

PENSACOLA JUNIOR COLLEGE

EMPLOYEE HANDBOOK



www.pjc.edu

The PJC Employee Handbook is prepared by the Human Resources Department. For additional information, call 850.484.1760.

Revised October 2008



ACKNOWLEDGEMENT OF RECEIPT OF THE
PJC EMPLOYEE HANDBOOK

I have received a current copy of the PJC Employee Handbook and will familiarize myself with its contents. If any material is questionable to me, I agree to inquire through my supervisor or the Human Resources Department for clarification.

Employee Signature

Printed Name

Social Security Number

Date

c: Employee's Human Resources Record

PREFACE

SPECIAL NOTE

The following letters that appear at the end of the referenced section indicate the source of each of the various policies in this Employee Handbook:

(AD) Administrative Determination. May be changed with approval of the President.

(BT) Board of Trustees. May be changed at the President's recommendation if approved by the Board.

(FS) Florida Statute. May be changed by action of the State Legislature and Governor.

(FR) Federal Regulation.

This Handbook is designed as a guideline for day to day use by all employees. It is a compilation of policy summaries and is subordinate to State Board of Education regulations and Pensacola Junior College internal policies.

FACULTY EMPLOYMENT INFORMATION

Most of the information in this Handbook applies to all employees. However, the specific employment terms and conditions for full time faculty are determined by a collective bargaining agreement and are contained in a separate document.

For reference and information on such matters, full-time faculty should refer to the current Collective Bargaining Agreement. For assistance, contact the Human Resources Department.

VALUE STATEMENT

Pensacola Junior College embraces the diversity of our community by maintaining open access, by continuing to focus on quality education, and by creating opportunities for success in an atmosphere of concern, respect, integrity, and responsibility.

PHILOSOPHY

Pensacola Junior College is a learning-centered comprehensive community college dedicated to providing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society.

As an open-door institution, the college promotes life-long learning to meet the challenges of a changing world and strives for equity in access and in the learning process for each individual regardless of race, gender, religion, marital status, national origin, age, disability, or sexual orientation.

Being accountable to Florida's citizens, the college exercises fiscal responsibility by offering the lowest possible cost consistent with its commitment to high standards.

As a comprehensive community college, Pensacola Junior College serves the needs of many people and serves the diverse and increasingly complex needs of the community now and in the future.

MISSION STATEMENT

The mission of Pensacola Junior College is to provide quality educational opportunities and support services to meet the requirements of all students pursuing intellectual fulfillment, career training, and life-long education for Escambia and Santa Rosa Counties. In order to accomplish this mission, the college offers the following diverse programs:

- Associate in Arts degree programs and college credit courses at the freshman and sophomore levels to prepare students for entry at the university junior level.
- Associate in Science and Associate in Applied Science degree programs and certificate programs to prepare students for employment.
- Precollegiate studies, to include adult basic, secondary, and preparatory education.
- Training and activities to support economic development of the service area to attract new industries and expand existing industries.
- Cultural, recreational, leisure, health, and athletic activities to enrich the lives of students, staff, and community members.

STRATEGIC GOALS

The College will:

1. Continue to develop as a learning-centered college.
2. Enhance internal and external partnerships to further develop capabilities to better serve students, staff, and the community.
3. Invest in people by improving support and reward systems and celebrating achievement.
4. Enhance the quality of academic programs and improve student learning and achievement outcomes.
5. Develop systems for continuous improvement and quality enhancement.
6. Assure that existing and developing technologies are fully and effectively applied to the advancement of the academic, student support, and administrative functions of the college.
7. Seek new financial resources to assure the long-term health of the college, and ensure that existing resources are effectively utilized through improved efficiencies and effectively distributed to meet college goals.
8. Acquire and redesign the physical plant to better support the learning-centered college and to better meet the changing demographics of the college service area.
9. Seek increased diversity and promote a campus climate where the principles of affirmative action, equal opportunity, and multiculturalism are truly valued.
10. Enhance Continuing Workforce Education (CWE) programs and economic development efforts by drawing from academic department expertise and other resources to meet the continuing workforce education and training needs of the region.
11. Develop a college-wide system of recruitment and retention to enhance access for the community to higher education and to assure that students achieve their goals.

GENERAL INFORMATION AND POLICIES

EQUAL ACCESS / EQUAL OPPORTUNITY

Without regard to race, color, sex, creed, age, religion, marital status, national origin, or disability, Pensacola Junior College commits to the following:

1. Pensacola Junior College is an equal access - equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to nondiscrimination.
2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.
3. The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, veterans, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the College is involved.
4. The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the College prohibits unlawful discrimination and retaliation of any kind, including discrimination based on sexual orientation or discrimination based upon religion, and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regard to admissions, class attendance, scheduling of examinations, and work assignments.

Pensacola Junior College is in compliance with the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967.

Inquiries or complaints may be addressed to the Associate Vice President, Institutional Diversity, Barfield Administration Building, at 850.484.1759. (FR) (BT)

SEXUAL MISCONDUCT

Pensacola Junior College will not tolerate sexual battery, sexual harassment, voyeurism or exhibitionism on any of its campuses.

In addition, PJC may discipline students and/or College employees for acts of sexual battery, sexual harassment, voyeurism or exhibitionism committed off campus, if such acts are found to be detrimental to the interests of the College or if such acts are found to interfere with the educational and orderly operation of the College. Sexual battery, sexual harassment, voyeurism and exhibitionism are regarded and defined as acts of sexual misconduct. These acts of sexual misconduct are further defined as follows:

Sexual Battery: Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose. Sexual battery is an act performed against the victim's will and without consent. Sexual battery includes force that may involve physical violence, coercion, threat, or harm. (F.S. Sect. 794.011)

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicit a term or condition of employment or academic decisions affecting the victim. It includes other verbal or physical conduct relating to sex when such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in study or creating an intimidating, hostile, or offensive environment in which to work or learn. (Title VII of the Civil Rights Act of 1964, Section 1601.00)

Exhibitionism: It shall be unlawful for any person to expose or exhibit his or her sexual organs in any public place or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or so to expose or exhibit his or her person in such place, or to go or be naked in such place. (F.S. 800.03)

Voyeurism: The condition of one who derives sexual satisfaction from observing the sexual organs or acts of others generally from a secret vantage point. (BT)

SEXUAL HARASSMENT (POLICY AND PROCEDURE)

It is the policy of PJC that no members of the college community may sexually harass another. Any employee or student who has violated this policy will be subject to disciplinary action.

PJC has an affirmative duty to create an educational and work environment free of harassment on the basis of sex. PJC is responsible for all acts of harassment regardless whether the institution knew or should have known of the acts if the harassment is committed

by a person in authority. If the harassment is between fellow employees, fellow students, or by non-employees, PJC is only responsible if it knew or should have known of the harassment and failed to take corrective action. Harassment includes:

1. Any slurs, innuendos, or verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile, or offensive education or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunity.
2. The denial or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or request for sexual favors.
3. Sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational environment.

Sexual harassment is illegal under state and federal laws. In some cases, it may be susceptible to prosecution under the criminal sexual conduct law. Deans, directors, and department heads **must** take appropriate steps to disseminate this policy statement and inform students and employees of procedures for lodging complaints.

Any PJC employee with a complaint of sexual harassment should notify his or her immediate supervisor. If the complaint is against the immediate supervisor, the next level of supervision should be contacted. Employees may notify the Associate Vice President of Institutional Diversity for counseling or advice. Students should notify the Director of Student Life. (FS)
(AD)

FAMILY AND MEDICAL LEAVE ACT - PJC POLICY

PJC complies with the Family and Medical Leave Act (FMLA) of 1993 and does not interfere with, restrain, or deny the exercise of any right provided under FMLA. An eligible employee will be granted a total of 12 weeks of **unpaid** leave, with job protection. Additionally, during the leave there will be no loss of accumulated service, and the College will pay health and life insurance premiums for the employee. Family and Medical Leave may be used during any 12-month period for one or more of the following reasons:

- Birth and first year care of a child. Leave must conclude within 12 months of birth and may be taken by either parent.
- Adoption or foster placement of a child in the employee's home. Leave must conclude within 12-months of placement and may be taken by either parent.
- Care for a serious medical condition of employee's spouse, child, or parent.
- Illness or medical condition of the employee, which prevents the employee from working due to a serious health condition.

To be eligible for leave under this policy an employee must have been employed by PJC for 12 months and worked at least 1,250 hours as a PJC employee during the 12-month period preceding the leave.

Husbands and wives employed by PJC are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care.

