

Employee Handbook



NORTH FLORIDA
COLLEGE



Provided by NFC
Employee Services Department
July 2019



NORTH FLORIDA
COLLEGE

North Florida College

NFC Employee Handbook 2019

Updated and Reprinted

Date Prepared: July 2019

Welcome new employee!

On behalf of your colleagues, I welcome you to NFC and wish you every success here. North Florida College is an Outstanding place to work!

We believe that each employee contributes directly to NFC's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with NFC. Current employees should review on an annual basis in order to keep up with any changes that may have occurred.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

Bill Hunter
Executive Director, Employee Services

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with NFC and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by NFC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As NFC continues to grow, the need may arise and NFC reserves the right in its sole and absolute discretion to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate. This Handbook will be posted on the NFC Intranet. Each year during “Open Enrollment” you will be asked to sign a form stating that you are aware of the Employment Handbook on the Intranet and that it is your responsibility to read and be aware of all of the policies and procedures.

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101 Nature of Employment

Effective Date: 9/15/2007

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This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with NFC.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor NFC is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, NFC reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the President (or designee) of NFC.

102 Expectations of NFC Employees

Effective Date: 9/15/2004

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As an employee of North Florida College, I am expected to:

1. Support and attend NFC activities and functions (i.e. artist series, ceremonies, celebrations, social events, athletic events, etc.)
2. Advocate for NFC in the community, whether it be speaking at a civic club, conducting daily personal business, recruiting students, or any activity in which support for our College can be generated.
3. Develop positive, helpful, and cooperative relationships with co-workers and associates.
4. Advocate for students. Help create an environment that encourages students to put forth their best effort. Challenge them to excel.
5. Respond in a timely and cooperative manner to requests for information from associates and co-workers and inquiries from the community. If reports and requests for information cannot be provided in a timely manner, please inform the person requesting the information well ahead of the deadline.
6. Not expend finances on items that have not been approved through the budgeting process.
7. Protect and safeguard equipment and material that is in your charge.
8. Aggressively pursue and write grants.
9. Take initiative but keep your supervisor in the loop (i.e., Dean, Director, etc.).
10. Document the performance of those you supervise. Have regularly scheduled reviews with those you supervise.
11. Not sign contracts, Letters of Agreement, or Memorandums of Understanding on your own. Only the Chairman of the District Board of Trustees and/or the President has the authority to sign binding documents for the College.

103 Equal Employment Opportunity

Effective Date: 5/20/2014

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

North Florida 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 Employee Services 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:

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

104 Ethics and Conduct

Effective Date: 9/15/2004

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The successful operation and reputation of NFC 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.

NFC will comply with all applicable laws and regulations and expects its employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Employee Services Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every NFC employee.

105 Criminal Background Checks and Fingerprinting

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Effective Date: 04/15/2015

All prospective new employees of North Florida 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 Employee Services, 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 Employee Services, 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. On an annual basis, the HR Office will verify the Criminal Record status through Clerk of the Court's Comprehensive Case Information System (CCIS) on all full and part-time employees.

North Florida 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.

Reference: Board of Trustees Policy Manual 4.16

106 Hiring of Relatives

Effective Date: 9/15/2004

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

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Reference: Board of Trustees Policy Manual 4.165

107 Outside Employment

Effective Date: 9/15/2004

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Employees of North Florida 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. Every year in October, each employee with outside employment must submit in writing, the place of employment, hours and job duties to their supervisor. This is just for informational purposes only.

Reference: Board of Trustees Policy Manual 4.155

108 Internal Job Posting

Effective Date: 9/15/2004

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Internal job openings will be posted in the employee newsletter, on the bulletin board located in the Student Center, 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). The President reserves the right to not post a particular opening as Internal or open to the public.

Reference: Board of Trustees Policy Manual 4.25

109 Fraud Reporting

Effective Date: June 5, 2017

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1. Responsibility of Employees.

It is the responsibility of all employees to conduct their College business in such a way as to prevent fraud occurring in the workplace. Employees must also be alert to the possibilities for fraud and be on guard for any indications that improper or dishonest activity is taking place.

- a. It is every employee's responsibility to report suspicions of fraud without delay according to the procedure laid out below. Persons who cover up, obstruct, or fail to report, will be considered to be an accessory after the fact and may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person reporting a suspected fraud shall be subject to disciplinary action up to and including termination of employment.
- b. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid:
 - i. Incorrect accusations
 - ii. Alerting suspected individuals to an investigation underway
 - iii. Treating employees unfairly
 - iv. Making statements that could lead to claims of false accusations or other charges.

Individuals who knowingly make false accusations may be subject to disciplinary action.

- c. The incident, facts, suspicions or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College officer investigating the incident.
- d. Fraud can be detected at any level within the College and the following general principles should apply in the reporting of suspected fraud.
 - i. A person who suspects that a fraudulent practice may be operating should, in the first instance, report the matter to his/her Dean or immediate supervisor. Should it be inappropriate to make such a report to an immediate supervisor, the report should be made to a higher level, directly to the Dean of Administrative Services or the President.
 - ii. Once a report of suspected fraud is made to a supervisor/manager that person should report the suspicion to their Dean or immediate supervisor, to the Dean of Administrative Services, or to the President. A Dean or immediate supervisor upon receipt of a report of a suspected fraud should then report the matter to the Dean of Administrative Services. If the matter involves an employee in the area of Administrative Services, the suspected fraud should be reported to the Director of Employee Services.
 - iii. No investigation of the suspected fraud should take place until the Dean of Administrative Services, the Director of Employee Services or the President has been informed.

2. Procedures for the Investigation of Alleged Fraud

- a. The Dean of Administrative Services will (except in any case involving their Office) have the responsibility for coordinating the College's response and will seek expert

legal advice from the College's legal counsel or other advice if required. The Office of the Auditor General is available for investigation should the suspected fraud involve an employee in the area of Administrative Services.

