

College of Central Florida
2021-2022
Employee Handbook



Table of Contents

- Message from the President..... 1
- Introduction..... 2
- About The College 3
- General Information 4
- Employment Issues..... 7
- Employment Status and Records..... 10
- Public Safety 13
- Employee Rights and Responsibilities 17
- Employee Benefit Programs 23
- Group Insurance Benefits 28
- Retirement and Social Security Contributions 30
- COBRA, Full-Time Employees 31
- Payroll Deduction Opportunities 32
- General Personnel Related Information..... 33
- Conclusion..... 35
- Index 36

Message from the President

Dear Faculty and Staff:

The key to success for the College of Central Florida is the faculty and staff who have dedicated their passion to serving students. The employees of this college comprise a remarkable team of talented and creative individuals that make CF a great place to work and learn. A Strategic Priority of the college is to "Invest in Our Team" and this handbook is one of the ways we demonstrate our appreciation for all you do.

The CF Employee Handbook describes some of the programs and benefits available as well as information about policies and expectations of college employment. You are encouraged to familiarize yourself with the contents of this handbook, for it will answer many questions about employment at CF. As you review this manual, I encourage you to share any questions you may have or suggestions for improvement with your supervisor or the Human Resources Office.

It is my hope that you find your experience at CF to be challenging, enjoyable and rewarding, and I hope this handbook will contribute to your success.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Henningsen', with a long horizontal flourish extending to the right.

James D. Henningsen, Ed. D.

President, College of Central Florida

Introduction

College of Central Florida is made up of groups - students, faculty and staff. Because each group is important in fulfilling the role and mission of the college, information is needed by individuals within each group to help them contribute to success in reaching mutually adopted goals. This handbook is designed to help employees become part of the CF family, and it describes the benefits of working for the college. Having a common foundation for action will enable each of us to share the pride that comes from working in a good college that serves students well.

This handbook is designed specifically for day-to-day use by employees in the career, professional and administrative positions. It includes information about college policies and the interpretation of those policies. Other handbooks have been developed for faculty members and for students.

All employees of CF are governed by the policies of the District Board of Trustees. The policies are all based on the legal authority of the State Board of Education rules. In turn, State Board of Education rules are derived from authority given by Florida statutes, general laws and special laws that have been passed by the legislature and signed into law by the governor of Florida.

All proposed policies and revisions are placed on the board agenda; copies of the agenda may be obtained one week before every board meeting. Policies and Procedures are available at the CF website, www.CF.edu. The board meetings are normally held on the fourth Wednesday of each month. If an employee has difficulty finding a specific policy or needs additional information regarding employee rights and responsibilities, they may contact the Human Resources Office or the Office of Administration and Finance.

Vision Statement

Your first choice for quality higher education.

Mission Statement

We transform lives and enrich our community by providing a supportive, high-quality learning environment that prepares individuals to excel in work and life.

Values

We Empower

- Cultivating individual and collective strength, value and responsibility.
- Creating a caring and collaborative culture where faculty and staff are committed to the success of all
- Supporting each individual's potential and growth

We Engage

- Being a responsive partner, fully focused on the success of our students, faculty, staff and community
- Taking initiative to achieve positive results
- Taking action to connect, learn and grow with the institution

We Excel

- Delivering high-quality learning experiences
- Committing to the highest standards of education, service, accountability and organizational performance
- Leading with service excellence

Patriot PRIDE Service Standards

The PRIDE Service Standards are Professional, Responsive, Informative, Dependable and Engaged.

About The College

Our History

Central Florida Junior College was established in 1957 when community leaders and citizens envisioned an educational resource that would help Marion, Citrus and Levy counties to grow and prosper. With foresight and determination those community leaders planted the seed that has become the educational hub of the tricity area.

In 1958, Hampton Junior College opened as one of the first black, two-year colleges in the state, and in 1966 the colleges merged. The name was changed to Central Florida Community College in 1971 to reflect more accurately the character and purpose of the college serving a larger community.

The Ocala Campus was established on a 60-acre tract donated by Atlantic Realty and Investment Company and the city of Ocala and over time has grown to include 140 acres. The attractive campus is at a crossroads of the growing community, between downtown Ocala and Interstate 75 on State Road 200. The campus has been recognized by Marion County for its beautiful grounds.

In 1982, the Bronson Center opened on a 20-acre site east of Bronson. In 1993, the campus was relocated to the Levy Center in Chiefland, where services and enrollment continued to climb. In 2008, the college procured a site for a permanent center in Levy County. The Jack Wilkinson Levy Campus opened in August 2017, thanks to support from the Florida legislature, Governor and private donors.

The college also offered classes in Citrus County for many years before partnering with the Citrus County School Board to establish an educational complex in Lecanto in 1984. To accommodate a growing need, a free-standing campus opened in 1996 on 88 acres in Lecanto. Ten acres have been added to the Citrus Campus which continues to expand course offerings. A new Learning and Conference Center opened at the Citrus Campus in October 2009.

CF's Hampton Center opened in 1996 on the site of the former Florida State Fire College in west Ocala. The facility was completely rebuilt and reopened in 2004. The Hampton Center is an important presence in the west Ocala area, offering health occupations courses and community outreach programs.

The college maintained a partnership interest in the Appleton Museum of Art for more than a decade before accepting full responsibility for operations in 2004. The museum has become even more of a teaching and learning institution, offering classes and tours, and helping to serve the cultural needs of the community.

In the last decade, the college has renovated several key buildings and added others that have changed the face of the Ocala Campus. The University Center, Ewers Century Center and Webber Center Gallery serve students and the community. Renovations to the C. Farris Bryant Student Union and the Dassance Fine Arts Center have provided state-of-the-art technology and student-friendly facilities. The oldest building at the college was renamed Founders Hall in 2007 and re-opened in 2009 after extensive remodeling. In 2019, renovations began on the Clifford B. Stearns Learning Resources Center for a multi-purpose space for students to include Learning Commons, Cliff's Cyber Café and an outdoor seating area. Renovations are ongoing for the expansion of the Health Sciences Department. CF's Health Sciences Simulation Center is a state-of-the-art facility on campus designed to give nursing students practical experience in health care.

In 2016, the Vintage Farm was donated to the college by a longtime Marion County supporter of education and agriculture. The 103-acre farm includes a newly renovated farmhouse and large barn and its purpose is to provide an experiential agriculture education utilizing practical, hands-on training. CF's Associate in Science programs in Equine Studies and Agribusiness and the Bachelor of Applied Science in Business and Organizational Management Agribusiness and Equine Studies specializations all offer classes at the Vintage Farm.

General Information

Continuous Notice of Nondiscrimination

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct.

College of Central Florida is an equal opportunity college and avows its belief in equal access and opportunity for all students, employees and guests of the institution. If you have a concern regarding discrimination or harassment, please contact:

Title IX Coordinator/Equity Officer	Dr. Mary Ann Begley Ocala Campus, Building 3 Room 117H Telephone: 352-291-4410 Email: equity@cf.edu
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If you have concerns, other than discrimination or harassment that fall within one of the following categories, you should contact the representative listed below by that category:

Americans with Disabilities Act Coordinator for Employees	Dr. Henri Benlolo Ocala Campus, Bryant Student Union Room 205D Phone 352-854-2322, ext. 1430 Email: benlolah@cf.edu
Americans with Disabilities Act Coordinator for Students	Dr. Henri Benlolo Ocala Campus, Bryant Student Union Room 205D Ocala, FL 34474-2322, ext. 1430 Email: benlolah@cf.edu

The college will make every effort to resolve concerns or problems as quickly as possible and to make reasonable accommodations for persons with disabilities. Below are links to specific documents:

- [Equal Access/Equal Opportunity Policy No. 1.01](#)
CF.edu/Policies
- [Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students](#)
CF.edu/Procedures
- [Complaint Form for Discrimination, Harassment and/or Sexual Harassment Procedure is available at](#)
CF.edu/Equity
- [Observance of Religious Holidays Policy No. 3.18](#)
CF.edu/Policies
- [AIDS and Blood Borne Pathogens Policy No. 3.02](#)
CF.edu/Policies

Copies of policies and procedures are also available from the Equity Officer and Human Resources Department located in Founders Hall, Ocala Campus. In compliance with state and federal regulations, the District Board of Trustees of the College of Central Florida has approved the above nondiscrimination policies and procedures to govern all areas of college operation including enrollment, admissions and equal opportunity employment.

The following federal and state laws apply:

- Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100
- Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106
- Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104
- Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B
- Title II of the Americans with Disabilities Act of 1990 (ADA), 28 CFR Part 35
- ADA Amendments Act of 2008

- Genetic Information Nondiscrimination Act of 2008

College Equal Access/Equal Opportunity Policies and related procedures can be accessed on the college website at CF.edu/equity.

College of Central Florida, under applicable rules of the Administrative Procedures Act, may change any of the announcements, information, policies, rules, regulations or procedures set forth in this catalog. The catalog cannot always reflect new and modified regulations. Statements in this catalog may not be regarded in the nature of binding obligations on the institution or the state of Florida.

Ombudsman

An ombudsman is a neutral third party who helps students address problems or concerns. At CF, you may contact the college ombudsman if you feel a policy or procedure is not being followed fairly by the college. The ombudsman is impartial, and considers the interests and concerns of all parties involved with the goal of achieving fair and equitable solutions. The ombudsman does not arbitrate, adjudicate, or participate in any internal or external processes.

Ombudsman	Dr. Charles McIntosh Ocala Campus, Building 31, Room 108G Telephone: 352-854-2322, ext. 1360 Email: mcintosc@cf.edu
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Prohibition of Misrepresentation to Students and Others

The College of Central Florida strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The college will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. All misrepresentations should be avoided; however, this procedure specifically applies to the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- The nature of the institution's educational programs.
- The institution's financial charges.
- The employability of the institution's graduates.

Business Ethics and Conduct

The successful business operation and reputation of CF is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of CF is dependent upon public trust, and we are dedicated to preserving that trust. Employees are reminded that they are to conduct themselves in a way that will merit the continued trust and confidence of the public.

CF will comply with all applicable laws and regulations and expects its officers and employees to conduct business in accordance with the letter, spirit and intent of the law and to refrain from any illegal, dishonest or unethical conduct. In general, the use of good judgment will guide an employee with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, an employee should discuss the matter with their immediate supervisor and, if necessary, contact the Human Resources Office for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every CF employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, which may result in termination of employment.

Anonymous Reporting for Fraud Compliance Ethics and Equity

The college is working with Lighthouse Services to offer an online, anonymous fraud reporting tool. This service provides a safe place for both employees and citizens to voice concerns or issues related to workplace fraud, ethics, employee relations, discrimination and harassment. Reports will be forwarded to designated college business officers and risk managers unless they are specifically named in the report, in which case the report will be sent to an alternate college official.

Anonymous reports can be made online, by phone or via email or fax:

Website: www.lighthouse-services.com/fcsrnc

Toll-Free Telephone:

- English speaking USA and Canada: 833-650-0005
- Spanish speaking USA and Canada: 800-216-1288

- Spanish speaking Mexico: 01-800-681-5340
- French speaking Canada: 855-725-0002

E-mail: reports@lighthouse-services.com (must include "FCSRMC" and college name with report)

Fax: (215) 689-3885 (must include "FCSRMC" and college name with report)

Please note: Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor, Human Resources Department, or college Equity Officer as appropriate. For more information on filing a grievance, see the Discrimination and Harassment - Grievance Procedure or the Employee Complaints - Grievance Procedure section of the Employee Handbook.

Employment Issues

Nepotism

The college shall not permit a full-time employee to work in a direct supervisory-subordinate relationship with a relative or member of the same household or economic unit. For additional information on this subject, refer to Board Policy 6.20 - Nepotism. This rule pertains to full-time employees only. Part-time employees and adjunct instructors may be employed with the approval of an appropriate supervisor above the level where the direct or indirect supervision exists. In each case where a relative is approved for part-time employment, the approving supervisor will perform all evaluations.