To apply for FMLA leave, contact Human Resources. (FR)

USE OF FACILITIES AND EQUIPMENT

Only the President or his designee can grant permission to any group to use College facilities or equipment. Such permission will be in accordance with the policies of the Board of Trustees, and appropriate charges will be assessed for utilities, custodial service, insurance and any other costs. Educational functions of Pensacola Junior College require first consideration when use of College facilities and equipment is concerned. In the event facilities and/or equipment are not in use for the College educational purposes at a certain time, they may be made available to recognized groups for educational functions of a non-sectarian nature. For use of facilities by external groups and co-sponsored events, a Facilities Use Form will be initiated by designated area schedulers, must be signed by the campus Provost and sent to the Risk Management/Legal Affairs Department for review. Internal PJC groups using facilities do not have to process a form. Policies governing the use of College facilities and equipment are detailed in the internal policies of the District Board of Trustees. (BT)

Smoke-Free Workplace / Indoor Clean Air Act

Smoking is prohibited within all buildings including classrooms, lunchrooms, conference rooms, restrooms, meeting rooms, and community areas. Smoking is disallowed at covered entrance ways and exits to all buildings. The Warrington campus is entirely smoke-free. This policy applies to all employees, students, clients, contractors, and visitors. Employees must share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the appropriate supervisor. (FS)

Guidelines for Use of Rooms

Room assignments for classes will be assigned through the Registrar's Office. An instructor's request for a room change must be approved by the instructor's Department Head, Dean and Provost before the Registrar is contacted concerning the change.

The use of campus facilities may be requested through the Provost's Office of the particular campus: Pensacola at 484-1715; Warrington at 484-2230 and Milton at 484-4436.

An insurance and/or rental fee may be required for some events. Such fees are collected at least two weeks in advance.

Equipment

All equipment belonging to the College should remain in College buildings, or accompany instructors to and from established off-campus educational centers controlled by Pensacola Junior College. The College does not lend equipment to any person or organization if it will

be removed from College premises. Some equipment, such as public address systems, is for use at school functions only. No equipment may be removed from the campus without authorization from the President, a Vice President or designee. (BT)

Expensive equipment should not be unsecured in classrooms. Televisions and VCRs used for classes should be returned to the Audio-Visual Department, the respective department storeroom, or should be locked securely in the classroom when leaving. Smaller items should be taken with you and secured in a safe area. Valuable personal items should not be left unattended in offices or classrooms.

Property Control

All property of a non-consumable nature valued at \$750 or more, which has a normal life expectancy of one year or more, will be inventoried. No property will be moved from its assigned area without proper authorization. Property Control Form PJC-59-84 is required.

Operation of Machinery or Equipment

All appropriate safety measures will be followed whenever machinery or equipment is in operation. The operation of any potentially dangerous machinery or equipment in instructional spaces shall take place only under on-site supervision by an appropriate employee of the College.

Copy and Duplicating Services

Copying/duplicating machines may be used only for official Pensacola Junior College business. Employees are responsible for compliance with copyright laws. Employees and students may make personal copies by utilizing coin or debit-card operated copier units located within the Learning Resources Centers, and other locations within the College District. Questions about copier services should be directed to the Telecommunications Network Specialist at 484-1699, or to Telecommunications Network Analyst at 484-1704.

Telephones

Pensacola Junior College has access to SUNCOM, the State of Florida long distance system. Most PJC departments are equipped with SUNCOM access for official business long distance calls. All calls placed on SUNCOM circuits are logged and a computerized report is provided monthly to each department for call verification.

Switchboard operators can place long distance business calls either through Bell South or SUNCOM for a department. To place a long distance call, the operator must be provided with the following information: number to be called (SUNCOM number; or area code and 7-digit number), name of person calling, and department cost center.

Federal Communications Commission (FCC) rules govern use of tax exempt telephones; therefore, no personal long distance calls can be made on official school telephones. In no event should students make long distance calls on official school telephones. Third-party long distance calls, such as credit card calls, should not be placed except for emergencies.

Anyone who receives obscene or annoying telephone calls while at work or conducting business on the campus should notify the Public Safety/College Police Department of that campus.

Facsimile Service / FAX Machines

FAX machines are located in numerous areas at PJC and are available for official college business only. Instructions for use are available at each location.

FAX machine users may be required to fill out logs when sending or receiving messages. Users are responsible for completely filling out required information on forms provided at each FAX location for record-keeping purposes. Users should observe the privacy of others when sending or receiving a FAX.

To send or receive materials to or from a long distance area code, the SUNCOM lines should be used when possible. The SUNCOM FAX number should be provided to individuals calling from an area that requires long distance.

Senders must be advised to properly address faxes to the College with the full name and department for proper distribution. A list of FAX numbers and machine locations may be found in the PJC phone directory.

Campus Mail Facilities

Campus mail service may be used only for official PJC business. Mail, other than official College business, shall not be placed in mail pick-up areas for off-campus delivery. If there is a question concerning the official nature of an item to be mailed, it will be resolved by the President or his designated representative.

Copies of mail procedures are distributed by the Central Services Department to all PJC offices. Complete instructions for the proper preparation of mail are provided.

Questions about mail service should be directed to the Central Services Specialist at 484-1910, or the Director of Purchasing and Auxiliary Services at 484-1778.

Campus Announcements

The *Green & White* newsletter is posted online weekly by the College Marketing and Information Department. The newsletter includes notices and job vacancy announcements for faculty and staff. Items may be submitted in writing to Room 707 of the district Barfield Administration Building, faxed to 484-1826, or e-mailed to green&white@pjc.edu. Deadline for publication is noon Wednesday. (AD)

Printing

All major academic printing projects must be approved by the Council for Academic and Student Affairs (CASA) which coordinates and prioritizes College publications. Other printing projects must be reviewed by the Publications and Marketing Committee prior to printing.

College Vehicles

College vehicles may be used for local official functions when PJC is being represented by College personnel. This does not include class assignments. PJC has three vans and two sedans available for official use. PJC owns one long haul 40-passenger bus, which can be scheduled by calling 484-1320.

Persons other than College employees and students are not allowed to ride in College vehicles due to insurance restrictions. If rental cars or personal cars are to be used for trips, the cost will be the responsibility of the user's department.

Reservations, cancellations, and special arrangements for use of vehicles from the motor pool are made by contacting the Department of Physical Plant, Building 9, Pensacola Campus, 484-1900. This department will be notified with a Request for Maintenance Services, as far in advance as possible. A copy of the approved Request for Travel Authorization for out-of-town trips must be presented when a vehicle is picked up. The person signing for the vehicle must be the driver, an employee of PJC, and have a valid Florida Driver's License. Drivers of College owned vans or rental vans transporting 15 or more students may be subject to satisfying certain restrictions.

Any person using a College vehicle is responsible for the safety, cleanliness, and proper operation of the vehicle. The user is also responsible for returning the vehicle in good condition and on the prescribed date and time, as turn-around time is short due to the heavy demand for vehicles.

Keys / Access to Facilities

Employees should request keys to College offices through their department. Lending keys and duplication of college keys are prohibited. All keys remain the property of PJC and shall be rendered upon request or be returned upon termination of employment. Keys are only to be used for authorized purposes. Unauthorized use will result in disciplinary action.

Fund-Raising Activities

Only college-recognized organizations may conduct fund-raising projects on campus. Whenever possible, all fund-raising should be coordinated with the College Development office at 484-1506.

Any employee organization desiring to conduct a fund-raising project on campus shall submit a written request describing the project to the campus Provost on a form available from the Provost's office at least three (3) days prior to the time the organization desires to conduct the project. The activity may commence only after approval by the Provost.

Student organizations' requests are submitted to and acted upon by the Coordinator of Student Activities.

Direct or indirect solicitation of donations in support of any cause shall not be permitted on campus unless written permission from the President or his designated representative is first obtained. This provision shall not be construed to allow the sale of printed matter as a fund-raising project.

The sale of printed matter on campus is not permitted except within the operation of the College Bookstores as authorized by the President.

Fund-raising projects must not conflict with other scheduled projects or programs, and must be in accordance with local, state, and federal laws. (BT)

TRAVEL

Specific Rules

All travel must be authorized and approved by the proper authority before the travel takes place. Reimbursement by the College will be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law. For specifics about travel and reimbursement, refer to PJC Procedure 6Hx20.5.008, and Section 5 of the PJC Procedures. Faculty members should consult the current collective bargaining agreement for specific terms and conditions affecting travel.

College Vehicles

College vehicles may be used within a 100-mile radius of the campus for an official function when the College is being represented by College personnel (other than class assignments). Persons other than College employees and students are not allowed to ride in College vehicles due to insurance restrictions.

