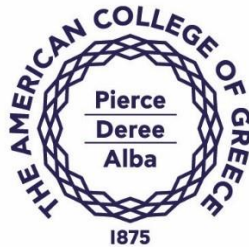


2019-2020

New Employee Orientation

Office of Human Resources
and Campus Services



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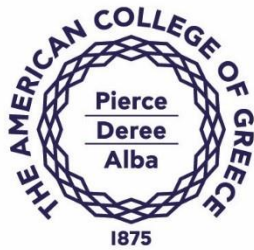


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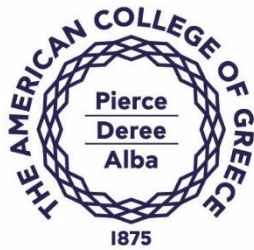


Welcome

The first day for a new employee is quite full and overloaded until he/she takes certain basic steps to enroll in the College's life. The Office of Human Resources & Campus Services is the first office from which a new employee should pass by upon his/her arrival on campus. Being an ACG employee implies a series of steps to be taken to complete all necessary procedures with Greek public authorities, to enroll for ACG staff benefits, and join his/her new department.

Things to do at the Office of Human Resources during the first day

1. Sign the employment contract, which includes the new employees' personal data, specialty, department, duration of employment, working schedule, gross salary and all provisions which apply for private sector employees according to Greek Labor Law
2. Sign the public announcement to OAED.
3. Fill out the Generali Life Group Policy Enrollment card and enroll in Generali Life, if he/she is under an indefinite term contract



4. Submit the following certificates to the Office of Human Resources (if he/she has not already done so) which include the following:

- College application form
- Authenticated copies of university/school degrees
- Copy of Faculty Registry Number (Only for Deree, Alba & Graduate Faculty)
- Copies of IKA stamps or TEVE booklet or Social Security Statements to count years of employment at various working places
- Account Number at the National Bank of Greece for monthly payroll
- Marital Status Certificate (if married) from the local municipality or KEP for tax purposes

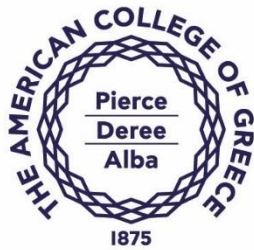
Additional tasks to do

After completing these tasks with the Office of Human Resources, the new employee should pass by:

- John S. Bailey Library-Media Center to have his/her photo taken for the HR Computerized System. We would like to know who you are so we could better serve you.

Campus Orientation

The Office of Human Resources will be calling you shortly to schedule an orientation meeting regarding ACG employee benefits and/or policies/forms which could be found on Blackboard.



Employee Benefits

1. GENERALI LIFE

All full-time employees are provided group coverage by Generali Life without any charge. Through private insurance, the College offers in-hospital and out-of-hospital coverage due to accident or sickness, as well as pharmaceutical support. Filling out the Generali Life Group Policy Enrollment card upon your arrival at the College, and receiving a relevant group coverage booklet, initiate your enrollment to the program.

2. 403-B Plan

All administrative staff members who are US Citizens, join the 403-B (Retirement) Plan, after meeting the eligibility criteria. The College makes a 5% employer contribution, based on employee salary, towards the 403-B Plan.

3. Staff and Dependents' Tuition Remission

a. Dependents' Tuition Remission

The American College of Greece strives for educational excellence and emphasizes providing opportunities for further education for staff/faculty members and their children, reducing the studies cost to a minimum. Thus, you could take advantage of an educational institute which conveys the American culture, freedom of thought and expression, cultural diversity, a green environment, impressive classrooms and facilities, teachers of the highest caliber and enroll your children at Pierce, Deree or ALBA, and give them a firm educational foundation to either pursue their graduate studies at ACG or at a university/college in Greece or abroad.

In this aspect, full time staff/faculty is entitled to significant reduction in the tuition of children that are attending Pierce or Deree College. Specifically:



Category	Pierce College	IB Diploma Program	Deree College (Undergraduate)
Administrative Staff	80%	6.688,00€	80%
Auxiliary Staff	100%	8.360,00€	100%
Deree & Alba F/T & F/T Teaching Tier Faculty	80%	6.688,00€	80%
Deree & Alba Associate Faculty	53%	4.430,80€	53%
Pierce Faculty	80%	6.668,00€	80%

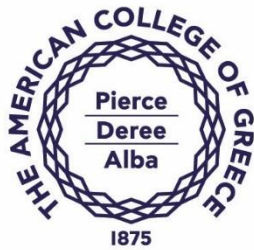
The employees who would like to take advantage of the Tuition Remission for their children who will be attending either Pierce or Deree, are kindly requested to have submitted their request to the Office of Human Resources in Mid March when the budget preparation starts and confirm that their first notification is still valid no later than 10 days before the first day of classes, at the beginning of the academic year. The Admissions process should be followed.

b. Staff Scholarships for a first degree

Staff *without* a Bachelor's degree is entitled to a full scholarship for courses taken towards a bachelor's degree, provided that they have completed 12 months of service at the College, and that their course schedule does not conflict with their working hours.

