

NEW EMPLOYEE ORIENTATION



Welcome to Gadsden State !

Welcome to the Gadsden State Community College Team!
We are looking forward to a long-lasting relationship with
you!



Mr. Alan Smith
President



Meet the Human Resources Team



Diana Teague
HR Assistant
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256-549-6838



Sarah Bates
HR Assistant
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Elyssa Willett
HR Manager
ewillett@gadsdenstate.edu
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Lyneisa Dotson
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Introductions

- ❖ Name
- ❖ Brief Background
- ❖ New Position at GSCC
- ❖ Family, Children, Pets?
- ❖ Hobby, Interesting Fun Fact?



The Alabama Community College System (ACCS)

Gadsden State Community College (GSCC) is part of the Alabama Community College System (ACCS) which consists of 24 community and technical colleges.

The System's mission, established by the Board of Trustees, is to provide affordable, accessible quality educational opportunities, to promote economic growth, and to enhance the quality of life for the people of Alabama.

ACCS Mission Statement

The Alabama Community College System mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

Gadsden State Mission Statement

Gadsden State Community College prepares students from all backgrounds for success through quality education, innovative workforce development, and community and global engagement.

Cardinal Values

- **STUDENT CENTRIC** We have a primary focus on our students and will ensure they have a positive collegiate experience and are prepared for career success.
- **COMMITMENT TO LEARNING** We are lifelong learners acquiring knowledge and skills and seeking opportunities to collaborate as we grow and contribute to the greater good of all.
- **INTEGRITY** We will adhere to moral and ethical principles because character matters.
- **CUSTOMER SERVICE** We will respect, support and assist our students and colleagues as we all learn and grow together. **EXCELLENCE** We are a distinguished college, supported by accomplished personnel, focused on graduating exemplary students who will make an exceptional difference in our world.



GADSDEN STATE COMMUNITY COLLEGE

STUDENT SUCCESS

PILLAR 1

EMPLOYEE RESOURCES

PILLAR 2

FISCAL RESOURCES

PILLAR 3

PHYSICAL RESOURCES

PILLAR 4

PROGRAM LEARNING RESOURCES

Gadsden State Community College empowers and prepares students from all backgrounds for success through exceptional education and innovative workforce development with a focus on community and global engagement resulting in a positive economic impact for all stakeholders.

Note: Pillars are not in order of priority.

CHANGING LIVES FOR GOOD, FOREVER



Pillar 1: **EMPLOYEE RESOURCES**

- Recruit, employ and retain highly qualified employees
- Provide professional development and training for employees to increase effectiveness
- Promote a fair and equitable salary schedule aligned with ACCS policies
- Provide health and wellness opportunities for all employees
- Provide Leadership Development for Aspiring Leaders (Succession Planning)

What's Unique at Gadsden State

- The Valley Street Campus is a designated Historically Black College & University (HBCU) campus.
- Gadsden State offers many academic, technical, and health sciences degrees and certificates to over 7,500 students.

What's Unique at Gadsden State

- The impact of Gadsden State on the local economy is over \$200 million.
- Gadsden State employs over 500 people from local communities.
- 1 out of every 41 jobs in the GSCC service area is supported by the activities of Gadsden State and its students.

