Georgia State Addendum

This addendum to the MCAD Handbook (the “Georgia Addendum”) applies to all eligible employees working in the state of Georgia. The Georgia Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Georgia Addendum, the terms of the Georgia Addendum shall control. If you have any questions regarding the application of the Georgia Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the Company also prohibits any form of discrimination or harassment in the City of Atlanta based the employee’s status as a domestic partner.

Time Off for Voting

An employee may take necessary time off to vote on the day on which a primary or election is held upon providing reasonable notice to MCAD. Time off may not exceed two (2) hours. Further, if an employee's work schedule begins at least two hours after polls open or ends at least two hours before polls close, no voting time off is provided. MCAD may specify the hours during which the employee may be absent. Employees should inform their supervisors if they intend to take time off to vote pursuant to this policy.

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