For this purpose, family member or relative is defined as spouse, parents or stepparents, children or stepchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepbrother, stepsister, half-brother or half-sister or their husbands or wives. Persons living together shall be considered to be in the same household or economic unit.

Relationships Between Employees/Students and Supervisors/Employees

College of Central Florida is committed to fostering an educational climate characterized by professional and ethical behavior free of discrimination and conflict of interests. Amorous relationships between employees and other persons within the college community may impair or undermine the learning and work environments when the relationship is based on unequal authority or power, and when one person in the relationship is evaluating the other. Accordingly, it is the policy of College of Central Florida that an employee shall not engage in an amorous relationship with another person within the college community over whom the employee exercises authority, or educational or professional responsibility. Violation of this policy where an employee and student are involved will be reported, investigated and resolved according to the procedures established in the Student Grievance Procedure.

Violation of this policy where a supervisor and an employee are involved will be resolved according to the procedures established in the Discrimination and Harassment Grievance for Employees. Employees found to have violated this policy are subject to discipline, up to and including dismissal, in accordance with established policies.

For the purpose of this policy, "amorous relationship" is defined as a consensual relationship of a romantic or sexual nature between a college employee and another person within the college community.

Immigration Law Compliance

To comply with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CF is committed to employing only United States citizens and aliens who are authorized to work in the U.S. who are 18 years of age or older, and does not unlawfully discriminate on the basis of citizenship or national origin.

Recruitment

The college has expanded and intensified its efforts to find the best-qualified persons for vacant positions and is committed to maintaining a diverse workforce. Vacancies for administrative, career, professional and faculty positions may be advertised in a variety of locations, including but not limited to the following: Department of Education's job listing, professional magazines published for specific groups, online job boards, and major newspapers and magazines both locally and nationally. Announcements may also be sent to the Florida College System, local school boards, and state universities. CF also utilizes the college website for job postings: www.CF.edu/Jobs.

Outside Employment

Outside employment that constitutes a conflict of interest is prohibited for employees per Board Policy 6.03 - Outside Employment and Consulting Services. Employees may not receive any income or material gain from individuals outside CF for materials produced or services rendered while performing their jobs at the college. A Notification of Engagement in Outside Employment should be completed and submitted to the Human Resources Office for placement in the employee's personnel file. Obtain forms at Inside.CF.edu/forms, under Human Resources.

Outside, full-time employment is not permitted for full-time employees. Otherwise, employees may hold outside jobs as long as they meet the performance standards of their job with CF. All employees will be judged by the same performance standards and will be subject to CF's scheduling demands, regardless of any existing outside work requirements.

If CF determines that an employee's outside work interferes with performance or the ability to meet the requirements of CF as they are modified, the employee may be asked to terminate the outside employment if they wish to remain with the college.

Reasonable Accommodation Requests

Disability Accommodations

CF is committed to complying fully with the Americans with Disabilities Act and ensuring equal opportunity in employment and services for qualified persons with disabilities.

All employment practices and activities are conducted on a nondiscriminatory basis. Reasonable accommodation is available to all disabled employees, when their disability affects the performance of job functions. All employment decisions are based on merit in accordance with defined criteria, not an individual's disability.

Employees requesting an accommodation must submit a request to the Responsible College Official. If the request is made to the employee's supervisor, the supervisor must forward the request to the Responsible College Official. Employees may consult the Americans with Disabilities Act Coordinator for Employees or Human Resources for further information on requesting or processing a request for reasonable accommodation. Applicants may request a reasonable accommodation from Human Resources, or other individuals involved in the hiring process.

Religious Accommodations

College of Central Florida respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business. An employee who seeks a religious accommodation must submit a written request for the accommodation to their immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation. The employee may appeal adverse decisions following CF's general grievance policy and procedure.

Working Days and Hours

The work year for all employees is defined as concurrent with the college's fiscal year that begins at 12:01 a.m. on July 1 and ends at midnight on June 30 of the following year. Workdays for teaching faculty are published annually in the academic calendar. Workdays for administrators and other personnel are published annually in the administrative calendar. These calendars are approved by the District Board of Trustees upon recommendation of the president and can be located at Inside.CF.edu, under Calendars.

During a seven-day week, full-time administrators, counselors, librarians, other professionals and career service employees are required to work 37.5 hours. The majority of these employees work Monday through Friday, between 8 a.m. and 4:30 p.m. There are varied time periods for librarians, maintenance, custodial and security staff, and some may have shorter weekday schedules in order to perform their duties on the weekend or in the evening.

Summer workweeks for full-time administrators, professionals and career service employees shall consist of a reduced work hours schedule to be performed Monday through Thursday. On an annual basis, the president shall establish the beginning and ending dates of summer workweeks.

Part-time employees should not work more than 25.0 hours per week. Student employees should not work more than 15 hours per week. It is college procedure that all part-time employees must take a lunch break after more than 5 hours of work. For questions regarding work hours for part-time employees, contact the payroll office at 352-854-2322, ext. 1267.

An employee's work schedule will be determined by the employee and his or her supervisor. Due to the nature of business in certain offices, a number of employees are required to work flexible schedules that may differ from those of their co-workers.

Overtime

Only full-time employees classified as non-exempt are eligible for overtime compensation. The classifications are established based on specific federal guidelines. If an employee has a question about the classification of their position, they may review their job description online at www.CF.edu/hr.

College policy defines a workweek as 37.5 hours for all non-exempt employees. According to policy, a workweek can be scheduled for any period between 12:01 a.m. on Sunday and 12 a.m. (midnight) on Saturday.

Overtime must be approved in advance. It is the policy of CF that overtime work be limited to urgent needs or requirements that cannot be satisfactorily handled in another manner. Only the president can authorize overtime pay. For approved overtime, non-exempt employees are paid at the employee's regular hourly rate for any time worked between 37.5 hours and 40 hours during a workweek. Employees who work more than 40 hours in a workweek are eligible for overtime pay (time-and-a-half) for hours worked above 40.

Supervisors should make it clear how their employees will be compensated before asking employees to work additional hours. Time records must be kept of such activity. Supervisors have no authority to promise nor should employees expect to receive overtime compensation at the college without direct prior approval from the president. Hours worked beyond 37.5 are to be reported on the Extra Duty Report form available from the Payroll Office or at Inside.CF.edu/forms, under Payroll.

Employees on a flexible schedule (different hours each day) or who work during a weekend are not eligible for overtime pay unless the scheduled work hours exceed 37.5. For example, non-exempt employees on a four-day workweek do not receive premium pay just because their scheduled workday is more than 9 hours.

Occasionally, the employee may request the supervisor to modify the employee's schedule or departmental needs may require temporary change of the schedule. In such cases, the modified schedule must not exceed the regularly scheduled hours for the employee.

Flexible Scheduling

Flexible scheduling is the temporary rearranging of a full-time employee's work schedule to accommodate needs in the department. Flexible scheduling options do not include options for telework. Work performed under flexible schedule arrangements must occur on campus.

- Either supervisor or employee may initiate a flexible schedule request. If the request is initiated by the supervisor, the employee must agree to work the changed hours if the reason for the change is a condition of employment
- The department supervisor must assess the impact of flexible scheduling in terms of production, quality and absenteeism and is responsible for identifying if flexible scheduling is workable within the department.
- The change in schedule must accommodate the needs of the department. Employees will be considered for flexible scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve CF as a whole with increased productivity at no expense to quality output.
- Scheduling an employee for a flexible workweek must be done in advance.
- In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible schedule without causing significant disruption to performance and/or service delivery.
- Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success.
- Approval of the president is not required for flexible scheduling that does not exceed 37.5 hours. The arrangement may be canceled for any reason by the department. An employee wishing to change or cancel a flexible schedule arrangement must obtain written approval from his or her supervisor.
- The schedule must not exceed 37.5 work hours during a calendar week unless the supervisor has requested and received approval from the president for overtime pay for the additional hours.
- If the employee is scheduled to be off from work during the early part of the week and is not able to work the "make-up" hours during the latter part of the week, the employee must take leave for the hours not worked during the week.
- If the employee fails to comply with the Flexible Work Schedule procedure, he/she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
- Flexible scheduling arrangements are not appropriate for all employees or positions and are not a universal employee benefit.

Any employee with questions should contact the Payroll Office, the Human Resources Office or the Office of Administration and Finance. For additional information on this subject, refer to Administrative Procedure for Flexible Scheduling.

Supplemental Contracts

Supplemental contracts are provided to instructors and other eligible personnel when work is performed beyond their basic contract. These added responsibilities may include a teaching overload, serving as a division dean, or performing other supplemental duties as outlined in District Board of Trustees policies. Rates for these assignments are established annually in the salary schedules or set by the college president for a temporary period of time. Part-time employees are not eligible for supplemental contracts.

Employment Status and Records

Employment Categories

All positions are established by the District Board of Trustees at the recommendation of the college president.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee belongs to one of the following employment categories:

- **Regular full-time** employees are those who are not in a temporary or part-time status and who are regularly scheduled to work CF's fulltime schedule and participate in all approved employee benefits programs.
- **Part-time** employees are those who are not assigned to a temporary or full-time status and who are regularly scheduled to work 25 hours or less per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they do not participate in the regular benefits program established for full-time employees unless otherwise specified.
- **Administrative positions** are officially designated by the District Board of Trustees. The primary and predominant duties of such positions involve the principal executive and managerial decision-making functions and responsibilities of the college. The duties of such positions shall include: (1) planning, directing, developing, organizing, and utilizing college personnel, material, financial, and facilities resources; and (2) directing, scheduling, managing and supervising other employees. Administrative positions include the president, vice president(s), associate vice president(s), dean(s), associate dean(s), executive director(s) and director(s).
- **Professional/Career Service** positions involve support functions that are essential to the effective operation of the college. Professional/Career Service positions may be further classified as administrative support, coordinator, manager, specialist, instructional and student support, technical support, and plant and facilities support. The professional classification also includes some directors.
- **Other:** This classification shall include all personnel requirements not defined above.
- **Other Personal Services (OPS)** are rendered by a person who is not a regular or full-time employee filling an established position. This definition includes, but is not limited to, services of temporary employees, student assistants and part-time academic employees specifically budgeted by the college. No individual may be employed in an OPS position for more than 25 hours within any one-week period without the approval of the president.

Job Descriptions

A job description is developed for each position at the college and upon authorization of a new position by the District Board of Trustees. The description includes major responsibilities, prerequisites (qualification standards), illustrative duties, primary location of the job, and the title of the supervisor. Job descriptions are available for review online at www.CF.edu/hr. Employees may print a copy of their own descriptions from this link as well. As work assignments change, the description should change. For questions about a job description, an employee should talk with his or her immediate supervisor and/or the director of Human Resources.

Contracts

The District Board of Trustees appoints all personnel upon recommendation of the president. The college reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the college.

Employment contracts are issued to faculty and administrators. The college annually submits contractual arrangements and salary schedules for all personnel to the District Board of Trustees. Salaries for all employees are determined according to the salary schedule.

Personnel Records

CF maintains a personnel file on each employee. Personnel files are located in the Human Resources Office.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, official transcripts and/or placement papers, work experience verification/references, signed loyalty oath, drug-free statement, salary increases, and other employment records. The W-4 form is filed in the Payroll Office. The Payroll Office maintains all leave requests and records. With the exception of evaluations, all personnel records are subject to state and internal audit.

Personnel files are the property of CF. Access to the information they contain is restricted. Generally, only supervisors and management personnel of CF, who have a legitimate reason to review information in a file, are allowed access.