- b. The Dean of Administrative Services will notify the appropriate staff who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions and recommendations will be reported to the appropriate Dean or President.
- c. Where initial investigation provides reasonable grounds for suspecting an employee of fraud or a dishonest activity, the relevant Dean or the President will decide if any actions are necessary to prevent further loss. This may require, in consultation with the President, the suspension with or without pay of the member or members of staff and/or the decision as to whether further investigation is required.
- d. Each case will be considered individually in accordance with the expert advice obtained with a view to minimizing the losses (both monetary and otherwise) to the College. Having reached a decision as to what further action is necessary and how such actions should be undertaken, the Dean of Administrative Services will communicate with the affected employee and the employee's supervisor.
- e. Results of fraud investigations will be considered, and the internal control structure assessed so that a similar recurrence of the same or similar fraud can be prevented or at least promptly detected by the relevant Dean and staff in the future. Documentation regarding the findings, conclusions and recommendations, following consultation with the relevant department(s) will be maintained.
- f. Investigations will be conducted in a confidential manner to protect all parties to the investigation.

5. Accounting for Loss, Restitution and Recovery

- a. The department incurring the loss from a dishonest or fraudulent act will normally suffer the loss until monies can be recovered through insurance or restitution.
- b. If the suspected incident involves the Dean of Administrative Services, the President shall undertake the role and functions specified for the Dean of Administrative Services.

6. Disciplinary Action

- a. The Employee Services Office will be consulted for any employee disciplinary actions resulting from fraudulent activity.
- b. Documentation related to such employee discipline will be maintained in the employee's personnel file.

To secretly report Fraud or Abuse without repercussion, send an email to:

<https://www.NFC.edu/silent-witness-cubit> No record of return email will be visible.

Reference: Board of Trustees Policy Manual

110 Fraud Reporting Procedure

Effective Date: 08/15/2009

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I. PURPOSE:

This procedure addresses the responsibility of employees and management for the detecting and reporting of fraud and/or suspected fraud.

II. PROCEDURE:

A. DEFINITIONS

1. For the purposes of this policy, fraud shall include but not be limited to:
 - Theft or misappropriation of College assets.
 - Submitting false claims for payments or reimbursement.
 - Submitting false timesheets and/or failure to submit leave requests for time not worked.
 - Accepting or offering a bribe or accepting gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision making.
 - Accepting a commission from a third party.
 - Black-mail or extortion.
 - 'Off Books' accounting or making false or fictitious entries.
 - Knowingly creating and/or distributing false or misleading financial reports.
 - Paying of excessive prices or fees where justification thereof is not documented.
 - Violation of the College's procedures with the aim of personal gain or to the detriment of the College.
 - Using College equipment or worktime for any outside private business activity.
 - Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
 - Willful negligence intended to cause damage to the material interest of the College.
 - A dishonorable or irresponsible or deliberate act against the interests of the College.
2. Employee in this context. The word employee refers to any faculty member, staff member or student who receives compensation, either full time or part-time, from the College. The term also includes any volunteer who provides services to the College through an official arrangement or a College organization.

B. Responsibility for the Detection and Prevention of Fraud

1. Responsibility of Employees. It is the responsibility of all employees to conduct their College business in such a way as to prevent fraud occurring in the workplace. Employees must also be alert to the possibilities for fraud and be on guard for any indications that improper or dishonest activity is taking place.
2. Responsibility of Management
 - a. It is the responsibility of the administration to be familiar with the types of improprieties that might occur in their area and be alert for any indication

that improper activity, misappropriation or dishonest activity is or was in existence in his or her area and put in place controls to avoid such occurrences.

- b. Administrators are required to support and work with other involved departments and law enforcement agencies in the detection, reporting and investigation of dishonest or fraudulent activity including the prosecution of offenders. If a fraud is detected in an area, the administrator or manager is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
3. Reporting Fraud
- a. It is the responsibility of all College employees to report suspicions of fraud without delay according to the procedure laid out below. Persons who cover up, obstruct, or fail to report, will be considered to be an accessory after the fact and may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person reporting a suspected fraud shall be subject to disciplinary action up to and including termination of employment.
 - b. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid:
 - i. Incorrect accusations
 - ii. Alerting suspected individuals to an investigation underway
 - iii. Treating employees unfairly
 - iv. Making statements that could lead to claims of false accusations or other charges.

Individuals who knowingly make false accusations may be subject to disciplinary action.

- c. The incident, facts, suspicions or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College officer investigating the incident.
 - d. Fraud can be detected at any level within the College and the following general principles should apply in the reporting of suspected fraud.
 - i. A person who suspects that a fraudulent practice may be operating should, in the first instance, report the matter to his/her Dean of immediate supervisor. Should it be inappropriate to make such a report to an immediate supervisor, the report should be made to a higher level, directly to the Dean of Administrative Services or the President.
 - ii. Once a report of suspected fraud is made to a supervisor/manager that person should report the suspicion to their Dean or immediate supervisor, to the Dean of Administrative Services, or to the President. A Dean or immediate supervisor on receipt of a report of a suspected fraud should then report the matter to the Dean of Administrative Services. If the matter involves an employee in the area of Administrative Services, the suspected fraud should be reported to the Director of Employee Services.
 - iii. No investigation of the suspected fraud should take place until the Dean of Administrative Services, the Director of Employee Services or the President has been informed.
4. Procedures for the Investigation of Alleged Fraud

- a. The Dean of Administrative Services will (except in any case involving the Office) have the responsibility for coordinating the College's response and will seek expert legal advice from the College's legal counsel or other advice if required. The Office of the Auditor General is available for investigation should the suspected fraud involve an employee in the area of Administrative Services.
 - b. The Dean of Administrative Services will notify the appropriate staff who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions and recommendations will be reported to the appropriate Dean or President.
 - c. Where initial investigation provides reasonable grounds for suspecting an employee of fraud or a dishonest activity, the relevant Dean or the President will decide if any actions are necessary to prevent further loss. This may require, in consultation with the President, the suspension with or without pay of the member or members of staff and/or the decision as to whether further investigation is required.
 - d. Each case will be considered individually in accordance with the expert advice obtained with a view to minimizing the losses (both monetary and otherwise) to the College. Having reached a decision as to what further action is necessary and how such actions should be undertaken, the Dean of Administrative Services will communicate with the affected employee and the employee's supervisor.
 - e. Results of fraud investigations will be considered, and the internal control structure assessed so that a similar recurrence of the same or similar fraud can be prevented or at least promptly detected by the relevant Dean and staff in the future. Documentation regarding the findings, conclusions and recommendations, following consultation with the relevant department(s) will be maintained.
 - f. Investigations will be conducted in a confidential manner to protect all parties to the investigation.
5. Accounting for Loss, Restitution and Recovery
- a. The department incurring the loss from a dishonest or fraudulent act will normally suffer the loss until monies can be recovered through insurance or restitution.
 - b. If the suspected incident involves the Dean of Administrative Services, the President shall undertake the role and functions specified for the Dean of Administrative Services.
6. Disciplinary Action
- a. The Employee Services Office will be consulted for any employee disciplinary actions resulting from fraudulent activity.
 - b. Documentation related to such employee discipline will be maintained in the employee's personnel file.

