

CHAPTER 4

HUMAN RESOURCES

TABLE ON CONTENTS

4.00	Equal Employment Opportunity	128
4.05	Immigration Law Compliance	130
4.10	Reference Checks.....	131
4.15	Employment Applications	132
4.16	Criminal Background Checks and Fingerprinting	132.1
4.17	Notification of Social Security Number Collection and Use for Employees ...	132.2
4.20	Personal Appearance.....	133
4.25	Internal Job Posting.....	134
4.26	Employment Vacancies	135
4.27	Security Inspections	136
4.28	Drugs and Alcohol	137
4.30	Access to Personnel Files.....	138
4.35	Time Keeping.....	139
4.40	Pay Days	140
4.45	Pay Advances.....	141
4.50	Safety	142
4.55	Work Schedules	143
4.56	Volunteer Services	143.1
4.57	Telecommuting Policy	143.3
4.60	Duty Day Calendar and Holidays	144
4.61	Contracts for Administrative, Instructional and Professional Staff	145
4.62	Employment Categories and Definitions	147
4.63	Interim Appointment of Personnel by President.....	150
4.65	Smoking / Tobacco Products	151
4.66	Employee Policy On Disease and Serious Illness in the Work Place.....	152
4.67	Firearms and Weapons Prohibitions	153.1
4.70	Use of Equipment and Vehicles.....	154
4.75	Personnel Data Changes	155
4.80	Performance Evaluation.....	156
4.85	Business Travel Expenses.....	157
4.90	Emergency Closings	158
4.95	Internet / Computer Usage	159
4.100	Visitors in the Workplace	160
4.105	Use of Phone and Mail Systems and Supplies.....	161
4.110	Administrative Pay Corrections.....	162
4.115	Health Insurance	163
4.116	Vacation Benefits.....	164
4.120	Sick Leave.....	166
4.125	Sick Leave Pool	169
4.126	Medical Leave.....	170

4.127	Family Medical Leave	171
4.128	Domestic Violence Leave	172.1
4.130	Pregnancy – Related Absences	173
4.135	Section 125 (Cafeteria Plan)	174
4.140	Workers’ Compensation Insurance	175
4.145	Military Leave.....	176
4.150	Jury Duty.....	177
4.155	Employment Outside the College	178
4.160	Tuition Waiver and Reimbursement	179
4.165	Employment of Relatives.....	181
4.170	Leave of Absence (Non Medical)	182
4.175	Consolidation or Reduction of Programs.....	184
4.179	Sexual Harassment.....	186.1
4.180	Unlawful Harassment.....	187
4.181	Stalking	188.1
4.185	Problem Resolution Process	189
4.190	Progressive Discipline	190
4.195	Employment Termination	191
4.200	Suspension and Dismissal.....	192
4.205	Benefits Continuation (COBRA).....	194
4.210	Return of Property.....	195

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Equal Employment Opportunity **Number:** 4.00

Authority: Title VII of the Civil Rights Act of 1964;
Title IX of the Educational Amendments Act of 1972; EOC Genetic Information Act of 2008 (GINA). Florida Statute 1001.64; 1000.05; SBE Administrative Rules 6A-14-0287 ; 6A-14.0247

Date Adopted: 1998
Date Revised: May 17, 2011
May 20, 2014

OPR: Human Resources

POLICY:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at North Florida Community College will be based on merit, qualifications, and abilities. North Florida Community College does not discriminate in employment opportunities or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, marital status, genetic information or any other characteristic protected by law.

North Florida Community College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Initial and continuing notification of this policy and the identification, location, address and phone number of the Equity Coordinator will be provided by various means which will include handbooks, postings, and on the Intranet.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of his/her immediate supervisor or the Human Resources Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including, termination of employment.

Any individual who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party is encouraged to use the Complaint/Grievance Procedure. The right to confidentiality, both of the complainant

and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Complaints filed with the Equity Coordinator should be forwarded to:

Equity Coordinator, North Florida Community College, 325 NW Turner Davis Drive, Madison, FL 32340 Telephone Number: 850-973-9481

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Immigration Law Compliance **Number:** 4.05

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287; 6A-14.0247
Immigration Reform & Control Act of 1986

Date Adopted: March 16, 2004

Date Revised:

OPR: Human Resources

POLICY:

North Florida Community College employs only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title:	Reference Checks	Number: 4.10
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287	
Date Adopted:	1998	
Date Revised:	May 20, 2003	
OPR:	Human Resources	

POLICY:

It is the policy of North Florida Community College to check references listed on the Application for Employment and Resume, as well as conduct a criminal background check through law enforcement agencies. An employee may be dismissed if information is later found to have been omitted, falsified, or misleading in any respect (regardless of the time that has passed) from the Applications/Resume. North Florida Community College will provide employment verification upon written request (signed by the employee). The college shall comply with requests for information under the Public Records Act F.S. 119.

**NORTH FLORIDA COMMUNITY COLLEGE
POLICY MANUAL**

Title: Employment Applications Number: 4.15

Authority: Florida Statute 1001.64; SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998

Date Revised: October 15, 2013

OPR: Human Resources

POLICY:

Individuals seeking employment at North Florida Community College are required to submit an NFCC Application for Employment. All information provided on the application and resume must be true and accurate. If at a later date, the application and/or resume of a person that was hired is found to have purposely omitted or falsified information, or information, which would mislead NFCC in any respect, this action may be used as grounds for immediate termination.

Letters of recommendation and similar documents from current NFCC Trustees, Administrators and the College Attorney will not be accepted from any individuals seeking employment, nor should any of the above persons be listed as references on applications, and/or resumes.

Applications of individuals that were not selected for a posted position will be kept in an Active File for six (6) months. The application will automatically be considered should the same position become available in that six (6) month time frame. Unsolicited applications are held for 30 days.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Criminal Background Checks and Fingerprinting **Number:** 4.16
Authority: Florida Statutes 1001.64; 1001.65; 1012.32; 1012.465; 435.04(2)
Date Adopted: September 19, 2006
Date Revised:
OPR: Human Resources

POLICY:

All prospective new employees of North Florida Community College, including Adjuncts, OPS and Part-time employees, will be required to undergo and pass statutory Level 2 criminal background checks, including fingerprinting, before they are hired.

Information obtained from criminal background checks will be reviewed by the Executive Director of Human Resources, who will work in consultation with the appropriate Dean or Vice President in making recommendations to the President regarding employment decisions.

Because of the public nature of our institution and possibility of direct contact with high school students, all employees are required to complete a level 2 background screening which includes fingerprints. The President, based upon information and research from Human Resources, will make a determination of the status of any current employee whose background check discloses a conviction of a crime involving moral turpitude. Current employees whose employment status is adversely affected by a criminal background check will have the right to appeal.