Public Records

Under the Florida Sunshine Law, the contents of an employee's personnel file are public records, with the exception of evaluations. Public records that are not confidential include employment applications, supporting data and employment history. Public records within a personnel file may be

inspected and examined by any person upon request, at a reasonable time, under reasonable conditions, and under the supervision of the director of Human Resources or other designated Human Resources representative. Copies of nonconfidential records will be provided upon request by the college's records management liaison officer and upon payment to the college of the appropriate fee.

In many cases, compliance with public records requests will require the cooperative efforts of more than one College department. Any and all College departments receiving a request for production of records should promptly notify the Chief Fiscal Officer of the College, who is designated as the Records Management Liaison Officer. The vice president of administration and finance serves as the RMLO. For more information, see the Administrative Procedure for Public Records - Access.

Student Records

CF is required by federal and state laws to protect the confidentiality of student educational records, which contain academic and personal information. Employees must be careful not to inadvertently release information concerning a student or their academic records. The laws are specific concerning how and under what circumstances disclosure can be made. Therefore, if an employee is faced with a request for disclosure, the employee should consult their supervisor or department head prior to taking any action.

Employee Photo ID Card

All employees are requested to obtain an employee photo ID card. The card will be provided to you free of charge and is used to identify college employees. ID cards may also be used to utilize free services associated with the college. Some examples are check out of items in the college's Learning Resources Center, admission to the Appleton Museum of Art and most CF sporting events. Photo ID cards may be obtained from the following locations:

- Public Safety Office (located in front of the Bryant Student Union), Ocala Campus
- Public Safety Office, Citrus Campus
- Business Office, Jack Wilkinson Levy Campus

Employment Reference Checks and Background Investigations

To ensure that individuals who join CF are well qualified and have a strong potential to be productive and successful, it is the policy of CF to check the employment references of all applicants.

All employment verification inquiries from current or former employees, prospective employers of current or former employees, governmental agencies, or other organizations such as financial or lending institutions, are to be directed to the Office of Human Resources for an official College response. The Human Resources Office will only respond in writing to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Level II background investigations, which include fingerprinting, will be conducted on all new employees and current staff in accordance with Board Policy 6.05. Hiring and continued employment will be contingent on a per-case review of the background results. If a disqualifying event is reported on the background results, the college allows a five-day appeal process to submit a written letter of explanation and request for exemption from disqualification to be reviewed by an appeals committee. For more information, see Administrative Procedure for Criminal Background Screenings.

In addition to checking for criminal history, a credit report may be requested for potential employees in the Business Office. Supervisors may request that the Human Resources Office secure credit reports for other positions.

All offers of employment and continued employment are contingent upon a successful background and reference check. New hires and current employees who have been found to have falsified their employment application's criminal or background history may experience adverse action up to and including termination of employment.

Personal Data Changes

It is the responsibility of each employee to promptly notify CF of any changes in personal data. Personal name changes, mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, insurance beneficiaries and other such status reports should be accurate and current at all times. This information is necessary in order to keep personal data current and to adjust insurance coverage and other pertinent benefit information. If any personal data has changed, notify the Human Resources Office by completing a Personnel Change Request form. This form may be submitted electronically at [Inside.CF.edu/forms](https://inside.cf.edu/forms), under Human Resources. Human resources will also accept a signed memo in lieu of electronic submission.

Observation Period for Full-Time Employees

Career service and professional employees serve an observation period of 90 calendar days during which their skills, qualifications and performance on the job are closely evaluated. The observation period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The college uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the college may end the employment relationship

at will at any time during the observation period, with or without cause. (Board Policy 6.06 - Observation Period for Career Service and Professional Employees).

Employees who are promoted or transferred within CF must complete a new observation period of the same length with each reassignment to a pay grade or position in which the employee has not previously served.

During observation periods, employees are permitted to receive benefits, including insurance. Employees on 90-day observation accrue vacation leave; however, this leave is not available for use until the 90-day observation has been successfully completed, except for emergency circumstances approved by the president. Earned sick leave may be used during the observation period when required because of illness.

As circumstances warrant, the observation period may be extended at the discretion of the supervisor.

Employees who are under the 90-day or extended Observation Period are not eligible to apply or transfer to vacant/posted positions within the college until the observation period is ended and regular appointment status has been approved.

Performance evaluations of all employees are done annually and are discussed in the section titled Performance Review.

Employment Application

CF relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Medical Examinations

The college may refer employees for psychological or substance-abuse treatment and, with reasonable suspicion, for drug or alcohol testing. Responsibility for the payment of medical exams and for medical care rests with the employee, as does selection of the physician or counseling agency, unless otherwise noted in District Board of Trustees policies. Should an employee be unable to perform his or her duties at full capacity because of what appears to be an illness or disorientation of any kind, the supervisor or other appropriate authority may request that the employee return home and/or see a physician. The employee will be charged sick leave during such action.

A note from a physician may be required if:

- An employee has been absent for an extended period of sick leave. A supervisor may require medical certification be provided after three missed workdays in a 30-calendar day period for sick leave; after 10 consecutive days of absence for sick leave, the employee must submit a medical certification before any additional use of sick leave credits can be authorized.
- An employee has been absent due to illness or injury under Family and Medical Leave Act (FMLA). An absence of three or more consecutive days may qualify an employee for job-protected leave under the FMLA. (See section titled Family and Medical Leave Act.)
- An employee has a habitual record of absence, in the opinion of their supervisor, whether or not it is for an extended period of time.
- In the opinion of a supervisor and/or co-workers, an employee shows signs of not having recovered sufficiently from an illness or injury, to the extent that the employee's safety and health and that of others around them are threatened.
- An employee has been absent due to illness or injury in the line of duty and workers' compensation rules mandate doctor's permission before returning to work.
- There appears to be other sufficient reason for an employee's supervisor to require a physician's note.

Public Safety

Workplace Safety Program

CF has a responsibility to provide all employees with facilities that are free of recognized safety hazards. To assist in providing a safe, healthy work environment for employees, customers, and visitors, CF has established a workplace safety program. The workplace safety program is one of the college's top priorities. The college safety technician has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees. The CF Safety Manual covers information on: (1) fire prevention, extinguishment and flammable products; and (2) emergency procedures to follow in the event of a bomb threat, drive-by shooting, hostage crisis, threats and attempts to do bodily injury and/or damage property, and situations involving a weapon. (A copy of CF's Safety Management Manual may be viewed at Inside.CF.edu/manuals.)

Employees will receive information about workplace safety and health issues through regular internal communication channels and through training that covers potential safety and health hazards.

Employees with concerns or suggestions for improved safety in the workplace are encouraged to bring them to the attention of the safety technician, 352-854-2322, ext. 1729.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition(s) to the appropriate supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and the Human Resources Office. Such reports are necessary to comply with the law and to initiate insurance and Workers' Compensation benefits procedures. (See section titled Workers' Compensation.)

Silent Witness Program

The Silent Witness Program is for students, faculty and staff to report suspicious and/or criminal activity to Public Safety anonymously. Anonymous tips help us investigate suspicious activity and crimes. The information provided will be checked and later used for investigations and statistical data. The online reporting form can be accessed on the Public Safety page on the CF website (<https://www.cf.edu/community/cf/safety>), under Silent Witness Program. For more information about the program, please call 352-852-2322, ext. 1261; email publicsafety@cf.edu or stop by the Public Safety Office at any of our campuses or locations.

Personal Escort Service

If an employee is on campus in the evening and would like a personal escort to the parking area, etc., they may call Public Safety and an escort will be dispatched. An appointment is not necessary; however, if an employee perceives a possible problem or expects to be working late, an advance call is recommended:

Appleton Museum of Art Safety:
352-291-4455, ext. 4455 from 7 a.m. to 6 p.m.
352-427-4618 after 6 p.m.

Citrus Campus Safety:
352-746-6721, ext. 6135, or 352-302-6081

Hampton Center Safety:
352-854-2322, ext. 5043 during regular business hours (morning and evenings)
Calls are forwarded to Ocala Campus Public Safety after business hours

Levy Campus Safety:
352-678-4077, ext. 2143 during regular business hours
352-274-4452 after business hours

Ocala Campus Safety:
352-873-5800 or 352-854-2322, ext. 1472 or 1422 during regular business hours
352-789-5001 after business hours, holidays or weekends

The college is required by federal law to have statistics on college crime available for employees and students. These statistics are compiled and reported by the manager of Public Safety and can be located at www.CF.edu/community/cf/safety/statistics. The following publication is available to employees through the Public Safety Office: "Your Personal Safety and Campus Safety." The CF Safety Manual is available at Inside.CF.edu/manuals. Please read them carefully and be familiar with actions to take in the event of an emergency or incident.

The Federal Right-To-Know Law

The Federal Hazardous Communication (HAZCOM) standard "Right-to-Know" Law requires that employees be informed of all toxic substances within their work area and trained in safety, adverse effects, and disposal of such materials. In keeping with this requirement, a video on "Right-to-Know" is located at the circulation desk in the library or may be obtained from the college's safety technician 352-854-2322, ext.1729. Supervisors are responsible for safety training and work area details. New hires are required to sign a HAZCOM standard statement during benefits sign-on certifying they have been provided with the appropriate information.

Bloodborne Pathogens Law and Video

The OSHA "Occupational Exposure to Bloodborne Pathogens" Law, which went into effect in 1992, requires that institutions adopt exposure control plans. CF's plan provides that employees, in known high-risk positions, review this plan to assist them in the event they are exposed to AIDS or other bloodborne pathogens.

AIDS and Bloodborne Pathogens

The college recognizes the serious public health threat of AIDS and also recognizes the rights of individuals. CF will make reasonable efforts to accommodate the special needs of employees and students with Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B Virus (HBV), and Human Immunodeficiency Virus (HIV), unless the accommodation produces an undue burden on the college.

Each case will be responded to on an individual basis, according to its own particular facts, and in all instances, the right of confidentiality will be maintained.

Details of Board Policy 3.02 - AIDS and Bloodborne Pathogens are found in the Board Policy Manual at www.CF.edu.

Workplace Violence Prevention

CF is committed to preventing workplace violence and to maintaining a safe work environment. The college has adopted the following guidelines to deal with intimidation, harassment and other threats and/or acts of violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. CF employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisor or the Public Safety Office before the situation escalates.

Conduct that threatens, intimidates or coerces another employee, customer or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state or local law. All threats and/or acts of violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management, including the college Equity Officer if the acts are related to harassment or discrimination based on protected characteristics. When reporting a threat of violence, an employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should never place themselves in peril. If they see or hear a commotion or disturbance near their workstation, notify Public Safety immediately - do not intercede.

The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, CF may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats and/or acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Weapons on Campus

Dangerous weapons of any kind are prohibited on campus. Employees aware of this violation by another employee or by students should notify a supervisor or a public safety officer. Under special circumstances, Board Policy 3.20 provides exceptions to this prohibition for law enforcement officers, authorized classroom demonstrations of unloaded weapons, or personal firearms securely encased/not readily accessible for immediate use that are stored in vehicles owned by people age 18 or older.

Emergency Response

During normal working hours, the CF Public Safety Office is the key office to contact when there is an emergency. Employees are asked to act promptly in the event of an emergency. In case of any emergency, the contact Public Safety at the phone numbers listed below for each campus location:

- Appleton Museum of Art Safety:352-291-4455, ext. 4455 from 7 a.m. to 6 p.m.
352-427-4618 after 6 p.m.
- Citrus Campus Safety:
352-746-6721, ext. 6135, or 352-302-6081

- Hampton Center Safety:
352-854-2322, ext. 5043 during regular business hours (morning and evenings)
Calls are forwarded to Ocala Campus Public Safety after business hours
- Levy Campus Safety:
352-678-4077, ext. 2143 during regular business hours
352-274-4452 after business hours
- Ocala Campus Safety:
352-873-5800 or 352-854-2322, ext. 1472 or 1422 during regular business hours
352-789-5001 after business hours, holidays or weekends

Accident, fire, hurricane, tornado, bomb threat, civil defense alert and riots are examples of emergencies. Emergencies may also be classified as robbery, breaking and entering, assault, property damage, etc. Employees are advised to dial 911 if the emergency is life threatening.