Reference: Board of Trustees Policy Manual 3.29

201 Employment Categories

Effective Date: 9/15/2004

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North Florida 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 or Comp time 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 and approval by the Board of Trustees.

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

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

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

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:

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

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

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

Board - The District Board of Trustees for North Florida College.

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

Continuing Contract - Awarded to faculty members who have met all of the requirements set by NFC Policy.

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

Dependent - An employees 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 employees 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.

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.

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

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

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.

Probationary Status - The probationary period of an employee for the first six (6) months following the date of: employment, job promotion or job reassignment (both Exempt and Non-Exempt). During this period, the employee is not covered by the grievance and appeals policy.

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

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.

Reference: Board of Trustees Policy Manual 4.62

202 Access to Personnel Files

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Effective Date: 9/15/2004

NFC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of NFC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of NFC who have a legitimate reason to review information in a file are allowed to do so. Any request for information on current or past employees must go through the Public Information Officer (PIO). The request will be documented, and a copy of the information requested will be placed in the employee's record.

Employees who wish to review their own file should contact the Employee Services Department. With reasonable advance notice, employees may review their own personnel files in NFC's offices and in the presence of an individual appointed by NFC to maintain the files.

Reference: Board of Trustees Policy Manual 4.30

203 Employment Reference Checks

Effective Date: 9/15/2004

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NFC will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment 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.

Reference: Board of Trustees Policy Manual 4.10

204 Personnel Data Changes

Effective Date: 9/15/2004

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It is the responsibility of each employee to promptly notify NFC of any changes in personnel data. 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 reports should be accurate and current at all times. If any personnel data has changed, notify the Employee Services Department.

Reference: Board of Trustees Policy Manual 4.75

205 Probationary Status

Effective Date: 9/15/2004

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This introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. NFC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or NFC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new, rehired, promoted and reassigned employees work on an introductory basis for the first 6 months after their date of hire/promotion/assignment. Any significant absence will automatically extend an introductory period by the length of the absence. If NFC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Reference: Board of Trustees Policy Manual 4.62

208 Employment Applications

Effective Date: 10/13/2015

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

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

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

Reference: Board of Trustees Policy Manual 4.15

209 Performance Evaluations

Effective Date: 9/15/2004

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Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year.

Reference: Board of Trustees Policy Manual 4.80

301 Employee Benefits

Effective Date: 9/15/2004

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Eligible employees at NFC are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * 403(b)/457 Savings Plan
- * Benefit Conversion of Life Insurance (private policy) at Termination
- Credit Union Membership
- Dental Insurance (Effective 1/1/2010)
- Educational Leave
- Employee Assistance Program
- Employee Health Program
- Family Leave
- * Family Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Leave
- Military Leave
- Retirement Plan
- Sick Leave Benefits
- * Sick Leave Pool
- * Supplemental Life Insurance
- * Tax-Sheltered Annuities
- Vacation Benefits
- Vision Care Insurance (Effective 1/1/2010)

* Benefits marked with an asterisk require contributions from the employee.

Reference: Board of Trustees Policy Manual (Various Policies)

303 Annual Leave Benefits

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Effective Date: 7/01/2015

Annual Leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use annual leave as described in this policy:

- * Regular full and part-time employees (12-month employees)

Annual leave is earned when an employee completes more than half the month (16 days). If an employee terminates before or hired after the 16th day of the month, leave will not be accrued for that month.

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

- * Upon initial eligibility the employee is entitled to earn 12 annual leave days each year, accrued monthly at the rate of 1 day (based on the number of hours normally worked).

- * After 5 years of eligible service the employee is entitled to earn 15 annual leave days each year, accrued monthly at the rate of 1.25 days.

- * After 10 years of eligible service the employee is entitled to 18 annual leave days each year, accrued monthly at the rate of 1.50 days.

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.

Paid annual leave time can be used in minimum increments of one-half hour. To take annual leave, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including college needs and staffing requirements.

Annual leave is paid at the employee's base pay rate at the time of annual leave.

As stated above, employees are encouraged to use available annual leave time for rest, relaxation, and personal pursuits. In the event that available annual leave is not used by the end of the calendar year, a maximum of 330 hours (44 days) may be carried forward to the next calendar year. Any hours over the maximum will be moved to the employee's sick leave on January 1st each year. Hours transferred from vacation to sick or not eligible to be sold back at termination of employment.

Upon termination of employment, employees will be paid for unused earned annual leave, up to 225 hours (30 days). Part-time employees are pro rated based on the normal hours worked. Any hours above this amount will not be paid. Payment will be included in the final paycheck (normally the last working day of the month).

Reference: Board of Trustees Policy Manual 4.116

305 Holidays

Effective Date: 9/15/2004

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NFC will grant time off to all employees on the holidays listed below:

Martin Luther King Jr. Birthday

Presidents' Day

*Spring Break (normally 3rd week in March)

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and Friday after

**Winter Break (starts in December, see schedule for actual dates)

* Spring Break is a five (5) day period that is normally scheduled in March each year.

To be paid for the Spring Break, the employee must have started working in the position (non-OPS) prior to February 15th of that year.

** The College will close for Winter break at the conclusion of business on the last workday for faculty for Term I as published in the General Catalog of the College and will re-open in accordance with Florida State Board of Education Rule.

To be paid for the Winter Break, the employee must have started working in the position (non-OPS) prior to November 15th of that year.

NFC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. 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. Eligible employee classification(s):

* Regular full-time employees * Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's **paid** absence (such as annual leave or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday (listed above), they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Reference: Board of Trustees Policy Manual 4.60

306 Workers' Compensation Insurance

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Effective Date: 9/15/2004

NFC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither NFC nor 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 NFC.

Reference: Board of Trustees Policy Manual 4.140

307 Sick Leave Benefits

Effective Date: 2/1/2019

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NFC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Sick leave is earned when an employee completes more than half the month (16 days). If an employee terminates before or hired after the 16th day of the month, leave will not be accrued for that month.

