



Intellectual Property Agreement

Office of the Vice President for Research and Economic Development

In consideration of my employment by the Board of Regents of the University System of Georgia, I agree to comply with the Georgia State University Intellectual Property Policy ("Policy") and any future amendments to it. The current Policy can be found at the following address: <https://gsu.policytech.com>

When required by the Policy to do so, I agree to promptly disclose in writing to the Georgia State University Research Foundation, Inc. ("GSURF") all Intellectual Property (as that term is defined by the Policy) that I conceive, reduce to practice, invent, author, create, or develop, either alone or jointly with others, during the term of my employment, and to make and maintain adequate and current records thereof.

I agree to assign, and do hereby assign, to GSURF all of my rights, title, and interest in and to all such Intellectual Property conceived, reduced to practice, invented, authored, created or developed in performance of any University-Assisted, Sponsor-Supported, or University-Assigned Effort (as those terms are used in the Policy).

I agree to assist GSURF in any way it deems necessary to obtain, enforce, defend, and commercialize such Intellectual Property. Assistance may include, but is not limited to, preparation of documents and delivery of written records and materials. During and after the term of my employment, I agree to sign any assignment, affidavit, or other document that GSURF may require with respect to perfecting, obtaining, maintain and defending the Intellectual Property rights of GSURF or the United States Government.

Upon termination of my employment for any reason, I agree to promptly turn over to Georgia State University all tangible property in my possession or under my control relating to Intellectual Property. Such tangible property may include but is not limited to biological and chemical material, models, prototypes, drawings, records, documents, and the like. I acknowledge that I do not personally own any such items.

Discharge of my responsibilities in this Agreement shall be an obligation of my executors, administrators, or other legal representatives or assigns.

I have read the Policy and have carefully considered its terms and this Agreement before signing below. If I have any questions relating to this Agreement or my obligations under it, I understand that it is my responsibility to obtain answers or assistance before signing.

Employee signature

Date signed

Employee full name

Employee job title

Employee department



POLICY AWARENESS AND AGREEMENT

Graduate Assistant

1. **DRUG POLICY:** I understand that as a condition of employment, I must abide by the University's drug policy. It is prohibited to manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. I understand that a violation of this policy may result in immediate termination of my employment. I also understand that, if I am convicted of any such crime related to controlled substances, I must notify my supervisor and Human Resources within five (5) working days of the conviction.
2. **ELECTRONIC DEPOSIT OF PAY:** I understand and accept as a condition of employment that I will receive my pay from Georgia State University by automatic transfer to a bank account.
3. **WORKING FOR ANOTHER STATE INSTITUTION OR AGENCY:** I understand that while working for Georgia State University, I may not also be employed by another institution within the University System of Georgia (USG) or at another State of Georgia executive-branch agency. I may be able to serve as a *consultant* under certain conditions. To do so, I must provide in advance a fully executed "consultant services agreement form" (signed by the Presidents of both USG institutions), or a "joint staffing letter agreement" signed by appropriate authorities. Except in unusual circumstances, I may not be employed by, or serve as a consultant to, any agency in the legislative or judicial branch of the State of Georgia.
4. **BACKGROUND INVESTIGATION AND RELEASE:** I understand that Georgia State University is authorized, without liability, to investigate all statements made during the application/hiring process, and that my misrepresentation or omission of facts during or after employment represents grounds for termination of employment if discovered at any time. I authorize references and former employers, without liability, to make full response to any inquiries in connection with my employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
5. **HEALTH INSURANCE REQUIREMENT if you have a TUITION WAIVER:** I understand since I am receiving a fulltime tuition waiver, or in an F-1 or J-1 status, I am required to have health insurance. Student Accounts will add the cost of the student health insurance plan to my student account in Banner unless I waive out of the requirement with a comparable health insurance policy. I may waive out of this insurance by following instructions found at <https://studentcenter.uhcsr.com/> and the insurance charge will be credited on my student account. A separate waiver approval is required for Fall and Spring/Summer semesters.

*Note: Graduate students with a **research** component will be offered health insurance from Georgia State University and the cost will be deducted from your monthly pay. This insurance may be used to waive out of the student health insurance requirement.*