Gadsden State Campuses

Ayers Campus

1801 Coleman Road
Anniston, AL

East Broad Campus

1001 East Broad Street
East Gadsden, AL

Wallace Drive Campus

1001 George Wallace Drive
Gadsden, AL

Valley Street Campus

600 Valley Street
Gadsden, AL

Cherokee County Center

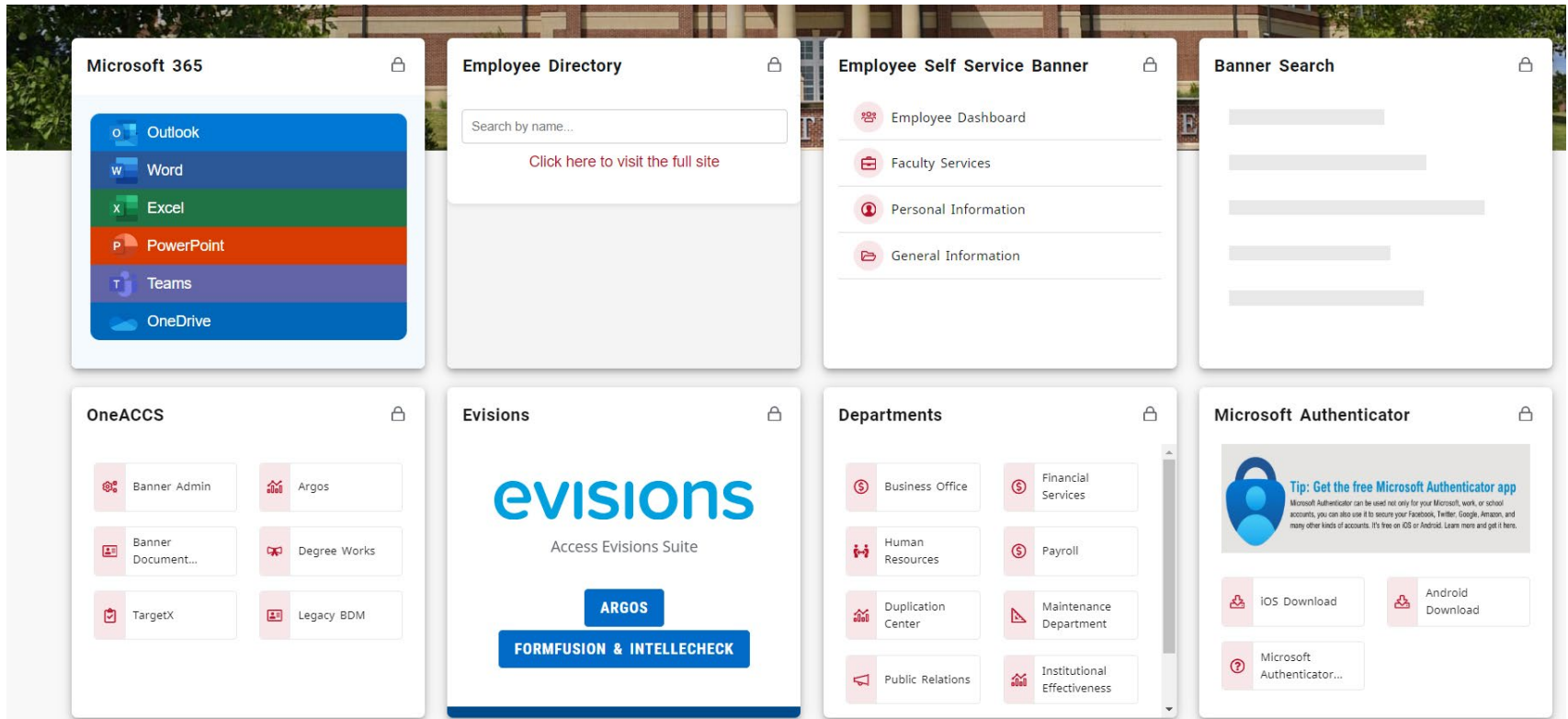
1975 East Bypass
Centre, AL

Getting Setup

- A# provided today
- Email invitation on your personal email to “Activate Your Alabama.edu Account”
- Claim your account with email, claim code and A#