4. Faculty and Staff Tuition Waiver Program

Working in an American Educational Institute of the highest quality implies endless opportunities for further training and professional development. Thus, faculty and staff are entitled to attend courses, seminars or academic programs at Deree College, School of Graduate and Professional Education & The Alba Graduate Business School, free of charge, upon meeting the eligibility criteria.



5. College Loans

In a time of financial hardship, the College Administration seeks to support its employees. Full time faculty and indefinite contract staff are entitled up to 2 net salaries as a College Loan. The loan is paid back to the College through monthly deductions in payroll, without interest, in a time constraint of 18 installments. You

can request a loan by filing out the relevant application at the Office of Human Resources. If you receive a loan, you can not request a new loan prior to the completion of 12 months after the repayment of the first loan.

6. Cash Advances

Monthly payroll takes place on the last day of each month. All employees are entitled to cash advances of up to a net salary, which will be withheld in the next payroll.

7. On-campus Parking

There is no need to look for a parking spot in the overcrowded streets of Aghia Paraskevi, when you can park your car in the safe premises of the College. The only requirement to ensure parking on campus is to receive your parking permit, during your first days of employment.

8. Discount at “DIPNOSOFISTIRIO”

A discount of 20% to all products at DIPNOSOFISTIRIO is applicable to all employees, with the issuance of a personal access card.

9. Athletics Facilities

Following the Ancient Greek saying, “Healthy Mind in Healthy Body”, the College affords great athletic facilities for an employee to exercise himself/herself, relax and



reduce daily stress. Free use of all athletic facilities, like the gym and the swimming pool, is allowed to everyone, as long as the facilities working hours do not coincide with employees working schedules.

10. Library Membership

For you who believe that knowledge is power, your knowledge could be further strengthened and your horizons could be further cultivated through reading. Being an ACG employee, means that you are automatically given free membership to the Library, and you can borrow up to 25 books per semester.

11. Extra Holidays

Working at The American College of Greece, means that the College observes not only the Greek public holidays, but also extra holidays, Traditional American Holidays, like: July 4-Independence Day or Thanksgiving Day, local holidays like: Aghia Paraskevi's Name Day, or festive days like Tuesday after Easter, Christmas Eve, New Year's Eve.

12. Service Recognition Celebration

As of January 2009, The American College of Greece has established the Service Recognition Celebration. This is a unique celebration where the College Administration recognizes years of loyalty and service of full-time employees through certificates and symbolic gifts. This event has been closely linked to the New Year's Pita cutting, where all employees are invited to join together, exchange wishes for the New Year, applaud their colleagues for their years of service, and have fun.

13. Employment Doctor and Safety Engineer services

In the context of the Greek labor law, Employment Doctor and Safety Engineer services, are provided without any charge for faculty and staff. The Employment



Doctor sees you through scheduled appointments and examines you, in case of illness or prescribes medicine or medical exams, if necessary. The Safety Engineer tours the campus and makes proposals for safety around the campus, (the facilities and the offices or the classrooms) which are always implemented. He organizes workshops for all employees which relate to safety on Campus.

ACG @ Blackboard

Blackboard consists of an internal communication system at the College. Under the ACG policies and procedures, a single folder which has been named ACG POLICIES includes all College main policies from all departments, which are in effect.

GDPR: This regulation refers to the meaning of personal data, its importance, processing, rights to data access and security aspects. It changes the way organizations process personal data, brings forward new requirements for organizations, and results in heavy fines in cases of non-compliance.

New Employee Orientation: This guide describes procedures which relate to the Office of Human Resources & Campus Services, employee benefits and administrative policies and forms which can be found on Blackboard.

New Performance Appraisal System: An enhanced and more robust Performance Management System for administrative staff has been established, efficiently aligned with the strategic goals and direction of the College.

Security Policies: They promote personal and overall security on campus. They provide guidelines for basic security precautions, access to ACG campus and facilities, parking on campus, emergency procedures.

IT Policies: They set the framework for the proper use of the ACG e-mail and technological resources on Campus.



Conflict of Interest Policy: It aims to protect the interests of the American College of Greece in connection with any transaction or arrangement that might benefit the private interests of any College Employee.