The College will pay for the cost of all Level 2 screenings. Each employee is required to undergo an additional Level 2 background screening every 4 to 5 years (as set up by NFCC) following the initial screening.

North Florida Community College will consider the criminal record of each employee/prospective employee in its entirety. However, no prospective employee shall be refused employment, and no employee shall be terminated, based solely on his/her arrest record. There must be a guilty finding, regardless of adjudication, or a plea of nolo contendere or guilty to one or more of the “disqualifying” criminal offenses enumerated in the statutory Level 2 screening standards, found in Section 435.04(2), Florida Statutes.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Number 4.17

Title: Notification of Social Security Number Collection and Use for Employees

Authority: Florida Statute 119.071(5)

Date Adopted: March 15, 2009

Date Revised:

OPR: Human Resources

POLICY:

In compliance with Florida Statute 119.071(5), North Florida Community College issues this notification regarding the purpose for the collection and usage of Social Security Numbers for employees and job applicants.

NFCC collects Social Security Numbers in order to perform the College's duties and responsibilities. NFCC will maintain the privacy of Social Security Numbers and shall not release them to unauthorized parties. Social Security numbers are collected for the following HR Functions:

- Completing an Employment Application/Packet
- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (IRS)
- Completing and processing Federal Social Security Taxes (FICA)
- Processing and Distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)

- Completing and processing Direct Deposit Files (Banks selected)
- Completing and processing 403b and 457b contribution reports
- Completing and processing group health, life, vision and Dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports
- Other reports that are required by law/statue plus any in-house computer programs that are required to process the above forms/reports

Providing a Social Security number is a condition of employment at NFCC.

All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Personal Appearance **Number:** 4.20

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287; 6A-14.0247

Date Adopted: 1998

Date Revised: March 16, 2004

OPR: Human Resources

POLICY:

During business hours and when representing the College, employees are expected to dress in a manner appropriate to their position. Any writing or graphics that are considered offensive will not be permitted.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Internal Job Posting **Number:** 4.25

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

North Florida Community College provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time, part time and adjunct job openings are posted, although based on the needs of the College, the faculty and staff, and the service district, the President reserves the right to not post a particular opening.

Job openings will be posted in the employee newsletter, on the bulleting board located at the bookstore, and on the Intranet. Each employee will have until the cut off date to apply. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Employment Vacancies **Number:** 4.26

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

Upon approval of the President, employment vacancies will be filled in accordance with established North Florida Community College procedure.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Security Inspections **Number:** 4.27

Authority: Florida Statutes 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: April 20, 2004
Date Revised:

OPR: Human Resources

POLICY:

North Florida Community College prohibits the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, or other improper materials on its premises.

Desks, lockers, offices and other storage devices that are provided for the convenience of employees, remain the sole property of North Florida Community College and can be inspected at any time, with or without notice, by an agent or representative of North Florida Community College. To facilitate enforcement of this policy, North Florida Community College or its representative may conduct inspections when persons enter or leave the campus, which may include opening packages and other containers.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Access To Personnel Files **Number:** 4.30

Authority: Florida Statutes 1001.64; 240.337
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998

Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

North Florida Community College will maintain personnel files on each employee and as such these files are considered the property of North Florida Community College. Employees shall have access their personnel files, but must follow the proper procedure as listed in procedure manual. The college shall comply with requests for information under the Public Records Act F.S. 119.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title:	Time Keeping	Number: 4.35
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287	
Date Adopted:	1998	
Date Revised:	February 18, 2003	
OPR:	Human Resources	

POLICY:

Nonexempt NFCC employees are required to record and certify time worked. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Pay Days **Number:** 4.40

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-
14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

The President of North Florida Community College has the authority to establish a payroll schedule that meets the needs of the College.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Pay Advances **Number:** 4.45

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

North Florida Community College does not provide pay advances on unearned wages to employees. Payments on earned wages will be paid according to established pay schedules.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Work Schedules **Number:** 4.55

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: March 18, 2003

OPR: Human Resources

POLICY:

Work schedules for employees vary throughout the College. Supervisors will inform employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Break periods, if approved by Department Supervisor, are fifteen (15) minutes each morning and fifteen (15) minutes each afternoon. Break periods are not designed for the purpose of shortening the day, but for a moment of relaxation and renewal. *Break periods may not be accumulated or added to any other vacation or leave schedule.*

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Volunteer Services **Number:** 4.56

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: March 15, 2005
Date Revised:

OPR: Human Resources

POLICY:

It shall be the policy of the Board to accept voluntary donations of time, goods and services offered by a donor without monetary compensation.

A volunteer shall be any person who donates time or services to the College without monetary or material compensation.

1. Volunteers recruited, trained or accepted by the College shall not be subject to any provisions of law relating to employment, hours of work, rates of compensation, leave time, nor any employee benefits except as stated below.
2. Only in special circumstances, volunteers may be covered under liability protection provided by the College. In order to be eligible, the volunteer must have written prior approval from the appropriate Vice President or Dean and approval of the President. In addition, if approved, the volunteer may be reimbursed for travel (or use of College vehicle), meals and lodging in accordance with rates established by College policy.
3. Volunteers shall comply with all Board policies, Florida Board of Education Rules, and Florida Statutes.
4. Volunteers shall be considered as unpaid independent volunteers and shall not be entitled to unemployment compensation or workman's compensation insurance.
5. Volunteers shall be under the supervision of college employees.
6. With approval of the Supervisor, employees who are "exempt" from the Fair Labor Standards Act may voluntarily donate professional time and/or service for the benefit of the College or students.

7. With approval of the supervisor, “non-exempt” employees may voluntarily donate time and/or services unrelated to their regularly assigned jobs for which they are entitled to be paid.
8. College employees shall not use College time for volunteer service without approval of the President.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Duty Day Calendar and Holidays** **Number:** 4.60

Authority: Florida Statute 1001.64
 SBE Administrative Rule 6A-14.0287

Date Adopted: 1998

Date Revised: February 17, 2004 and March 16, 2004

OPR: Human Resources

POLICY:

North Florida Community College will grant paid holiday time off to full-time and regular part-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

The College campus will be closed on Fridays starting the week after graduation and ending as determined in the Duty Day calendar. Non Faculty employees will continue to work the required 37.5 hours per week, but hours will be condensed into four (4) days (Monday – Thursday).

Duty-day calendars for the succeeding year (to include summer hours) will be presented by the President to the Board for approval of the Board, along with the College Calendar.