My Gadsden State

- <https://www.gadsdenstate.edu/>
- My Gadsden State



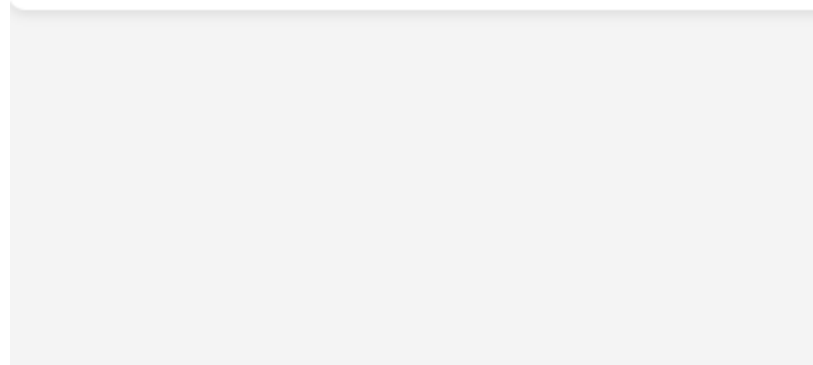
My Gadsden State- Employee Directory

Employee Directory



Search by name...

[Click here to visit the full site](#)



My Gadsden State- Self Service Banner

Employee Self Service Banner



[Employee Dashboard](#)



Faculty Services



Personal Information



General Information

- Pay stubs
- Leave balances
- Leave report
- Leave request

My Gadsden State-Departments- Human Resources

LINKS

[Performance Evaluations](#)

[Employment](#)

[Forms](#)

[Employee Handbook](#)

[Organization Chart](#)

[Support Personnel Classification Manual](#)

[Employee Assistance Program](#)

[PEEHIP Wellness Screening Calendar](#)

[PEEHIP Member Handbook](#)

[RSA Benefits](#)

[2025 Retirement Seminars](#)

[Approved Payroll Deductions](#)

[New Employee Orientation Powerpoint](#)

[Campus Maps](#)

Pay and Benefits



Holidays

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas
- 5 additional days designated by the President

Leave Policies

- Full-time employees are eligible to earn leave.
- Permanent part-time support employees on Salary Schedule H are eligible to earn leave on a prorated basis.
- Leave may be taken in a minimum of 15 minute increments.
- Leave request form is to be completed and approved in advance for planned leave.
- For unanticipated absences, the leave request form must be completed immediately upon return to work.

Types of Leave

- Annual Leave
- Personal Leave
- Sick Leave
- Court Attendance
- FMLA
- Job-Related Injuries
- Maternity Leave
- School Business Leave
- Military Leave
- Professional Development

Ask HR if you have any questions about Leave

Annual Leave

- Annual Leave is earned by non-instructional employees only.
- Instructors, counselors, and librarians do not earn annual leave.
- The number of days earned per month is based on a range of years of full-time experience in the Alabama Community College system.
- Maximum of 60 days may be accrued and carried forward to next leave year.
- Earned annual leave days exceeding 60 during a year and not used are forfeited.

Sick Leave

- Eligible employees earn one day of sick leave per month.
- Employees must be in pay status at least one-half of working days in a month to accrue a day of sick leave.
- An unlimited number of sick leave days can be accumulated.

Sick Leave Bank

- To provide a loan of sick leave days for participating members after accumulated leave days have been exhausted

Sick Leave Bank

- Must have a minimum of 40 hours of sick time
- Eligible to enroll as soon as time is accrued or during open enrollment.
- Must Deposit 5 sick leave days into SLB
- New employees are eligible as soon as 5 days are accrued
- Must use all accrued leave before you can borrow from SLB
- May borrow up to 15 days with medical statement
- Must repay borrowed days as earned (monthly)

Sick Leave Bank

- Must be a member of the Sick Leave Bank
- Must exhaust all earned leave (sick, annual, and personal)
- Must provide medical certificate
- Must have borrowed 15 days from the SLB
- Must be approved by SLB Committee
- Availability of days dependent upon donations from other employees
- Donations must be at employee's request
- Donations (days) are not repaid
- Must be a SLB member to receive or donate days

Payroll

- Salary schedule
- Paid monthly

Start before the 15th

Same month on the last working day of the month.

Start after the 15th

Next month on the last working day of the month.

Enroll on Member Online Services (MSO)

<https://mso.rsa-al.gov/>

You will need your PID (received today)



Log in to your account

User ID

Password

Next

Need to register?

