physically working at the University will not be compensated for this time.
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* As of 12/20/2010, and going forward, the University will be closed for an additional week each December. This will require employees to use some vacation days during this time. Panther Temps do not accrue vacation hours; as a result, this time will be unpaid.

**SECTION 3000 - LEAVING A TEMPORARY ASSIGNMENT**

We expect you to honor your commitment to Georgia State University, unless an emergency should arise. The guidelines for ending an assignment early are as follows:

- Call any Georgia State University Panther Temps Program Recruitment Specialist immediately and explain your situation.
- You must give a notice of two (2) business days on a short-term assignment (short-term = one month or less).
- You must give a notice of five (5) business days on a long-term (long term = more than one month).
- You must give the required notice. Failure to do so may result in your pay rate being reduced to federal minimum wage, as well as termination from Georgia State University.

**SECTION 3100 - LEAVING A TEMPORARY-TO-HIRE POSITION**

If you find that a temp-to-hire position is not right for you, please notify any Georgia State University Panther Temps Program Recruitment Specialist. It is important to leave any assignment on a positive note.

Most employers ask for some type of notice when a temporary employee is leaving the company. A temp-to-hire position is no different. A minimum of 5 days is required.
Remember … You must give the required notice; otherwise, it may result in your pay rate being reduced to federal minimum wage, as well as termination from Georgia State University.

SECTION 3200 - ON-ASSIGNMENT GUIDELINES
The Temporary Employee shall be bound by any applicable rules, regulations or policies established by Georgia State University, where the Employee performs services. The Temporary Employee hereby waives to the full extent permitted by law any rights that the Temporary Employee has or may have against Georgia State University for benefits arising out of or resulting from employment, including, without limitation, rights under any medical or benefit plan, pension plan or vacation plan maintained by Georgia State University and acknowledges that the Client may exclude the employee from all or some of its benefits plans.

SECTION 3300 - YOUR JOB SATISFACTION IS IMPORTANT
From time to time, you may be asked to complete an evaluation form after an assignment. We will ask you to evaluate the job’s duties, the Manager and the working conditions—even Georgia State University.

Our customers are also asked to evaluate your performance. Through this two-way evaluation process, we are better able to satisfy you – our employee – and our customer – the client.
Frequently Asked Questions

What are the benefits of working through Panther Temps?
Although Panther Temps does not allow temporary employees to take advantage of benefits, like health insurance or paid time off, it does offer many other benefits. As a Panther Temps, you gain University experience that has enabled many temporary employees to obtain regular employment within the University. Panther Temps also have the benefit of working in a wide variety of departments while gaining extensive and diverse knowledge of the University.

Are Panther Temps ever offered temp-to-perm assignments?
Since Panther Temps is not the traditional external temporary agency, things work a little differently. Panther Temps assignments are never temp-to-perm; however, many Panther Temps are often selected for the regular position after applying, interviewing and proving themselves to be the most qualified candidate through the application process.

What would deem me ineligible from becoming part of the Panther Temps applicant pool?
If you are ineligible for employment with Georgia State University as a regular employee, you are not eligible to work as a Panther Temp.

What do I do if I’m not happy on my current assignment?
If you are not happy on your current assignment, please call the Panther Temps office to discuss alternatives. Panther Temps are discouraged from “walking off” an assignment. If the conditions are unbearable, immediately contact the Panther Temps office at (404)-413-3277.

Who is responsible for disciplinary action?
The Panther Temps Office is responsible for disciplinary action. Please contact the Panther Temps office immediately if any questions or concerns arise.

May I interview for regular employment while on assignment?
Yes. You may interview for regular employment positions.

How do I terminate an assignment?
Panther Temps wanting to end an assignment early should notify the Panther Temps Office at least 2-5 business days in advance (see Section 3000). This is as a courtesy to the Panther Temps office and the department the Panther Temps serves.

Are there any Parking/Marta discounts?
Yes. Panther Temps are allowed to purchase a Budget Card (discounted parking) or discounted Marta cards from Auxiliary Services. Please contact the Panther Temps office.