Rental cars are to be used for trips over 100 miles, or personal vehicles may be used with reimbursement to be made from department budgets at the rate prescribed by the Board of Trustees in accordance with Section 112.061, Florida Statutes.

Reservations, cancellations, and special arrangements for use of vehicles from the college motor pool are made by the Department of Physical Plant, Building 9, Pensacola Campus, at 484-1900. As far in advance as possible of an out-of-town trip, for which a College vehicle will be used, this office shall be notified with a Request for Maintenance Services. A copy of the approved Request for Travel Authorization must be presented when a vehicle is picked up.

Car Rental

In some instances, renting a vehicle at the traveler's destination may be more economical than hiring limousine service. The use of rental vehicles must be approved in advance by the appropriate dean or vice president, or approved within an SPD project. Rentals must be made through the State's rental contract and charged to the College. Information and credit cards as applicable to PJC are available in the Office of the Vice President for Business Affairs. When travel originates from PJC Campus, the College's Department of Physical Plant should be contacted for rental vehicle information.

Traffic Laws

Drivers of College vehicles must observe all traffic laws. The employee in charge will be responsible for compliance with all traffic regulations. Laxness in observation of traffic laws will be considered willful neglect of duty. (AD)

Accidents

Any accident involving a College vehicle must be reported to the proper authorities in the area where the accident occurred, and to the President of the College, or appropriate College authority. The person responsible for the vehicle will be responsible for providing a complete accident report from the law officers to the College.

SAFETY AND SECURITY

Public Safety/College Police Department

Pensacola Junior College Public Safety/College Police Department employs sworn, commissioned police officers. These officers are responsible for maintaining law and order, and health and safety of those on campus, in accordance with state, county, and city laws. They are also responsible for the security of campus buildings when not in use by employees.

Since it is not possible for the police officers to know or recognize all College personnel, faculty members who are on campus at unusual hours should cooperate with the Public Safety/College Police Department by identifying themselves when requested to do so. The PJC identification card will be accepted as sufficient identification. However, additional identification may be requested on occasion.

Employees in any of the buildings after regular work hours should notify the officer on duty by calling the applicable campus extension and/or contract security number.

Information requested of the Public Safety/College Police Department, except that of an emergency nature, may be obtained by calling 484-2500 between the hours of 7:00 a.m. and 11:00 p.m. Monday through Friday. After hours, call the contract security company number as listed: Pensacola 484-1549, Warrington 484-2283, Milton 484-4481, Downtown Center 484-1373. In the case of an extreme emergency after hours, dial 9-911 from a PJC Campus phone.

Routine Telephone Numbers:

Monday-Friday	7:00 a.m. to 11:00 p.m.	Pensacola:	484-2500
Monday-Friday	7:00 a.m. to 11:00 p.m.	Warrington:	484-2283
Monday-Friday	7:00 a.m. to 11:00 p.m.	Milton:	484-4481
Monday-Friday	7:00 a.m. to 9:30 p.m.	DTC:	484-1373

Emergency Telephone Numbers:

Weekdays	7:00 a.m. to 11:00 p.m.	Extension 2000 (on campus)
		Pensacola: 484-2500
		Warrington: 484-2283
		Milton: 484-4481
		DTC: 484-1373

Weekends and Monday through Friday, 11:00 p.m. to 7:00 a.m.

Pensacola: 484-1549

Warrinton: 484-2283
Milton: 484-4481
DTC: 484-1373

On all campuses, the telecommunications device for the deaf (TDD) can be accessed by calling 1 800-955-8770.

Emergencies

Emergencies involving **minor** injury, illness, or accident, should be reported to a public safety/college police officer at 484-2500 at Pensacola Campus, 484-2283 at Warrington Campus, or 484-4481 at Milton, as soon as possible. The police officer will contact the PJC Health Clinic nurse.

The officer will require the following information:

- Exact location of the emergency (room number and building, whether inside or outside building, etc.)
- Nature of the emergency (sickness, fall, extent of injury or illness, any known information about the condition of the victim such as related health problems, etc.)
- Name of person who is injured or sick (additional information such as sex of the person, adult or child, conscious or unconscious)
- Name of person calling
- Telephone number where caller can be reached

In the case of an extreme medical emergency (i.e. possible cardiac condition {complaint of chest pains, diaphoresis} choking, possible drowning), immediately call 9-911.

If 911 is called, notify PJC Public Safety/ College Police Department (after calling 911) and officers will respond to the scene. This will allow documentation of the incident, but will assure professionally trained medical personnel are on the way.

For each emergency, an Accident-Incident Report must be prepared by a faculty member or supervisor in charge, and forwarded immediately to the PJC nurse, who in turn will forward the report to the Public Safety / College Police Department. Any information relative to the injury or disposition of the case should be communicated to the PJC nurse.

Trespassing

Any person who:

- is not a student, officer, or employee of the College; or
- does not have legitimate business on the campus, nor any other authorization, license, or invitation to enter or remain upon College property; or
- is not a parent, guardian, or person who has legal custody of a student enrolled at the College; or
- is a student currently under suspension or expulsion; or
- an employee who is not required by his or her employment by the College to be on the campus or on any other facility owned, operated, or controlled by the governing board of the College and who has no lawful purpose to be on such premises; and who enters or remains upon the campus or any other facility owned by the College, commits a trespass upon the grounds of the College and is guilty of a misdemeanor of the second degree, punishable as provided by Sections 775.082 and 775.083 of the Florida Statutes.

Protective Services Act for Abused and Neglected Children

The Protective Services Act for Abused and Neglected Children states that certain people in specific fields who know or have reasonable cause to suspect that a child is abused or neglected shall report such knowledge or suspicion to the Florida Department of Children and Families. Included in the categories for mandatory reporting are several classifications of individuals that work at PJC, including school teachers or other school officials or personnel, day care center workers, people in the medical field, and law enforcement officers.

If it is suspected that a child is in immediate danger, notify the PJC Public Safety/College Police Department and call 1 800 962-2873 or 1 800 453-5145 for the hearing impaired. PJC Public Safety/College Police Officers will respond for assistance. Penalties may be assessed for lack of reporting or for preventing someone else from reporting abuse or neglect of a child. (FS)

Campus Drug Activity Reporting

Drug activity on campus, whether actual or suspected, is detrimental to the learning environment. Actual use or sale of drugs is illegal under Florida law.

Employees should report any suspected drug activity to the Public Safety/College Police. Reports can be anonymous, but information concerning date, time, names, descriptions, and license plate numbers of suspected users and/or dealers, should be provided if possible.

Domestic Violence

If PJC employees or students experience domestic violence such as stalking, aggravated stalking, threats, harassment, and/or aggravated assault, aggravated battery, or have a restraining order or domestic violence injunction against an abuser, contact PJC Public Safety/College Police Department on the appropriate campus. Police officers can work with you to give proper referrals for help and to help protect you on campus. Notifying the Public Safety/College Police of these problems in advance will enable officers to better assist you if and when needed.

Additionally, PJC has implemented a policy concerning domestic violence leave for employees. See PJC Policy 6Hx20.4.028 for further information.

Lost or Found Property

All lost or found property should be reported immediately to the PJC Public Safety/College Police Department. Property found on PJC campuses shall be turned in to the PJC Police Department promptly so that a record of the found property can be made. PJC Police will try to notify the owner, and return the property. All property not claimed within 30 days will be sold at public auction once per year. (F.S.).

Stolen Property

Stolen property should be reported immediately to PJC Public Safety/College Police Department. All employees should make every effort to note daily departmental equipment that is present in their area. If it is determined equipment is missing, report immediately to the PJC Public Safety/College Police Department.

PERFORMANCE DEVELOPMENT AND EVALUATION

(Career Service)

The purpose of the College's performance development and evaluation program is to:

- assist in accurately appraising career service employees,
- discuss performance factors,
- enhance the relationship and communications between the supervisor and employee,
- improve the motivational climate, and
- to serve as a tool in the growth and development of employees.

The evaluation form provides the basis for evaluation of quality and quantity of work, job knowledge, attendance and punctuality, cooperation, dependability, and supervisory performance if applicable. An employee may respond in writing to the evaluation under "Employee's Comments" or by adding a supplemental sheet. This response will be part of the permanent record to accompany the Performance Evaluation Form.

The evaluations are conducted in three ways:

1. Probationary: For new hires, or internal promotions or transfers, at the six-month mark of the hire date or promotion/transfer date.
2. Annual: Once per year by October 15.
3. Special: An employee may receive a special evaluation based on performance concerns that occur after the employee completes their probationary period.

