



**UNIVERSITY OF
GEORGIA**

**University Human Resources
Workforce Engagement
Common Topics**

New Leadership Training
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Workforce Engagement

- **Source of information and guidance on UGA Administrative Policies and Procedures for subordinates and supervisors.**
- **Facilitate the fair treatment and resolution of workplace interests and concerns.**
- **Assist members of the University community to develop and maintain a positive work environment.**



Office of Legal Affairs

The Office of Legal Affairs is the University of Georgia's in-house legal counsel. Attorneys in the Office of Legal Affairs provide legal advice and counseling to the University through its administrators, faculty, and staff in the course of their duties on behalf of the University. The Office of Legal Affairs does not provide legal advice to administrators, faculty, staff, or students in their individual capacities.

Each attorney in the Office of Legal Affairs has specific areas of subject matter expertise; in addition, every unit and college of the University has a designated attorney liaison in the Office of Legal Affairs. Representatives of the Office of Legal Affairs can be contacted by calling 706-542-0006 or by email at legal@uga.edu.



Top Topics

1. Offer Rescission
2. Alternate Work Location
3. Leave Status
4. Renewal-Nonrenewal
5. Arrests
6. Faculty Discipline
7. Performance Management for Staff



Offer Rescission

General Rule: Offers, once accepted, cannot be rescinded except for contingencies in the offer letter.

In the event that an offer must be rescinded due to salary adjustments, background check concerns, or other reasons, please contact UHR's Recruitment and Hiring team at **hrweb@uga.edu** for assistance. This ensures the process is handled professionally and with care.

Offer rescissions cannot be made without UHR and OLA approval.

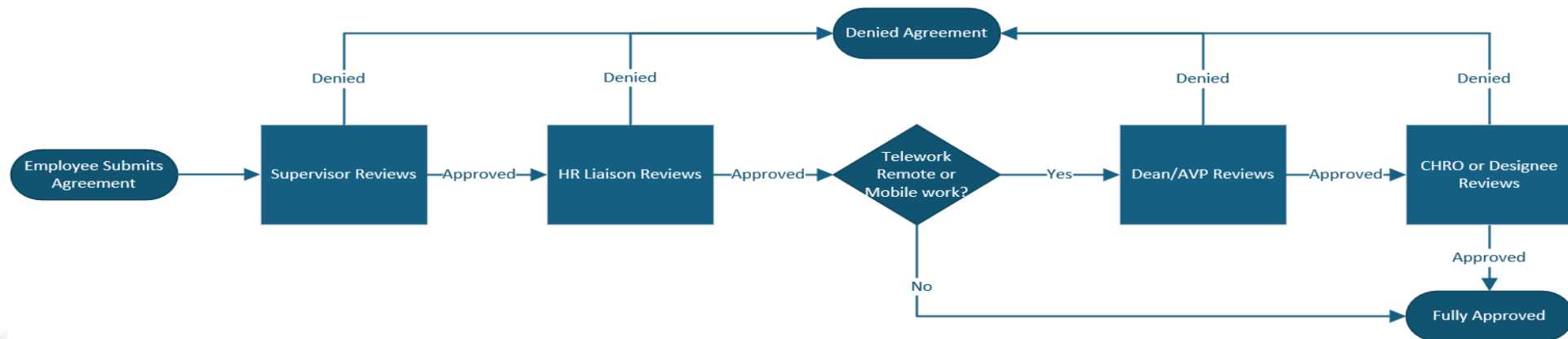


Alternate Work Location

Alternate Work Location: Encompasses employees working remotely or off campus through telework, flextime, and mobile work.

Alternative Work Arrangements are designed to support institutional goals and must align with University System of Georgia (USG) Human Resources Administrative Practices (HRAP) guidelines. These arrangements are not reviewed to assist the employee.

Approval for an Alternative Work arrangement must be done before the employee engages in remote work.



Leave Status

Regular Leave Status: Annual Leave, Sick Leave, Shared Leave

Extended Leave Status: Family Medical Leave Act (FMLA), Paid Parental Leave Act (GA)(PPL)

Other Leave Status: Bereavement Leave, Jury Duty, and Military Leave. Educational and Professional requiring Provost approval.

Faculty:

a. **Non-FMLA Extended Leave**

b. **Personal Leave Without Pay**

Neither of these are a "legally entitled leave" status.

Both require Provost approval.

For more information on Leave Status, see https://hr.uga.edu/Current_Employees/Leave/Leave/

As a general rule, when an employee is in a leave status, they are not to be working for the University. Questions concerning leave should be directed to UGA's [Absence Management Team](#)



Renewal-Nonrenewal

In any year, a department head/dean may determine not to extend a contract to a nontenured faculty member. This determination may be made following a recommendation to the head by the unit faculty, consistent with the department and the Promotion & Tenure Unit's (PTU) written criteria.