FCPA-Anti-Bribery and Anti-Corruption Policy: This policy states that College Community Members must comply with applicable anti-bribery laws of the foreign countries with which they carry out international activities, including the provisions of the U.S. Foreign Corrupt Practices Act (“FCPA”), as well as with applicable anti-bribery laws of their local country.

Pierce Faculty Job Description: This document describes the duties and responsibilities of Pierce Faculty.

Security & Emergency Procedures Protocol: This Protocol is a comprehensive set of policies (rules) for handling emergencies (earthquake, fire, building evacuation, etc) as they may occur on campus and as defined according to Greek Law (Π.Δ. 17/1996, άρθρο 9).

Medical Emergency Protocols: The formulation of these protocols enable our school to effectively:

- Provide for the needs of students and employees who have sustained an injury or are suffering from illness
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents/illness that require referral to a clinical setting
- Ensure lines of communication with family/parents/guardians are in place, if required
- Activate a known plan of action with which all employees are familiar.

Infectious Disease Emergency Preparedness Plan: IDEP Plan outlines the main response mechanisms based on a five stage model in the event of an infectious disease outbreak, roles and responsibilities of key College services and members, in order to reduce the severity of the illness and the disruption to the social and economic infrastructure of the institution.

Faculty & Staff Tuition Waiver Program: This program aims at enhancing the professional qualifications and academic credentials of faculty and staff, on campus.

No Smoking Policy: The policy supports financially smokers in the effort to free themselves from the dependency of nicotine, and to promote good health. As of



September 2019, the ACG becomes a smoke-free campus. Smoking and vaping will be allowed only in designated areas on campus.

Non Discrimination Policy: Discrimination and/or harassment on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, veteran status, sexual orientation, gender identity, and gender expression are strictly prohibited on campus. Faculty, Students and Staff are strongly encouraged to uphold and reinforce this policy.

Purchasing Policy: The Policy focuses on day to day and long term purchases on campus and procedures, which are to be followed, on capital projects and on USAID Grants.

Recruitment Policy: This policy describes the aim of the hiring policy, its guidelines, requirements and process for faculty and staff hiring.

Events & Booking Policy: The policy outlines the procedures and conditions regarding the use and booking of all College spaces for all types of events, aiming at ensuring that the spaces are used responsibly and in manners consistent with the College's mission and strategic goals, while supporting the event objectives set by the College's administration.

Service Recognition Program: The program aims at recognizing years of service for faculty and staff reinforcing high morale for employees and a closer connection with the Administration.

Travel Policy: The policy focuses on procedures and guidelines concerning business and/or academic travel.

Whistleblower Policy: The ACG is committed to observing a "lawful and ethical behavior in all its activities". High standards of morality and ethics are emphasized. Employees should always abide by local laws and College policies, reporting wrongful conduct, and acting on the principle of good faith.



Working Regulation: The regulation applies to all non-academic staff. It describes ACG policies, guidelines, procedures on working at ACG, staff benefits and personal conduct.

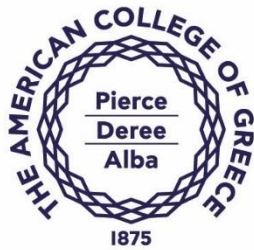
25 Year Associates Program: This policy defines membership to the Club, the scope of the Club, eligibility criteria and benefits for its members.

College policies and procedures are often linked to forms. Thus under:

- Technical Services, you can find information about the Work Order Platform which is necessary for all technical works or transport of furniture/equipment on campus.
- Office of IRM, you can find a Supplies Request Form which is necessary to request computer supplies from IRM & IT policies & procedures on the acceptable use of ACG e-mail & Technological Resources.
- Office of Development and Alumni Relations: you could find the ACG Alumni Data Confidentiality Agreement.
- Office of Human Resources, employees can find the Survey of Organizational Excellence results, absence forms (which have to be filled out whenever you are absent from work), a College application for employment (for all candidates who are interested in working at ACG), the manual of the online Module of Leaves, the Employment Doctor's schedule, the Commencement Ceremony's Duties, the tuition waiver form (for the employees who are eligible to attend free courses at Deree), personal data form (which has to be filled out and approved in case of destruction of personal data).

A personnel hiring approval request form and a student employee's memo have also been included for administrators who are in the process of hiring new staff or employing student employees for the academic period.

- Office of Marketing: you can find ACG templates, Deree templates, Pierce templates, which should be placed on internal memos, faxes, letters depending



on the circumstances. Marketing & Communications Operations Guidelines along with a Brief Form for assignments have been uploaded recently on blackboard.

- Office of Public Affairs: you can find sustainable events guidelines and information about the ACG & 'Team for the World' Collaboration for the upcycling of old banners.
- Office of Operations, you can find an ACG Telephone Directory which contains faculty & staff's telephone extensions and e-mail addresses, a Procedure for Standard Office Supplies form, and supplies list.
- College Events, you can find the ACG Spaces Booking Form and the Chapel Booking Form along with a list of ACG Spaces available for events.