Accidents/Physical Injuries

Employees involved in accidents on campus should report these to the Human Resources Office immediately. Accidents involving students on campus must be reported immediately to the manager of Public Safety, the director of Purchasing or a designee. Investigation reports on accidents involving students must be filed with the college's Public Safety Office or with the Vice President of Student Affairs Office. Accident investigation reports for employees (including student assistants) injured while on duty must be filed with the college's Public Safety Office or the Human Resources Office. Workers Compensation Forms for employees are available at Inside.CF.edu, under Employee Benefits; forms for students or college guests are available through the Business Office.

The following actions should be taken:

1. If the accident is life threatening, call 911 for help.
2. If required, apply first aid (immediate, temporary care until a physician or paramedic arrives).
3. First aid equipment is located in various buildings on campus; employees should be aware of these locations.
4. Make victim comfortable and wait for assistance.
5. Notify the Public Safety Office and/or ambulance service, if the latter is needed. In addition, notify the Office of Student Affairs if the victim is a student or the Human Resources Office, via an accident/incident form, if the victim is an employee. (The workers' compensation law provides that employers are subject to a civil penalty of \$100 for each failure or refusal to file a report of injury of employees. All injuries to employees must be reported to the Human Resources Office.) If the injured party (employee) is sent or taken to a doctor, a first notice of injury form must be completed and sent to the Human Resources Office. All accident forms are available at Inside.CF.edu/, under Employee Benefits/Workers Compensation.
6. If an ambulance is not immediately called, the Public Safety Office or other appropriate college official will determine if further action is necessary.

Fire

The following procedures will be implemented upon notification/sighting of a fire at the college.

- Attempts should be made to eliminate the danger if at all possible.
- All personnel should be aware of the locations of regular and emergency exits, fire extinguishers and hoses and alarms; they should also be familiar with the operation of this equipment.
- Fire alarms are located on every floor of every building, with the exception of the maintenance building and portable facilities.
- Fire extinguishers are located in all hallways, employee lounges, laboratories and mechanical rooms.
- Fire hoses are located in the Learning Resources Center, the pump house, and the Maintenance Building.

IMPORTANT: In all instances, the safety of students and personnel is of utmost importance. Efforts should be made to immediately evacuate the area on fire to prevent injury and to avoid obstructing efforts to extinguish it. Evacuation should be carried out in an orderly manner with persons remaining a safe distance from the building until the danger is over.

The following are evacuation procedures in the event of fire.

- A blast of the fire alarm is the signal to vacate a building.
- Instructors shall be the last persons to leave classrooms.
- All doors and windows shall be closed before leaving room.
- The Public Safety Office should be notified immediately upon determination of fire location and type.
- All traffic and persons shall clear the roadway for use of emergency vehicles.
- Maintenance personnel will utilize any firefighting equipment and procedures necessary to contain the fire until supervisory personnel arrive.

IMPORTANT: If the fire is obviously out of control, immediately use the fire alarm in the building and call the local fire department. **DO NOT WAIT FOR PERMISSION FROM SUPERVISORS.** Notify the Public Safety Office of emergency action taken so college administration can be advised of the situation.

Bomb Threat

The following procedures will be implemented upon notification of a bomb threat.

1. The Public Safety Office should be notified immediately in order to alert the college administration of this threat. Administration will notify law enforcement authorities.
2. If there is no indication of where the alleged bomb is supposedly placed or the time of impending explosion, the person receiving the threat should notify the switchboard operator, who will follow the same procedure as above. College administration and law officers will then instruct individuals on campus as to the method of evacuation and search.
3. Classrooms are to be evacuated during bomb searches; however, in no instance may a class be dismissed without instructions from the president or a designee who has been advised on proper action by law enforcement officers. As in the case of fire, people should leave the building in an orderly fashion and remain at a safe distance from the facility until the threat is over.

IMPORTANT: A bomb threat should never be considered a hoax. Recipients of calls should exercise calm when talking with the caller and attempt to get more information. All attempts should be made to hold the caller on line while efforts are made to trace the call or identify the voice.

Power Outage

The following procedures will be implemented during a power outage.

- Every person should remain calm and wait for a reasonable period of time (35-40 minutes) for a status update on the situation from a college official.
- Equipment and air conditioning switches should be turned off in order to avoid problems when power is returned.
- Should the outage occur at night, extreme caution should be exercised in using stairs.
- Someone should be assigned to locate a working telephone and contact the appropriate utilities company. College employees responsible for utility maintenance should be contacted immediately.

IMPORTANT: Should the outage occur during a period of extreme heat or cold, college officials will exercise their best judgment as to whether or not classes should be dismissed and offices closed. In all instances, the president or a designee will have the final decision.

Storm Days

Employees are expected to report for work during inclement weather conditions, unless the college has declared an emergency closing. This decision will be made exclusively by the president or a designee in his absence. Employee emergency information numbers have been established to provide CF employees with scheduling-related information in the event of a storm: 352-291-4499 or 1-800-831-9244.

Tornadoes

A tornado watch indicates that conditions are favorable for the formation of tornadoes within a designated area. A tornado warning means that a tornado or tornadoes have been sighted in a specific area. If the college area is in the path of a tornado, the following steps will be taken.

- When a watch occurs, all personnel are put on alert for the next advisory announcement. They should remain calm but plan ahead for further action.
- Keep telephone use to a minimum.
- Inform other personnel in the immediate area of your workstation or classroom.
- Remain calm, and do not exaggerate the situation.
- Stay away from glass areas until the alert has passed.

Hurricanes

A hurricane watch indicates that a hurricane has formed. Normally this announcement is made to allow at least 24 hours before the hurricane strikes. During this time, all preparations to secure property and buildings and gather emergency supplies should be in motion. Weather permitting, employees and students should be allowed to return home or to shelter with their families. A hurricane warning is announced within 12 hours before the hurricane strikes. The procedures for hurricane preparation are coordinated through the vice president of Administration and Finance.

Emergency Closing of the College

In the event of a weather-related or other significant emergency, the president is authorized to temporarily close the college.

Employee Rights and Responsibilities

Discrimination and Harassment - Grievance Procedure

The college is committed to ensuring that all employees receive fair and equitable treatment. Employment actions, demeaning remarks, implied or explicit threats, slurs, innuendoes, gestures, demeaning jokes, stories, pictures, objects or activities directed at employees or students which reflect upon race, color, religion, gender, pregnancy, sex, ethnic background, national origin, genetic information, disability status, parental or marital status, age or sexual orientation will not be tolerated.

Toward this end, the District Board of Trustees and its employees share a joint responsibility to actively and conscientiously seek a means of resolving complaints of discrimination and harassment through due process, without fear of reprisal. A grievance procedure is available to all employees who have reason to believe they have been discriminated against or harassed.

An employee who wants to file a complaint of discrimination or harassment should promptly report the matter to the Equity Officer within sixty (60) working days of the alleged incident. In the event that the alleged party is the Equity Officer, the employee should report their complaint to the Vice President for their department.

Hard copies of board policy and administrative procedures, Equal Access/Equal Opportunity, Prohibition of Harassment, Sexual Harassment and Discrimination and Harassment Grievance for Employees, are located in the Learning Resources Centers. These policies and procedures can also be accessed at www.CF.edu and www.Outside.CF.edu.

Complaints related to college operations or general working conditions are addressed under the Employee Complaints Administrative Procedure.

Discrimination, Harassment and/or Sexual Harassment and Child Abuse

All college employees are required to report any discrimination, harassment and/or sexual harassment they have observed or learned about. All college employees are required to report any child abuse, abandonment or neglect committed on college property or during a college sponsored event they have observed or learned about. Failure of an employee to immediately notify the equity officer or an appropriate individual of suspected or actually disclosed allegations of discrimination, harassment and/or sexual harassment, child abuse, abandonment or neglect constitutes a violation of their individual accountability to support the Equal Access/Equal Opportunity policy of the college and to comply with federal and state laws. Such violations may be subject to disciplinary actions, up to and including termination.

Employee Complaints - Grievance Procedure

The College is committed to the fair resolution of employee concerns. General employee complaints can include concerns an employee has about the college, its operations or working conditions. A complaint is defined as a dissatisfaction that occurs when an employee believes that any decision, act or condition affecting the employee is illegal, unjust or creates unnecessary hardship. An Employee Complaints procedure is available to all employees who have a grievance. Employees can raise concerns and make reports without fear of reprisal.

The Employee Complaints administrative procedure can be accessed at www.CF.edu and www.Outside.CF.edu.

Complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability are addressed under the Discrimination, Harassment and /or Sexual Harassment Complaint Procedure for Employees and Students Administrative Procedure.

Attendance and Punctuality

District Board of Trustees policy requires good attendance and punctuality on the part of employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination. Employees should notify their supervisor, as far in advance as possible, whenever they are unable to report for work or know they will be late. Such notification should include a reason for the absence or lateness and an indication of when the employee can be expected to return for work. If the supervisor is unavailable, employees should contact the Human Resources Office. Failure to notify the college of any absence or delay will normally result in loss of compensation during the absence or delay and may be grounds for disciplinary action. If it becomes necessary for an employee to remain away from work because of illness, accident, or any other reason, the supervisor must be notified promptly.

Conduct of Employees

To ensure orderly operations and provide the best possible work environment, CF expects employees to follow rules of conduct that will protect the interests and safety of all employees and the college.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Reasons for suspending or terminating employment include, but are not limited to, the following:

- Temporary employment where regular employee returns from leave
- End of work load or assignment

- Position discontinued
- Consolidation, reorganization or reduction of the college program which necessitates a decrease in the number of employees or change in job description or qualifications
- Lack of funds and/or students
- Mandatory retirement
- Unsatisfactory performance or conduct
- Theft or inappropriate removal or possession of property
- Falsification of records, files or any college documents
- Illegal use of alcohol or drugs
- Illegal possession, distribution, sale, transfer or use of alcohol or drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice; or excessive tardiness
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of college policies and procedures
- Refusal to perform job duties
- Sleeping on the job
- Cash shortage of funds for which the employee has responsibility.

Progressive Discipline

It is in CF's best interest to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of these four steps: verbal warning, written warning, suspension with or without pay or termination of employment. The action taken depends on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

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

CF recognizes 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. By using progressive discipline, most employee problems can be corrected at an early stage, benefiting both the employee and CF.

Drug and Alcohol Use

College of Central Florida is committed to providing a campus and workplace environment free from the abuse and the illegal use of alcohol and drugs. To enhance this commitment, the college has adopted and implemented a policy and procedure to prohibit and prevent the use of illicit drugs and the abuse of alcohol by employees.

Standards of Conduct: As a condition of employment, the following standards of conduct apply to employees:

- Employees are prohibited from engaging in the unlawful manufacture, distribution, possession, or illegal use of drugs and/or alcohol on college property, CF Foundation properties, and during college activities.
- Employees are prohibited from reporting to work while under the influence of illegal use of drugs and/or alcohol.
- Employees shall notify the college of any criminal drug statute conviction for a violation occurring in the workplace or during college sponsored activities no later than five (5) days after such conviction.

Sanctions: The college will impose sanctions on employees for any violation of the college's drug-free campus and workplace policy consistent with state and federal law.

