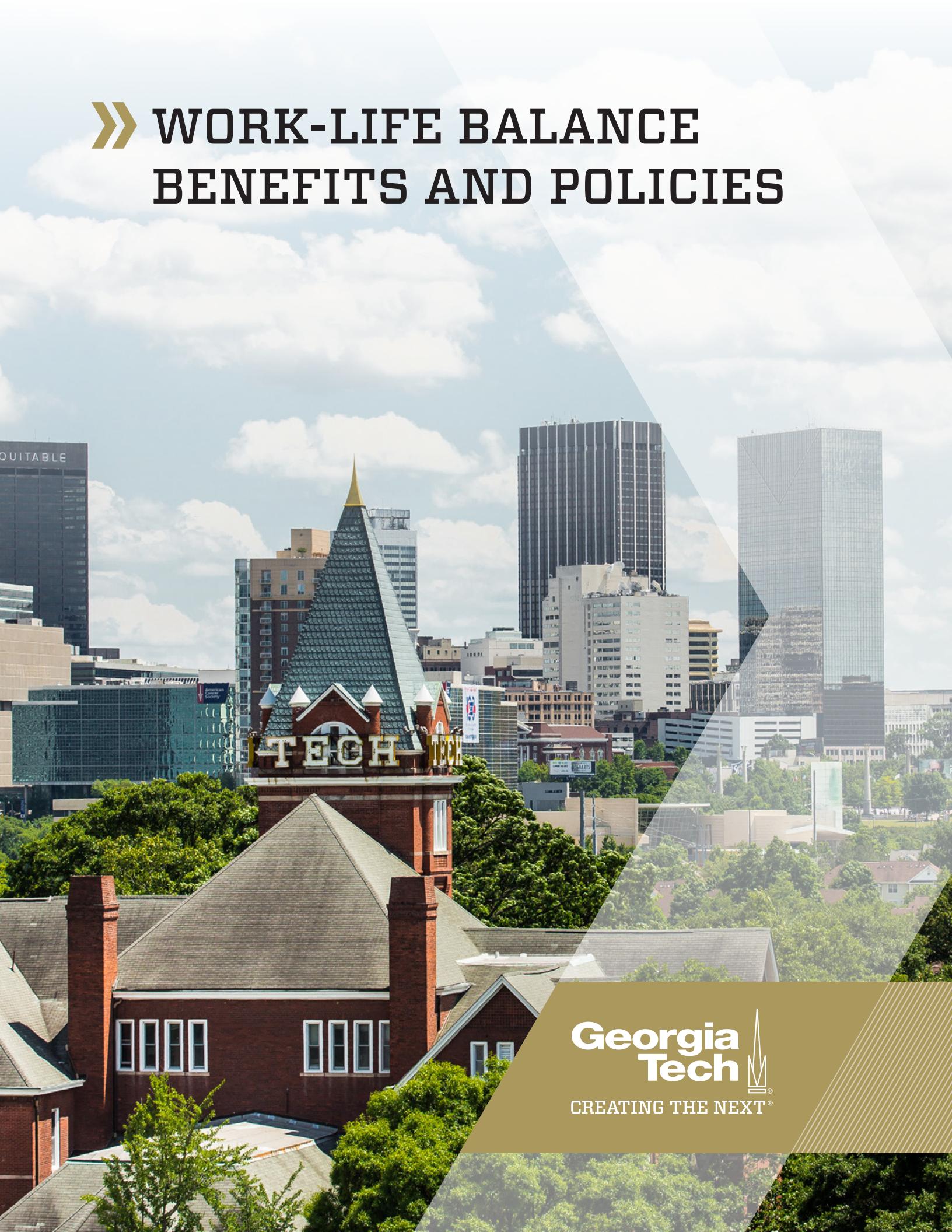


» WORK-LIFE BALANCE BENEFITS AND POLICIES



**Georgia
Tech** 
CREATING THE NEXT[®]

At Georgia Tech, we realize that for the Institute to be a leader in influencing the major technological, social, and policy decisions in the twenty-first century, we must recruit and retain faculty from a wide variety of backgrounds, perspectives, interests, and talents.