NAME (Please Print): _____

SIGNATURE: _____ **DATE:** _____



POLICY AWARENESS AND AGREEMENT

Temporary Employee

1. **DRUG POLICY:** I understand that as a condition of employment, I must abide by the University's drug policy. It is prohibited to manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. I understand that a violation of this policy may result in immediate termination of my employment. I also understand that, if I am convicted of any such crime related to controlled substances, I must notify my supervisor and Human Resources within five (5) working days of the conviction.
2. **ELECTRONIC DEPOSIT OF PAY:** I understand and accept as a condition of employment that I will receive my pay from Georgia State University by automatic transfer to a bank account.
3. **WORKING FOR ANOTHER STATE INSTITUTION OR AGENCY:** I understand that while working for Georgia State University, I may not also be employed by another institution within the University System of Georgia (USG) or at another State of Georgia executive-branch agency. I may be able to serve as a *consultant* under certain conditions. To do so, I must provide in advance a fully executed "consultant services agreement form" (signed by the Presidents of both USG institutions), or a "joint staffing letter agreement" signed by appropriate authorities. Except in unusual circumstances, I may not be employed by, or serve as a consultant to, any agency in the legislative or judicial branch of the State of Georgia.
4. **BACKGROUND INVESTIGATION AND RELEASE:** I understand that Georgia State University is authorized, without liability, to investigate all statements made during the application/hiring process, and that my misrepresentation or omission of facts during or after employment represents grounds for termination of employment if discovered at any time. I authorize references and former employers, without liability, to make full response to any inquiries in connection with my employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
5. **GEORGIA DEFINED PLAN:** I understand that as a temporary non-student employee, I am required to contribute to the Georgia Defined Plan. This State program is in lieu of the Federal Social Security program. A brochure explaining this program is available in the HR Customer Service Center. If I am currently an active member of TRS (the Teachers Retirement System of Georgia), or ERS (The Employees Retirement System of Georgia), I may claim exemption from contributing to the Georgia Defined Plan by providing my membership number here:

TRS Member # _____ ERS Member # _____ .

NAME (Please Print): _____

SIGNATURE: _____ DATE: _____



POLICY AWARENESS AND AGREEMENT

Benefits Eligible Staff Employee

- 1. DRUG POLICY:** I understand that as a condition of employment, I must abide by the University's drug policy. It is prohibited to manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. I understand that a violation of this policy may result in immediate termination of my employment. I also understand that, if I am convicted of any such crime related to controlled substances, I must notify my supervisor and Human Resources within five (5) working days of the conviction.
- 2. ELECTRONIC DEPOSIT OF PAY:** I understand and accept as a condition of employment that I will receive my pay from Georgia State University by automatic transfer to a bank account.
- 3. EMPLOYMENT ON A GRANT OR SPONSORED PROJECT:** I understand that if my current or future employment is funded by a grant, project, or other time-limited funding sources, my employment is contingent upon such factors as the continued availability of funding. I understand that if the funding ends, my employment ends. I understand that if I am paid on such a time-limited funding source, I must use any accrued paid time off (e.g. vacation time) within the current funded period; such paid time off may not be paid as a terminal benefit or taken after the end of the funding period.
- 4. WORKING FOR ANOTHER STATE INSTITUTION OR AGENCY:** I understand that while working for Georgia State University, I may not also be employed by another institution within the University System of Georgia (USG) or at another State of Georgia executive-branch agency. I may be able to serve as a consultant under certain conditions. To do so, I must provide in advance a fully executed "consultant services agreement form" (signed by the Presidents of both USG institutions), or a "joint staffing letter agreement" signed by appropriate authorities. Except in unusual circumstances, I may not be employed by, or serve as a consultant to, any agency in the legislative or judicial branch of the State of Georgia.
- 5. BACKGROUND INVESTIGATION AND RELEASE:** I understand that Georgia State University is authorized, without liability, to investigate all statements made during the application/hiring process, and that my misrepresentation or omission of facts during or after employment represents grounds for termination of employment if discovered at any time. I authorize references and former employers, without liability, to make full response to any inquiries in connection with my employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- 6. USG BENEFITS ENROLLMENT:** As a new benefits-eligible new employee working 30 hours or more, I understand that am responsible for making benefit elections within 30 days of employment. If I do not elect benefits during this time, the next opportunity to enroll will be during the Open Enrollment period or if I have a qualifying life event. Benefits elections made during Open Enrollment become effective January 1st of the following year. Benefits elections are made through the OneUSG Connect Benefits website at <https://oneusgconnect.usg.edu/> or by contacting the Call Center at 1-844-587-4236. The GSU Benefits Office offers an overview of all the USG benefits that I am eligible for during Total Rewards Orientation I – Benefits Overview. Register to attend Total Rewards Orientation I.
- 7. MANDATORY RETIREMENT ENROLLMENT:** As a new benefits-eligible new employee working 20 hours or more, I understand that it is my responsibility to elect one of the two mandatory retirement plans (TRS/ORP) available to faculty and exempt staff, within 60 days of my employment date. Enrollment in the mandatory retirement plan is done through the OneUSG Connect Benefits website via the Retirement@Work Portal. Total Reward Orientation II – Retirement is offered at the downtown campus to provide more in-depth information and tools to help employees decide which plan will best serve their retirement needs in the future. Register to attend Total Rewards Orientation II.
- 8. STAFF HANDBOOK The Handbook can be found:** <http://managers.hr.gsu.edu/resources/formspoliciesguidelines/searchforms/?gfsearch=employee+handbook> By signing below, I am certifying that I understand that I am responsible for reviewing and complying with the policies referred to in the Handbook. I understand that the policies in the Handbook maybe changed at any time without notice and the Handbook does not constitute a contract of any sort.
- 9. UNIVERSITY PROPERTY AND FINES:** I understand that all University Property must be returned, and all fines and advances paid before my last day of employment at Georgia State University. I understand that I will be charged for any outstanding property, fines and advances not cleared by my last day of employment at Georgia State University.