College of Central Florida Sanctions: The following sanctions may be imposed for violating the drug-free campus and workplace policy:

- **Manufacture, Possession, Sale, Delivery or Illegal use of Drugs** - Sanctions may include completion of an appropriate rehabilitation program, random drug testing, suspension or termination.
- **Subsequent Drug Violation** - Employee will be terminated.
- **Possession, Sale or Consumption of Alcohol** - Sanctions may include completion of an appropriate rehabilitation program, random testing, suspension or termination.
- **Subsequent Alcohol Violation** - Employee will be terminated.

State Sanctions: Possible state sanctions for possession or distribution of controlled substances/drugs as described in Section 893.03, Florida Statutes, range from a first-degree misdemeanor (up to one-year imprisonment and up to a \$1,000 fine) to a first-degree felony (up to 30 years imprisonment and up to a \$10,000 fine). Trafficking in drugs is punishable by a prison term between 3-25 years and a fine between \$25,000-\$500,000. A drug conviction may also result in forfeiture of driving privileges and federal financial aid.

Federal Sanctions: Possible federal sanctions for illegal possession or drug trafficking range from 1-20 years in prison and between \$1,000-\$8,000,000 in fines. Additional sanctions may include forfeiture of personal and real property, denial of federal benefits, a civil fine up to \$10,000 and loss of ability to possess or purchase a firearm.

Drug Testing: The college may require submission to drug or alcohol testing:

- by a primary candidate as a condition for full-time employment
- when there is a reasonable suspicion that the employee has engaged in illegal use of drugs and/or alcohol; and/or when an employee has participated in a drug/alcohol rehabilitation program as a condition of continued employment
- when an employee is involved in a workman's compensation injury.

The college will consider an employee's or primary candidate's refusal to submit to drug or alcohol testing as an unsatisfactory test result.

Health Risks: Illegal use of drugs and alcohol abuse can cause marked changes in behavior and endangers the health, safety, and morale of the abusing employee and his or her co-workers. Other risks are: impaired job performance; reduced potential; marital problems; conflicts with family members, friends and co-workers; criminal activity; malnutrition; seizures; loss of memory and concentration; and damage to lungs, liver, kidney, reproductive organs, respiratory systems, immune systems, and brain function.

Drug and Alcohol Counseling and Rehabilitation Programs: An employee may voluntarily seek assistance in overcoming an alcohol or drug problem. An employee may contact the Employee Assistance Program at 1-800-624-5544. Assistance through the EAP is available 24 hours and is confidential. An employee who voluntarily seeks assistance through the EAP or another private rehabilitation program will not be required to submit to drug testing prior to participating in the EAP or rehabilitation program. An employee also will not be subject to disciplinary proceedings solely on the basis of voluntarily seeking help through the EAP or a rehabilitation program. However, the college may require an employee to submit to a follow-up drug test at least once a year for up to two years following alcohol or drug treatment.

For additional sources of information and assistance, contact:

- CF Human Resources Office: 352-873-5819
- National Institute on Drug Abuse Hot Line: 800-662-HELP
- Alcoholics Anonymous 24-Hour Help Line: 352-867-0660
- Employee Assistance Program: 800-624-5544

Personal Obligations

Employees should conduct their personal and financial obligations in such a manner as to prevent the involvement of the college. Upon receipt of a court order, wages shall be garnished. Employees having personal obligations with the college (outstanding library books or fines, parking fines, borrowed equipment, returned checks, delinquent co-signed loans, delinquent dependent fee waivers, etc.) are responsible for immediate settlement with the college. Pay may be withheld and other disciplinary action taken if such obligations are not met in a timely manner.

Conflict of Interest

There are several ways in which an employee may be involved in what is considered to be a conflict of interest to his or her employment at the college. Primary among these are:

- selling goods or services to the college (equipment, supplies, books, instruments, promotional materials, etc.)
- engaging in outside business or other activities (i.e., political activities, volunteer counseling, etc.) during college work hours
- using the college's name, logo, seal, facilities, services or equipment
- faculty members accepting payments in any form for tutoring their own students.

Confidentiality

Employees should exercise extreme caution and the utmost discretion in discussing or releasing confidential information. The right to privacy of an employee or student is protected to some extent by federal or state laws, but these have limitations. In regard to employee records, evaluations may not be shared with a person not directly involved in the evaluation process nor may information concerning the employee's conduct, disciplinary actions, or

other matters of an extremely personal nature, regardless of whether or not the information has been placed in a sealed envelope/file. Such information may be released only upon permission of college president or court order.

Unpublished telephone numbers or addresses may not be released except in bona fide emergency and only to the appropriate officials of the college or to law enforcement or court agencies. Transcripts may not be reviewed by anyone other than college officials if stamped by the issuing institution with these or similar words: "Do not release to third party without student's permission." All other information on file (applications, references, verification of employment, certifications and licenses, salaries, contracts, and other records related to employment) is open for public inspection.

The college is reluctant to release any information concerning an employee by telephone and prefers that such requests be in writing. The Human Resources Office will not release employment data without a written authorization and release signed by the individual who is the subject of the inquiry.

For students, confidentiality is protected under the 1974 Family Educational Rights and Privacy Act. This law is specific about what information may or may not be released concerning a student and defines directory information, which may be unconditionally released without prior consent of a student unless written notice is filed with the Registrar's Office asking that this not be done. One of the most frequent telephone calls received is a request for transcript copy. Transcripts are released only upon written consent of the student and payment of the required fee.

The Human Resources Office may request to have a transcript released from the Registrar's Office for an employee or potential employee. The employee must sign the request.

The spreading of rumors or gossip about CF, its employees, or its students, is considered to be a breach in confidentiality and is grounds for disciplinary action.

Involvement in College Activities/College Engagement Committees

Employees have the opportunity to assist in the development, promotion and governance of the college through committee membership. In most instances, time is allowed during normal duty hours for this service. All faculty members and administrators are assigned to a committee at the start of the academic year each fall. If an employee is not in this job category and wishes to volunteer for committee service, the employee should tell their supervisor. The president publishes a list of committees annually entitled the "College Engagement Committees." It is available to all employees online at Inside.CF.edu/manuals.

All employees are encouraged to attend and/or participate in activities and programs sponsored by the college.

Personal Appearance

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Uniforms are provided for public safety, maintenance and custodial staff. The college may require employees in other designated departments to wear uniforms.

Telephone Directory

The CF telephone directory is available at Inside.CF.edu/fonebook.htm. This is an excellent reference tool for employees. Changes in office telephone numbers and/or locations should be reported to the Information Technology Department.

Personal Property

The college assumes no responsibility for the loss or damage of a staff member's personal property. Employees should refrain from bringing personal items of value to the work place. Safeguard and attend to belongings in offices, classrooms and laboratories.

Use of College Telephones

Directory assistance calls (411) should be limited to requesting numbers not listed on <https://www.411.com/>. Toll free numbers may be accessed by dialing 9-1-800, then the number.

College Property

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Proper care of all college-owned property will ensure better operation and reduce maintenance and replacement costs. Misuse of equipment or property impacts upon the effective operations of the work unit and the services we provide. An employee who loses or damages college equipment or property may be required to reimburse the college for its cost. The failure of an employee to reimburse the college may result in action being taken under the policy for collection of funds owed to the college by employees. In the event that an employee is terminated or voluntarily leaves the college's employ, the entire amount of the debt will be deducted from the employee's final paycheck. No college-owned property is to be used for other than official college business.

Upon approval by the department head and notification to the vice president of Administration and Finance, an employee may be authorized to take college-owned equipment home to perform official college business.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and needed repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees are responsible for all CF property, materials or written information issued to them or in their possession or control. Employees must return all CF property immediately upon request or upon separation of employment. Where permitted by applicable laws, CF may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. CF may also take all action deemed appropriate to recover or protect its property.

Keys

Keys for offices and other areas are issued by Plant Operations when authorized by the vice president, dean or director responsible for an area. Employees who are issued keys are personally responsible for them and must return them to their supervisor when they are no longer needed or upon termination of employment. Failure to return keys will result in a lost key charge to the employee.

Business Travel

CF will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor on appropriate college forms available at Inside.CF.edu/forms.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed at the current state reimbursement rate.

When travel is completed, employees should submit completed travel expense reports. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Distracted Driving

In the course of conducting business on behalf of College of Central Florida, employees are often required to operate moving vehicles. These vehicles include, but are not limited to, automobiles, motorized carts, golf carts, lifts, mowers, boats and landscaping equipment. Likewise, employees often utilize (for College or personal reasons) portable electronic devices which include, but are not limited to, cell phones, two-way radios, tablets and laptops. The operation of both a portable electronic device and a moving vehicle simultaneously greatly increases the risk of accidents and should be avoided in all cases except where an approved hands-free adapter is in use, allowing use of the portable device without distraction of the vehicle operator.

During the course of business, when operating a company vehicle (or personal/rental vehicle for company purposes) or driving on company property, employees must pull over safely to the side of the road or another safe location in order to use cell phones or other portable electronic devices.

Employees will not engage in the following while driving:

1. Operating a cellular phone, computer/laptop, text messaging device, two-way radio or any portable electronic device without the use of a hands-free adapter
2. Prohibited actions include answering or making phone calls, engaging in phone conversations, accessing social media sites or internet searches, reading or responding to emails, instant messages, tweets and text messages, or any other activity that can occur on a portable electronic device that is not hands-free and diverts attention from driving.

The above guidelines do not apply to a motor vehicle operator who is performing official duties of an authorized emergency vehicle (law enforcement, fire service or emergency medical services), reporting an emergency or criminal/suspicious activity to law enforcement authorities, receiving messages related to safety (emergency, traffic, weather alerts or radio broadcasts) or using a device in a hands-free manner for communication or navigation purposes.

Violations will be considered a serious matter and may be subject to disciplinary action, up to and including termination of employment. Additionally, violations of Florida distracted driving laws can result in motor vehicle citations and fines.

College Vehicle Usage

A college vehicle may be used when traveling on official college business. Travelers using a college vehicle are required to have a valid driver's license and fill out the log provided with the vehicle. An employee's personal automobile insurance will be considered the primary insurance when using a college vehicle. College vehicles are not to be used for personal business, either on or off campus.

Electronic Mail (Email)

Many of CF employees are connected by an electronic mail system. An employee will receive a user ID and a password that will allow him/her access to various systems. Information Technology will provide instructions on how to log in to the systems and send and receive mail. Any information on these systems is the property of CF and the equipment is for work-related activities only. Communication systems may be monitored at CF's discretion.

CF licenses the use of its computer software from a variety of outside companies. The college does not own this software or its related documentation. Unless authorized by the software developer, neither the college nor its employees and students have the right to reproduce it.

Use Limitations. With regard to use on LANs (Local Area Networks) or multiple machines, CF employees and students shall use the software only in accordance with the license agreement.

Reporting. CF employees and students that are aware of any misuse of software or related documentation within the college shall notify their supervisor or, in the case of students, the appropriate faculty member or college official.

Disciplinary Action. CF employees and students who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances.

News Media Information Dissemination

Marketing and Public Relations performs an important role in shaping the image of the college. The goal of this office is to present factual information about the college's overall operation. The department is charged with releasing all official news stories about college activities and providing the college community and the public with complete information on all matters of interest. Direct questions or requests for interviews from the media should be directed to the Marketing and Public Relations Office, 352-873-5845. For complete information refer to the CF Brand and Style Guide at Inside.CF.edu/departments/marketing.

Printing/Duplicating

Most college publications, brochures, etc., are produced through Marketing and Public Relations; consult with department staff to order publications. College stationery is ordered through CF Printing Services. Departmental or division approval is required to order business cards or name badges through the Marketing office. Business card request forms and name badge request forms are available at Inside.CF.edu/forms, under Marketing and Public Relations.

Children in the Workplace

Bringing children to the workplace is not permitted as normal procedure. This policy is not only for the welfare of children but for fellow workers, as well. Some workplaces are not safe for children. Children may also disrupt the work environment.