Georgia Tech places importance on offering health and wellness policies and benefits to support the needs of individuals and recognizes that doing so is important for creating and maintaining a

diverse faculty. That's why Georgia Tech offers a variety of benefits and policies, encompassing everything from access to health and wellness benefits, to community building programs, to structures and facilities to support working parents and those taking time away from work.

Read on to learn more about what options are available to you. (For a complete listing of all benefits available to Georgia Tech employees, visit <https://hr.gatech.edu/benefits>.)

Health and Wellness Benefits

- 1. Health and Welfare Benefits** (<https://b.gatech.edu/36F0y5R>). These are provided through the USG and include health care, dental, vision benefits, and retirement plan options for employees working 30 hours per week or more on a regular basis. If you experience a change in your family status, such as birth, adoption, placement for adoption, or legal custody of a child, you may be eligible to make changes to your benefits elections (including health insurance) without waiting until open enrollment.
- 2. Short-Term Disability Insurance** (<https://b.gatech.edu/2WJ8Rcv>). This optional benefit is available at an additional cost. You can enroll within 30 calendar days of your hire date or during annual open enrollment. Once you're rendered disabled by a medical doctor and complete a 14-day waiting period, this insurance pays 60% of your salary up to a maximum of \$2,500 per week, up to 11 weeks. Maternity leave will typically qualify for an average period of six weeks. A faculty member must remain enrolled each year to be eligible.
- 3. Employee Assistance Program** (<https://b.gatech.edu/3iJupiy>). This program provides help at no cost to employees in addressing emotional, mental health, and work-related concerns.
- 4. Be Well** (<https://b.gatech.edu/3jlsk7z>). Georgia Tech's Benefits Education & Wellness Series equips employees with tools to make wellness choices for themselves and their families.
- 5. USG Well-Being Resources** (<https://usg.edu/well-being>). A comprehensive approach to well-being that engages and empowers the entire USG community. Includes tips and resources for financial well-being, health management, healthy eating, physical activity, and stress-management.
- 6. Campus Recreation Center** (<https://b.gatech.edu/3ljwFyG>). A state-of-the-art fitness center and world-class aquatics facility, the Campus Recreation Center offers fitness programs, competitive sports, aquatic programs, outdoor recreation, and more. Discounted memberships are available to employees.

Community Resources

- 1. Dual Career Support.** Georgia Tech is aware that attracting faculty may require meeting the needs of two careers. Career mentoring is available to aid partners in their job search, whether on or off-campus, in the Atlanta metro area. Contact your School Chair, Associate Dean for Faculty Affairs, or College ADVANCE Professor for guidance.
- 2. Institute Diversity, Equity, and Inclusion (IDEI)** (<https://b.gatech.edu/2lzC4Ud>). IDEI provides leadership to establish priorities, policies, and programs that support our mission as a leading technological university in the 21st century. IDEI works with the executive leadership team of the Institute to ensure that we recruit, develop, retain, and engage a diverse cadre of students, faculty, and staff with a wide variety of backgrounds, perspectives, interests, and talents who will contribute to our mission and vision.
- 3. LGBTQIA Resource Center** (<https://b.gatech.edu/2SUbIng>). The LGBTQIA Resource Center at Georgia Tech coordinates a range of programs and events throughout the year aimed at educating faculty, students, and staff about LGBTQIA issues.
- 4. ADVANCE** (<https://b.gatech.edu/34BhES5>). Georgia Tech's ADVANCE Program builds and sustains an inter-college network of professors that develops systemic and institutional approaches that increase the representation, full participation, and advancement of women and minorities in academic STEM careers — thus contributing to a more diverse workforce, locally and nationally.
- 5. Goizueta Foundation Fellows** (<https://b.gatech.edu/34Equi0>). These distinguished faculty members assist the Office of Hispanic Initiatives in its efforts to recruit, enrich, retain, and promote the success of students and faculty of Hispanic/Latino origin.
- 6. Persons with Disabilities** (<https://b.gatech.edu/3nto3Hz>). As a state employee, Georgia Tech resources are available to ensure that individuals with disabilities have an equal opportunity to pursue education or employment and to have access to campus programs, activities, or services. If you are faculty, staff, or a visitor and you have a disability and need assistance with your normal job functions, a variety of accommodations are available.