The following holidays will be observed by North Florida Community College:

- Martin Luther King Jr. Birthday
- Presidents' Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and Friday after Thanksgiving
- Winter Break

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Contracts for Administrative, Instructional and Professional Staff** **Number:** 4.61

Authority: Florida Statute 1001.64; 1012.855
 SBE Administrative Rules 6A-14.0411

Date Adopted: 1998
Date Revised: January 20, 2009

OPR: Human Resources

Policy:

The President, or other officials as he/she may designate, is authorized to serve as the Board's agent in negotiations for contracts with administrative, professional and instructional personnel.

The regular full time employment of administrative, instructional or professional staff will be accomplished by the action of the Board. The President will submit a recommendation for each position to be filled. Following Board approval, a contract will be tendered.

Contracts

Appointments of administrative and professional personnel will normally be made at the February District Board of Trustees meeting preceding the contract year.

Appointments of faculty members will normally be made at the March District Board of Trustees meeting preceding the beginning of the contract year.

Continuing Contracts

Continuing Contracts - If the Board so desires, the Board may enter into continuing contracts with the instructional staff pursuant to State Board of Education rules for community colleges.

Qualifications for Continuing Contract:

Qualifications for Continuing Contracts are in accordance with State Board of Education Rule 6A-14.0411. The provisions of rule 6A-14.0411 shall apply to all employees, regardless of their date of hire.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Employment Categories and Definitions** **Number:** 4.62

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-
 14.0287

Date Adopted: 1998
Date Revised: January 20, 2009

OPR: Human Resources

POLICY:

Employment Categories

North Florida Community College defines employment classifications as follows:

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to compensation for overtime under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the President.

In addition to the above categories, each employee will also be classified as:

REGULAR FULL-TIME EMPLOYEES - Those who are not in a temporary or introductory status and who are regularly scheduled to work North Florida Community College's full-time schedule. This category of employee is eligible for North Florida Community College's benefit package, subject to the terms, conditions, and limitations of each benefit program.

GRANT FUNDED FULL-TIME EMPLOYEES - are those who are regularly scheduled to work North Florida Community College's full-time schedule but are paid by grants. This category of employee is eligible for benefits offered by North Florida Community College as determined by the President.

REGULAR PART-TIME EMPLOYEES are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week.

OPS (Other Personnel Services) employees are those who are hired for a short period of time, usually less than 7 months, and are not eligible for any benefits, except as mandated by federal or state rules or statutes.

Definitions:

Board – The District Board of Trustees for North Florida Community College.

Faculty - An employee whose primary duty is delivery of instruction and is on an Instructional Contract.

Librarian: Supports the College mission and goals by providing appropriate learning resources services and a suitable variety of academic resources – print and non-print, including necessary equipment – so that students, faculty, and staff can effectively utilize the library in pursuit of their educational goals.

Counselor: Provides counseling services for students in support of the College mission and goals designed to facilitate student intellectual, personal, ethical, and social development.

Administrator – An employee with academic credentials and/or professional training who is on a contract, normally a department head or above.

Professional Staff – An employee with academic credentials and/or professional training who is on a contract.

Career Staff - A full-time or part-time employee who is not on contract.

Adjunct - A person who teaches class on an as needed basis and has a contract for a set period of time.

Contract – A contract for employment to work during a fiscal year that is signed by faculty, administrators, and professional staff. The contract must be presented to the Board for approval.

Continuing Contract – Awarded to faculty members who have met all of the requirements set by NFCC Policy Number 4.61.

Overload Contract – Pay provided to a full-time faculty member who teaches beyond his/her required normal workload as approved by the President.

Stipend – An amount of money paid for the performance of additional responsibilities.

Acting – A person appointed to fill in temporarily for a budgeted position due to the absence of the employee normally filling that position.

Emergency Hire - A person hired for a position that must be filled immediately. This position is filled for a stipulated period of time. For this type of hire, the normal search committee process is not used.

Probationary Status– The probationary period of an employee for the first six (6) months of employment. During this period, the employee is not covered by the grievance and appeals policy.

Dependent – An employee’s spouse (unless legally separated or divorced), children (includes unmarried natural, newborn, adopted, foster or step children under age 25 who are dependent upon employee and are listed as an exemption on the employee’s most current income tax return). This also includes children under age 25 for whom the employee has been court appointed as legal guardian or legal custodian.

Interim – A person appointed to a budgeted position for a stipulated period of time.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Interim Appointment of Personnel by President **Number:** 4.63

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

In an emergency, the President is authorized to employ full-time instructional, professional, and administrative personnel on an interim basis. Such appointments will be subject to the approval of the Board of Trustees at the next regular meeting.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Smoking / Tobacco Products** **Number:** 4.65

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-
 14.0287
 Florida Clean Indoor Air Act

Date Adopted: March 18, 2003
Revised: September 13, 2011

OPR: Human Resources

POLICY:

In keeping with NFCC’s intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited inside all college buildings and college vehicles. Smoking means the use of tobacco products through pipes, cigars and cigarettes and the use of simulated smoking products such as e-cigarettes regardless of whether they contain tobacco. Supervisors of employees occupying College facilities may approve an outside-designated smoking area for that facility. There will be no smoking within 20 feet of doorways, sidewalks, or any other common area. Signs will be posted prohibiting smoking except in designated outside smoking areas.

This policy applies equally to all employees, students, and visitors.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Employee Policy On Disease and Serious Illness In the Work Place** **Number:** 4.66

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: June 15, 2004
Date Revised:

OPR: Human Resources

POLICY:

Employees with disease or serious illnesses, such as tuberculosis (TB), hepatitis, cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by his/her condition. North Florida Community College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, North Florida Community College will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with disease and serious illnesses to perform the essential functions of their jobs. The College will post this policy by appropriate public means.

It is the employee's responsibility to notify his/her immediate supervisor, the Human Resources Department or any official of North Florida Community College if he/she has a disease or serious illness and desires an accommodation in order to continue working.

Medical information on individual employees will be treated confidentially. North Florida Community College will take reasonable precautions to protect such information from inappropriate disclosure and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

The College will evaluate each employee's notification of personal disease or serious illness on an individual basis. A College committee consisting of the Human Resources Director and the Disability Specialist in the Office of Student Disability Services shall be responsible for acting upon and administering the policy on disease or serious illnesses. The committee will evaluate implications of each notification in light of the employee's job description and the latest information on the condition that is available. The committee will meet as needed to consider any requests or notifications relevant to the

employee policy on disease or serious illness in the workplace and recommend appropriate action as required by state and federal law.

Employees with questions or concerns about this policy or resources for specific diseases or serious illnesses may contact the Human Resources Department for information and referral to appropriate services and resources.