Timely and proper notice must be given to the faculty member per University of Georgia and Board of Regents Policies on Notice of Employment.

Nonrenewal is not a termination.

The amount of required notice to the faculty member varies based on the track, rank, and time in rank. The delegation of authority provides the deadline, and units are responsible for noting and adhering to those. You should consult with the Office of Faculty Affairs if you have specific questions.



Arrests & Criminal Charges

The Policy on Arrests and Criminal Charges requires any current employee who is **arrested**, is the subject of a **warrant**, or **charged with a crime** (other than a minor traffic offense) to report such incident to the Office of Legal Affairs **within 72 hours** of the employee becoming aware of such charge, warrant, or in the case of an arrest, release from incarceration.

Additionally, any current employee shall notify the Office of Legal Affairs within 24 hours of the **outcome of a criminal case**, whether there was a conviction, first offender plea, reduction to a lesser charge, dismissal of the charges, nolo contendere, nolle prosequi, etc.

Failure to report as required under the Policy may result in appropriate disciplinary action, including termination of employment.



Arrests & Criminal Charges

To make a report, employees or their representative should fill out an initial report. Upon receipt, OLA will review the report and follow up with the employee for additional information. Reports may also be made by calling OLA at (706) 542-006 during University business hours or by emailing legal@uga.edu.

Employees must provide a copy of documentation (e.g., citations and incident report) outlining the charges as soon as available. Documents may be emailed to legal@uga.edu or delivered to the OLA.



Faculty Discipline

The faculty disciplinary process is governed by USG Policy 8.3.9, Discipline and Removal of Faculty Members. Policy 8.3.9 provides the grounds and procedural steps that apply when any form of disciplinary action is taken against a faculty member, including separation from employment and/or tenure revocation.^[1]

^[1] Note that separation from employment/tenure revocation as remedial action following unsuccessful post-tenure review is governed by BOR Policy 8.3.5.4, Post-Tenure Review, and UGA Policy 03.03.003, Post-Tenure Review, rather than BOR Policy 8.3.9, Discipline and Removal of Faculty Members.



Letter of Counseling

Letter of Counseling: The first level of action that may be taken to address conduct issues. A letter of counseling serves as the initial notice to faculty of a department's or unit's concerns with identified conduct issues. The letter of counseling should identify the specific work behaviors or issues that need improvement, cite to applicable USG and/or UGA policies that the conduct or concern implicates, and in general terms, communicate the expectations of the unit or department. The letter should also advise the faculty of potential next steps if the performance or conduct issue is not substantially improved. The Letter of Counseling should be issued by the faculty member's immediate supervisor.



Letter of Expectation

Letter of Expectation: The second level of action that may be taken to address conduct issues. This letter is appropriate to be issued after a Letter of Counseling has been issued, without sufficient improvement. This letter may also be initially issued for more egregious conduct that does not rise to the level of needing immediate disciplinary action but that needs to be addressed more urgently. Similar to a Letter of Counseling, a Letter of Expectation notifies the faculty of a department's or unit's concerns with identified conduct issues. The Letter of Expectation should identify the issues that need improvement, cite to applicable USG and/or UGUA policies that the conduct or concern implicates, and in general terms, communicate the expectations of the unit or department. To the extent possible, the expectations should be stated in objective, measurable steps or actions that the faculty member can enact and the time period for completion or review of progress towards completion. The Letter of Expectation should advise the faculty of any privileges that are being removed. The letter should also advise the faculty that if the conduct issue is not substantially improved, it could lead to disciplinary action. The Letter of Expectation should be issued by the faculty member's immediate supervisor.



Performance Management: Staff

Guide to Performance Management:

- The University of Georgia is committed to providing employees with reasonable resources needed to be successful in their jobs. The University encourages open communication between employees and supervisors. Performance coaching includes a range of options that may include verbal coaching, written warning, suspension with or without pay, and/or termination.
- Prior** to any action that will lead to a classified employee being suspended, demoted or terminated, the supervisor and HR Liaison must discuss the situation with Workforce Engagement.



Performance Management: Staff

Before you act, ask yourself:

- Is the employee aware of the policy or expected behavior?
- Have I objectively gathered all the facts?
- Has the employee had the opportunity to respond?
- Am I responding quickly, consistently, and reasonably?
- Has the employee been previously counseled?
- Do prior performance evaluations substantiate the employee's ongoing performance deficiencies?
- Has progressive discipline been applied? If not, why not?
- Is the case well documented?
- Is the discipline reasonably related to the seriousness of the offense?



Performance Management: Staff

Probationary Period

- 180 days
- Transfer to another department
- “Temp” to Full-time
- Address performance issues immediately

Resignation vs. Termination

- When employees resign, they give up rights to grievance.
- Provide written “acceptance” letter in lieu of written resignation from EE.
- UHR must be consulted before offering resignation in lieu of termination.



Questions?



Thank You



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