

CHAPTER 4

HUMAN RESOURCES

TABLE ON CONTENTS

4.00	Equal Employment Opportunity	128
4.05	Immigration Law Compliance	130
4.10	Reference Checks.....	131
4.15	Employment Applications	132
4.16	Criminal Background Checks and Fingerprinting	132.1
4.20	Personal Appearance.....	133
4.25	Internal Job Posting.....	134
4.26	Employment Vacancies	135
4.27	Security Inspections	136
4.28	Drugs and Alcohol	137
4.30	Access to Personnel Files.....	138
4.35	Time Keeping.....	139
4.40	Pay Days	140
4.45	Pay Advances.....	141
4.50	Safety	142
4.55	Work Schedules	143
4.56	Volunteer Services	143.1
4.57	Telecommuting Policy	143.3
4.60	Duty Day Calendar and Holidays	144
4.61	Contracts for Administrative, Instructional and Professional Staff	145
4.62	Employment Categories and Definitions	147
4.63	Interim Appointment of Personnel by President.....	150
4.65	Smoking / Tobacco Products	151
4.66	Employee Policy On Disease and Serious Illness in the Work Place.....	152
4.70	Use of Equipment and Vehicles.....	154
4.75	Personnel Data Changes	155
4.80	Performance Evaluation.....	156
4.85	Business Travel Expenses.....	157
4.90	Emergency Closings	158
4.95	Internet / Computer Usage	159
4.100	Visitors in the Workplace	160
4.105	Use of Phone and Mail Systems and Supplies.....	161
4.110	Administrative Pay Corrections	162
4.115	Health Insurance	163
4.116	Vacation Benefits.....	164
4.120	Sick Leave.....	166
4.125	Sick Leave Pool	169
4.126	Medical Leave.....	170
4.127	Family Medical Leave	171
4.128	Domestic Violence Leave	172.1

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

Authority: Title VII of the Civil Rights Act of 1964;
Title IX of the Educational Amendments Act of 1972;
Florida Statute 1001.64
SBE Administrative Rules 6A-14-0287 ; 6A-14.0247

Date Adopted: 1998
Date Revised: June 17, 2003

OPR: Human Resources

POLICY:

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

North Florida Community College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Initial and continuing notification of this policy and the identification, location, address and phone number of the Equity Coordinator will be provided by various means which will include handbooks, postings, and on the Intranet.

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

Any individual who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party is encouraged to use the Complaint/Grievance Procedure. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Complaints filed with the Equity Coordinator should be forwarded to:

**Equity Coordinator, North Florida Community College, 325 N.W. Turner
Davis Drive, Madison, FL 32340**

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Reference Checks **Number:** 4.10

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

Date Adopted: 1998
Date Revised: May 20, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

POLICY:

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Security Inspections **Number:** 4.27

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

Date Adopted: April 20, 2004
Date Revised:

OPR: Human Resources

POLICY:

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Pay Advances **Number:** 4.45

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

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Volunteer Services **Number:** 4.56

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

Date Adopted: March 15, 2005
Date Revised:

OPR: Human Resources

POLICY:

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998

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

OPR: Human Resources

POLICY:

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: November 14, 2006

OPR: Human Resources

Policy:

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

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

Annual Contracts

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

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

Continuing Contracts

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

Qualifications for Continuing Contract:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: May 18, 2004

OPR: Human Resources

POLICY:

Employment Categories

North Florida Community College defines employment classifications as follows:

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

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

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

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

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

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

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

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

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: March 18, 2003
Date Revised:

OPR: Human Resources

POLICY:

In keeping with NFCC's intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited inside all college buildings and college vehicles. Supervisors of employees occupying College facilities may approve an outside-designated smoking area for that facility. There will be no smoking within 20 feet of doorways, sidewalks, or any other common area. Signs will be posted prohibiting smoking except in designated outside smoking areas.

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: June 15, 2004
Date Revised:

OPR: Human Resources

POLICY:

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

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

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

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

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

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

The Director of Human Resources can be contacted at:

Director, Human Resources, 1000 Turner Davis Drive, Madison, FL 32340

Phone: 850-973-9487

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998

Date Revised: March 18, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Performance Evaluation **Number:** 4.80

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

Date Adopted: 1998
Date Revised: April 15, 2003

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: March 16, 2004

Date Revised:

OPR: Human Resources

POLICY:

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: March 16, 2004
Date Revised:

OPR: Human Resources

POLICY:

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998

Date Revised: March 16, 2004

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Health Insurance **Number:** 4.115

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

Date Adopted: 1998
Date Revised: April 15, 2003

OPR: Human Resources

POLICY:

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

* Regular full-time employees only.