7. Employee Resource Groups (ERGs) (<https://b.gatech.edu/3nujHA3>)

Georgia Tech offers six employee resource groups to support our efforts to build community and ensure employees develop a greater sense of belonging. The current ERGs include: HOLA, GRIOT, PRIDE, Resilience, Web of Brilliance, and Women of Georgia Tech.

8. Bank at Work (<https://b.gatech.edu/2SDdjbt>). GTHR partners with three banks (Bank of America, Georgia United Credit Union, and Wells Fargo) to offer discounted and/or premier services to GT employees designed to help you save time and money when dealing with personal/family finances.

9. Campus Transit Services (<https://b.gatech.edu/3da7bAV>). Free around campus bus and trolley service available to employees and campus guests. Includes Mon-Fri transit to Emory and Technology Square and weekend transit to Atlantic Station Publix and shopping district.

10. Bicycle Friendly Campus (<https://b.gatech.edu/3lrcGOT>). Free bicycle and scooter safety classes for employees, Relay Atlanta bike share and fix-it stations around campus.

11. Regional Transit (<https://b.gatech.edu/3j1xYAN>) Georgia Tech offers its students and employees discounted monthly transit passes for the Metropolitan Atlanta Rapid Transit Authority (MARTA). Faculty and staff are also eligible for discounted passes via payroll deduction for the Georgia Regional Transportation Authority (GRTA) Xpress bus system, CobbLinc, and Gwinnett County Transit.

12. Perks and Programs (<https://b.gatech.edu/3d9iHwm>).

Georgia Tech has partnered with local, statewide, and national businesses to offer discounts and other incentives to employees with valid university identification cards. As a Georgia Tech employee, you can also take advantage of perks and programs through the University System of Georgia and the State of Georgia.

Benefits and Facilities Supporting Working Parents

1. Adoption, Bonding and Maternity/Paternity Benefits (<https://b.gatech.edu/2WJ8Rcv>). Several options afford new parents flexibility and compensation during this important life event of welcoming a new member to the family, either through birth or adoption. ASMD and some provisions of FMLA (sick leave) apply to adoption, bonding with a

healthy newborn, and paternity leave. Other options include short-term disability (maternity) and vacation time.

2. Active Service Modified Duties (ASMD) (<https://b.gatech.edu/2WMBEwT>). Academic faculty can apply for one semester of ASMD for a number of qualifying reasons, including childbirth, adoption, bonding, and care of a family member. Both men and women are eligible to apply for ASMD, and there's no limit to the number of times ASMD may be granted. With ASMD, the faculty member continues to work full time but proposes modified teaching responsibilities (typically a one-course reduction in teaching load in exchange for course development, additional service, or research responsibilities proposed by the ASMD candidate). Note that women who give birth are eligible for two semesters of ASMD, one for childbirth and a second for childcare. The faculty member's School receives funds to cover the course release from the Provost's Office.

3. Lactation Rooms (<https://b.gatech.edu/2qoKEvR>). To support breastfeeding employees, the Institute offers designated spaces conducive to nursing, breastfeeding, or expressing milk.

4. Child Care (<https://b.gatech.edu/2NiVNHs>). Georgia Tech offers two on-campus child development centers to support the needs of employees: The R. Kirk Landon Learning Center and the Children's Campus at Georgia Tech. Both are 100% National Association for the Education of Young Children (NAEYC) accredited and offer tuition-free Georgia Lottery-funded Pre-K curricula. Georgia's Pre-K Program is free for all eligible four-year-old children regardless of family income.

5. Dependent Care Flexible Spending Account (FSA). Employees can save money through pre-tax contributions, up to \$5000 annually, to pay for eligible dependent care, such as preschool, summer day camp, before or after school programs, and child or adult daycare.

