

EMPLOYEE BENEFITS

Holidays

Dalton State College observes twelve (12) official paid holidays each year for regular employees working one-half time or greater. Typically (subject to change based on the year) these are:

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| New Year's Day | 1 working day |
| Martin Luther King's Birthday | 1 working day |
| Memorial Day | 1 working day |
| Independence Day | 1 working day |
| Labor Day | 1 working day |
| Thanksgiving | 2 working days |
| Winter Break | 5 working days |

Specific dates will be announced after they are approved by the President. A terminating employee will not be paid for any holidays occurring after the last working day of employment.

Tuition Remission and Reimbursement

Eligible employees may participate in the Tuition Assistance Program (TAP) under certain criteria and conditions. Consult with the supervisor to determine if you qualify to enroll in credit classes at DSC or other USG institutions. Contact the Human Resources Department for more information.

https://www.usg.edu/hr/benefits/tuition_assistance_program/

Shared Sick Leave Program

Shared sick leave makes it possible for employees to contribute, on a voluntary basis, unused sick leave to a pool for possible use by another DSC employee who is experiencing a catastrophic illness or injury and who has used all accumulated leave. For the complete policy and required forms visit:

<https://roadrunner.daltonstate.edu/skins/userfiles/files/Shared%20Sick%20Leave%20Program.pdf>

Well-Being Release Time Policy

Purpose

The Dalton State College Employee Well-being Release Time program is designed to enhance the well-being of employees and reduce or eliminate lifestyle-related issues that affect the employees' health and work productivity. It is a voluntary program consisting of institution supported well-being activities during the workday.

The objective of the Well-being Release Time program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, and reduce healthcare costs.

Who is Affected

This program applies to all benefit eligible faculty and staff who work at least 30 hours a week, with explicit permission from their supervisor.

Definitions and Acronyms

Well-being Release Time is defined as health-related professional development time in which an employee is relieved of regular work duties in order to participate in well-being activities.

Well-being activities is defined as wellness activities, including but not limited to, exercising at a preferred facility (on or off campus), Campus Recreation classes, DSC Employee Wellness programs, and walking groups.

Policy

- The Well-being Release Time program provides up to 60 minutes a week of release time for participation in well-being activities. Release time for eligible part-time employees will be adjusted on a pro-rated basis.
- Employees participation in the Well-being Release Time program is strictly voluntary and at the individual's risk and discretion. Employees are encouraged to consult with their physicians before engaging in any fitness related activities. Employees participating in the program assume all risk and responsibility for any injuries sustained by his/her participation in the program.
- Well-being Release Time is paid time which does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- Well-being Release Time cannot be used at the end of the day to shorten the workday.
- Each fiscal year (July through the following June), employees must secure approval from their immediate supervisor prior to participation in the program using the Well-being Release Time application (see Appendix A below).

- Immediate supervisor is expected to make reasonable efforts to accommodate requests for participation in the Well-being Release Time program. The supervisor may suggest an adjustment to the requested schedule that will better work with the department needs. If an application is denied, the supervisor must indicate the reason(s) for the denial.

Procedures

- To apply for participation in the Well-being Release Time program, the employee must submit a completed application to the immediate supervisor. The application must specify the requested weekday(s) and time(s) of well-being activities. Any deviations from the approved schedule must be approved in advance by the immediate supervisor.
- If the application is approved by the supervisor, the employee will submit the approved original application to Human Resources.
- Any exceptions to the definitions and procedures of the Well-being Release Time program must be approved by Human Resources.

Release Time Application

Dalton State College Well-being Release Time Application is available through the Dalton State HR offices located in Brown Hall Room 318.

Violations

Abuse of the privilege to participate in the Well-being Release Time program will subject the employee to revocation of the privilege and/or disciplinary action.