NAME (Please Print): _____

SIGNATURE: _____ DATE: _____



POLICY AWARENESS AND AGREEMENT

Student Employee

1. **DRUG POLICY:** I understand that as a condition of employment, I must abide by the University's drug policy. It is prohibited to manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. I understand that a violation of this policy may result in immediate termination of my employment. I also understand that, if I am convicted of any such crime related to controlled substances, I must notify my supervisor and Human Resources within five (5) working days of the conviction.
2. **ELECTRONIC DEPOSIT OF PAY:** I understand and accept understand as a condition of employment that I will receive my pay from Georgia State University by automatic transfer to a bank account.
3. **WORKING FOR ANOTHER STATE INSTITUTION OR AGENCY:** I understand that while working for Georgia State University, I may not also be employed by another institution within the University System of Georgia (USG) or at another State of Georgia executive-branch agency. I may be able to serve as a *consultant* under certain conditions. To do so, I must provide in advance a fully executed "consultant services agreement form" (signed by the Presidents of both USG institutions), or a "joint staffing letter agreement" signed by appropriate authorities. Except in unusual circumstances, I may not be employed by, or serve as a consultant to, any agency in the legislative or judicial branch of the State of Georgia.
4. **BACKGROUND INVESTIGATION AND RELEASE:** I understand that Georgia State University is authorized, without liability, to investigate all statements made during the application/hiring process, and that my misrepresentation or omission of facts during or after employment represents grounds for termination of employment if discovered at any time. I authorize references and former employers, without liability, to make full response to any inquiries in connection with my employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.

NAME (Please Print): _____

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POLICY AWARENESS AND AGREEMENT

Benefits-Eligible Faculty

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2. **ELECTRONIC DEPOSIT OF PAY:** I understand and accept as a condition of employment that I will receive my pay from Georgia State University by automatic transfer to a bank account.
3. **EMPLOYMENT ON A GRANT OR SPONSORED PROJECT:** I understand that if my current or future employment is funded by a grant, project, or other time-limited funding sources, my employment is contingent upon such factors as the continued availability of funding. I understand that if the funding ends, my employment ends. I understand that if I am paid on such a time-limited funding source, I must use any accrued paid time off (e.g. vacation time) within the current funded period; such paid time off may not be paid as a terminal benefit or taken after the end of the funding period.
4. **WORKING FOR ANOTHER STATE INSTITUTION OR AGENCY:** I understand that while working for Georgia State University, I may not also be employed by another institution within the University System of Georgia (USG) or at another State of Georgia executive-branch agency. I may be able to serve as a consultant under certain conditions. To do so, I must provide in advance a fully executed "consultant services agreement form" (signed by the Presidents of both USG institutions), or a "joint staffing letter agreement" signed by appropriate authorities. Except in unusual circumstances, I may not be employed by, or serve as a consultant to, any agency in the legislative or judicial branch of the State of Georgia.
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6. **USG BENEFITS ENROLLMENT:** As a new benefits-eligible new employee working 30 hours or more, I understand that I am responsible for making benefit elections within 30 days of employment. If I do not elect benefits during this time, the next opportunity to enroll will be during the Open Enrollment period or if I have a qualifying life event. Benefits elections made during Open Enrollment become effective January 1st of the following year. Benefits elections are made through the OneUSG Connect Benefits website at <https://oneusgconnect.usg.edu/> or by contacting the Call Center at 1-844-587-4236. The GSU Benefits Office offers an overview of all the USG benefits that I am eligible for during Total Rewards Orientation I – Benefits Overview. Register to attend Total Rewards Orientation I.
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8. **FACULTY HANDBOOK:** The Handbook can be found: <https://faculty.gsu.edu/faculty-handbook/> By signing below, I am certifying that I understand that I am responsible for reviewing and complying with the policies referred to in the Handbook. I understand that the policies in the Handbook maybe changed at any time without notice and the Handbook does not constitute a contract of any sort.
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POLICY AWARENESS AND AGREEMENT

Part-Time Instructor

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