[Forgot User ID or Password?](#)

[Need a PID? \(Request PID Letter\)](#)

[Report a Death](#)

Note: The information contained in this site is available via a secure connection.

New! Multi-Factor Authentication (MFA)

A second layer of login protection is now required to access your Member Online Services (MOS) account. Your first login will require you to set up your MFA contact information to receive your secondary security code. Once the setup has been completed, every subsequent login will require you to receive and enter a secondary code to log in to your account. This is just another way the RSA is helping to keep our members safe online!

Use **Member Online Services** to:

- View your account details
- Update your contact information
- Make requests to the RSA
- Check the status of your requests
- PEEHIP:
 - View current coverage(s)
 - Enroll in PEEHIP or change coverage(s)
 - Open enrollment
 - New employees
 - Qualifying life events (QLE)
 - Other updates
 - Upload required documents
 - Make PEEHIP payments

Insurance- PEEHIP

Public Education Employees Health Insurance Program

PEEHIP Hospital Medical Plan & VIVA Health Plan (Base Rate*)

Active Member		Member on LOA/COBRA	
Individual	\$30	Individual	\$547
Individual plus non-spouse dependents (no spouse)*	\$207	Family	\$1,407
Individual plus spouse only (no other dependents)	\$282		
Individual plus spouse plus other dependents	\$307		

* Spouses dually eligible for PEEHIP enrolled in family coverage qualify for this premium rate.

Wellness Screening must be completed by 8/31

**unless hired June- August*



Tobacco Premium and Wellness Premium

	Tobacco	Wellness
Member	\$50	\$50
Spouse	\$50	\$50

Optional Cancer, Hospital, Vision and Dental plans can be purchased for \$38/month or \$50/month for the family dental plan

Premium Assistance Plan

Discounts for Family Size and Household Income

Family Size	50% Discount for Incomes	40% Discount for Incomes	30% Discount for Incomes	20% Discount for Incomes	10% Discount for Incomes
1 member	0 - \$15,060	\$15,061 - \$22,590	\$22,591 - \$30,120	\$30,121 - \$37,650	\$37,651 - \$45,180
2 members	0 - \$20,440	\$20,441 - \$30,660	\$30,661 - \$40,880	\$40,881 - \$51,100	\$51,101 - \$61,320
3 members	0 - \$25,820	\$25,821 - \$38,730	\$38,731 - \$51,640	\$51,641 - \$64,550	\$64,551 - \$77,460
4 members	0 - \$31,200	\$31,201 - \$46,800	\$46,801 - \$62,400	\$62,401 - \$78,000	\$78,001 - \$93,600
5 members	0 - \$36,580	\$36,581 - \$54,870	\$54,871 - \$73,160	\$73,161 - \$91,450	\$91,451 - \$109,740
6 members	0 - \$41,960	\$41,961 - \$62,940	\$62,941 - \$83,920	\$83,921 - \$104,900	\$104,901 - \$125,880
7 members	0 - \$47,340	\$47,341 - \$71,010	\$71,011 - \$94,680	\$94,681 - \$118,350	\$118,351 - \$142,020
8 members	0 - \$52,720	\$52,721 - \$79,080	\$79,081 - \$105,440	\$105,441 - \$131,800	\$131,801 - \$158,160

New Hire Enrollment

Enroll within the first 30 days of hire
Effective immediately

Open Enrollment

July 1- Sept 10, effective 10/1

Changes to Enrollment

Within 45 days of a Qualifying Life Event

Flexible Spending Account

A special tax savings account that allows active employees to set aside a portion of their earnings to pay for eligible out-of-pocket expenses

Health Savings Account

- Co-pays, deductibles and other covered services

Dependent Care Reimbursement Account

- Allows funds to be used on dependent daycare expenses.