Note: probation is one year for new hires, but six months for an internal promotion/transfer.

The Career Service Evaluation form and instructions are available online. The supervisor (or assistant to the supervisor) may type the form on the screen. However, the data can not be stored. To locate the form: Go to pjc.edu, select faculty & staff, choose Employee HR Forms, click on Performance Evaluation Form (Career Service).

When the evaluation is completed, the employee will sign the evaluation report and be briefed to assure him or her that it is complete and accurate. Instructions for the situation, in which an employee refuses to sign an evaluation, can be found at the bottom of page two of the evaluation form. A signed copy of the evaluation is given to the employee by the supervisor. The original evaluation document will be forwarded to the Human Resources Department and placed in the employee's privacy file. (AD)

Probationary Period

Newly hired employees will be under a one-year probationary period. At the six-month mark of the hire date, supervisors will be made aware by Human Resources that the

Probationary evaluation is due. All employees will receive an evaluation annually due by October 15 of each year. Current employees who are promoted or transferred to a new position must serve a six-month probationary period. Supervisors will be notified that an evaluation is due at the six month mark.

Job Classification (Career Service)

Jobs within the career service staff at PJC have a specific title, which signifies that the employee in that position has met certain minimum qualifications for training and experience. Each career service job is assigned a specific salary range. When an employee is hired, he/she is eligible to receive the minimum amount within the assigned salary range for that particular job.

Salary ranges are reviewed periodically and checked against salaries in other businesses in order to provide equitable pay for College employees performing a variety of jobs. Job classifications are reviewed periodically as well. If the duties and responsibilities of a job change significantly, the job may be considered for reclassification.

A request to evaluate a job may be filed by the appropriate supervisor to his/her President's Council member. If approved for audit by the President's Council, a representative of the Human Resources Department will initiate the process.

If a job is upgraded, the person who has been in the job receives first consideration for the reclassified position. When the incumbent meets the qualifications established for the upgraded job, the supervisor may recommend that the incumbent be promoted to that position. In each case, the employee's salary will be processed to reflect a promotion. (AD)

Promotion

When opportunities for promotion arise, notices are sent to each department, as well as being posted in Human Resources, and included in the *Green & White*. Employees are eligible for promotion outside their department following six months of satisfactory service in their current position. (BT)

Reassignments/Transfers

The College may at any time authorize a transfer of any employee from one position to another within the same job classification. Transfers will be permitted only with the consent of the College and the departments concerned and must contribute to the good of the College. Additionally, the President may fill vacancies through transfer or promotion without advertising the position, providing that the procedure used is in compliance with equal opportunity rules and regulations.

When a career service employee changes positions due to reorganization, reduction-in force, or voluntary downgrade, their salary will be determined by the President, or his designee, within the classification they are being transferred to.

EMPLOYMENT AND PAYROLL INFORMATION

Work Day

The work day for full-time career service employees is eight and one-half (8 1/2) hours per day with a one hour unpaid lunch period. Employees are paid 7.5 hours per work day. Summer schedules will be announced.

Unless work conditions prohibit, employees may have a paid fifteen (15) minute break in the morning and a paid fifteen (15) minute break in the afternoon, provided it does not interfere with the normal function of the employee's duties. Break time is not accumulative; that is, employees may not use break time to lengthen the meal period or leave early at the end of the work day. If a break is not taken in the morning, it may not be added to the afternoon break time.

Pay Checks

All College employees are paid on a bi-weekly basis. The pay check stubs are noted with a breakdown of deductions, pre-tax status amounts, sick leave and annual leave current balances. Payroll deductions made are authorized by the employee or court mandated. Should three pay periods occur in one month, the third pay check usually is not reduced for optional deductions.

For the employee's convenience, the College provides direct deposit of pay checks. Arrangements for this service can be made at the Human Resources Department. Otherwise, pay checks are available for pick up in the Bursar's office during the normal work day hours, or as designate if the College is closed. Arrangements can be made by completing a form at the Milton or Warrington Bursar's offices for the employee's paycheck to be available for pick up at these locations.

Members First Credit Union of Florida

The Members First Credit Union of Florida is owned and operated by teachers and school personnel of Escambia County and Pensacola Junior College. All employees are eligible for membership. Payroll deductions toward savings accounts or loan payments can be made for full-time employees only. Share and savings accounts, Individual Retirement Accounts, and Christmas Club accounts are some of the services available.

Identification Card (ID)

The ID is used for free admission to College athletic events, Lyceum events and other specifically announced events. One complimentary Lyceum ticket per event may be obtained beginning one week before the event. All complimentary tickets must be issued by 4 p.m. the last business day before the event. The Bursar's Office requires the ID for check cashing and for pay check pick up. Information about the PJC ID may be obtained by calling 484-1530. (AD)

Personal Check Cashing

Employees may cash personal checks at the Bursar's Office for \$25.00 or less, if funds are available. Proper identification is required. (AD)

Holidays

Holidays are established annually by the adoption of the College calendar. Full-time (12-month) employees will be credited for pay purposes as 7.5 hours of pay on established holidays. During the four-day work week, holiday pay will be the same as the number of work hours normally scheduled for the employee on the particular day of the week in which the holiday occurs. Employees who are on approved leave with pay when holidays occur will not have such holidays charged against their accrued leave credits.

All employees will receive an equal amount of holiday hours during any work week in which a holiday falls, without regard to the employee's work schedule. If the holiday occurs on the employee's regular day off and the employee is required to work, the employee will be paid at the straight time rate for the time worked on the holiday.

Any time worked by a career service employee in excess of the employee's regular work day or not during normal work hours will be considered as additional straight time up to 40 hours per week, and overtime for hours worked beyond 40 in a work week.

To receive holiday pay, employees must have worked or been on an approved leave with pay status for more than 50% of the work hours of the week in which a holiday occurs. If the holiday makes up the entire work week, the employee must have worked or been in an approved leave with pay status for more than 50% of the work hours of the remaining week in the pay period. If the holiday makes up the entire pay period, the employee must have worked or been in an approved leave with pay status for more than 50% of the work hours of the work week preceding the holiday.

When employment is being terminated from the College, the employee must have worked more than 50% of the work week hours after a holiday in order to be eligible for holiday pay. Submitting leave (sick, annual, or personal leave) cannot satisfy the 50% work requirement. (AD)

Overtime (Career Service)

Overtime pay will be at the rate of one and one-half times the employee's regular pay rate. The overtime rate is paid for actual hours of work and certain paid hours beyond 40 hours in an established work week.

Overtime is paid after the employee completes or is credited for work and pay purposes in the excess of 40 hours within a work week for:

- Time actually worked
- Professional leave
- Temporary duty assignment

Annual, sick, and personal leave hours and on-call pay when an employee is not required to report to the work site during the work week will not count toward the 40 hours for the purpose of computing overtime. Employees will be paid at their regular rate for hours worked beyond 40 which do not meet these guidelines for computation of overtime.

Overtime must be requested in writing by the immediate supervisor and approved in advance by the appropriate Vice President, Associate Vice President, or Provost before an employee works overtime hours.

Compensatory Time

A non-exempt employee who works overtime may be granted compensatory leave in lieu of compensation, subject to the following:

1. All compensatory time must be approved in advance by the appropriate Provost or Vice President.
2. Any compensatory time must be taken within the pay period in which it is accrued. If earned at the end of a pay period, it must be approved by the President or his designee and used before the end of the next pay period.
3. There will be no accumulation of compensatory time other than as indicated. If the time is not taken, then it must be reported as overtime and funded out of the departmental budget. The Vice President must approve exceptions. (BT)

Shift Differential (Career Service)

To accommodate a variance in normal working hours, a daily premium payment or an hourly shift differential for non-exempt employees is provided. The following guidelines specify what work hours/shift qualify for the payment. Such payments will be authorized to approved positions only, and updated annually through the proper administrative channels.

First Shift (Premium Payment): Due to variances in starting and ending work times throughout College departments, the first shift covers day time work hours which begin at 5 a.m. or thereafter, but prior to noon, and end at 5 p.m. or later. An hourly amount as a differential is not paid on first shift work hours; however, when the assigned work hours of an employee extend beyond 5 p.m., the employee is entitled to a payment of \$1.00 per work day for such work shifts.

Second Shift (Differential): The second shift begins at 12 noon or thereafter but prior to 8 p.m. The differential for the second shift is \$.25 cents per hour.

Third Shift (Differential): The third shift begins at 8 p.m. or thereafter but prior to 5 a.m. The differential for the third shift is \$.40 cents per hour.