The Director of Human Resources can be contacted at:

Director, Human Resources, 325 NW Turner Davis Drive, Madison, FL 32340

Phone: 850-973-9487

**NORTH FLORIDA COMMUNITY COLLEGE
POLICY MANUAL**

Title: FIREARMS AND WEAPONS PROHIBITIONS **Number:** 4.67

Authority: Florida Statute(s) 790.001, 790.06, 790.115,
790.25

Date April 15, 2014

Adopted:

Date

Revised:

OPR: Human Resources

POLICY:

Statement of Purpose:

A safe and secure environment is a priority for fulfilling the mission of North Florida Community College. North Florida Community College is committed to maintaining a campus that is free of violence. This obligation includes eliminating from the campus community recognized hazards that contribute to violence or serious harm.

Under Florida Law, firearms and other weapons, as defined in Section 790.001, Florida Statutes, are prohibited on College property. No person, including the holder of a concealed weapons permit, may possess a firearm on the campus of North Florida Community College, except that a person who can lawfully possess a firearm, may possess a firearm or other weapon in his or her locked vehicle on campus, if the firearm or other weapon is securely encased, or is otherwise not readily accessible for immediate use.

The prohibition in this policy does not apply to weapons carried by federal, state, county and municipal law enforcement officers, armed security officers and bank transport agents employed by North Florida Community College.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Use of Equipment and Vehicles **Number:** 4.70

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247;
6A-14.0287

Date Adopted: 1998
Date Revised: August 20, 2013

OPR: Human Resources

POLICY:

REQUIRED OBEDIENCE TO TRAFFIC LAWS. – It shall be the policy of North Florida Community College to require drivers of college vehicles to comply with all traffic laws, rules, and regulations while operating college vehicles on all state-maintained highways, county-maintained highways, municipal streets and alleys, and wherever vehicles have the right to travel. Any violation(s) received while driving a College Vehicle must be reported to Senior Management within two (2) business days.

Employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines when using North Florida Community College property. All vehicle discrepancies should be reported to the Maintenance Department. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Personnel Data Changes **Number:** 4.75

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

It is the responsibility of each employee to promptly notify the Human Resources Department at NFCC of any changes in personnel data, such as: Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status changes.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title:	Performance Evaluation	Number:	4.80
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	April 15, 2003		
OPR:	Human Resources		

POLICY:

North Florida Community College will conduct annual performance evaluations for all full and Part-time employees. Special evaluations may be submitted at any time. The evaluation period normally runs from January 1st to December 31st, but may be changed by the President if needed. New employees will receive an evaluation at three (3) months and again at six (6) months to coincide with the six (6) month probationary period.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Emergency Closings** **Number:** 4.90

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0287;
 6A-14.0247

Date Adopted: 1998
Date Revised: March 18, 2003

OPR: Human Resources

POLICY:

At times, emergencies such as severe weather, fires, power failures, can disrupt College operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, appropriate public communications will be made to notify all staff and students of the closing.

Employees will be paid at their regular rate of pay if the College is closed due to an emergency. Employees in essential operations (as identified by the President) may be required to work on a day when the College is officially closed.

Individual employees who choose not to report to work when the College is open will be charged vacation leave.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Internet / Computer Usage **Number:** 4.95

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287; 6A-14.0247

Date Adopted: March 16, 2004

Date Revised:

OPR: Human Resources

POLICY:

The equipment, services, and technology provided to access the internet/computer remain at all times the property of North Florida Community College. As such, North Florida Community College reserves the right to monitor internet traffic/computer usage, and retrieve and read any data composed, sent, or received through online connections and stored in computer systems.

Data that is composed, transmitted, accessed, or received via the internet/computer must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive. The internet/computer shall not be used for personal gain.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet/ computer is expressly prohibited.

Abuse of the internet/computer access provided by North Florida Community College may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title:	Visitors in the Workplace	Number: 4.100
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247	
Date Adopted:	1998	
Date Revised:	September 22, 2009	
OPR:	Human Resources	

POLICY:

Visitors on campus are expected to comply with applicable Local, Federal and State laws, as well as all rules and safety procedures established by the College.

No visitor or vendor is allowed to display or sell any merchandise or services anywhere on campus without the written permission of the College President (or designee). If approved, the Visitor/Vendor must have an appointment and will be directed when and where the sales will be authorized. At no time will the sale of merchandise or services interfere with the operation of the College.

Visitors/Employees that bring their minor children on campus are responsible for their conduct and safety. Disruptive children and/or adult in charge will be asked to leave.

If an unauthorized individual (someone that has been instructed not to return to campus by either the President or the Police) is observed on North Florida Community College's premises, employees should immediately notify security.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Use of Phone and Mail Systems and Supplies **Number:** 4.105

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287; 6A-14.0247

Date Adopted: March 16, 2004

Date Revised:

OPR: Human Resources

POLICY:

Employees making personal calls may be required to reimburse NFCC for any charges resulting from their use of the telephone.

Stationary, envelopes, supplies, and postage that are paid by North Florida Community College is not authorized for personal use.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Administrative Pay Corrections **Number:** 4.110

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287; 6A-14.0247

Date Adopted: 1998

Date Revised: March 16, 2004

OPR: Human Resources

POLICY:

In the event there is an error in the amount of pay to an employee, it is the employee's responsibility to notify the Business Office of the error so that corrections can be made as quickly as possible.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Health Insurance **Number:** 4.115

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 15, 2003

OPR: Human Resources

POLICY:

North Florida Community College's health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees only.

OPS, part-time employees, and adjuncts are not eligible for the Health Insurance Plan as mandated by the Consortium.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title:	Vacation Benefits	Number:	4.116
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	October 1, 2005		
OPR:	Human Resources		

POLICY:

Vacation Leave: Regular full-time and part-time employees will earn vacation time. Employees with contracts for a specific number of days (e.g. 164 days, 190 days, 210 days, 230 days) as well as Adjuncts and OPS employees shall not accrue vacation leave.

Regular employees in twelve-month positions will earn vacation time as outlined below. Twelve-month employees who work less than full-time will earn vacation time in proportion to the time they work; that is half-time employees will earn one-half of the vacation that full-time employees earn, three-fourth time employees will earn three-fourths of the vacation time that full-time employees earn, etc.

Prior full-time service at another Florida public community college will be used in determining the monthly rate of annual leave.

Vacation leave will be computed as follows:

One (1) full day of vacation leave will be granted for each calendar month of service or major fraction of a calendar month of service for the first five (5) years of service.

The first month following the completion of five (5) years of service and each succeeding month of service thereafter will be computed at the rate of one and one-quarter ($1 \frac{1}{4}$) days per month.