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.

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 College. Employees that were employed in another Florida University/Community or State College or state agency immediately before being employed by NFC may transfer in previously accumulated sick leave at the rate of one (1) hour for each hour earned at NFC. A letter with the earned amounts must be submitted from the previous employer before credit can be given.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Once an employee is out for three (3) weeks, they are automatically placed on Medical Leave retroactive to the first day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

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 day's 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.

(v) During the next 20 years of service, the daily rate of pay multiplied by 50 percent plus up to an additional 2.5 percent per year for each year of service beyond 10 years, times the number of days of accumulated sick leave.

i. Years of service for terminal pay for sick leave earned is cumulative and need not be continuous.

Vacation time that has been moved into the employee's sick leave is not payable.

Effective July 1, 2001 for all Senior Administrators (does not include regular Administrators, Professional Staff, 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 employees 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.

Policy Reference: 4.125 Sick Leave Pool

Date Adopted: January 15, 2002

Date Revised: July 11, 2005

OPR: Human Resources

The following provisions shall apply to the SLP:

- 1) Participation shall be strictly voluntary.
- 2) All full-time employees are eligible for participation after one (1) year of full-time employment at NFC, provided the employee has a minimum balance of accrued unused sick leave by the beginning of the enrollment period and if requested in writing during the annual sign up period. The annual enrollment period will be held in October to be effective on January 1st each year. The minimum balance will be established/amended by the committee. Employees can enroll and dis-enroll only during the enrollment month (October). If an employee chooses to stop participating in the Sick Leave Pool during the annual enrollment period or terminates employment for any reason, they will not be eligible to withdraw any sick leave already contributed to the pool.
- 3) Each participating employee shall make an equal initial contribution to the SLP. The initial contribution shall be 15 hours and shall be deducted from the employees account. No additional hours can be voluntarily contributed. After the initial year, each January, members will deposit an additional 7.5 hours into the account in order to get the account balance built up. This can be waived if the committee decides that the account already has a sufficient number of hours.
- 4) If the total SLP balance falls below the minimum hours set by the SLP committee, then additional leave may be deducted from each participating employee in equal amounts. In no situation will the additional hours deducted be more than 23 hours per employee per calendar year. If the SLP member does not have enough hours to add to the replenishment, the hours will be deducted from their personal sick leave account as they are accrued until the required amount has been reached.
- 5) Committee: The committee will be elected each year in January by members of the SLP. The committee will consist of the following – 1 Faculty member, 1 Career Staff member, 1 Administrator/Professional Staff member. Any decision that the SLP committee makes concerning the approval or disapproval of an individual requests for time from the SLP will be final.
- 6) Request for Sick leave to be used from the SLP by a participating employee must be submitted in writing to the Human Resources (HR) office. The HR office will monitor the SLP and notify the committee if the leave requested does or does not meet the following requirements:
 - a) Must be used only for that employee's personal illness, accident or injury;
 - b) Cannot be used for a normal pregnancy, a medical condition covered by Worker's Compensation, or for ordinary elective, cosmetic or reconstructive surgery unless the need for reconstructive surgery occurred or manifested itself while the employee was a member of the SLP;

and

- c) Will not be used for any illness, accident or injury that directly results from the commission of an illegal act by the employee requesting the hours;
- 7) A participating employee will not be eligible to use sick leave from the pool until all of his/her accrued sick, vacation and comp time hours have been depleted. All hours that are used from the SLP will be counted as medical leave under the Family Medical Leave Act.
- 8) The maximum number of hours that can be withdrawn from the SLP is 450 (60 days) during a 365-day period from the first day of SLP use. Hours can only be withdrawn in increments of 150 (20 days) and will require a Doctor's statement. Hours not used by the employee will be put back into the pool.
- 9) A participating employee, who chooses to stop participating in the SLP during the annual enrollment period or terminates employment for any reason, will not be eligible to withdraw any sick leave already contributed to the pool.
- 10) Alleged abuse of the use of the SLP shall be investigated by the committee and a report will be made to the President. On a finding of wrong doing, the employee shall repay all of the sick leave hours used from the SLP and shall be subject to disciplinary actions up to and including discharge.
- 11) Each year, a report will be sent to the SLP members listing the number of hours in the account, and the number of employees that have used the account along with the number of hours used. Names or reasons will not be given due to privacy regulations.

311 Jury Duty

Effective Date: 9/15/2004

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NFC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 30 days of paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, annual leave benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either NFC or the employee may request an excuse from jury duty if, in NFC's judgment, the employee's absence would create serious operational difficulties.

NFC will continue to provide health insurance benefits for a maximum period of thirty calendar days after the unpaid jury duty leave begins. At that time, employees will become responsible (under COBRA) for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by NFC according to the applicable plans.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

Reference: Board of Trustees Policy Manual 4.150

313 Benefits Continuation (COBRA)

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Effective Date: 9/15/2004

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under NFC'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 NFC's group rates plus an administration fee. NFC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under NFC's health insurance plan. The notice contains important information about the employee's rights and obligations.

Reference: Board of Trustees Policy Manual 4.205

314 Educational Assistance

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Effective Date: 9/15/2004

NFC 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 NFC.

Employee: Depending on available funding, North Florida College will cover the cost of NFC tuition for up to six (6) semester credit hours per term for full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) upon completion of six (6) months of employment with prior supervisor approval. Employees must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration. No additional courses will be allowed until the employee has paid the outstanding debt. If the employee is awarded other scholarships or grants which fully cover the cost of tuition, fees and books, the cost covered by NFC will be adjusted so that it does not result in funds being disbursed to the student. The supervisor, depending on work schedule, may authorize the employee to attend classes during the work day (on campus) for up to 3 hours per week in order to enhance job performance or plans for future positions. Not all employees will qualify for this time due to daily scheduling, work load and class availability.

Dependents: Depending on available funding, North Florida College will waive tuition for dependents of full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) who have been employed by the College for six (6) months. Dependents must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration. No additional courses will be allowed until the employee has paid the outstanding debt. If the dependent is awarded other scholarships or grants which fully cover the cost of tuition, fees and books, the cost covered by NFC will be adjusted so that it does not result in funds being disbursed to the student.