A list of positions eligible for shift payments will be forwarded by the department head, through the appropriate approval channel, at the beginning of each major term to the appropriate President's Council representative for approval. Following the approval decision, the list will be sent to the Vice President, Planning and Administration who will send a master list of those eligible for shift payment to the Payroll Department.

Payment will be made only to employees who, on a sustained and relatively permanent basis, work the shift hours as designated above.

Shift premium is payable for the entire shift with the exception of hours which qualify for overtime payment. Employees who work rotating shifts will be paid the premium payment or shift differential of the applicable shift as outlined above.

Department heads, through appropriate channels, must inform the appropriate President's Council member of newly-assigned individuals who fill related positions or have long-term assignments which require working within the above guidelines and who are eligible for shift differential. (AD)

On-Call Pay

Career service employees will be paid for "on-call" duty during off-hour periods when the College is normally closed. Employee(s) will be issued a pager or cell phone, and be required to respond to an emergency situation or equipment malfunction within 30 minutes after being contacted by the PJC Police Department, or a manager. The employee must be available to report to the appropriate campus/work location and perform the required work.

On-call pay will be one hour normal pay for each normal workday on-call, and two hours pay for each non-scheduled work day on-call. An employee who is called in to work will receive a minimum of 2.5 hours pay for reporting to the work site in addition to the on-call pay. Hours worked above the 2.5 hours will be paid at the applicable hourly rate.

On-Call Pay examples:

Normal Schedule, \$12.00/hr employee:

5 normal work days x 1 hour pay @ \$12.00 =	\$60.00
2 non-scheduled days x 2 hours pay @ \$12.00 =	<u>\$48.00</u>
one week on-call pay total:	\$108.00

Summer Schedule, \$12.00/hr employee:

4 normal workdays x 1-hour pay @ \$12.00 =	\$48.00
3 non-scheduled days x 2 hours pay @ \$12.00 =	<u>\$72.00</u>
one week on-call pay total:	\$120.00

TYPES OF LEAVE

Annual Leave

All full-time, 12-month employees earn time off for vacation or personal business beginning with the first day of employment. Annual leave is credited to the employee on the last day of each pay period.

Requests to use annual leave should be submitted in advance. Annual leave may not be used without prior approval from the supervisor. Approval should be indicated by the supervisor's initials in the appropriate block at the bottom of the time sheet.

Annual leave accrues for full-time 12-month employees as follows:

- 1 to 5 years service1 day per month
- 5 to 10 years service1 1/4 days per month
- more than 10 years service1 1/2 days per month

Time credited for leave accrual will include all previous Florida community college service whether continuous or not. Annual leave credits in the excess of 44 days in any calendar year will be used that calendar year or may be transferred to sick leave. The maximum amount of credit that can be transferred to sick leave will be without compensation and cannot be used in the calculation of terminal sick leave pay. (FS) (BT)

Terminal Pay for Annual Leave

Upon separation from the College, employees will receive payment for earned but unused annual leave not to exceed an amount equal to 44 days of pay. Employees participating in the Deferred Retirement Option Program (DROP) may receive payment for unused annual leave upon beginning or ending DROP participation. Part-time twelve-month employees with regularly established hours at the College shall accrue annual leave on a proportionately reduced basis, according to the fixed number of hours worked, provided no such leave will accrue to employees working a schedule of less than an average of 20 hours per week.

Upon separation from the College, all employees age 55 years or older with six or more years of full-time PJC employment, will receive payment for earned but not taken annual leave not to exceed an amount equal to 44 days of pay via the College's 401(a) Qualified Retirement Plan, the "National Plan." (FS) (BT)

Sick Leave

Sick leave is earned from the time a full-time employee is first employed and is credited on the last day of each pay period. Sick leave for full-time employees shall accrue at the rate of one (1) day for each calendar month or major portion thereof of service not to exceed 12 days for each fiscal year. Sick leave shall be cumulative from year to year.

An employee who needs to be absent from duty due to illness as defined below shall notify the supervisor, if possible, before the opening of the College on the day that the employee must be absent, or during the day except for acceptable emergency reasons. Before claiming and receiving sick leave compensation for the time absent, the employee must file the appropriate sick leave form in accordance with established procedures.

Sick leave use may be authorized by the President or the President's designated representative for the following reasons:

- personal sickness, disability, extended personal illness,
- appointments with a doctor, dentist or other medical practitioner for the employee or minor dependents, and/or
- illness/injury or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative, or member of the employee's own household.

Full-time employees may accumulate sick leave by transfer of earned annual leave credits as specified in the District Board of Trustees Policy 6Hx20-4.014. Sick leave credits accumulated by such transfer of annual leave must be used prior to the use of earned sick leave credits.

Accumulated sick leave may be transferred from another Florida community college, the Florida Department of Education, the State University System, a Florida district school board, or a state agency provided that at least one-half of the sick leave accumulated at any time must have been established at PJC.

If questions or concerns about the balance of a sick leave account occur, an audit of the account may be requested for the five preceding years. (FS) (BT)

Terminal Pay for Sick Leave

Full-time employees with at least five years of service whose employment is terminated for any reason from the College shall be entitled to terminal sick leave pay. The terminal pay is calculated by taking the employee's hourly rate of pay multiplied by the percentage factor from years of service times the number of accumulated sick leave hours. The terminal sick leave pay shall not exceed an amount as determined below:

<u>Years of Service</u>	<u>Percent of Leave Pay Off</u>
• at least 5 but not more than 8 years.35% of unused hours
• after 8 years of service40% of unused hours
• after 9 years of service50% of unused hours
• after 14 years of service.	52 ½ of unused hours
• after 19 years of service.55% of unused hours

No payment will be made for unused sick leave for employees with less than five years service. Years of employment at other agencies will not be considered for length of service if the employee previously received terminal pay benefits based on unused sick leave.

Sick leave credits accumulated by transfer of annual leave shall be without compensation and shall not be used in the calculation of terminal sick leave pay.

If any employee receives terminal pay benefits based on unused sick leave credit, all unused sick leave credit will become invalid. If an employee terminates his employment without receiving terminal pay benefits is re-employed; his/her sick leave credit will be reinstated if earned at PJC. If leave credits were earned at another agency, leave will be reinstated according to Florida Statutes.

Terminal pay benefits, based on unused sick leave credit, specified by this policy for employees terminating their employment by the College are less than the terminal pay benefits the College is allowed to grant under State Law. From time to time, the College offers retirement/separation incentive programs to full-time employees.

Terminal pay benefits not to exceed an amount determined by multiplying an employee's hourly rate of pay by 50% plus, for the next 20 years, an additional 2.5% for each year of service beyond 10 years, times the number of days of accumulated sick leave, may be offered by the College to full-time employees with more than 10 years services as part of any retirement/separation incentive programs adopted by the Board, provided such terminal pay benefits do not exceed a total of the employee's daily rate of pay multiplied by the number of days of accumulated sick leave.

Terminal pay benefits for all College employees who separate from the College and who are 55 years of age or older and with six or more years of full-time employment at PJC, will be paid this amount via the College 401(a) Qualified Retirement Plan, the "National Plan."

If a full-time employee with sick leave credits is terminated by disability retirement under FRS provisions or by death, the College shall pay to the employee or employee's beneficiary or estate, terminal pay benefits based on unused sick leave credit in the maximum amount allowed by state law. (FS) (BT)

Sick Leave Pool

Full-time employees may voluntarily participate in a "pooling" of accrued sick leave for use by the participating employees. The following guidelines have been established:

- Full-time employees shall be eligible to participate after one consecutive year of PJC employment, and must have at least five days of unused sick leave hours at the time of the pool's open enrollment. Members shall make equal contributions to the pool. The initial contribution is one day of unused sick leave. Sufficient notice will be given if a further contribution is necessary.
- Use of the sick leave pool hours is limited to the employee's own personal injury, major illness, or accident.
- The employee must use the balance of their own sick leave and serve a 10-day waiting period prior to drawing from the pool hours. Maximum use is 45 days per contract/fiscal year, and a total of 90 days within any three consecutive years.
- Employees who chose to stop participating in the pool (by signing a statement) will not be eligible to withdraw any sick leave hours already contributed to the pool.
- A designated committee shall administer the sick leave pool, including investigating any alleged abuse of the pool. (BT)

Personal Leave

Full-time employees may be absent from duties, with pay, for personal reasons no more than four (4) days per fiscal year, provided an appropriate leave request is filed and approved in advance by the appropriate supervisor and by the College. Personal leaves of absence shall be charged to accrued sick leave and shall be noncumulative. Personal leave beyond the maximum of four days per fiscal year will be without compensation and at the discretion of the College. (FS)

Military Leave

Full-time employees are granted up to seventeen (17) calendar days of leave with pay, per calendar year, upon presentation of official orders. Extended military leave may be granted without pay if required to serve in the armed forces of the United States or the State of

Florida in fulfillment of obligations incurred under selective service laws, or obligations of membership in armed forces or National Guard reserves. The College complies with the Uniformed Services Employment and Re-employment Rights Act of 1994. (FS) (BT)

Sabbatical Leave

Sabbatical leave is for the enhancement and professional benefit or advancement of faculty and consequently to benefit the College. Information about Sabbatical Leave is outlined in the Collective Bargaining Agreement. (BT)

Consulting Leave

Consulting leave may be granted by the President for full-time administrators to use 12 days professional leave per fiscal year for educational or education-related consulting.