Tobacco Free College

CF strives to promote the health and wellness of its students and employees as well as a safe, comfortable environment for all who work, study, conduct business, or visit the college. Therefore, it is the policy of the Board (CF Policy 3.28) that CF shall be a "Tobacco Free College."

Effective January 2014, tobacco of any kind, in any form is prohibited at CF. This includes but is not limited to cigarettes, cigars, pipes, inhalers, vaporizers and electronic smoking-simulated instruments. Snuff, chewing tobacco and other tobacco products are also prohibited.

All CF employees, students and visitors will be asked to adhere to the tobacco-free policy while on CF property in Marion, Citrus and Levy counties. The policy includes students living and visiting College Square residence center as well as individuals working or visiting organizations leasing space on CF property. Parking areas are included in the tobacco-free ban. More information can be found in the Administrative Procedure for Tobacco Free College.

Employee Benefit Programs

Holidays

CF observes the following holidays:

New Year's Day
 Martin Luther King Jr. Day
 Spring Break (five days)
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day and the day after
 Christmas and the day before
 All weekdays falling between Christmas day and New Year's Day

The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.

Holidays are considered unpaid leave for all part-time employees.

Annual Leave, Full-Time Employees

Annual leave is time off from work. The amount of paid vacation time employees receive each year increases with the length of their employment, as shown in the following schedule:

- Career service, professional and administrative employees accrue sick leave at the rate of 7.5 hours per month, and may earn up to 90 hours during a 12-month period. The number of sick leave hours career service, professional and administrative employees with less than 260 workdays (12 months) can accrue is prorated accordingly.
- Career service, professional and administrative 12-month employees with 0-5 years of employment with the college accrue vacation leave at the rate of 7.5 hours per month, and may earn up to 90 hours during a 12-month period. At 5-10 years of employment with the college, vacation leave is accrued at the rate of 9.5 hours per month, and up to 114 hours may be earned during a 12-month period. More than 10 years of employment with the college accrues vacation leave at the rate of 11.5 hours per month and may earn up to 138 hours during a 12-month period.
- Career service, professional and administrative 12-month employees with less than 260 workdays (12 months) do not accrue vacation leave.

The length of eligible service is calculated on the basis of a benefit year. This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

In the event available vacation is not used by the end of the calendar year (Dec. 31), employees will forfeit the unused time in excess of 450 hours (60 days).

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After completing the 90-day observation period, employees can request use of earned vacation time, including that accrued during the waiting period. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors including business needs and staffing requirements.

Upon voluntary termination of employment, employees will receive terminal pay per Board Policy 6.15 - Terminal Pay, provided advance notice of intent to leave is given in accordance with procedure guidelines. Employees will be paid for unused vacation time (up to 44 days) that has been earned through the last day of work. Employees who have completed 10 years of full-time service will be paid for unused sick leave. Any amount over \$2,000 will be deposited to a IRS Section 401(a)/403(b) special pay plan tax free. Terminal pay calculations are based on the employee's leave balances and salary in effect on the date of the mandatory payment. The special pay plan is administered by BENCOR. If CF, in its sole discretion, terminates employment for cause, forfeiture of unused sick and vacation time may result. Additionally, if an employee does not give appropriate notification of intent to leave, all vacation leave is forfeited.

Refer to the Vacation Leave administrative procedure or policy manual for more information on leave and terminal pay.

Use of Sick Leave, Full-Time Employees

Career Service, Professional and Administrative employees will deduct sick leave at the rate of 7.5 hours per full day or by the hour for less than full days. Sick leave may be used for personal illness and illness or death of an immediate family member. Refer to Board Policy 6.14 - Leaves of Absence and Administrative Procedure for Sick Leave. Leave Request forms may be obtained from the Payroll Office or at Inside.CF.edu/forms, under Payroll.

Sick Leave Pool, Full Time Employees

Enrollment in the Sick Leave Pool is available to full-time employees provided that such employee has met all eligibility requirements. To be considered for membership, the employee must have been employed for one continuous year and have accrued sick days as attainable in the contract period, such as Administrators, Professional and Career employees-12 days, 10-month employees-10 days, faculty - 8 days, etc. Open enrollment occurs semi-annually (April and October) for eligible employees. The purpose of the sick leave pool is to provide an opportunity for employees to create a bank of sick leave hours that can be drawn on by fellow employee sick leave pool members who have exhausted all sick leave due to a catastrophic illness or health related emergency only. For more information review the Administrative Procedure for Sick Leave Pool located at Inside.CF.edu, under Manuals/Procedures or view the Sick Leave Pool informational section at Inside.CF.edu, under Employee Benefits.

Emergency or Personal Leave, Full-Time Employees

According to Board Policy 6.14 - Leaves of Absence, employees are allowed time off for family emergencies and leave with supervisor's permission. A maximum of four days (**30 hours maximum**) per **fiscal** year may be charged to accrued sick leave for purposes of personal leave, inclusive of emergencies.

Emergencies are defined as circumstances or events beyond the control of the employee, which require time away from assigned duties and which cannot be reasonably anticipated or scheduled after duty hours or during the weekend. Bona fide emergency leave and leave with pay for personal reasons is not cumulative. The following are examples of situations for which emergency or personal leave may be used:

- Events due to natural disaster or acts of nature
- Compassionate reasons
- Legal commitments
- Religious holidays
- Immediate family responsibilities or events such as weddings and graduations
- Immediate occupational or professional events, which in no case involves remuneration to the employee

Whenever possible, a request for leave for personal reasons should be filed in advance. Immediately upon return to work after an emergency or illness, a certification of absence is filed on the proper form giving the reason for the leave request. Leave Request forms may be obtained from the Payroll Office or at Inside.CF.edu/forms, under Payroll.

Refer to the policy manual and Administrative Procedure for Personal Leave for more information.

Family and Medical Leave Act

Board Policy 6.14 outlines CF's policy regarding the Family and Medical Leave Act (FMLA). An "eligible" employee is entitled to up to 12 weeks (60 work days) of unpaid, job-protected leave for certain family and medical reasons. Family and medical leave will run concurrently with paid sick leave and/or vacation leave, if applicable. Employees (full or part-time) are eligible if they have worked for CF for at least 12 months of cumulative service and for 1,250 hours over the previous 12 months. An employee is required to provide thirty days advance leave notice when known in advance that leave is needed, or as much notice as possible when leave is needed for an unforeseen reason. This notification must be submitted to the Human Resources Office and forms are available at benefits.cf.edu/, under Family and Medical Leave Act.

FML may also be used for Military Family Leave in the following situations:

1. Military Caregiver leave (also known as Covered Service Member leave); family of covered service members will be able to take up to 26 workweeks of leave in a "single 12-month period" to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.
2. Qualifying Exigency leave: helps family of members of National Guard and Reserves manage their affairs when the member is on active duty in support of a contingency operation. This provision makes the normal 12-workweeks of FML leave available to eligible employees to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation such as a) Short-notice deployment; b) Military events and related activities; c) Childcare and school activities; d) Financial and legal arrangements; e) Counseling; f) Rest and recuperation; g) Post-deployment activities; and h) Additional activities not encompassed in the other categories but agreed to by the employer and employee.

For more information review Board Policy 6.14 - Leaves of Absence and/or Administrative Procedure Family and Medical Leave at www.Outside.CF.edu/manuals.

Professional and Military Leave, Full-Time Employees

An unpaid leave of absence may be requested for professional leave and military leave. According to board rule, an employee granted military leave, inactive leave for federal duty, or active leave for state duty shall continue to receive pay for 17 days at any one time. Leave beyond 17 days at one time shall be without pay. Employees granted extended active military leave shall continue to receive pay for 30 days. Leave beyond 30 days at one time shall be without pay. During this period, no vacation or sick time will be accrued except as required by law. Arrangements must be made with the Payroll Office for payment of medical, dental, life insurance and long-term disability insurance premiums to ensure continued coverage of these benefits. For more information review Board Policy 6.14 - Leaves of Absence and/or Administrative Procedure Military Leave at Inside.CF.edu/manuals.

Workers' Compensation

Employees are covered under workers' compensation in the event of an injury or accident while in the scope of their employment. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Workers' compensation forms can be obtained at Inside.CF.edu, under Employee Benefits. Completion of an Accident/Injury form will enable an eligible employee to qualify for coverage as quickly as possible.

The employee must report the injury or accident to their supervisor and the Human Resources Office within 24 hours of the incident. The Accident Incident Report will be completed and signed by the injured party. The supervisors will then sign and send to the Human Resources Office if no treatment by a physician is required.

If the employee (injured party) deems it necessary to seek medical care, they must complete a second form called a First Report of Injury or Illness. This is the mechanism that triggers workers' compensation benefits. Again, the injured party should complete and sign the form, if able, have the supervisor sign the form, and bring it to Human Resources. Human Resources' staff will give the employee a third form to take to the physician's office authorizing treatment. Human Resources' staff also calls the physician's office to advise that the employee is on the way for treatment. If treatment is not requested on the day of injury, it may be sought at a later date if symptoms persist by completing the First Report of Injury or Illness form and getting a referral from the Human Resources Office.

If the employee is bleeding profusely or unconscious, the best course of action is to call 911 and the Public Safety Office and have the supervisor or witness in co-worker complete as much of the Accident Incident Report and First Report of Injury or Illness forms as possible. The supervisor should then hand-deliver the forms to Human Resources so the insurance carrier and managed care provider can be notified as soon as possible. Proper notification is the key to smooth-running claims. Once the employee returns to work, they will need to come to the Human Resources Office and sign the forms.

It is customary for the attending physician's office to call the Human Resources Office to verify the referral. Employees should carry their college photo ID cards with them when seeking medical treatment. A drug screen will be run on all workers' compensation referrals.

Unemployment Compensation

Employees who receive wages or earnings from the college are covered by unemployment compensation. The maximum length of this coverage is 26 weeks. To be eligible to draw a full benefit, a claimant must be totally unemployed, able and available to work, and actively seeking employment.

Jury Duty, Full-Time Employees

When on jury duty or when subpoenaed as a witness (but not a principal in the litigation), an employee will receive court-related leave with pay and may retain any fees earned. The employee will not be paid by the college for meals, lodging or travel while serving in this capacity.

An employee must furnish a copy of the jury duty summons to their supervisor as soon as possible so the supervisor can make arrangements to accommodate the employee's absence. The appropriate leave form must be completed with a copy of the summons attached and sent to Human Resources. An employee is expected to report for work whenever the court schedule permits.

When involved in litigation on behalf of the college or due to action in the line of duty as an employee, the employee is considered on duty and is required to turn over to the college any fees received from the court. An employee involved in litigation on behalf of the college or due to action in line of duty as an employee eligible for travel reimbursement and meal stipend in accordance with Court-Related Leave Administrative Procedure .

An employee engaged in personal litigation in which he or she is a principal will not be granted administrative leave for court attendance. The employee may be granted vacation, personal or emergency leave in such cases, with approval of the president. The employee should fill out a leave request form for the purpose of documenting time away from the workplace. Review Board Policy 6.14 - Leaves of Absence at Inside.CF.edu.

Educational Opportunities

CF recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within CF.

To maintain eligibility, employees must remain on the active payroll and perform their job satisfactorily through completion of each course.

While educational assistance is expected to enhance employees' performance and professional abilities, CF cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment or a pay increase.

Employees are provided with educational assistance by the college in several ways. Many employees take advantage of this benefit every year. Three major categories of assistance are described in this section: tuition waivers and reimbursement, staff and program development and the Employee Assistance Program.

Tuition Waivers and Reimbursement

Tuition waivers of up to six credit or equivalent noncredit hours per semester are permitted for full-time employees and their immediate family.