Tuition Reimbursement at Schools other than North Florida College

Depending on available funding (Postponed until further notice), Tuition reimbursement may be available to full-time regular employees who have completed 12 months of employment (does not include Part-time, OPS, Adjuncts or employees on a leave of absence) and who seek to improve skills or education for the purpose of enhancing job performance in the individual's current position or planned future positions. To be eligible for reimbursement, the employee must be serving the best interests of the College by pursuing an advanced degree or training at institutions other than North Florida College.

Request for Tuition Assistance should be submitted by March 31st each year. Applications submitted April 1st or later may not be approved. 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 and covers Tuition only (not fees or other cost associated with the courses). If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration.

Reference: Board of Trustees Policy Manual 4.160

316 Health Insurance

Effective Date: 9/15/2004

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NFC'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

Employee (only) health insurance is paid by the College for full-time employees. Family coverage is available at the employee's expense. Insurance is effective on the 1st of the month after the month hired.

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). Refer to the Benefits Continuation (COBRA) policy for more information.

Contact the Employee Services Department for more information about health insurance benefits.

Reference: Board of Trustees Policy Manual 4.115

317 Life Insurance

Effective Date: 9/15/2004

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Employees in the following employment classifications are eligible to participate in the life insurance plan:

* Regular full-time employees

Life insurance offers you and your family important financial protection. NFC provides a basic life insurance plan for eligible employees (one-year salary). Additional supplemental and/or dependent life insurance coverage is available and may be purchased at the employee's expense.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan. AD&D is in addition to the regular life insurance.

Example: Yearly Salary = \$30,000 Life Policy = \$30,000

AD&D = \$30,000 (if accidental) Total payout: \$60,000

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between NFC and the insurance carrier.

Contact the Employee Services Department for more information about life insurance benefits.

319 Long-Term Disability

Effective Date: 9/15/2004

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Employees in the following employment classifications are eligible to participate in the LTD plan: * Regular full-time employees

NFC provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

If an employee has an illness or injury and has been unable to work for 90 days, the LTD insurance will pay the employee, 60% of their covered earnings (based on documentation from the employee's Physician and approval by the LTD Company).

Example: Annual Salary \$30,000 X 60 %
\$18,000 (annually) to be paid in monthly installments of \$1,500.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between NFC and the insurance carrier.

Contact the Employee Services Department for more information about LTD benefits.

320 403(b) and 457 Savings Plans

Effective Date: 9/15/2004

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NFC has established a 403(b) and a 457 savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 403(b) and 457 savings plans, you must be 21 years of age or older. Eligible employees may participate in the 403(b) and 457 plans subject to all terms and conditions of the plan.

The 403(b) and 457 savings plans allow you to elect how much salary you want to contribute so you can tailor your own retirement package to meet your individual needs.

Because your contribution to 403(b) and 457 plans are automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403(b) and 457 distributions.

Contact the Employee Services Department for more information.

322 Flexible Benefit Plan (Section 125 Plan)

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Effective Date: 08/18/2009

North Florida 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 determined by Congress. Currently the maximum amount is \$2,500.00.

The maximum amount of Dependent Care expenses is determined by Congress each year. **Any money not used during the plan year will be forfeited.** Each year (prior to January 1st), the employee has the opportunity to sign up for the Cafeteria plan. The amount for the year can not be changed on or after January 1st. The yearly amount selected will be evenly divided by 12 and that amount is deducted from each paycheck prior to calculating taxes, which makes this money tax free. This money is placed into an account for the employee.

Medical Expense Reimbursement Account. The medical expense reimbursement account may be used to reimburse the employee for expenses incurred for services rendered during the current plan year for treatment of the employee, spouse, and eligible dependents. Eligible medical expenses include deductible and coinsurance amounts under a group health plan, charges that are in excess of the amount reimbursed under a group health plan, and charges that are not covered by a group health plan such as certain corrective surgery, vision care, dental care and hearing aids, and prescriptions.

Reference: Board of Trustees Policy Manual 4.135

329

324 Employee Assistance Program

Effective Date: 9/15/2004

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NFC cares about the health and well-being of its employees and their families and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), NFC 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, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

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.

There is no cost for employees or their dependents to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. **Call the EAP at 1-877-595-5281 or go online with them at www.guidanceresources.com to contact an EAP counselor.**

Web ID: EAPBusiness

401 Timekeeping

Effective Date: 9/15/2004

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Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require NFC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work. Overtime (Comp Time) work must always be approved before it is performed.

Altering, falsifying, or tampering with time records; or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 7 minutes prior to their scheduled starting time nor stay more than 7 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. If the employee is not available to submit a time form when due (out for sickness, annual leave or business travel, etc.), the supervisor may submit the form to payroll with a written notation why the employee was not available to fill out and sign the form.

Reference: Board of Trustees Policy Manual 4.35

403 Paydays

Effective Date: 9/15/2004

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All employees are paid monthly, normally on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation unless prior arrangements are made.

Full and Part time employees may have their pay directly deposited into their bank accounts if they provide advance written authorization to NFC. Adjuncts, OPS and student employees are not eligible for Direct Deposit.

Employees will receive an itemized statement of wages when NFC makes direct deposits.

See the Employee Services Department for details on Direct Deposit.

Reference: Board of Trustees Policy Manual 4.40

405 Employment Terminations

Effective Date: 9/15/2004

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Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

NFC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to NFC, or return of NFC-owned property. Suggestions, complaints, and questions can also be voiced. The Employee Services Office will give each employee a checkout sheet to be completed three (3) days prior to their last working day. It is the employee's responsibility to check out with each person on the list in order to verify that all College property has been returned. Direct Deposit will be canceled, and the final pay check will be issued on the next regular pay date and will be picked up or mailed in accordance with previous arrangements.

Since employment with NFC is based on mutual consent, both the employee and NFC have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. If eligible, some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Reference: Board of Trustees Policy Manual 4.195

408 Pay Advances

Effective Date: 9/15/2004

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NFC does not provide pay advances on unearned wages to employees.

Reference: Board of Trustees Policy Manual 4.45

409 Administrative Pay Corrections

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Effective Date: 9/15/2004

NFC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Manager or Employee Services so that corrections can be made as quickly as possible.

Reference: Board of Trustees Policy Manual 4.110

410 Pay Deductions

Effective Date: 9/15/2004

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The law requires that NFC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. NFC also must deduct Social Security taxes on all full and part time employees' earnings up to a specified limit that is called the Social Security "wage base." NFC matches the amount of Social Security taxes paid by each employee. Adjuncts are covered by an Alternative Social Security Plan that does not require the employee or College to pay into the Social Security Program.