This leave is noncumulative and cannot exceed three (3) consecutive work days at a given time. Compensation cannot be received by the administrator for consulting at another Florida state-funded agency where dual compensation would result. (BT)

Professional Development Leave

Leave may be granted by the President to further formal education at the graduate or post-graduate level or for activities which contribute to professional development. Eligibility will be established by having worked at PJC in designated professional positions (Executive or Managerial/Professional Salary Schedules) for a minimum of five (5) consecutive years.

Professional development leave may be granted for six (6) months or less at full pay, or at half pay for more than six (6) months to one (1) year. Eligibility to apply for subsequent terms of Professional Development Leave will begin after serving five (5) consecutive years beginning with the date of completion of previous leave. (BT)

Temporary Duty Assignments

Employees may be temporarily assigned to be absent from their regular duties in order to perform other educational services, including participation in school surveys, professional meetings, study, or workshops. Employees will receive their regular pay and temporary duty assignments are considered equal to the employee's regular duties; therefore, the employee is not to be considered to be on leave while performing temporary duty.

Temporary assignments are initiated by College administrators and should be mutually agreeable to the College and the employee. Assignments of temporary duty will be made only for the benefit of the College.

Release Time for Study for Career Service Employees

Full-time career service employees may be granted leave during normal working hours to take courses on campus appropriate to enhancing job-related knowledge, skills, and abilities including degree seeking components in an approved plan of study. Release time is available for up to three (3) hours per week to enroll in a PJC course or workshop. Guidelines for use of release time are listed on the back of the Career Service Release Time for Study Form (revised 12/06). (BT)

Release Time for Fitness/Wellness Program

Career service employees may request up to ninety (90) minutes per week (30 minutes three times per week or 45 minutes two times per week) for participation in the PJC Employee Wellness Program. Release time is usually designed to be at the beginning or end of the workday and the employee should use a PJC fitness-facility or enroll in one of the employee courses that are offered for this purpose. If the supervisor wishes to allow release time at some other time throughout the work day, the employee and the supervisor should mutually agree upon a time so that the efficiency within the department is least affected. No hourly shift differential is paid on the release time.

To implement the exercise program, the employee should:

- Request permission from his/her supervisor to participate.
- Go to the Health Clinic or one of the L.I.F.E. Centers for a check of blood pressure, height, and weight.
- Record Release Time for Exercise on the bi-weekly time sheet.

Court-Related Service

Any employee who is summoned by a court of competent jurisdiction to serve on a jury, or subpoenaed as a witness in any case in which he/she is not one of the litigants, leave will be granted with pay if a request is filed with the department head or supervisor.

Prior to receiving compensation from PJC, the official certification from the court with the actual days served for jury duty must be attached to the bi-weekly leave and time report. Any jury fees payable to the employee will be retained by the employee.

Any employee who is involved in litigation on behalf of the College or due to action as an employee, will not use court-related service, however, his/her appearance in such cases will be considered in the line of duty. Employees will be paid per diem and travel expenses in accordance with Florida Statutes and Board Policy, but will be required to turn over to the College any fees received from the court.

Leave of Absence

Leave of absence with or without pay occurs when an employee is absent from duties for a specific period of time, with the right to return to employment upon expiration of leave, and has the approval of the supervisor for the absence. A leave of absence is not an individual right, but a prerogative of the District Board of Trustees and the President. Unless otherwise provided by law, the granting of leave is at the discretion of the College. All leave requests with the exception of personal leave and annual leave require specific reason. (BT)

Leave Without Pay

The use of leave without pay, when an existing balance of comp time, annual leave, and/or sick leave is available, will be at the discretion of the supervisor with Vice President or Provost's approval.

If an employee finds it necessary to be absent for a period of time up to twelve (12) weeks, he or she may apply to his/her supervisor for leave without pay for the period of time required. The Request for Leave Without Pay form shall set forth the length of time requested and the reason for leave.

If the reason is for situations covered under the Family and Medical Leave Act (FMLA), the requestor should inform the supervisor, indicate it on the form, and consult Human Resources for processing within the FMLA guidelines.

Leave without pay for a period of time up to 12 weeks must be approved by the President, or designee, and reported to the Board of Trustees. For leaves extending beyond 12 weeks, the President may grant such leaves, with the approval of the Board of Trustees. Leave shall not be granted for more than one year except for military leave. Leave may be renewed, but not automatically.

An employee incapacitated due to physical or mental illness may, with the approval of the President, be placed on leave without pay until such time the employee is able to return to work.

If an employee is unable to work due to a serious health condition in accordance with FMLA, and is in an unpaid leave status for more than 12 weeks, the leave status will be considered to be unpaid FMLA leave for the first 12 weeks and a separate leave if the leave extends beyond 12 weeks. If an employee continues to be incapacitated for a period of time in the excess of 12 weeks, the Board may terminate the employee's employment. The College will continue to pay basic medical and life insurance benefit premiums for the employee only, for the first 12 weeks of approved leave. (BT)

Illness in the Line of Duty (IOD) Leave

Full-time employees are entitled to illness in the line of duty (IOD) leave when he/she has to be absent from work due to temporary total disability, or due to an injury received in the discharge of duty, or because of illness from any contagious or infectious disease contracted in College work.

The length of IOD leave is up to 12 duty days per each incident, in addition to sick leave, including any holiday for which the employee would have been paid if on duty, provided that compensation shall be limited to the current regular rate of pay for actual duty days or fraction thereof.

The employee's time sheet must indicate IOD leave by showing the appropriate days of absence with the number of work hours per day on the line "Professional, TDA, **IOD**, & Other." (BT)

Resignation

When an employee resigns from PJC, he/she must notify the department supervisor by filing a Resignation/Termination Form at least two weeks prior to the effective date of the resignation. A copy of the form must be forwarded to the Human Resources Department immediately. Failure to provide written notice of intent to resign may be considered abandonment of the job.

On or near the last day of employment the employee must visit the Human Resources Department for an exit interview which includes discussion of eligibility of continuation of health insurance coverage under federal law, final pay and if applicable, leave payouts. Keys and other College property assigned must be returned to the College upon departure. (AD)

Absence Without Leave / Job Abandonment

An employee who is willfully absent from duty without leave shall forfeit compensation for the time absent, and shall be subject to dismissal or cancellation of their contract by the Board. Absence of three consecutive days without authorization shall constitute termination of employment. The supervisor must contact the Human Resources Department if an employee abandons his/her job. (BT)

BENEFITS AND INSURANCE COVERAGE_____

Health Insurance

All full-time employees and their eligible dependents may enroll for health insurance coverage under the PJC group plan. Coverage includes office visits, hospitalization, prescription drugs, and other specific health needs. Employees will be notified of details of the plan, carrier, and other information upon hire.

New employees have 31 days to enroll him/herself and/or eligible dependents. Once an open enrollment ends or 31 days from hire date expires, employees may make changes only when a change in status event occurs. Change in status is outlined by the Internal Revenue Services and employee's requests for changes will be reviewed on a case-by-case basis by the appropriate human resources representative. Further information is available in the Human Resources Department.

Life Insurance

PJC provides basic life insurance for employees based on age and salary according to the below chart.

Basic Schedule Under Age 65

Salary	Coverage
Up to \$14,999	\$25,000
\$15,000 to \$49,999	\$50,000
\$50,000 to \$74,999	\$75,000*
\$75,000 and up	\$100,000*

*in accordance with the law, PJC can only pay premiums on life insurance up to \$50,000. Employees may contribute the required amount to have the level of coverage above \$50,000.

Age 65 through 69

Coverage is reduced by 33.3% of the pre-age 65 amount until age 70.

Age 70 and up

Coverage is further reduced by 13.4% of the pre-age 65 amount.