The first month following the completion of ten (10) years of service and each succeeding month of service thereafter will be computed at the rate of one and one-half ($1 \frac{1}{2}$) days per month.

Years of service for accruing vacation leave shall be cumulative and need not be continuous. Persons previously employed at the College under a nine, ten or eleven month contract shall be given credit for years of service under such contracts when their employment status switches to a twelve-month basis.

No employees shall accumulate more than forty-four (44) days of vacation leave by January 1st of any year. Annual leave credits earned in excess of forty-four (44) days in a calendar year shall be used by December 31st. Any excess vacation leave not used by that date will be transferred to sick leave. All vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave payout.

If an employee terminates, the College is authorized to pay unused vacation leave based upon his/her current approved rate of pay, except that no terminal vacation leave pay may exceed thirty (30) days. In case of death, payment will be made to the beneficiary, estate, or as provided by law.

Pay while on vacation leave will be granted to the employee based upon his/her current approved daily rate of pay.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Sick Leave **Number:** 4.120

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: September 16, 2003

OPR: Human Resources

POLICY:

All Fulltime and Regular Part-time employees earn one (1) day per month sick leave (Regular Part-time employees earn sick leave on a pro-rated basis). Any regular employee who is unable to perform his duty at the College because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of his/her own household and, consequently, has been absent from his/her work shall *be* granted Sick Leave by the President or by someone designated in writing by the President. Paid sick leave can be used in minimum increments of one-quarter hour. The following provisions shall govern such sick leave:

- a. At the beginning of employment, each employee will be credited with the number of sick days they will earn during the next twelve months. The member shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. Such leave shall be taken only when necessary because of sickness as herein prescribed. Upon termination of employment, the employee's final compensation shall be adjusted in an amount necessary to ensure that sick leave with compensation shall not exceed the amount of earned sick leave.
- b. There is no limit on the number of days of sick leave an employee may accrue except that at least one-half of this cumulative leave must be established at North Florida Community College. Employees that were employed in another Florida University/Community College, or state agency immediately before being employed by NFCC may transfer in previously accumulated sick leave at the rate of one (1) hour for each hour earned at NFCC. A letter with the earned amounts must be submitted from the previous employer before credit can be given.

- c. A regular employee may use two (2) days of their accrued sick leave for personal reasons and two (2) days of their accrued sick leave for emergencies each fiscal year. Leave for personal reasons and emergencies shall be non-cumulative.
- d. Any regular employee who finds it necessary to be absent from his duties because of illness, as defined in this section shall notify his or her immediate supervisor, if possible, before the opening of the College on the day on which he/she must be absent or during the day except for emergency reasons recognized by the Board as valid. Any employee shall, before claiming and receiving compensation for the time absent from his or her duties while absent because of sick leave as prescribed in this section, make and file a written leave request which shall set forth the day or days absent, that such absence was necessary, and that he/she is entitled or not entitled to receive pay for such absences in accordance with the provisions of this section; provided, however, that the President may require a certificate of illness from a licensed physician or from the County Health Officer.
- e. Any regular employee having unused sick leave credit shall receive full-time compensation for the time justifiably absent on sick leave; provided that no compensation may be allowed beyond that provided in this section.
- f. A calendar month of service or a major fraction (*16 or more days*) of a calendar month of service must be rendered as a regular full-time or regular part-time employee to earn sick leave.
- g. Terminal pay for Sick Leave: Accumulated days of sick leave shall be limitless. Terminal Pay shall be as follows:
 - (i) During the first three (3) years of service, the daily rate of pay multiplied by 35 Percent times the number of days accumulated sick leave.
 - (ii) During the next three (3) years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
 - (iii) During the next three (3) years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
 - (iv) During and after the tenth (10th) year of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
- h. Years of service for terminal pay for sick leave earned is cumulative and need not be continuous.

Effective July 1, 2001 for all Administrators and Professional Staff (does not include Faculty or Career Staff):

For unused sick leave accumulated before July 1, 2001, terminal leave pay will be paid as listed above.

For unused sick leave accumulated on or after July 1, 2001, terminal payment may not exceed an amount equal to one-fourth of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.

If the employee has an accumulated sick leave balance of 60 days or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal-pay purposes until the accumulated leave balance as of June 30, 2001, is less than 60 days.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Sick Leave Pool **Number:** 4.125

Authority: Florida Statutes 240.319; 240.343 (6)

Date Adopted: January 15, 2002
Date Revised: July 11, 2005

OPR: Human Resources

POLICY:

Eligible full-time employees of North Florida Community College (**NFCC**) may participate in a Sick Leave Pool (**SLP**) which allows participants to pool accrued sick leave for disbursement to a participating employee in need of sick leave in excess of the amount he/she had personally accrued. The SLP will be administered by a committee selected from the pool participants.

All procedure that was previously included in this policy was removed and placed in the Procedure Manual effective July 11, 2005.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Medical Leave **Number:** 4.126

Authority: Florida Statutes 1001.64; Family Medical Leave Act 1993
SBE Administrative Rule 6A-14.0247

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

North Florida Community College provides medical leaves of absence (up to 12 weeks) without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

*** All full and part-time employees (does not include OPS or Adjuncts)**

Eligible employees may request medical leave after working at least 1250 hours during the past 12 months. Exceptions to the service requirement will be considered to accommodate disabilities.

Any employee that is out of work for three (3) weeks due to illness or injury will be automatically placed on Family Medical Leave retroactive to the first day they were out. After all of the employees accrued Sick and Vacation time has been used, the remainder of the 12 weeks will be unpaid. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid portion of the leave and will resume upon return to active employment. As required by law, NFCC will continue to pay for Single Health Insurance (full-time only) up to 12 weeks. At that time, the employee is responsible to pay his or her own insurance. If the employee does not return to work at the end of the 12 week period, the College is authorized to collect the amount of insurance premiums paid during the 12 weeks of absence.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Family Medical Leave **Number:** 4.127

Authority: Florida Statutes 1001.64; Family Medical Leave Act 1993
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

NFCC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Eligible employees may request medical leave after working at least 1250 hours during the past 12 months.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this 12 week maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. After all of the employees accrued Sick and Vacation time has been used, the remainder of the time will be unpaid (12 weeks total). Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid portion of the leave and will resume upon return to active employment. As required by law, NFCC will continue to pay for Single Health Insurance (full-time only) up to 12 weeks. At that time, the employee is responsible to pay his or her own insurance. If the employee does not return to work, the College is authorized to collect the amount of insurance premiums paid during the 12 weeks of absence.

Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. Employees in the following employment classifications are eligible to request medical leave as described in this policy:

*** All full and part-time employees (does not include OPS or Adjuncts)**

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Domestic Violence Leave Policy** **Number:** 4.128

Authority: Florida Law HB 55 Effective: July 1, 2007
 SBE Administrative Rule 6A-14.0261

Date Adopted: September 18, 2007

Date Revised:

OPR: Human Resources

POLICY:

Employees may be granted up to three (3) days of Leave (paid or unpaid) in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. In order to be paid for this leave, the three (3) days of leave will be deducted from the employee's sick leave or vacation. If the employee has no accrued sick leave or vacation available, the leave will be unpaid.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Pregnancy – Related Absences** **Number:** 4.130

Authority: Florida Statutes 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-
 14.0287

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

North Florida Community College will not discriminate against any employee who requests an absence for medical reasons associated with pregnancy. Such leave requests will be evaluated according to the Medical Leave policy.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for Family Medical Leave policy.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Section 125 (Cafeteria Plan) **Number:** 4.135

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

North Florida Community College offers a Flexible Benefit Plan or Cafeteria Plan, for employees who wish to pay for certain Medical and Dependent Care benefits with Pre-Tax Dollars. This money is deducted "*before*" taxes are computed, so **no Federal tax is paid on this money.**

The maximum amount of Qualifying Medical/Dental Care expenses is \$2,600 dollars per plan year.

The maximum amount of Dependent Care expenses is:

Single Employee: \$2,500 per plan year

Married Employee: \$5,000 per plan year (if spouse is employed)

Any money not used during the plan year will be forfeited.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Workers' Compensation Insurance** **Number:** 4.140

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-
 14.0287

Date Adopted: 1998

Date Revised: March 16, 2004

OPR: Human Resources

POLICY:

North Florida Community College provides a comprehensive workers' compensation insurance program at no cost to all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Neither North Florida Community College or the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by North Florida Community College. Subject to applicable legal requirements, workers' compensation insurance provides lost pay benefits after a short waiting period or, if the employee is hospitalized, immediately.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Military Leave **Number:** 4.145

Authority: Florida Statutes 1001.64 ; 115.07; 115.09;
115.14 SBE Administrative Rule 6A-14.0247

Date Adopted: September 16, 2003
Date Revised:

OPR: Human Resources

POLICY:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled workday after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA, and will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Jury Duty **Number:** 4.150

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0427; 6A-14.0287

Date Adopted: 1998
Date Revised: May 18, 2004

OPR: Human Resources

POLICY:

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, full-time and part-time employees (does not include Adjunct or OPS) shall receive court related leave with pay (for the hours that the employee was scheduled to work) and will be able to keep any fees earned. The College will not be responsible for meals, lodging or travel. When a principal in personal litigation, an employee shall not receive court related leave. When involved in litigation on behalf of the College or due to action in line of duty as an employee, College personnel shall be considered on duty (no matter the length of days required) and shall turn over to the College any fees received from the court. .

Jury Duty in excess of 30 working days:

The College will pay up to 30 working days jury duty leave. After 30 working days, the employee may use his/her accumulated leave, and shall request an unpaid jury duty leave of absence.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Employment Outside The College** **Number:** 4.155

Authority: Florida Statute 1001.64
 SBE Administrative Rules 6A-14.0247; 6A-
 14.0287

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

Employees of North Florida Community College are expected to devote their full time, energy, and efforts to their employment with the College. Employees may accept outside employment provided the outside employment does not impair the effectiveness of the College employee. All employees are expected to notify their immediate supervisor in writing of their intentions before accepting outside employment.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Tuition Waiver And Reimbursement **Number:** 4.160
Authority: Florida Statute 240.319
SBE Administrative Rule 6A-14.0247
Date Adopted: 1998
Date Revised: June 18, 2002
OPR: Human Resources

POLICY:

Employee: North Florida Community College will waive NFCC tuition for up to six (6) semester credit hours per term for full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) upon completion of six (6) months of employment with prior supervisory approval. Employees must maintain a grade of “C” or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFCC administration. No additional courses will be allowed until the employee has paid the outstanding debt.

Dependents: North Florida Community College will waive tuition for dependents of full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) who have been employed by the College for six (6) months. Dependents must maintain a grade of “C” or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFCC administration. No additional courses will be allowed until the employee has paid the outstanding debt

Tuition Reimbursement at Schools other than North Florida Community College

Tuition reimbursement will be available to full-time regular employees who have completed 12 months of employment (does not include OPS, Adjuncts or employees on a leave of absence) and who seek to improve skills or education for the purpose of enhancing job performance and which serves the best interests of the College by pursuing an advanced degree or training at institutions other than North Florida Community College.

Tuition reimbursements of this nature requires prior approval of the President, a minimum grade attainment of “C” or equivalent standard and an agreement to remain as an employee of the College for a minimum of one (1) year after reimbursement of said education/training. The amount of cost reimbursement will be determined each year in accordance with available funding. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFCC administration.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Employment of Relatives** **Number:** 4.165

Authority: Florida Statute 1001.64
 State Board of Education Rules 6A-14.0247;
 6A-14.0287

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

- 1) Relatives of North Florida Community College employees may be employed by the College as long as:
 - a) The relative's influence at the College is not used to obtain the position for the other relative.
 - b) Neither relative is placed in a supervisory position over the other.
 - c) Neither relative occupies an administrative position which could directly influence the area in which the other relative is employed. These criteria should be made perfectly clear to each relative prior to the time of employment.
- 2) It is preferred that a husband – wife combination not be employed within the same academic departments; however, this is a preference and not a rule.
- 3) This rule pertains to regular employment only; OPS employment of relatives can be accomplished at the discretion of the appropriate supervisor only with approval of the President.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Leave of Absence (Non Medical) **Number:** 4.170

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.043; 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 17, 2004

OPR: Human Resources

POLICY:

Leaves of absence are granted to employees, in accordance with State Board of Education Regulations.

The President of the College or his/her designee shall be authorized by the District Board of Trustees to approve all leaves except Sabbatical and Extended Professional Leave, which must be specifically authorized by the Board. Leaves shall not be granted for more than one year.

(1) Professional Leave: Professional Leave may be granted to employees to engage in activities for their professional benefit or as a contribution to the field of education, in accordance with State Board of Education Regulations. The President of the College may grant Professional Leave with pay up to thirty working days if the budget of the College permits.

(2) Extended Professional Leave: (For extended leave beyond thirty working days.) Professional Leave may be granted by the District Board of Trustees upon the recommendation of the President, in accordance with State Board of Education Regulations 6A-14.043. Extended Professional Leave may be granted when the absence will not impair the operation of the College and when an appropriate replacement can be employed. Such Professional Leave may be granted with or without pay, at the discretion of the Board of Trustees.