NFC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

501 Safety

Effective Date: 9/15/2004

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To assist in providing a safe and healthful work environment for employees, and visitors, NFC has established a workplace safety program. This program is a top priority for NFC. The Safety Committee has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

NFC provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory committee has been established to assist in these activities and to facilitate effective communication about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Reference: Board of Trustees Policy Manual 4.50

502 Work Schedules

Effective Date: 9/15/2004

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The normal work schedule for all non-faculty employees is 7.5 hours a day, five (5) days a week (37 ½ hours per week). Summer schedules will vary. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. On occasion, in order to complete a task for the College it may be necessary for an employee to work extra hours (example: night events, weekend events, meetings, etc...). All extra hours must be approved by the supervisor in advance. Extra hours are paid in Comp Time, hour for hour up to 40 hours. An hour and a half for each hour worked over 40.

Reference: Board of Trustees Policy Manual 4.55

504 Use of Phone and Mail Systems

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Effective Date: 9/15/2004

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

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of NFC-paid postage for personal correspondence is not permitted.

Reference: Board of Trustees Policy Manual 4.105

505 Smoking/Tobacco Products

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Effective Date: 9/15/2004

In keeping with NFC's intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited inside all college buildings and college vehicles. Smoking means the use of tobacco products through pipes, cigars and cigarettes and the use of simulated smoking products such as e-cigarettes regardless of whether they contain tobacco. Students and staff who wish to smoke may do so only in designated areas. 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.

Those using smokeless tobacco products (example: chewing tobacco; snuff; etc..) on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

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

Reference: Board of Trustees Policy Manual 4.65

506 Lunch Period

Effective Date: 9/15/2004

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All full-time and regular part-time employees are provided with one meal period of 60 minutes (unpaid) in length each workday (30 minutes during summer hours). Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

507 Overtime

Effective Date: 9/15/2004

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When operating requirements or other needs that cannot be met during regular working hours, Non-Exempt employees may be required to work overtime. However, all overtime work must be approved by the Supervisor prior to being worked. If possible, the Supervisor should adjust the employee's hours of work to reduce or eliminate all overtime.

Payment of overtime shall be in the form of compensatory time off at the rate of one quarter of an hour for each one quarter of an hour worked beyond your normal work week up to 40 hours of actual hours worked. After 40 hours, overtime will be at a rate of one and one-half hours compensatory time for each hour actually worked beyond 40 hours unless a cash payment has been approved through normal administrative procedures (Dean or President) prior to the overtime being performed. The workweek runs from Monday (00:01 AM) through Sunday (mid-night).

Compensatory Time Off: The maximum compensatory time which may be accrued by an employee shall be 60 hours. Exempt employees (Faculty, Administrators, and Professional Staff) are not authorized to earn or use Compensatory Time. Compensatory Time will be granted only to Non-Exempt employees.

Using Compensatory Time: Compensatory Time must be requested in advance, the same as the annual leave procedure. Requesting the time off does not guarantee approval. As with any request, the needs of the College and the Department come first. All accumulated Compensatory Time must be used prior to using Sick Time or Vacation Time unless it causes the employee to lose Vacation Time. In this case, the employee could use Vacation time prior to Compensatory Time; however, this is on a case by case basis which must be approved in accordance with normal leave procedure. It is the Supervisors responsibility to ensure that all Compensatory Time is used by June 30th of each year. If the employee is not able to use the accumulated Compensatory Time by June 30th, the President (not the Supervisor) will decide to either carry over the accumulated Compensatory Time to the next fiscal year or to pay the employee. If an employee leaves the employment of the College before using the accumulated compensation time, he/she will be paid for the unused amount at the normal hourly rate.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Reference: Board of Trustees Policy Manual 4.55

508 Use of Equipment and Vehicles

Effective Date: 9/15/2004

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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, and follow all operating instructions, safety standards, and guidelines.

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 the need for 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. Any person that receives a Traffic violation from a Law Enforcement Officer (including parking tickets) is required to report the violation to their supervisor within 48 hours. Failure to do so could result in disciplinary action, up to and including termination of employment.

Reference: Board of Trustees Policy Manual 4.70

510 Emergency Closings

Effective Date: 9/15/2004

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At times, emergencies such as severe weather, fires, power failures, or hurricanes, can disrupt or interfere with a typical work schedule. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. Information will also be placed on the NFC internet homepage at www.NFC.edu. Information will also be available by calling the College number at 850-973-1600.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused annual leave benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, non-exempt employees who work will receive regular pay plus holiday pay.

Reference: Board of Trustees Policy Manual 4.90

514 Visitors in the Workplace

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Effective Date: 9/15/2004

To provide for the safety and security of employees and the facilities at NFC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

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

Employees are responsible for the conduct and safety of their visitors. Disruptive children and/or adult in charge will be asked to leave.

If an unauthorized individual is observed on NFC's premises, employees should immediately notify their supervisor or campus security.

Reference: Board of Trustees Policy Manual 4.100

516 Computer and E-mail Usage

Effective Date: 9/15/2004

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Computers, computer files, the e-mail system, and software furnished to employees are NFC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

NFC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, NFC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

NFC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, NFC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. NFC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, Computer Services, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Reference: Board of Trustees Policy Manual 4.95

517 Internet Usage

Effective Date: 9/15/2004

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Internet access to global electronic information resources on the World Wide Web is provided by NFC to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via NFC's computer communications systems is considered to be part of the official records of NFC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of NFC. As such, NFC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

Abuse of the Internet access provided by NFC in violation of law or NFC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Passing off personal views as representing those of the organization
- * Sending anonymous e-mail messages
- * Engaging in any other illegal activities

Reference: Board of Trustees Policy Manual 4.95

522 Workplace Violence Prevention

Effective Date: 9/15/2004

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NFC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, NFC has adopted the following guidelines to deal with intimidation, harassment, or other threats/actual 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. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of NFC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a 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/actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

NFC will promptly and thoroughly investigate all reports of threats/actual violence and of suspicious individuals or activities. 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, NFC may suspend employees pending investigation.

Anyone determined to be responsible for threats/actual 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.