Flexible Spending Account

DCRA:

- Licensed nursery school and day care facilities for children
- Childcare in or outside the home
- Summer day camp
- Day care for elderly or disabled dependents

Health FSA:

- Physician office copayments
- Prescription drug copayments
- Lab fees
- Dental copayments
- Orthodontia
- Deductibles
- Hearing care
- Vision care including Lasik and cataract surgery
- Chiropractors
- Medical equipment, such as blood pressure/glucose monitors, and CPAP devices
- Select over-the-counter drugs and medicines without a doctor's prescription
- Menstrual care products (such as tampons, pads, and liners)

More information is available at www.rsa-al.gov/peehip/flex-account/ and www.healthequity.com/peehip.

Insurance

Consult your member handbook for more details
(Emailed to you with onboarding documents)

Contact RSA/ PEEHIP with questions
334.517.7000
member.services@rsa-al.gov

TRS- Teachers Retirement System

Required contributions

- Tier 1- 7.5 % (member prior to 01/01/2013)
- **Tier 2- 6.2 %**

Vested after 10 years of credible service

Alabama state law allows active members to purchase service credit for certain types of past employment. Please refer to TRS Member Handbook if you think you maybe eligible

TRS- Retirement

RSA- 1- Deferred Compensation Plans

- Voluntary plan allows you to save and invest extra money for retirement
- No enrollment restrictions

RSA- Regular

- Pre-tax contributions, tax deferred savings

RSA- Roth- After tax

- After- tax contributions, no taxes when you withdraw during retirement

TRS - Name Your Beneficiary!

Who is going to get your money if something happens to you?

Complete the Beneficiary Form for TRS!

Failure to do so can result in possible loss of valuable benefits to your survivors. If you wish to change your beneficiary or in the event of marriage, divorce, or the beneficiary's death, file a new beneficiary designation with the TRS.

Employee Tuition Waiver Program

- Any two-year state college in Alabama

1 year employment = 1/3 tuition waived

2 years employment = 2/3 tuition waived

3 years employment = full tuition waived

- Includes dependents/spouse
- Dependents eligible 5 years after employee retires

Employee Assistance Program – FT Faculty & Staff



EAP Digital with Coaching

Life throws challenges at us daily. Don't navigate them alone. Uprise Health's EAP Digital with Coaching is your companion for a healthier, more resilient you.

Employee Assistance Program (EAP) benefits are available to all employees and their families at NO COST to you. The EAP offers confidential advice, support, and practical solutions to real-life issues.

Key Free Features:

- 5 Therapy Sessions per incident per year
- 5 Coaching Sessions per year
- 5 Peer Support Sessions per year

Services Overview

Your EAP provides a wide range of work-life services to help you manage a variety of challenges.

- In-person, virtual, and telephonic therapy sessions
- Confidential well-being assessments
- Virtual coaching sessions
- Financial guidance and legal consultations
- Online peer support groups
- Work-life resources
- Industry-leading app
- Skills training to develop your resilience, stress management, and mental fitness

How to get started

1. Visit uprisehealth.com/members
2. Create an account with your access code: **gscc**
3. For the desktop app, go to app.uprisehealth.com
4. For mobile, scan the QR code to download the app



Available on:



App Introduction

Welcome to a new era of comprehensive well-being! We are excited to present the Uprise Health App. Seamlessly integrated into our established Employee Assistance Program (EAP), this innovative app transforms the member experience and fosters well-being through advanced features:



Easy Access

Access EAP services and resources effortlessly through the app.

Confidential Wellbeing Assessment

Check your wellbeing score confidentially and gain insights into your mental health.

Clinically Validated Wellbeing Checks

Evaluate your wellbeing levels with scientifically validated assessments.

Personalized Recommendations

Receive personalized recommendations for CBT-based courses tailored to your needs.

Proactive Outreach

Receive proactive outreach if your wellbeing score indicates potential concerns.