Tuition waivers of up to three credit or equivalent noncredit hours per term are permitted for part-time employees who have met the Florida

Retirement System eligibility requirement of 2,080 hours and for employees in non-FRS eligible part time positions who meet other eligibility requirements. Tuition waiver request forms must be completed and submitted to the Financial Aid Office. The Human Resources Office will verify employment status for tuition waiver requests. The college has agreements with some other colleges and universities to provide tuition waivers for employees. The tuition waiver request form is available at [Inside.CF.edu/Employee Benefits](https://benefits.cf.edu/Employee%20Benefits), under Tuition Assistance, or https://benefits.cf.edu/tuition_waivers.html. For information on CF tuition waivers, see Administrative Procedure for Waivers of Fees and Tuition for Employees and Dependents.

The Office of Human Resources coordinates requests for tuition reimbursement for full-time employees for courses that support professional development at the department, division or instructional level. Forms are available at [Inside.CF.edu/Employee Benefits](https://benefits.cf.edu/Employee%20Benefits), under Tuition Assistance, or https://benefits.cf.edu/tuition_waivers.html. For information on CF tuition reimbursement, see Administrative Procedure for Tuition Assistance for Employees.

Staff and Program Development

Staff and Program Development funds are allocated in the college's annual budget. These funds are used primarily for faculty participation at annual master teacher or division dean conferences and for administrative leadership conferences.

Other professional leave may be included in an employee's own division or departmental budget. These funds pay for attendance at professional and/or job-related workshops, seminars, conventions and conferences. A regular travel request form, available through each office's staff assistant, is used for each leave request.

Employee Assistance Program

Through the Employee Assistance Program, CF provides confidential access to professional counseling services for help in confronting such personal problems as:

- Alcohol and other substance abuse
- Marital and family difficulties
- Financial or legal troubles
- Emotional distress

The EAP offers problem assessment, short-term counseling, and referral to appropriate community and private services to all employees and their immediate family members.

The college has arranged to provide its employees with an EAP program through New Directions which provides the following services:

- Has licensed, professional staff members
- Helps employees cope with stress, whether job-related or from personal life
- Provides consultation for any sort of personal problem
- Maintains confidentiality and will not share any information concerning an employee's use of the EAP with anyone without the employee's prior knowledge and written permission
- Provides a resource for family members
- Makes referrals to qualified practitioners and community agencies.

There is no cost to an employee for consulting with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let an employee know whether costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. To contact an EAP counselor, call 1-800-624-5544.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

Employees can find additional information about the EAP at [Inside.CF.edu](https://benefits.cf.edu/Employee%20Benefits/Employee%20Assistance%20Plan), under Employee Benefits/Employee Assistance Plan. For more specific information regarding the EAP, contact the Human Resources Office at 352-854-2322, ext. 1570.

Employee Discounts

CF occasionally receives discounts from other establishments, such as restaurants, local businesses and area attractions. Current discount offerings may be found at [Inside.CF.edu](https://benefits.cf.edu/Employee%20Benefits/Discounts%20and%20Perks), under Employee Benefits, then Discounts and Perks.

Ancillary Benefits

A regular full-time or regular part-time employee is eligible to receive other college benefits by simply showing their photo ID card. These benefits include free use of the weight room, spin room, jogging trail, tennis and racquetball courts and other sports facilities. Employees may also receive discounts at certain local food establishments and various businesses. A regular full-time or regular part-time employee also has access to reserved parking spaces. CF parking regulations are strictly enforced. All employees should obtain and read a copy of the Traffic and Parking Regulations issued by Public Safety. It may be found at <https://www.cf.edu/student-life/about-our-campuses/campus-safety/parking-rules/>.

College employment permits an employee to attend college-sponsored athletic, cultural, entertainment, musical and special performances on either a no charge or reduced charge basis. A regular full-time or regular part-time employee may use the Learning Resources Center at no charge. An employee has an opportunity to enroll his/her child in the college's Learning Lab School, and to participate in blood bank contributions when the units are on campus. Public safety, printing and postal services, maintenance and custodial personnel are provided uniforms at no cost to them.

Through a cooperative agreement with Blue Cross Blue Shield, the college offers annual wellness checks to full-time employees on a voluntary basis at the Ocala and Citrus campuses. Flu shots are also available.

Group Insurance Benefits

The Florida College System Risk Management Consortium is a self-insured organization consisting of many of the state's 28 public community colleges. Its major purpose is to provide employees with the best group insurance possible at the lowest possible rates. We continue to believe that the best insurance package for our employees is through the consortium. Rates are established annually and are based on loss experience by the individual college and medical costs within the college district. Our increases have been in line with our rating experience and plan usage.

Health Benefits

CF's health insurance plan provides regular full-time employees and their dependents access to medical insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between CF and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act, COBRA.

Details of the health insurance plan and information on cost of coverage will be provided in advance of enrollment to eligible employees. Comprehensive information in regard to the health insurance may be found on the Employee Benefits website at <https://benefits.cf.edu/>. You may also contact the coordinator of benefits and special projects at 352-854-2322, ext. 1290, for more information about health insurance benefits.

Hospitalization and Major Medical Programs, Full-Time Employees

Two plans are offered by FCSRMC through one health insurance organization. Florida Blue Preferred Patient Organization (PPO) is the name of the college's health insurance plan. The college pays the entire cost of single coverage for regular, full-time employees. It is recommended that employees use the providers within the plan to avoid additional out-of-pocket expenses.

Synoptic descriptions of each plan can be found at <https://benefits.cf.edu/>, under Health Insurance.

DV Plan, Full-Time Employees

DV plan is a second option available for those regular full-time employees who have adequate health insurance outside the consortium's programs. It includes employee-only coverage for dental and vision.

Group Term Life Insurance and Voluntary Life Insurance Plans

Coverage of \$20,000 is provided for regular full-time employees, and the college pays the premium for that coverage. A full-time employee, at their own expense, may opt to pick up additional coverage for up to three times the employee's average annual salary. For those full-time employees who retire, life insurance coverage of \$5,000 may be purchased through the group plan. Dependent coverage is not offered through this plan. The carrier, through the consortium, is The Standard Life Insurance.

Questions concerning insurance, requests for change in coverage and requests for claim forms should be directed to the coordinator of benefits and special projects at 352-854-2322, ext. 1290.

Employees can find life insurance forms, including information about other voluntary life insurance plans that are available to all employees (part-time and full-time) and their dependents at <https://benefits.cf.edu/>, Life Insurance.

Disability, Full-Time Employees

Employees may choose to purchase long term or short-term disability insurance coverage. Premiums are payroll deducted on a post-tax basis. More information can be located at <https://benefits.cf.edu/>, under Voluntary Benefits.

Section 125 Plan (Cafeteria Plan), Full-Time Employees

CF has arranged for its regular full-time employees to participate in a Section 125 Plan. The Section 125 Plan is designed to enhance our current benefits package. Through this plan, an employee can purchase benefits with pre-tax dollars. These dollars are subtracted from an employee's gross earnings before taxes are taken out. The plan is administered by Custom Benefit Services, and representatives are frequently on campus to assist you with this program. An employee may only enroll in the cafeteria plan or make changes to their benefits through the plan at the beginning of employment, during the open enrollment period or as a result of a qualifying event.

The Section 125 Plan offers the option of selecting cancer insurance, medical gap plan, dental insurance, vision insurance, and dependent care reimbursement and medical reimbursement through payroll deduction. An election form must be completed to participate. Once pre-tax benefits begin to be deducted, an employee must remain enrolled for the entire contract year.

More information can be located at <https://benefits.cf.edu/>, under Voluntary Benefits.

Dental/Vision Plans

The college offers a voluntary dual-choice dental and vision program for employees as part of the Section 125 Plan. Part-time employees become eligible once they have met the Florida Retirement System eligibility requirement of 2,080 hours and are eligible to enroll during the first open enrollment period following FRS eligibility. Information is available at Inside.cf.edu, Employee Benefits, under Dental and Vision Insurance.

Retirement and Social Security Contributions

Terminal Pay/Benefits Plan, Full-Time Employees

This program helps retiring or voluntarily terminating full-time employees avoid paying some taxes and defer the payment of other taxes on money paid for sick and annual leave payouts. See Board Policy 6.15 - Terminal Pay.

- When a full-time employee retires or voluntarily terminates, payment made for accrued sick and annual leave will be deposited into an annuity account in the name of the employee. A minimum threshold amount of \$2,000 will be required to trigger this deposit. The deposit made on behalf of the employee begins to earn interest as soon as it is deposited to the individual's annuity account.
- The deposit to the annuity is made pre-tax. No deduction is made for Social Security, Medicare, or withholding (income tax). The employee's Social Security and Medicare contributions on these payments are permanently avoided.

The employee pays income taxes when the funds are withdrawn from the account. The interest earnings are also tax-deferred, and income taxes are not due on the principal or interest until money is withdrawn from the account. Bencor Inc. administers the plan. For more information, look at Inside.cf.edu, Employee Benefits, and select Bencor Special Pay Plan or contact the coordinator of benefits and special projects at 352-854-2322, ext. 1290.

Retirement and Social Security Contributions

Effective July 1, 2011, the law requires all Florida Retirement System (FRS) Investment Plan and Pension Plan members to make a 3 percent employee contribution on a pretax basis. In addition to the 3 percent employee contribution, the college contributes a portion of the FRS benefit on your behalf.

Part-time employees become eligible to participate in the Florida Retirement System once they have worked 2,080 hours in an FRS covered position.

The college also pays a Social Security contribution, which is currently set at 6.2 percent of an employee's salary. This amount matches the employee's contribution.

All persons hired on and after April 1, 1986, are required by the federal government to make Medicare payments. This is automatically included as part of the Social Security coverage. Those employees who do not normally come under the college's Social Security agreement (temporary employees, e.g., continuing education instructors, tutors, substitutes) must also have this Medicare coverage deducted from their pay. The cost is currently set at 1.45 percent of the salary. This amount matches the employee's contribution.

Additional Medicare Tax applies to an individual's Medicare wages that exceed a threshold amount based on the taxpayer's filing status. An Additional Medicare Tax of 0.9% must be withheld on an individual's wages paid in excess of \$200,000 in a calendar year, without regard to filing status. There is no employer match for Additional Medicare Tax.

Tax-Sheltered Annuity Programs

All employees are eligible to participate in the Tax-Sheltered Annuity (TSA) program. Employees may choose to invest money into a variety of 403(b) and 457(b) options on a voluntary pre-tax basis as a payroll deduction. TSAs are offered to employees through companies authorized to solicit on campus: Horace Mann Companies, VOYA, Oppenheimer Funds, Metropolitan Life, TIAA-CREF, and Variable Annuity Life Insurance Company (VALIC) which is now known as AIG Retirement Services. Contact information for the approved companies can be located at Inside.CF.edu, Employee Benefits, under Tax Sheltered Annuities.

TSA Consulting Group (TSACG) is the third-party administrator that manages all transaction requests on behalf of CF. TSACG is responsible for the approval of items such as distributions, exchanges, transfers, loans and rollovers. Contact information for TSACG can be located at <https://benefits.cf.edu> under Tax Sheltered Annuities.

COBRA, Full-Time Employees

The federal Consolidated Omnibus Budget Reconciliation Act, COBRA, gives full-time employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CF's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at CF's group rates for up to 18 months. CF provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CF's health insurance plan. The notice contains important information about the employee's rights and obligations.

Payroll Deduction Opportunities

The college offers employees the opportunity to participate in special programs and activities through payroll deduction. In addition to the standard insurance programs, the following other opportunities are available through payroll deduction.

CF Foundation Activities

During authorized donor periods, employees may participate in membership activities of the CF Foundation and may donate to its sponsored scholarship and endowed chair programs.

Association of Florida Colleges

AFC is a professional organization in which any employee or trustee may be a member. AFC offers a legislative program, special benefits, and annual meetings for all community colleges. Participation is optional but strongly encouraged.