NFC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Employee Services Department before the situation escalates into potential violence. NFC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

601 Medical Leave

Effective Date: 9/15/2004

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NFC provides medical leaves of absence 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: * Regular full-time employees * Regular part-time employees

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Request forms are available in the HR office.

A health care provider's statement may be needed verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to NFC. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within a 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, NFC will continue to provide health insurance benefits (for the employee only) for the full period of the approved medical leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during any unpaid leave but will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide NFC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, NFC will assume that the employee has resigned.

Reference: Board of Trustees Policy Manual 4.126

602 Family Leave

Effective Date: 9/15/2004

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NFC 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.

Employees in the following employment classifications are eligible to request family leave as described in this policy: * Regular full-time employees * Regular part-time employees

Eligible employees may request family leave only after having completed 365 calendar days of service. 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.

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. The applications are available in the HR office.

Eligible employees may request up to a maximum of 12 weeks of family leave within a 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within a 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, NFC will continue to provide health insurance benefits (employee only) for the full period of the approved family leave. Family coverage must be paid by the employee.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during any unpaid leave but will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide NFC with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, NFC will assume that the employee has resigned.

Reference: Board of Trustees Policy Manual 4.127

603 Personal Leave

Effective Date: 9/15/2004

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NFC provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees

The President is authorized to approve up to 30 consecutive days of personal leave. A request for more than 30 days must be submitted to the Board of Trustees. As with all absences, the needs of the College may dictate whether or not the leave is approved.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. Employees will be required to first use any accrued paid leave time before taking unpaid leave of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by NFC until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by NFC according to the applicable plans.

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

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, NFC cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, NFC will assume the employee has resigned.

Reference: Board of Trustees Policy Manual 4.170

604 Sabbatical Leave

Effective Date: 9/15/2004

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NFC provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue educational goals. Employees in the following employment classification(s) are eligible to request educational leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees

Eligible employees who have completed seven (7) years of service may request Sabbatical Leave for a period of up to one (1) academic year every seven years. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, NFC will continue to provide health insurance benefits (employee only) for the full period of the approved Sabbatical Leave. The Sabbatical Leave may be funded at less than half salary if approved by the Board of Trustees.

Vacation, sick leave, and holiday benefits will continue to accrue, at the rate approved by the board, during the approved Sabbatical Leave.

When a Sabbatical Leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, NFC cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, NFC will assume that the employee has resigned.

Reference: Board of Trustees Policy Manual 4.170

605 Military Leave

Effective Date: 9/15/2004

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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.

Employees will continue to receive full pay while on leave for up to 17 days training assignments and shorter absences (per calendar year). The portion of any military leaves of absence in excess of 17 days 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 shift 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. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Employee Services Department for more information or questions about military leave.

Reference: Board of Trustees Policy Manual 4.145

606 Domestic Violence Leave Policy

Effective Date: 9/21/2007

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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 annual leave. If the employee has no accrued sick leave or annual leave time available, the leave will be unpaid. See HR for more details.

Reference: Board of Trustees Policy Manual 4.128

607 Pregnancy-Related Absences

Effective Date: 9/15/2004

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NFC will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

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

Reference: Board of Trustees Policy Manual 4.130

701 Employee Conduct and Work Rules

Effective Date: 9/15/2004

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Disrespectful behavior towards any College Staff, Students or Visitors.

Theft or inappropriate removal or possession of property.

Falsification of records.

Working under the influence of alcohol or illegal drugs.

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

Fighting or threatening violence in the workplace.

Boisterous or disruptive activity in the workplace.

Negligence or improper conduct leading to damage of employer-owned or staff-owned property.

Insubordination or other disrespectful conduct.

Violation of safety or health rules.

Smoking in prohibited areas.

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.

Unauthorized absence from work station during the workday.

Unauthorized use of telephones, mail system, or other employer-owned equipment.

Unauthorized disclosure of confidential information.

Violation of personnel policies.

Unsatisfactory performance or conduct.

Any employee of the College who is arrested with any crime (other than minor traffic violations) must notify his/her supervisor within five (5) working days. Failure to do so could result in disciplinary action, up to and including discharge. If the charges are serious, the employee may be placed on a Leave of Absence, possibly terminated, etc.

Employment with NFC is at the mutual consent of NFC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Reference: Board of Trustees Policy Manual 4.185/4.190/4.195

702 Drug and Alcohol Use

Effective Date: 9/15/2004

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It is NFC's desire to provide a drug-free, healthy safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on NFC premises and while conducting college-related activities off NFC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Employee Services Department without fear of reprisal.

Reference: Board of Trustees Policy Manual 4.190/4.195/4.200

703 Sexual and Other Unlawful Harassment

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Effective Date: 9/15/2004

NFC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Employee Services Department or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Employee Ombudsman, the Employee Services Department or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Reference: Board of Trustees Policy Manual 4.180

704 Attendance and Punctuality

Effective Date: 9/15/2004

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To maintain a safe and productive work environment, NFC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on NFC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Reference: Board of Trustees Policy Manual 4.55

705 Personal Appearance

Effective Date: 9/15/2004

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Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image NFC presents to the community.

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

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

Reference: Board of Trustees Policy Manual 4.20

706 Return of Property

Effective Date: 9/15/2004

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Employees are responsible for all NFC property, materials, or written information issued to them or in their possession or control. All NFC property must be returned by employees on or before their last day of work. Where permitted by applicable laws, NFC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. NFC may also take all action deemed appropriate to recover or protect its property.

Reference: Board of Trustees Policy Manual 4.210

707 –Stalking

Effective Date: October 15, 2011

North Florida College is determined to provide a campus environment free of violence for all members of the campus community in order to ensure the fundamental purpose of learning in the college environment. Stalking disrupts the ability and right to learn, and the sense of security and safety one should feel on our campus. For this reason, North Florida College does not tolerate stalking, and will pursue the perpetrators of such acts to the fullest extent possible. North Florida College is also committed to supporting victims of stalking through the appropriate provision of safety and support services.

Definition:

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear, or which causes substantial emotional distress in such person, and serves no legitimate purpose.

Stalking is a crime in the State of Florida, Florida Statute 784.048, and is subject to criminal prosecution. All students, faculty and staff (full-time or part-time) perpetrating such acts of violence will be subject to disciplinary action. This can include suspension, expulsion, or termination of employment with North Florida College and/or criminal prosecution simultaneously.