Skills Training

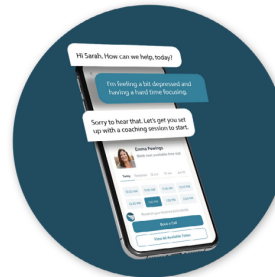
Develop resilience, stress management, and mental fitness with specialized skills training.

Bite-sized Training

Engage in bite-sized CBT-based courses directly from your desktop or mobile app.

Coaching Sessions

Up to 6 free sessions per year with a coach via phone or unlimited asynchronous chat.



Getting Started

Visit uprisehealth.com/members

Organization Name: Gadsden State Community College

Access Code: gscc

Create an account with your email and your access code.

Scan the code below to download!



Employee Assistance Program – PT & Students

Uwill Mental Health & Wellness

- Immediate access to Teletherapy
- Private, Secure, Confidential, Free

Experiencing a mental health crisis?

Help is available 24/7/365

833-646-1526

Scan QR code to get started



Employee Policies



Employee Code of Conduct

- The Conduct Code is subject to all provisions of Board of Trustees Policies.
- The Conduct Code is applicable to all employees.
- Violations may result in reprimand, suspension, and/or dismissal.
- Employee handbook can be found on the HR page of My Gadsden State

Drug-Free Workplace

- As a recipient of Federal contracts and grants, GSCC complies with the requirements of Public Law 100-690 for a drug-free workplace.
- A copy of the complete drug-free workplace policy is located in the Employee Handbook.

Harassment Policy, Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Harassment Policy, Title IX

All GSCC employees are mandated Title IX reporters.

Must report known incidents of sexual harassment involving students and/ or employees to Title IX Coordinator.

GSCC Title IX Coordinator

Dr. Tera Simmons, Vice President

(256) 549-8230, tsimmons@gadsdenstate.edu

Joe Ford Center, East Broad Campus

Professional Attire Policy

- All employees shall dress in a manner and have an appearance that is appropriate and professional in light of their job functions and working environment.
- The College requires all employees to wear identification (ID) badges while on duty. ID badges are worn for security, identification, and customer service purposes. ID badges should be displayed for ease of visibility on the upper body.

Professional Attire Policy

- Employees may wear Gadsden State Community College logo apparel on Friday. All logo apparel should be neat, clean, and present a professional image.
- Questions regarding this policy should be directed to the employee's immediate supervisor.

Tobacco Policy

- Tobacco is prohibited within, buildings, structures, and vehicles owned, leased, or rented by the College, and also within 30 feet of buildings owned, leased, or rented by the College.
- This includes instructional sites, centers, building entrances, and common areas.

General Information



Faculty Work Schedule

- Full-Time instructors, counselors, and librarians employed on a nine-month contract will work 175 days.
- Faculty employed for the summer term will work 54 days.
- Faculty are required to work a minimum of 35 hours per week, excluding the lunch period.
- Weekly work schedules must comply with guidelines set forth by the President and Board of Trustees policy.

Administrative and Support Work Schedule

- Full-Time administrative and support (staff) employees work the 245 days that the College is officially open.
- Full-Time staff are required to work a minimum of 40 hours per week, excluding the lunch period.
- The College work schedule and operating hours are determined by the President.

Letters of Appointment (LOA)

- Full-time faculty letters of appointment are for a semester or nine-month academic year.
- Summer employment for faculty is determined by student need.
- Letters of appointment for administrative and support personnel are effective September 1, unless otherwise specified.

Letters of Appointment (LOA)

- Full-time faculty letters of appointment are for a semester or nine-month academic year.
- Summer employment for faculty is determined by student need.
- Letters of appointment for administrative and support personnel are effective September 1, unless otherwise specified.

Probationary Period and Tenure

Permanent Status (tenured)

- Full-time employees attain tenure after completion of the probationary period (time off due to unpaid leave of absence does not count)
- Grant-funded positions are not eligible for tenure and are subject to continued grant funding

Probationary Period and Tenure

Faculty

- Six consecutive semesters excluding summer term.

Administrative and Support Staff (If eligible)

- Thirty-six months from date of full-time employment.

