

# **GMS EMPLOYEE HANDBOOK**



**GLOBAL MODERN SERVICES**

*A Guide to the Regulations and Requirements for  
Global Modern Services*

## Table of Contents

I. Introduction .....	3
II. Information to Complete Prior To Day 1.....	4
A. Completion of an I-9 Form.....	4
B. Completion of a W-4 Form .....	4
C. Direct Deposit .....	4
III. GMS EMPLOYEE POLICIES AND PROCEDURES .....	5
A. ID/Security Badge .....	5
IV. EMPLOYMENT REGULATIONS, GUIDELINES AND WORKING CONDITIONS.....	6
A. Statement of Nondiscrimination .....	6
B. Equal Opportunity and Non-Discrimination in Employment.....	6
C. Equal Opportunity and Non-Discrimination in Education.....	6
D. Affirmative Action.....	6
E. Intellectual Property Policy.....	7
F. Worker's Compensation.....	8
G. Harassment Policy .....	8
H. Policy on Drug Free Workplace.....	9
I. Conflicts of Interest Policy .....	10
J. Computer Systems Acceptable Use Policy.....	10
K. Workplace Safety .....	10
V. Employee Benefits.....	11
A. Health and Wellness.....	11
B. Life Insurance and Disability .....	11
C. Time Off and Leave .....	11
VI. CULTIVATING A POSITIVE WORK ENVIRONMENT .....	12
A. Stress Management.....	12
B. Problem Resolution.....	12

## I. Introduction

This handbook outlines regulations and requirements concerning the terms and conditions of employment as well as basics the basics for getting started at Global Modern Services. The practices stated are intended as guidelines only and are subject to change at the sole discretion of Global Modern Services. This handbook does not constitute a contract of employment, express or implied, between the student and Global Modern Services.

As an employee of Global Modern Services, you are responsible for complying with the regulations and requirements outlined in this handbook.

At GMS, the Human Resources department is committed to providing a great place to work while maintaining compliance with government and federal regulations. The Payroll department is committed to providing timely and accurate paychecks, W-2s and while upholding all applicable tax regulations. You are encouraged to contact any of the support offices regarding your employment at Global Modern Services.

## **II. Information to Complete Prior To Day 1**

The following documents must be completed as a condition of employment:

### **A. Completion of an I-9 Form**

In compliance with the Immigration Reform and Control Act of 1986, the company must verify your eligibility to work in the United States with an I-9 form. You must present original unexpired documents such as a U.S. Passport or a driver's license and social security card to a representative in the Human Resources Department and complete Section 1 of federal form I-9 on or before your first day of work. You must complete this form in its entirety within 3 days of commencing work.

### **B. Completion of a W-4 Form**

It is your responsibility to complete a W-4 (Federal Income Tax Withholding) Form. This form instructs the company of your desired tax withholding status. For those who do not complete a W-4 form, the maximum withholding status will be applied. For advice on withholding status, please consult your tax advisor. Company representatives are prohibited from providing advice on tax issues, although they can assist you in completing the form.

### **C. Direct Deposit**

Direct deposit is easy and convenient. Complete your banking information online to have your paychecks automatically deposited to your bank account. Direct Deposit is the most convenient and fastest way to receive your pay at GMS.

### III. GMS EMPLOYEE POLICIES AND PROCEDURES

#### A. ID/Security Badge

One of the most important items you will need at Global Modern Services is your official identification badge. Your ID/Security Badge identifies you as a member of the GMS community and will be necessary for access to all of our facilities.

## **IV. EMPLOYMENT REGULATIONS, GUIDELINES AND WORKING CONDITIONS**

### **A. Statement of Nondiscrimination**

Global Modern Services does not discriminate and is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of the Civil Rights Act, Educational Amendments, and Rehabilitation Act, or other laws and orders.

### **B. Equal Opportunity and Non-Discrimination in Employment**

Global Modern Services provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any other factor prohibited by law.

### **C. Equal Opportunity and Non-Discrimination in Education**

Global Modern Services provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income or any other factor prohibited by law in its educational programs and activities.

### **D. Affirmative Action**

Global Modern Services is committed to promoting the full realization of equal employment opportunity through an affirmative action program, in compliance with applicable laws. A central premise underlying affirmative action is that, absent discrimination, over time our workforce generally should reflect the gender, racial and ethnic profile of the labor pools from which we recruit and select faculty and staff. The company conducts annual analyses designed to evaluate the composition of our workforce and compare it to the composition of our relevant labor pools. If women and minorities are not being

employed at the rate expected given their availability in the relevant labor pool, we engage in specific, practical steps to address this underutilization. In addition, our annual analyses measure the effectiveness of our affirmative action program with respect to disabled individuals and veterans.