Supplemental Life

An employee may elect one, three, or five times the basic amount paid by payroll deduction.

An evidence of insurability is required by the life insurance company for increases to supplemental coverage.

Dependent Life

A dependent rider policy is available through payroll deduction. A monthly premium of \$3.19 provides a \$7,000 benefit on a spouse, and a \$2,000 benefit per child older than six months; and children up to 6 months old with a \$200 amount.

Questions concerning life insurance should be directed to the Human Resources Department.

Florida Retirement System (FRS)

FRS (Pension Plan)

PJC is a participating agency in the Florida Retirement System. Full time employees receive

the benefits of membership in the Florida Retirement System. The College pays the employee's total contribution earned to the FRS. An employee must complete six (6) years of service in order to be vested in the FRS.

FRS (Investment Plan)

The Investment Plan is an employer based contribution that enables the employee to choose various investment options based on the employer's contribution.

ORP

An Optional Retirement Program is offered to certain administrators and all faculty members. Those who elect this option will opt out of the regular FRS program and join this annuity defined contribution plan. The ORP is immediately vested.

OPRP

Faculty members are provided an Optional Phased Retirement Program (OPRP). To be eligible, the faculty member must be age 62 with ten or more years service, or have 30 or more years of service to participate. Upon retiring, the faculty member will be placed on annual contract for the length of time they are eligible up to five years to continue teaching at the college.

DROP

The Deferred Retirement Option Program (DROP) was implemented July 1998. In this program, an eligible participant may retire and instead of receiving his/her monthly benefit, the amount will be paid into the employee's DROP account, which earns interest. The employee continues to work for the College up to the date in which the participant's DROP period ends.

Employees who may qualify for Special Risk or Senior Service Management Class will be advised upon hire.

Contact Human Resources for more details or log on to www.frs.state.fl.us or www.myfrs.com.

Information regarding retirement benefits may be obtained from the Human Resources Department at 484-1772. When planning for retirement, the employee must contact Human Resources at least 60 days before the anticipated retirement date.

Flexible Benefits Plan

A Flexible Benefits option is available to all full-time employees under Section 125 of the Internal Revenue Service Code. Several benefits are eligible for pre-tax options. With the exception of change in status events, enrollments and changes may be made only once per year. The Human Resources Department has further information.

Medical Reimbursement

Employees may choose an amount to be deducted from their bi-weekly pay which will be pre-taxed. This amount is set up in an account in which the employee may file qualified unpaid medical, dental, and vision receipts for reimbursement. Enrollments are during the end of the year for a January 1 effective date, or may be made throughout the year for an approved change in status event. As of January 1, 2009, a debit card is available to plan participants to use for qualifying expenses. Information is available in the Human Resources Department.

Dependent Care Reimbursement

This option allows employees to set aside money from their pay check for expenses incurred for day care of a qualified dependent. The pay check deduction amount is pre-taxed. Information is available in the Human Resources Department.

Dental Insurance

PJC offers employees a choice between two dental plans which includes coverage for preventive, basic, and major dental work. The American Dental Plan has a prepaid option or an indemnity plan, and Brokers National Insurance Assurance Company offers dental coverage. More information can be obtained from the Human Resources Department.

Additional Benefits and Available Plans

Other benefits are available to full-time PJC employees. Information can be obtained from the Human Resources office. Options included are:

- Additional Life Insurance
- Cancer and Intensive Care
- Deferred Compensation Plans (457b)
- Income Protection, Disability, and Supplemental Accident
- Mutual Funds
- ROTH 403(b)
- Tax Sheltered Annuities (403b)
- Vision Coverage

Representatives from companies offering additional benefits must be contacted for explanation and enrollment. The list of authorized vendors for payroll deduction is available in Human Resources or at the PJC website, under Human Resources.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal law, COBRA, (Public Law 99-272, Title X) passed April 7, 1986, requires employers sponsoring group health insurance plans to offer employees and their dependents the opportunity for a temporary extension of coverage. A person qualifying under the

COBRA law may elect coverage at his/her cost which was available under the group plan and at the group rate, plus an administrative fee. Further information may be obtained by contacting the Human Resources Department. (FR)

Savings Bonds

United States savings bonds may be purchased by full-time employees through payroll deduction. The minimum amount of payroll deduction in order to purchase bonds is \$50 bi-weekly. Contact the Human Resources Department for information.

Workers' Compensation

Florida's Workers' Compensation Law is intended to facilitate an employee's return to gainful employment and ensure a cost-effective delivery of appropriate payments to an employee injured in the normal course of duties.

Regardless of where or how it occurs, all on-the-job illness and/or injuries, must be reported immediately to the Public Safety/College Police Department at 484-2500 the employee's immediate supervisor, and the PJC Health Clinic nurse at 484-1322, as required by state law. The clinic nurse can assist the employee with forms necessary to file for workers' compensation. The Human Resources Department can assist the employee with proper use of leave and payments received from workers' compensation.

If, after twelve (12) days of injury/illness in the line of duty, an appropriate medical authority still considers the employee disabled from performing their assigned job, he/she will be eligible for workers' compensation pay at a rate of $66 \frac{2}{3}$ percent of the employee's average weekly earnings based on 13 weeks prior to the injury/accident. Accrued sick and annual leave may be used on a proportionate basis so that the total amount of pay received equals full pay.

Workers' compensation payment for the first seven days of lost time is not payable unless more than 21 total days are missed, according to Florida law. Any workers' compensation payment made for any portion of time for which full payment was made to the employee by the College shall be endorsed to the District Board of Trustees and turned in to the Human Resources Department. Double compensation for the same period of time is forbidden by state law. (BT) (FS)

SUPPLEMENTARY SERVICES

Automotive Repair

Students in the Automotive Technology Program perform mechanical repairs. There is a \$20 work order project fee and the employee is required to pay for parts (no charge for labor). The work to be done must be of a nature in line with the scheduled curriculum. All work must be approved by the instructor of the Automotive Technology Program. Quality of student workmanship is closely monitored but is not guaranteed. For information call 484-2265.

Cosmetology Department

Cosmetology students provide such services as haircuts, styling, coloring, permanents, facials, manicures and artificial nails. Prices are very reasonable. For an appointment, call 484-2567, Monday through Friday. (BT)

Dental Clinic

Full-time employees are eligible for free dental treatments provided by student hygienists in the PJC Dental Hygiene Clinic at the Warrington Campus. Treatments such as X-rays, fluoride treatment, and cleaning of teeth are available. For an appointment, call the clinic at 484-2236. (BT)

Health Clinic

The Health Clinic is located in the Lou Ross Health and Sports Center, Building 3, Room 301, on the Pensacola Campus. The clinic offers first aid by a Registered Nurse for all employees and students. Worker's compensation claims are initiated by the Health Clinic. Medical care for minor injury or illness is provided free of cost. Information on wellness can be obtained at the Health Clinic. The College Nurse may be contacted at 484-1322 or 484-1359.

Hazardous Materials and Wastes

Pensacola Junior College takes every precaution against hazards normally associated with handling and disposing of hazardous chemicals and wastes to avoid human and environmental exposures. Since the College is a small quantity generator of hazardous wastes, it complies with mandated Federal, state and local regulations governing the management and disposal of hazardous wastes. These regulations require the College to

determine if any given waste is hazardous, and if so, manage and dispose of it in accordance with regulations. The Hazardous Materials Contingency Plan specifies policy and procedures for managing hazardous materials, emergencies and waste disposal in accordance with OSHA, EPA, DOT and other regulations.

Occupational Exposure to Bloodborne Pathogens

PJC adheres to a policy of employee protection and work place safety as prescribed by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Regulation 29 CFR 1910.1030. All employees having occupational exposure to bloodborne pathogens require OSHA training in occupational exposure control procedures. Employee training sessions are scheduled annually during normal working hours through the College Inservice Office.

The Hepatitis B vaccination series is available without cost to College employees who have occupational exposure to bloodborne pathogens and other infectious materials (Categories I and II). Employees must receive the mandatory OSHA training prior to administration of the vaccination series. Contact the College Health Clinic for information regarding training sessions and the vaccination series.

Adherence with the policies and procedures contained in the College's Occupational Exposure Control Plan is required of all employees. The plan is available in the Learning Resources Center or the College Health Clinic.

Florida Right to Know Law

PJC complies with the Florida Right to Know Law, Chapter 442, F.S., which states an employee has a right to know of listed toxic substances present in the work place, receive a copy of Material Safety Data Sheet for substances if requested, and the right to instruction about the use, effects, and emergency situations of substances. (FS)

Employee Assistance Program (EAP)

PJC offers an Employee Assistance Program. Counseling for family, financial, emotional or personal concerns and substance abuse issues are available. Limited counseling is free to full-time PJC employees and dependents. Information is available in the Human Resources Department, or by calling Baptist Hospital at 850/469-2383.