6. College Tuition Assistance. For Georgia residents, the HOPE and Zell Miller merit-based scholarships provides money to assist with tuition and other college expenses. The Zell provides full tuition to Georgia public colleges and universities. Georgia residents 62 or older may enroll in undergraduate-level courses, under the Amendment 23 program, tuition free. Georgia Tech offers several educational assistance programs for its faculty and staff (e.g., TAP, STRAP, GTRC <https://hr.gatech.edu/education-assistance>), providing partial and full tuition and mandatory fee waivers or reimbursement to eligible

employees. The State of Georgia offers a Path2College tax-advantaged 529 education savings and investment plan.

- 7. Summer Camp Offerings** (<https://b.gatech.edu/2GC48Wc>). The Institute offers a variety of camps for children of all ages throughout the summer.
- 8. K-12 STEAM Programs** (<https://b.gatech.edu/2GLbFlw>). The Center for Education Integrating Science, Mathematics and Computing (CEISMC) offers a range of on-campus and outreach activities, including summer camps, academic year workshops, and other programs, to engage K-12 students in activities to inspire their interest in science, technology, engineering, art and mathematics. Faculty and their children are eligible to participate.
- 9. Working Through Covid-19** (<https://b.gatech.edu/34AqzDe>). There's no playbook for managing your newly merged work life and home life during a pandemic, but Georgia Tech has pulled together some resources to help. On this website, you'll find information about educational support and childcare options, and ways to maintain your health and stay connected. Plus, you can actively share information with other parents.

Benefits and Policies Supporting Time Away from Work

- 1. Sick Leave** (<https://b.gatech.edu/36DIn1y>). Regular, full-time (and some part-time) faculty are eligible to receive sick leave. As it relates to the Family Medical Leave Act (FMLA) and especially pregnancy and maternity leave, you may use sick leave during the elimination period prior to going on disability. However, you may not use sick leave while on disability. Accrued sick leave can generally be used for absences due to childbirth, for the period of time deemed medically necessary by a health care professional. This is typically the six weeks immediately following childbirth for normal delivery, without any complications

(maternity only). The nonbirth parent/father may use sick leave during the first six weeks postpartum as well as the birth parent/mother. Accrued sick leave may not be used to make adoption arrangements or to bond with a healthy newborn or newly adopted or placed child. School chairs must make provisions for coverage of work when a faculty member is out on sick leave.

- 2. Shared sick leave program** (<https://b.gatech.edu/34y4LHB>). Eligible academic faculty can participate in the shared sick leave pool. To participate, you must donate at least eight hours of sick leave during open enrollment. You can apply to receive sick leave hours from the pool once you have used all of your own sick leave.
- 3. Family Medical Leave Act (FMLA)** (<https://b.gatech.edu/2JPqLU>). Georgia Tech complies with the provisions of the federal FMLA, so school chairs must make provisions for coverage for a faculty member out on FMLA. FMLA allows employees to balance their work and family life by using unpaid leave and sick leave to care for themselves or immediate family members. For example, the birth of a child is a qualifying event.
- 4. Probationary Period for Tenure** (<https://b.gatech.edu/2CerZFF>). A faculty member who is on tenure track but is not tenured may request the probationary period be extended for one year when the faculty member can document that they will lose time due to an experience that would be covered by FMLA. The probationary period can be extended for one year per event, up to a maximum of two years. Faculty who extend their probationary period maintain the option of reverting to their original tenure timeline. This policy applies equally to all faculty.
- 5. Leaves of Absence** (<https://b.gatech.edu/2pNwIB9>). All regular part-time or full-time classified faculty may apply for paid and unpaid leaves of absence for a variety of reasons, including professional, personal, and medical reasons. Each situation may be unique and should be coordinated with your school chair and college, following Georgia Tech and USG policies.

Contacts for More Information

- Your school chair or unit head
- The human resources coordinator for your school or college
- Athena Jones, Senior Leave Management Specialist, Office of Human Resources (athena.jones@ohr.gatech.edu)
- Office of the Vice Provost for Graduate Education & Faculty Development (<https://b.gatech.edu/3nsuNWa>)
- The ADVANCE professor in your college (<https://b.gatech.edu/34BhES5>)