(3) Personal Leave: The District Board of Trustees has authorized the President of the College to grant Personal Leave without pay for a period not to extend thirty consecutive days.

(4) **Sabbatical Leave:** Sabbatical Leave may be granted to Administrators, Faculty and Professional Staff by the District Board of Trustees upon the recommendation of the President of the College:

- a. Sabbatical Leave will be granted according to the following provisions:
 - (1) Personnel with at least seven years of service at North Florida Community College may request a Sabbatical Leave of up to one academic year at one-half pay, provided that additional graduate study associated with College duties or other areas of potential College duties, as determined by the President of the College, is pursued.
- b. Personnel for whom Sabbatical Leave has been granted are obligated to:
 - (1) Sign a contract for the year following the Sabbatical Leave, or
 - (2) Return the amount of compensation paid to the employee during the sabbatical leave to the College should the contract for the year following the Sabbatical Leave not be honored.
 - (3) The following restrictions shall be placed upon Sabbatical Leave:
 - (a) The period of time for which Sabbatical Leave is granted shall count as regular service for the purpose of retirement.
 - (b) The Sabbatical Leave may be funded at less than half salary if approved by the Board of Trustees.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Consolidation, Reduction and Elimination of Programs; Reductions of Staff** **Number:** 4.175

Authority: Florida Statutes 1001.64, 1001.65
 SBE Administrative Rule 6A-14.0411

Date Adopted: 1998
Date Revised: November 16, 2010

OPR: Human Resources

POLICY:

The Board possesses the authority to consolidate, reduce and eliminate programs within the institution, and to reduce faculty and staff on a continuing or annual contract, in accordance with provisions of the Florida K-20 Education Code and Rules of the State Board of Education. The following policy is promulgated to provide guidance whenever it appears that a consolidation or reduction of programs, or a reduction in staff, appears necessary. In promulgating this policy, it is the intention of the Board to retain the authority granted to it to the fullest extent permitted by law.

To the extent not already possessed pursuant to the Florida Statutes, the rules of the State Board of Education and/or Board Policies, the President is hereby delegated the authority to take all necessary actions to implement this policy and to make recommendations to the Board relative to the reduction of faculty and staff, the selection of continuing and annual contract personnel who are to be retained, on a continuing or annual contract, or terminated, and the selection of faculty and staff who will be selected for termination as a result of a consolidation or reduction of the college's programs.

Reduction of Faculty and Staff

The President shall possess the authority to initiate the reduction of faculty and staff of the College. When approved by the Board, the President shall implement faculty and staff reduction as may be necessary to reduce expenses, or for any other lawful reason.

Consolidation, Reduction or Elimination of Programs

Whenever the Board is required to or does consolidate, reduce or eliminate a program, the Board may determine on the basis of the following criteria which College employees on a continuing or annual contract shall be employed for service at the College, in what capacity and whether retention will be pursuant to an annual or continuing contract: successful performance of duties, and demonstration of professional competence, educational qualifications, efficiency, compatibility, character, capacity to meet the educational needs of the community, the length of time the duties and responsibilities of

the positions in question are expected to be needed and any other lawful criteria. Any employee no longer needed may be dismissed. The decision of the Board shall not be controlled by any previous contractual relationship. Those possessing a continuing contract shall not be given preference over those who possess an annual contract; rather, the overall needs of the College will be given preference. In the evaluation of the above factors, the decision of the board shall be final.

Personnel who are to be terminated will be identified and notified as soon as possible. Faculty possessing a continuing contract who are to be terminated because of a consolidation, reduction or elimination of a program or academic area shall receive notice as soon as practicable after the decision is made to consolidate, reduce or eliminate the program or academic area.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Sexual Harassment **Number:** 4.179

Authority: 1001.64 FS, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972

Date Adopted: April 15, 2014
Date Revised:

OPR: Human Resources

POLICY:

Sexual harassment constitutes discrimination on the basis of sex and is a violation of this Policy. North Florida Community College will not tolerate such conduct. Any employee or student who is found to have violated this Policy will be disciplined, up to and including Discharge/Expulsion.

Definitions

A. Sexual harassment is defined as:

Conduct including but not limited to, an employee's or a student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, sexually related jokes, and/or display of pornographic material in the workplace or an academic or student setting, including any North Florida Community College sponsored event, when:

- (1) Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment or an individual's treatment;
- (2) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating a sexually intimidating, hostile or offensive working or academic environment.

Employee Relationships

This Policy applies to all employees of North Florida Community College. No employee shall engage in sexual harassment.

A. In the supervisor-employee context, the term sexual harassment has a broader impact. The fundamental element of such behavior is the inappropriate personal attention,

including romantic and/or sexual relationships with an employee by a supervisor or other employee who is in a position to affect an employee's career advancement or working conditions. The supervisor-employee relationship is professional in nature; inappropriate behavior is unprofessional and undermines the workplace. This unprofessional behavior is subject to discipline.

- B. This Policy applies to consensual as well as non-consensual supervisor-employee or employee-employee sexual and/or romantic relationships where the supervisor or employee is in a position to affect another employee's career advancement or working conditions.
- C. Supervisor-employee or employee-employee relationships should at all times be professional. Any supervisor-employee, or employee-employee conduct which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive working environment, or is otherwise in violation of the rights of others, is inappropriate and unacceptable, and will subject the offender to discipline.

Student Relationships

This Policy applies to all students. No student shall engage in sexual harassment.

- A. Students should at all times be respectful of the rights of others. Any conduct by a student that creates a sexually intimidating, hostile or offensive environment for another student violates this Policy and will subject the offender to discipline.
- B. Students having a consensual sexual and/or romantic relationship with an instructor/employee who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment will be subject to discipline.

Instructor/Employee-Student Relationships

This Policy applies to instructor/employee-student relationships.

- A. In the instructor/employee-student context, the term sexual harassment also has a broader impact. The fundamental element of such behavior is the inappropriate personal attention, including romantic and/or sexual relationships with a student by an instructor/employee who is in a position to determine a student's grade or otherwise affect the student's academic progress or environment. Since the instructor/employee-student relationship is one of professional and client, inappropriate behavior is unacceptable and unprofessional, and seriously undermines the atmosphere of trust essential to the academic setting.
- B. This Policy applies to consensual as well as non-consensual instructor/employee-student romantic and/or sexual relationships, where the instructor/employee is in a position to determine a student's grade or otherwise affect a student's academic

progress or environment. This Policy will be strictly enforced with the severest penalty imposed.