Responsible Office	<i>Office of Human Resources & Campus Services</i>
Date of Last Approval	<i>August 29, 2019</i>
Review interval (years)	<i>1</i>
Date of next review/ approval	<i>Summer 2020</i>
File location	<i>Blackboard Public Folders</i>



Sustainability @ ACG

Following US best practices and as also reflected in President Horner's 2025 vision, The American College of Greece is gradually developing an ever-growing number of sustainability best practices. ACG is committed to systematically addressing issues from sustainability focus in academic programs and research and reducing its carbon footprint while improving its energy efficiency, to enhancing its social impact and increasing transparency and accountability in its daily operations.

For all its relevant activity, in 2017 ACG was awarded the STARS Silver Rating, in recognition of its best practices in four categories: Academics, Operations, Community Engagement & Social Responsibility, and Planning and Administration. ACG is the only academic institution in Greece to have received a distinction by the US AASHE – an internationally acclaimed association. ACG is collaborating with UN international and national networks and has committed to always operate in support of the UN SDGs. The Office of Public Affairs leads all sustainability-related activity and oversees the operation of the ACG Center of Excellence for Sustainability (est. 2011), a collaborative initiative bringing together education, research and operations to advance sustainability on campus.

Get involved: *As an ACG Community Member you can get involved by engaging in the following ACG initiatives*

- ✓ **Help us minimize the single-use plastics consumption on campus together!**

Quick plastic-free tips:

1. Bring your own reusable water bottle and refill at any hydration station on campus instead of buying a plastic one. Get your own ACG-branded reusable water bottle and contribute to the reduction of single-use plastic, while directly supporting various philanthropic organizations as all proceeds from the water bottles are donated to worthy causes. Contact the Office of Public Affairs (Room 209) for more information.
2. Bring your own reusable coffee cup to use at the office and/or when ordering coffee or other beverages at all on campus vendors to reduce your single-use plastic footprint.
3. Say no to single-use plastics straws!



4. Bring your own lunch box from home instead of taking the take-away one from the vendors.

- ✓ **Learn about best recycling practices on campus and how to reduce consumption and reuse what you already have!**

Quick 'Reduce, Reuse, Recycle' tips:

1. Use the recycling bins placed around campus to recycle.
2. Think before you print!
3. Avoid printing in color when not needed.
4. Use paper that you no longer need as scrap paper instead of using new pages/notebooks.


- ✓ **Help us keep our campus smoke-free!** It is all of our responsibility to keep our air clean.

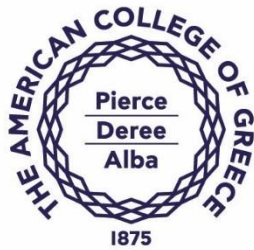
- ✓ **Help us become more energy efficient and reduce our carbon emissions!**

Quick tips for energy efficiency:

1. Turn off the lights, your PC, and the A/C when leaving the office.
2. Keep the door and windows closed when the A/C is on for maximum energy efficiency.
3. Ventilate your office/classroom frequently within the day, but when the A/C is not turned on.

- ✓ **Join us at the bi-annual ACG Community Service Day** (Fall & Spring Semester), where our entire community comes together to volunteer for a good cause

- ✓ **Join us on any Monday, 14:15 – 16:30, at the “ACG Farmers’ Market”** – a collaboration with the NGO Μπορούμε (Boroume) to help fight malnutrition and minimize food waste through a volunteer activity taking place every Monday! Sign up here  <https://www.acg.edu/about-acg/sustainability-at-acg/community-engagement/acg-farmers-market/>



ACG Sustainability Pledge

ACG is committed to leading by example, not only in research and education, but also in managing its facilities and resources. Your contribution to the implementation of our sustainability goals is vital.

The ACG Pledge identifies several actions & behaviors that can help you become more environmentally, socially and economically responsible in your daily life, on and off campus.

Why is it important to you?

- You demonstrate your responsibility, accountability, leadership, integrity and forward thinking.
- You join the global effort of all those who have decided to respect, protect, and preserve natural resources for future generations.
- You recognize the long-term consequences of your actions.

Take the pledge!

<https://www.acg.edu/about-acg/sustainability-at-acg/community-engagement/acg-sustainability-pledge/>

✦ For more detailed information about **Sustainability @ ACG**, visit our website: <https://www.acg.edu/about-acg/sustainability-at-acg/>

For updates on ACG sustainability activities, events, and projects follow us on social media:



Help us make our campus more sustainable!

Together we can!