Stalking is a crime perpetrated on men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

Stalking Behaviors:

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threatens his or her safety, mental health, or physical health, and/or cause substantial emotional distress in such person and serves no legitimate purpose. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear, and/or cause substantial emotional distress in such person and serves no legitimate purpose.
- Use of online, electronic, or digital technologies, including but not limited to the:
 - ✓ Posting of pictures or information in chat rooms or on Web sites
 - ✓ Sending unwanted/unsolicited email or talk requests
 - ✓ Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards

- ✓ Installing spyware on a victim's computer
- ✓ Using Global Positioning Systems (GPS) to monitor a victim

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim

- Surveillance or other types of observation, including staring or "peeping"

- Trespassing

- Vandalism

- Non-consensual touching

- Direct verbal or physical threats

- Gathering information about an individual from friends, family, and/or co-workers

- Threats to harm self or others

- Defamation – lying to others about the victim

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

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

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

Reference: Board of Trustees Policy Manual 4.181

708 Resignation/Retirement

Effective Date: 9/15/2004

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Non-Exempt Employee: At least two (2) weeks (10 working days) notice prior to the intended date of termination. Sick leave hours **may not** be used to extend a resignation, termination or retirement.

Exempt Employee: At least four (4) weeks (20 working days) notice prior to the intended date of termination. Sick leave hours **may not** be used to extend a resignation, termination or retirement.

Spring break, Winter break and Holidays will not count towards notice days. Such resignations should be forwarded to the President through the Director of Employee Services. Depending on the situation, the President may decide that it is not necessary for the employee to work out the required notice. If the required notice is not submitted, the employee will not be eligible for re-employment.

North Florida College will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to North Florida College, or return of North Florida College-owned property. Suggestions, complaints, and questions can also be voiced at that time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will normally be paid on the next scheduled payday. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Once a resignation or retirement request is submitted, it becomes irrevocable.

Deferred Retirement Option Program (DROP)

DROP allows an employee to retire under the Florida Retirement System (FRS) Pension Plan and begin accumulating retirement benefits without terminating employment, for up to 60 months. The earliest a person may begin participation in DROP is the month they reach normal retirement date based upon age (62), or the month following the month they reach normal retirement date based upon years of service (30). Once an employee is enrolled in DROP, the retirement date becomes irrevocable.

For more information on DROP, contact the Employee Services Office.

Reference: Board of Trustees Policy Manual 4.195

710 Security Inspections

Effective Date: 9/15/2004

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North Florida 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 College and can be inspected at any time, with or without notice, by an agent or representative of North Florida College. To facilitate enforcement of this policy, North Florida College or its representative may conduct inspections when persons enter or leave the campus, which may include opening packages and other containers.

Reference: Board of Trustees Policy Manual 4.27

711 Firearms and Weapons on Campus

Effective Date: 4/15/2014

A safe and secure environment is a priority for fulfilling the mission of North Florida College. North Florida College is committed to maintaining a campus that is free of violence. This obligation includes eliminating from the campus community recognized hazards that contribute to violence or serious harm. Under Florida Law, firearms and other weapons, as defined in Section 790.001, Florida Statutes are prohibited on College property. No person, including the holder of a concealed weapons permit, may possess a firearm on the campus of North Florida College, except that a person who can lawfully possess a firearm, may possess a firearm or other weapon in his or her locked vehicle on campus, if the firearm or other weapon is securely encased, or is otherwise not readily accessible for immediate use.

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

716 Progressive Discipline

Effective Date: 9/15/2004

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The purpose of this policy is to state NFC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

NFC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with NFC is based on mutual consent and both the employee and NFC have the right to terminate employment at will, with or without cause or advance notice, NFC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending 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 next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

NFC 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.

Any employee of the College who is arrested and charged with any crime (other than minor traffic violations) must notify his/her supervisor within five (5) working days. Failure to do so could result in disciplinary action, up to and including discharge. If the charges are serious, the employee may be placed on a Leave of Absence, possibly terminated, etc.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and NFC.

Reference: Board of Trustees Policy Manual 4.190

718 Problem Resolution

Effective Date: 9/15/2004

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North Florida College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from North Florida College supervisors and management.

North Florida College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Initial and continuing notification of this policy will be provided by various means, which will include handbooks, postings, and on the Intranet.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally, or informally, for voicing a complaint with North Florida College in a reasonable, business-like manner, or for using the problem resolution procedure.

A grievance is defined as the dissatisfaction that occurs when an employee or applicant for employment thinks that any condition affecting him/her is unjust, inequitable, a hindrance to effective operations, or creates a problem which includes discrimination and/or harassment.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1) Employee presents problem to immediate supervisor within 60 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee may present the problem to the Employee Ombudsman, the Employee Services Department or any member of management. 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.
- 2) The Supervisor, after consulting with appropriate management (including the Employee Ombudsman and/or Human Resource Department) responds to the problem and documents the discussion. If the employee is dissatisfied with the decision made by the Supervisor, the employee will be informed that the decision can be appealed by taking the matter to the grievance committee. The Employee Services Department and/or the Employee Ombudsman will advise and assist the employee to put his/her appeal in writing for submission to the Grievance Committee. The right to confidentiality 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.
- 3) The Grievance Committee will schedule a meeting within 20 days and shall allow the employee to appear in person to present his/her appeal. The aggrieved person and any person or persons charged with the grievance shall have the right to call any person whose

testimony would assist the Committee in arriving at their findings and recommendations. After an appropriate review, and at the conclusion of its proceedings, the Committee shall present its findings and recommendations in writing to the President within ten days. Official transcripts of interviews and committee discussions (tapes or shorthand) will be submitted to the President along with the Committee's findings and recommendations.

- 4) The President will render a decision in writing within ten days concerning grievances. If the grievance is not resolved to the satisfaction of the employee, a request, in writing, may be made within twenty days for a hearing before the District Board of Trustees.
- 5) The District Board of Trustees decision will be considered absolute.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and their supervisor develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Reference: Board of Trustees Policy Manual 4.185

800 Life-Threatening Illnesses in the Workplace

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Effective Date: 9/15/2004

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 College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, North Florida 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 Employee Services Department or any official of North Florida 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 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 Employee Services 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 Employee Services Department for information and referral to appropriate services and resources.

Reference: Board of Trustees Policy Manual 4.66