- C. This Policy is not intended to apply when an instructor is legitimately exercising academic freedom in teaching in the classroom when the subject matter taught or discussed is appropriate to the course being taught. Nevertheless, the instructor-student relationship should at all times be professional, and any conduct by an instructor which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable, and any offender will be subject to discipline.

- D. An instructor/employee having a consensual romantic and/or sexual relationship with a student where the instructor/employee is in a position to determine a student's grade or otherwise affect a student's academic progress or environment will be subject to discipline.

RETALIATION

It is a violation of this Policy to retaliate against any person who has filed a complaint or who has complained about sexual harassment to his/her supervisor, to any other supervisor or manager of North Florida Community College, or to any other person, entity, or any human/civil rights agency. It is also a violation of this Policy to retaliate against any person (including witnesses) involved in the investigation of a complaint of sexual harassment.

HOW TO REPORT

If sexual harassment and/or retaliatory actions occur, they should be reported immediately to the Ombudsman; a member of Management or to the HR Department, and/or in the case of instructors, to the Department Chair. Forms for reporting such actions will be available from all of the offices listed below, as well as academic Department Chairs. Any such reports will be investigated immediately, using prescribed procedures. Sexual harassment and/or retaliatory actions will be dealt with through appropriate disciplinary action, and steps will be taken to prevent the recurrence of such conduct.

Student Ombudsman:	Sharon Brave Heart	850-973-1619	bravehearts@nfcc.edu
Employee Ombudsman:	Debbie Bass	850-973-1662	basd@nfcc.edu
Management:	Dr. Sharon Erle	850-973-1603	erles@nfcc.edu
	Dean Amelia Mulkey	850-973-1604	mulkeya@nfcc.edu
	Dean Mary Anne Wheeler	850-973-1605	wheelerm@nfcc.edu

HR Department: HR Director, Bill Hunter 850-973-9448 hunterb@nfcc.edu
Safety Director, Skip James 850-973-9477 james@nfcc.edu

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Harassment **Number:** 4.180

Authority: 1001.64 FS, Title IX of the Educational Amendments Act of 1972

Date Adopted: 1998
April 15, 2014

Date Revised:

OPR: Human Resources

POLICY:

North Florida Community College is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including all forms of unlawful harassment. Therefore, the College expects that all relationships among persons at the College will be businesslike and free of bias, prejudice, and harassment. In keeping with this commitment, North Florida Community College maintains a strict policy prohibiting harassment of employees based on race, color, sex, religion, national origin, age, disability or other protected status by other employees, vendors, contractors, or guests. Harassment involves actions or words, including jokes or comments, in the presence of an individual or group which are based upon or involve the protected status of that individual or group. Racist jokes are a classic example. Harassment can be overt or subtle. It is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Notification of Appropriate Staff

Individuals who believe they have been the victim of harassment or believe they have witnessed harassment should discuss their concerns with either their immediate supervisor, or the Human Resource Officer. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the College's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Timeliness in Reporting Harassment

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. If at all possible, complaints or concerns should be reported within 60 calendar days from the date of harassment.

Protection Against Retaliation

The College will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Acts of alleged retaliation should be reported immediately in accordance with the approved Complaint Procedure and will be promptly investigated.

Responsive Action

Misconduct constituting harassment will be dealt with in accordance with the approved Complaint Procedure.

False and Malicious Accusations

False and malicious complaints of harassment will subject an individual to appropriate disciplinary action. No individual will be subject to disciplinary action for complaints that are made in good faith, even if the complaints are deemed unfounded.

The Director of Human Resources can be contacted at:

Director, Human Resources

325 NW Turner Davis Drive, Madison FL 32340

Telephone: 850-973-9487

Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear, and/or cause substantial emotional distress in such person, and serves no legitimate purpose.

- Use of online, electronic, or digital technologies, including but not limited to the:
 - ✓ Posting of pictures or information in chat rooms or on Web sites
 - ✓ Sending unwanted/unsolicited email or talk requests
 - ✓ Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - ✓ Installing spyware on a victim's computer
 - ✓ Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation, including staring or “peeping”
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

Any individual who believes he/she has been or is being stalked is encouraged to use the Complaint/Grievance Procedure as specified in the NFCC student/employee handbook. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Complaints filed with Director of Campus Safety and Security should be forwarded to:

**Director of Campus Safety and Security, North Florida Community College, 325
NW Turner Davis Drive, Madison, FL 32340 or email at stalker@nfcc.edu**

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Progressive Discipline **Number:** 4.190

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 17, 2004

OPR: Human Resources

POLICY:

It is the policy of North Florida Community College to administer equitable and consistent progressive discipline for unsatisfactory conduct in the workplace.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a documented verbal warning; a second offense may be followed by a written warning; a third offense may lead to a suspension and/or termination.

It is recognized that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Suspension and Dismissal **Number:** 4.200
Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287
Date Adopted: 1998
Date Revised:
OPR: Human Resources

POLICY:

- 1) **INSTRUCTIONAL, PROFESSIONAL, AND ADMINISTRATIVE PERSONNEL:** Any member of the instructional, professional and administrative staff may be suspended or dismissed by a majority of the Board's members upon recommendation of the President, in accordance with procedures outlined in State Board of Education Rules for Community Colleges. The power to suspend for a period not to exceed seven days, with pay, during which efforts are being made to assemble the Board, is delegated to the President. When a majority of the Board has approved the President's summary suspension of an individual, the process outlined in State Board of Education Rules for Community Colleges 6A-14.0411, Subsection (6) will be pursued.

- 2) **TECHNICAL / CLERICAL PERSONNEL:** Technical / clerical employees may be dismissed from the College for any of the following reasons:
 - a) Insubordination
 - b) Failure to perform assigned duties.
 - c) Gross and/or negligent conduct
 - d) Inability to perform assigned duties.
 - e) Willful neglect
 - f) Physical or verbal abuse to fellow employees, students or visitors of the College.
 - g) Being detrimental to the educational program of the College.
 - h) Committing any illegal act on College property.

Technical / clerical employees, not recommended for continuation at the end of their six month probationary period, shall not be given reasons only after a hearing by the President. The President shall notify the employee of the charges against him/her, in writing, at least ten (10) days prior to this hearing. The President shall within a reasonable time decide the matter and notify the

person of his/her decision in writing. The President or his designee may reprimand. Only the President may place the employee on probation, suspend the person from College service, or use such other corrective measures as appear to be appropriate and in the best interest of the College.

New technical / clerical employees, not recommended for continuation at the end of their six month probationary period, shall not be given reasons for their employment not being continued and shall not be entitled to an appeal.