GMS recruits, hires, trains and promotes persons in all positions, and ensures that all personnel actions are administered, without regard to membership in a protected class. Employment decisions are based only on valid job requirements. The company takes affirmative action to treat all qualified individuals without discrimination in all employment practices, including advertising, recruitment, selection, rates of pay or compensation, benefits and selection for training, professional development, job classifications, job assignments, leaves of absence, retention, promotion, award of tenure, advancement, transfer, demotion, layoff and termination. GMS makes reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities.

Global Modern Services monitors and examines its employment decisions, job qualifications and classifications, personnel processes, and compensation systems to evaluate the impact of those systems on women, minorities, disabled individuals, and veterans.

In support of this policy, Global Modern Services affirms its commitment to undertake programmatic initiatives to ensure that each member of its community understands the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment. This policy will be widely disseminated to all members of the GMS community.

## **E. Intellectual Property Policy**

GMS Intellectual Property policy reflects the following goals:

- To create a company environment that encourages the generation of new knowledge by all workers.
- To motivate the development and dissemination of intellectual property by providing appropriate financial rewards to creators and the company, and administrative assistance to creators.
- To ensure that the financial return from the development of intellectual property does not distort decisions and operations of the company in a manner contrary to the mission of the company.
- Intellectual property is created by individuals, or by groups of individuals, who are entitled to choose the course of disclosure; academic freedom of individuals is a higher priority than possible financial rewards.
- There exists a historical tradition allowing authors to retain ownership of intellectual property rights from textbooks and works of art.

- The company is the support of the whole campus community, and is thereby entitled to share in financial rewards.
- There should be incentives for all parties to pursue financial rewards together, consistent with the expressed goals of the policy. The distribution of these rewards should reflect, insofar as possible, the creative contributions of the creator, and the resources contributed by and risks assumed by both the creator and the company in developing intellectual property.
- Since it is frequently difficult to meaningfully assess risks, resources and potential rewards, negotiated agreements are to be encouraged whenever possible.

Please view a full copy of the Intellectual Property Policy. To affirm your agreement with the policy, please complete the Intellectual Property Policy Agreement Form and return it to your supervisor.

## **F. Worker's Compensation**

Workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury. Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Worker's compensation is an important aspect of your employment agreement with Global Modern Services. Please review the Worker's compensation summary, sign the acknowledgement of the policy, and return it to your supervisor.

## **G. Harassment Policy**

It is the policy of Georgetown University to prohibit harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or other factor prohibited by federal and/or District of Columbia law.

This policy on Harassment will be widely disseminated to members of the company community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff. All employees are responsible for completing training provided by the company to prevent harassment and promote a respectful community.

Any member of the company community who believes that conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact the Office of Institutional Diversity, Equity and Affirmative Action immediately. This Office is staffed with trained counselors, and administers both a confidential mediation process and a confidential grievance procedure. A full description of the Grievance Procedures may be obtained from the Office of Institutional Diversity, Equity and Affirmative Action.



In addition, the company recognizes that supervisors bear a particularly important responsibility to deter harassment. Supervisors who learn of conduct that may violate this policy should immediately contact the Office of Institutional Diversity, Equity and Affirmative Action, and, as appropriate, inform their own supervisors.

In accordance with the guidelines of the EEOC, all complaints will be investigated impartially, and appropriate corrective action will be taken, including discipline for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution.

This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It further prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of harassment.

#### **H. Policy on Drug Free Workplace**

In accordance with the requirements of the Drug Free Workplace Act of 1988, Georgetown University, as a employer receiving Federal grants and contracts, is expressly required to maintain a drug free workplace environment. Therefore, it is the policy of Georgetown University that the entire working environment of the company shall be free of the unlawful manufacture, distribution, dispensation, possession and/or use of illegal and controlled drugs. It shall be a condition of continued employment that all employees must be drug free in the workplace, thus making it possible for Georgetown University, as an employer, to certify in good faith that it maintains a drug free work environment.

In order to enforce the requirements of the Drug Free Workplace Act of 1988, the company will periodically provide notification of this policy to all employees and, as appropriate, provide assistance or administer discipline to violators.

**I. Conflicts of Interest Policy**

**J. Computer Systems Acceptable Use Policy**

**K. Workplace Safety**

DOCUMENT SAMPLE

## **V. Employee Benefits**

### **A. Health and Wellness**

### **B. Life Insurance and Disability**

### **C. Time Off and Leave**

DOCUMENT SAMPLE

## **VI. CULTIVATING A POSITIVE WORK ENVIRONMENT**

### **A. Stress Management**

### **B. Problem Resolution**

DOCUMENT SAMPLE