United Way

Charitable contributions are made to the local United Way during an annual drive, which is held in the fall. Employees are encouraged to contribute to this nonprofit organization and are contacted by a building representative during the drive.

Booster Activities

Employees wishing to support musical or athletic student activities as a booster or patron may do so through payroll deduction.

The college president has authority to approve other items for payroll deduction.

General Personnel Related Information

Salary Schedule

Each year, in conjunction with adoption of a new budget, the District Board of Trustees adopts a salary schedule to be used as a basis for paying employees. This salary schedule is used in determining the annual, monthly, weekly, daily or hourly compensation for employees. There are provisions within the schedule for the previously cited employment categories, as well as for continuing education, criminal justice, workforce development, health occupations, and other temporary employees. A copy of the salary schedule is available in the Office of Administration and Finance and at www.CF.edu/hr or Inside.cf.edu.

Pay increases are not automatic. Employees must work more than half of their annual contract or assigned duty days to be eligible for a pay increase. Annual pay increase may be given subject to adequate funding and based on the recommendation of the president and approval of the District Board of Trustees. All full-time employees must have satisfactory evaluations to be considered for a pay increase.

Salary and Position Changes

Salary ranges and positions are approved by the District Board of Trustees. When the president approves a classification change (new hire, promotion, appointment, salary upgrade, reclassification, demotion, contract change or transfer) as described in the salary schedule, that action will be reported to the District Board of Trustees.

Vacancy announcements are normally opened to all competitive applicants, both on and off campus, simultaneously.

Advancement in Pay Grade

Pay grade advancements are not automatic. Refer to the adopted salary schedule for current information.

Transfers

The president may assign employees within their job classifications from one department, division or campus to another, according to the needs and best interests of the college. The president may also reassign qualified employees to take on added responsibilities in order to balance the available workforce with essential staffing requirements. Such changes are announced in the official record of the District Board of Trustees. There is no change in pay status during a transfer.

Promotions

Promotions and appointments are reassignments to a position of higher skills, responsibility and salary range. Promotions and appointments generally occur at the determination of the President and are based on the needs of the college overall.

For complete information on all categories of salary and position changes, refer to the adopted salary schedule.

Payroll Dates and Pay Options

Employees are paid twice each month. Paycheck information is issued online the 15th day of the month (or the last working day before the 15th) and the last working day of the month. Full-time employees hired after July 1, 2000, are paid by direct deposit. If an employee has extenuating circumstances, they may request that their check be mailed. The vice president of Administration and Finance reviews those requests. Paychecks for part-time employees are mailed to their official address on file in the Human Resources Office. Part-time employees may also participate in the direct deposit program. An employee must designate a banking institution that is part of the Federal Reserve System as their depository to participate in the direct deposit program. Forms for designating a depository are available in the Payroll Office and at Inside.CF.edu/forms, under Payroll. For information on payroll dates, review the schedule at Inside.CF.edu, under Calendars.

Performance Review

All full-time employees are reviewed annually by their immediate supervisors. These reviews become a part of the employees' permanent records at the college. Reasons to conduct an evaluation or performance appraisal include goal setting, recognition of employee achievements and assistance in areas of work performance in need of improvement. Employees will be asked to sign the performance appraisal to indicate they have reviewed it (regardless of whether or not they agree with it). Employees also have the option to prepare a statement to attach to their evaluation. The statement must be submitted within ten working days of the performance appraisal meeting. Details regarding faculty evaluations are found in the Faculty Handbook.

The president is made aware of unsatisfactory reviews and reviews that are particularly outstanding. All reviews are filed in the Human Resources Office.

Separation of Employment/Services No Longer Needed

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. The District Board of Trustees Policy Manual contains descriptive rules for separation. Below are examples of some of the most common circumstances under which separation of employment occurs:

Termination. A temporary job or an annual contract has ended, for which there was no promise of future employment; it is found one lacks the educational qualifications or experience for the position; records have been falsified; the employee is not compatible with the supervisor and/or co-workers; the employee is judged to be incompetent, or lacks efficiency or professional effectiveness; the employee is guilty of gross insubordination or negligence or has demonstrated willful neglect of duty; there is evidence of substance abuse (special consideration is given to employees willing to participate in a recognized Employee Assistance Program.); there is conflict of interest; or the character of the employee has brought discredit to himself or herself and/or the college due to misconduct, immorality, criminal or dishonest activity, conviction of any crime involving moral turpitude (as defined by Rule of the State Board of Education) or conviction of a crime that conflicts with assigned job duties or campus safety.

The supervisor of a noncontractual employee shall contact Human Resources who will assist in assessing the need to terminate. The supervisor must have consent of appropriate vice president, provost, director and the president. The president's consent is not needed if termination involves OPS employees. The supervisor will then provide the employee with written notification of termination. A representative of Human Resources will accompany the supervisor. Keys and other college property will be collected at that time. The administrative procedure for Board Policy 6.11 can be viewed in the Personnel section of the Administrative Procedures Manual at Inside.CF.edu/procedures.

Resignation. The employee has accepted another job; has moved elsewhere; is unable to perform essential functions of position; is dissatisfied with the job, including working conditions or co-workers;. An employee shall provide advance written notice of their intention to resign to his/her immediate supervisor. Per Board Policy 6.15 - Terminal Pay, advance notice is defined as 20 working days for instructional personnel and administrators and 10 working days for career service and professional employees. Upon receipt of the notice to resign, the employee's supervisor shall notify Human Resources of the employee's intent to resign. Arrangements will be made by the supervisor to collect keys and any other college property prior to the last day of employment.

Prior to the departure, the full-time employee will have the opportunity to participate in an exit interview to discuss the reasons for resignation. Human Resources will contact the full-time employee to discuss the effect of resignation on benefits.

Lay-off/Reduction-in-Force. Low enrollment in programs or classes; low placement of vocational or occupational students as required by the state; over staffing; reorganization; lack of funding; capacity to meet educational needs of the community.

Retirement. Voluntary or mandatory retirement. The former includes early retirement or disability retirement. Employees hired before July 1, 2011, are eligible to retire under the Florida Retirement System if 1) they have six years vested in the system and are at least 62 years of age; or 2) they have 30 years vested in the system before age 62. Employees hired on and after July 1, 2011, are eligible to retire under the Florida Retirement System if 1) they have eight years vested in the system and are at least 65 years of age; or 2) they have 33 years vested in the system before age 65.

Employees can qualify for early retirement if they are under 62 years of age and are vested in the system; however, they will receive a reduction of five percent for each complete year by which the early retirement date precedes the normal retirement date.

Death. Upon the death of an employee, the Human Resources and Payroll Offices will take appropriate steps to ensure that the beneficiaries' interests and rights are seen to expeditiously. This includes providing assistance with contacting insurance companies and the retirement system and processing terminal pay from the college.

Conclusion

This handbook is a work in progress. As you use it, you may have questions about some of the information. Please call the Human Resources Office for clarification. In addition, you might have comments or suggestions about the format or contents of the handbook. If so, please send them to the vice president of Administration and Finance or director of Human Resources. We welcome your input and will use it to make corrections and revisions to the next edition of the handbook.

Index

- About The College, 3
- Accidents/Physical Injuries, 15
- AIDS and Bloodborne Pathogens, 14
- Ancillary Benefits, 27
- Annual Leave, Full-Time Employees, 23
- Anonymous Reporting for Fraud Compliance Ethics and Equity, 5
- Association of Florida Colleges, 32
- Attendance and Punctuality, 17
- Bloodborne Pathogens Law and Video, 14
- Bomb Threat, 16
- Booster Activities, 32
- Business Ethics and Conduct, 5
- Business Travel, 21
- CF Foundation Activities, 32
- Children in the Workplace, 22
- COBRA, Full-Time Employees, 31
- College Property, 20
- College Vehicle Usage, 21
- Conclusion, 35
- Conduct of Employees, 17
- Confidentiality, 19
- Conflict of Interest, 19
- Continuous Notice of Nondiscrimination, 4
- Contracts, 10
- Dental/Vision Plans, 29
- Disability, Full-Time Employees, 28
- Discrimination and Harassment - Grievance Procedure, 6, 17
- Discrimination, Harassment and/or Sexual Harassment and Child Abuse, 17
- Distracted Driving, 21
- Drug and Alcohol Use, 18
- DV Plan, Full-Time Employees, 28
- Educational Opportunities, 25
- Electronic Mail (Email), 22
- Emergency Closing of the College, 16
- Emergency or Personal Leave, Full-Time Employees, 24
- Emergency Response, 14
- Employee Assistance Program, 19, 26, 34
- Employee Benefit Programs, 23
- Employee Complaints - Grievance Procedure, 6, 17
- Employee Discounts, 27
- Employee Photo ID Card, 11
- Employee Rights and Responsibilities, 17
- Employment Application, 12
- Employment Categories, 10
- Employment Issues, 7
- Employment Reference Checks and Background Investigations, 11
- Employment Status and Records, 10
- Family and Medical Leave Act, 12, 24
- Fire, 3, 15
- Flexible Scheduling, 9
- General Information, 4
- General Personnel Related Information, 33
- Group Insurance Benefits, 28
- Group Term Life Insurance and Voluntary Life Insurance Plans, 28
- Health Benefits, 28
- Holidays, 4, 23
- Hospitalization and Major Medical Programs, Full-Time Employees, 28
- Hurricanes, 16
- Immigration Law Compliance, 7
- Introduction, 2
- Involvement in College Activities/College Engagement Committees, 20
- Job Descriptions, 10
- Jury Duty, Full-Time Employees, 25
- Keys, 21, 34
- Medical Examinations, 12
- Message from the President, 1
- Mission Statement, 2
- Nepotism, 7
- News Media Information Dissemination, 22
- Observation Period for Full-Time Employees, 11
- Ombudsman, 5
- Our History, 3
- Outside Employment, 7
- Overtime, 8
- Patriot PRIDE Service Standards, 2
- Payroll Dates and Pay Options, 33
- Payroll Deduction Opportunities, 32
- Performance Review, 12, 33
- Personal Appearance, 20
- Personal Data Changes, 11
- Personal Escort Service, 13
- Personal Obligations, 19
- Personal Property, 20
- Personnel Records, 10
- Power Outage, 16
- Printing/Duplicating, 22
- Professional and Military Leave, Full-Time Employees, 24
- Progressive Discipline, 18
- Prohibition of Misrepresentation to Students and Others, 5
- Public Records, 10, 11
- Public Safety, 11, 13, 14, 15, 16, 25, 27
- Reasonable Accommodation Requests, 8
- Recruitment, 7
- Relationships Between Employees/Students and Supervisors/Employees, 7
- Retirement and Social Security Contributions, 30
- Salary and Position Changes, 33
- Salary Schedule, 33
- Section 125 Plan (Cafeteria Plan), Full-Time Employees, 28
- Separation of Employment/Services No Longer Needed, 33
- Sick Leave Pool, Full Time Employees, 24
- Silent Witness Program, 13
- Staff and Program Development, 26
- Storm Days, 16
- Student Records, 11
- Supplemental Contracts, 9
- Tax-Sheltered Annuity Programs, 30
- Telephone Directory, 20
- Terminal Pay/Benefits Plan, Full-Time Employees, 30
- The Federal Right-To-Know Law, 14
- Tobacco Free College, 22
- Tornadoes, 16
- Tuition Waivers and Reimbursement, 26
- Unemployment Compensation, 25
- United Way, 32
- Use of College Telephones, 20
- Use of Sick Leave, Full-Time Employees, 23
- Values, 2
- Vision Statement, 2
- Weapons on Campus, 14
- Working Days and Hours, 8
- Workplace Safety Program, 13
- Workplace Violence Prevention, 14