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Sick Leave **Number:** 4.120

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

Date Adopted: 1998
Date Revised: September 16, 2003

OPR: Human Resources

POLICY:

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

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Sick Leave Pool **Number:** 4.125
Authority: Florida Statutes 240.319; 240.343 (6)
Date Adopted: January 15, 2002
Date Revised: July 11, 2005
OPR: Human Resources

POLICY:

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Medical Leave **Number:** 4.126

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

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: April 20, 2004

OPR: Human Resources

POLICY:

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: September 18, 2007
Date Revised:

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Human Resources

POLICY:

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

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

The maximum amount of Dependent Care expenses is:

Single Employee: \$2,500 per plan year

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998

Date Revised: March 16, 2004

OPR: Human Resources

POLICY:

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Military Leave **Number:** 4.145

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

Date Adopted: September 16, 2003
Date Revised:

OPR: Human Resources

POLICY:

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

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

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

Date Adopted: 1998
Date Revised: February 17, 2004

OPR: Human Resources

POLICY:

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

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

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Consolidation or Reduction of Programs and/or Reduction of Staff **Number:** 4.175

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

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

In accordance with State Board of Education Rules for Community Colleges, when the Board consolidates or reduces its programs, it is not bound or controlled by any prior contractual relationship, and the Board's decisions as to who shall be retained and who shall be released are final. Any person who, in the Board's judgment, is no longer needed or suited may be dismissed. In such circumstances, it shall be the policy of this Board to accord priority to all persons on continuing contracts whose qualifications or professional competence, integrity and loyalty to the defined purposes of the College are deemed suitable.

The following criteria will be utilized at North Florida Community College in the event that, in the District Board of Trustees' opinion, it becomes necessary to reduce the College faculty and staff:

- 1) Faculty on annual contracts will, except in rare instances, be terminated before those on continuing contract.
- 2) The institution should commit itself to a first priority review of the applications for re-employment, including part time employment, for any staff who have to be dismissed should there be vacancies within two years.
- 3) Personnel who are to be terminated will be identified and notified as soon as possible.
- 4) Part time faculty in any field for which full time faculty are equally qualified, shall be dismissed in favor of full time faculty.
- 5) If possible, an individual to be laid off will be placed in a vacancy for which he/she is equally qualified in another department or program.

- 6) Tenured faculty who are to be laid off because of discontinuation of a program or academic area shall receive notice as soon as practicable after the decision of the discontinuances is reached.
- 7) Tenured faculty who have been terminated because of discontinuances of a program or academic area shall be offered re-employment if a position similar to that in which he/she was employed at the time of the layoff occurs and if the faculty member is qualified for this vacant position.

In the event that staff reduction becomes necessary, the criteria to be considered in order of priority shall be as follows:

a) **ADMINISTRATION:**

- (i) Efficiency in performance as determined by existing evaluation.
- (ii) Educational qualifications and/or expertise in assigned position.
- (iii) Compatibility
- (iv) Administrative experience
- (v) Character
- (vi) Length of service at this institution.

b) **TECHNICAL / CLERICAL EMPLOYEES:**

- (i) Efficiency in performance as determined by existing evaluations.
- (ii) Qualifications
- (iii) Compatibility
- (iv) Character
- (v) Length of service at this institution.

c) **FACULTY**

- (i) Efficiency in performance as determined by existing evaluations.
- (ii) Educational qualifications.
- (iii) Compatibility

(iv)Character

(v) Teaching qualifications in related areas.

(vi)Capacity to meet the community needs.

(vii) Length of service at this institution.

(viii)Length of total teaching service.

Incorporated with the above criteria for staff reduction are the working definitions of the evaluative criteria as stated in SBE Regulation 6A-14.0411 (5).

Timeliness in Reporting Harassment

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

Protection Against Retaliation

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

Responsive Action

Misconduct constituting harassment will be dealt with in accordance with the approved complaint procedure.

False and Malicious Accusations

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

The Director of Human Resources can be contacted at:

Director, Human Resources

1000 Turner Davis Drive, Madison FL 32340

Telephone: 850-973-9487

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Progressive Discipline **Number:** 4.190

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

Date Adopted: 1998
Date Revised: February 17, 2004

OPR: Human Resources

POLICY:

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: Suspension and Dismissal **Number:** 4.200

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

Date Adopted: 1998
Date Revised:

OPR: Human Resources

POLICY:

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

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

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

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

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

NORTH FLORIDA COMMUNITY COLLEGE POLICY MANUAL

Title: **Benefits Continuation (Cobra)** **Number:** 4.205

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

Date Adopted: 1998
Date Revised: May 20, 2003

OPR: Human Resources

POLICY:

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under North Florida Community College’s health plan when a “qualifying event” (as defined in Statute) would normally result in the loss of eligibility.