Performance review/evaluation every 12 months for all employees who work 20 hours or more per week

Professional Development Events

The Gadsden State Professional Development Committee coordinates annual activities throughout the year for all employees, including such topics as:

- Customer Service
- Motivational/Leadership
- Canvas / Microsoft 365 / NeoEd
- Community/National concerns
- Learning and Teaching Techniques/Styles
- Mental & Health Issues

Support Personnel Reclassification

- Salary Schedule E position is eligible for advancement after three years
- More information can be found on in the Support Personnel Reclassification Manual (located on HR website)

Professional Growth Plans

- Faculty and Instructors on the D Salary schedule are can advance in rank with an approved Professional Growth Plan.
- Meet with your Dean to develop a Professional Growth Plan.
- More information can be found in the Employee Handbook, Policy F/ 5.1

Safety and Security Procedures

Campus	Hours	Number
Gadsden	24 hours	256-312-2132
Ayers	6AM- 10 PM	256-835-5410 or 256-310-8365
Cherokee	6AM- 10 PM	256-613-7535 or 256-312-2144

Other non-emergency calls for the Police and Public Safety Department can be made to 256-549-8611 (Office) or 256-549-8200

Safety and Security Procedures

- Complete policies for safety, security, accident, and emergency procedures are detailed in the online Safety and Security Handbook.

<https://www.gadsdenstate.edu/safety-security.cms>

Safety and Security Procedures

- Campus emergency notification system known as **Cardinal Alert**.
- Students, faculty, and staff will be able to receive time sensitive emergency messages via text and voice messages to cell phones and home phones.

Safety and Security Procedures

- Lockdown
- Lockout
- Evacuate
- Shelter

Complete policies for safety, security, accident, and emergency procedures by location are detailed in the online Safety and Security Handbook.

<https://www.gadsdenstate.edu/safety-security.cms>

Gadsden State Cardinal Foundation

- Gadsden State employees, students, friends, and supporters of the College are eligible for membership in the Alumni Association.
- Dues are \$20 per year or \$300 for a lifetime membership.
- Payroll deduction is available.
- Dues and contributions provide student scholarships.

Travel

- If you have to travel out of town or out of state on College business and you drive your personal vehicle, you will be reimbursed at the current published rate for mileage as well as per diem.
- You may use a College state vehicle (if available) at no cost to your department with no mileage reimbursement.
- Please refer to the Financial Services link from the Gadsden State website home page for more details.

Committee Assignments

- Employees are given the opportunity to rank committees on which they would like to serve. Every effort is made to match employees with the appropriate committee. Employees may also be asked to serve as needed.
- Professional employees are often required to conduct committee work outside their normal work hours.

Miscellaneous Services

- Cafeteria at Wallace Drive campus
- Two Bookstores (Ayers and One Stop Center)
- Duplication Center
- One Stop
 - ID Badge
 - Vehicle Registration (hangtag)

Final Reminders – To Schedule

Employees with **administrative duties**, contact

Keli Feely (AP) @ 8353, kfeely@gadsdenstate.edu

Amanda Hale (Purchasing) @8244,

ahale@gadsdenstate.edu

Joe Ford Building – 1st Floor

- How to do purchase orders / travel forms / requests for reimbursement

Campus tours available contact

Cody Beck @ 8261, cbeck@gadsdenstate.edu

Faculty – Canvas, gotoknowledge, & more - contact

Brittney Hood @8488, bhood@gadsdenstate.edu

Final Reminders

- Official transcripts and work verifications must be received within 30 days of employment
- First day location and point of contact
- After Orientation - pick up Parking HangTag at One Stop/ Ayers Security – Must have hang tag in car at all times. Read parking rules so you don't get a ticket!

Final Reminders – ID Badge

- After orientation, go to OneStop/ Ayers security to get your ID badge – take your voucher
- Badges must be worn on your person at all times, replacement badges cost \$5

Welcome to Gadsden State!