Discount Programs

PJC occasionally receives offers for discounts at various entertainment areas and businesses. Information will be distributed by campus mail outs and/or published in the *Green & White*.

Swimming Pool

The swimming pool is reserved for open swim time during lunch hour, evenings and Saturdays. Call 484-1311 for information and open hours. (AD)

Parking

Parking is free on campus. All employees and students must register his/her vehicle with the Public Safety/College Police Department in order to receive a parking permit for the vehicle. Vehicle registration, PJC ID card, and/or PJC class schedule must be presented at the time of registration. An information sheet with traffic rules and regulations will be issued with the decal. (AD)

PJC Art Exhibits

The Visual Arts Gallery at Pensacola Campus hosts a variety of exhibitions each year including Art Faculty and Annual Student shows. All events are free of charge and open to the public. For a schedule of events call 484-2563 or 484-2554.

Lifestyle Improvement and Fitness Education (L.I.F.E.) Center

The L.I.F.E. Center provides employees with the opportunity to be individually evaluated regarding cardiovascular efficiency, respiratory function, body composition, muscular strength and endurance, flexibility, blood pressure and diet analysis. Following the interpretation of the data, an exercise prescription is written and the employee has the opportunity to utilize the L.I.F.E. Center facility. The center is equipped with both cardiovascular and strength-training equipment. The evaluation and orientation to equipment is completed while the employee is enrolled in the Employee Fitness Center Orientation Sessions (P00022). Following this eight-hour orientation, the employee may enroll in Employee Recreation/Fitness Lab (N00084) and utilize the fitness center at his/her convenience during open hours. Call extension 1314 for information. (AD)

Educational Assistance

Employees are encouraged to enroll in courses offered by the College. Employees with six months full-time service and their dependents may apply for a scholarship. The District Board of Trustees has authorized a maximum of (12) credit hours per term. Lab fees are not included. The employee or dependent must be making satisfactory academic progress. The dependent may not have exceeded 90 attempted credits including transferred in credits. Contact your departmental secretary for applications. Financial Aid/Veterans Affairs may be contacted for applications and information. (BT)

Staff and Program Development (SPD)

"The direct benefit from Staff and Program Development funded activities is to be to the College rather than the staff members personally and is to be documented in each instance." (SBE Rule 6A-14.913.) The documentation is included on each SPD request both through explanation and indication of the College's strategic goals that the project supports. Project proposals should benefit the College in two areas:

1. **Staff Development:** The purpose is to assist all College employees to improve their performances through activities that update or upgrade competence required for present positions or for subsequent positions planned by the College.
2. **Program Development:** The purpose is to improve existing programs and design new programs. Program development includes researching, planning, designing, and evaluating programs. Expenditures may also be made for the purchase of instructional equipment and paying salaries for new programs for three years.

Staff and Program Development projects are initiated by the requestor and forwarded through the appropriate administrative channels to the SPD Office for processing. To ensure funding is available and projects are reimbursable, SPD Project Application with approval signatures and appropriate documentation should be received in the SPD Office in a timely manner before the activity occurs. (See SPD Handbook for complete details.)

In-service Training

The Office of Staff and Program Development, located on Pensacola Campus in Building 96, is available to assist all employees with their professional development. The Staff and Program Development Office sponsors workshops, seminars, and credit courses designed to help staff update, upgrade, and improve their skills.

Typical topics for training sessions include word processing, computer spreadsheets, curriculum regulations, legal aspects of education, time management, improving classroom instruction, drug abuse, academic advising, and college finance. Each term, special activities designed to help faculty members achieve initial credentialing in community college philosophy, tests and measurement, psychology of learning, and curriculum are also offered. Activities vary from outside lecturers, independent studies, group projects, to teleconferencing and interactive videos.

Records of faculty and administrative teaching credentials, and individual professional development plans, are kept in this office.

Employees may register online for service activities via the SPD web site at the following address: <http://itech.pjc.edu/spd/>. Information regarding Professional Development Plans, Initial Credentialing and the Adjunct Incentive Plan is also available at this address. Questions regarding professional development should be directed to the Director of Staff and Program Development at 484-1751.

DISCIPLINARY ACTION

In order to strengthen the employer/employee relationship, guidelines are designed to allow supervisors to be consistent when taking disciplinary action. A supervisor contemplating disciplinary action shall review the relevant circumstances with appropriate administrators and the Director of Human Resources prior to initiating the action.

A disciplinary action may involve oral reprimand, a written reprimand, suspension, or termination, depending upon the degree or seriousness of the deficiency or problem. Action shall be taken only after there has been a thorough investigation of the problem.

It is recognized that the type of discipline used may vary in each case depending on the employee's past work record, seniority, replaceability, the severity of the conduct and other reasons related to the efficient operation of the College. Nothing herein shall require that any particular type of discipline be used as a condition precedent to use another form of discipline. (AD)

ALCOHOL / DRUG ABUSE

In keeping with its educational mission, Pensacola Junior College will utilize primarily educational strategies as its major approach to addressing problems related to the abuse of alcohol and other drugs by any member of the college community (students, faculty, and staff). However, any member of the college community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities and to disciplinary procedures of the College.

The District Board of Trustees of Pensacola Junior College adopts this policy to accomplish the following:

- Prevent the abuse of alcohol and drugs through a strong educational effort.
- Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping the abuse of alcohol and other drugs; and
- Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

Educational Efforts

In keeping with its primary mission of education, Pensacola Junior College will conduct a strong educational program aimed at preventing the abuse of alcohol and other drugs.

Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Pensacola Junior College; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with alcohol and other drugs.

Counseling and Rehabilitation Services

Those faculty or staff who seek assistance for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through the Human Resources office and/or Employee Assistance Program and other community resources. Those individuals who have failed to voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed. For those working in good faith with the Employee Assistance Program, every attempt will be made to return the individual to full employment status. More information can be obtained by calling the Baptist Hospital Behavioral Medicine Center, at 469-2383 or the Human Resources office at 484-1760.

Disciplinary Actions

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Chapter 893, Sections .035, .0355, and .0356 of the Florida Statutes. The following minimum penalties shall be imposed for the particular offenses described.

COLLEGE REGULATIONS GOVERNING ILLEGAL DRUGS

1. Trafficking in Illegal Drugs

- a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of The Florida Statutes, [including, but not limited to, heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, MDMA (ecstasy), methaqualone], any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
- b. For a first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 983.03 of the Florida Statutes (including, but not limited to,

steroids, diazepam, phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or nonprobationary employee shall be discharged.

Illegal Possession of Drugs

- a. For a first offense involving the possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be suspension.
- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in drug education and a counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official deems appropriate.
- c. For refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or employees. These penalties will be in accordance with College disciplinary procedures and/or the collective bargaining agreement.

Medical Consequences of Drug Use/Abuse

- a. **Schedule I:** codeine, heroin, psilocybin (mushrooms), cannabis, tetrahydrocannabinol, ayote, escaline, LSD, MDMA psilocin, and other hallucinogens. Health risks associated with use/abuse of these drugs are psychological and physical addiction, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; potential damage to unborn fetus.
- b. **Schedule II:** raw opium, opium extracts, codeine, morphine, fentanyl, methadone, PCP, methamphetamine, pentobarbital, secobarbital, cocaine, percodan, percocet, demerol, dilaudid and other narcotics. Use/abuse has been known to produce the following symptoms psychological and physical addiction, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, potentially damaging to unborn babies, death. Cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, and possible death.
- c. **Schedule III:** certain barbiturates, lysergic acid, lysergic acid amide, benzphetamine, nalorphine, and certain codeine-based compounds. Health risks associated with use/abuse in this category include psychological and physical addiction, potential liver damage,

nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, and convulsions, potential damage to unborn fetus.

- d. **Schedule IV:** anabolic steroids, diazepam, phenobarbital, prazepam, clobazam, barbital, meprobamate, and other barbiturates. Schedule IV drug use/abuse can cause physical and psychological addiction, drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death, possible damage to unborn fetus.
- e. **Schedule V:** a substance, compound, mixture, or preparation of a substance in this schedule has a low potential for abuse. Schedule V substances include any mixture, compound, or preparation containing any of the following limited quantities of controlled substances: less than 100 milligrams of dihydrocodeine per 100 grams; not more than 100 milligrams of ethylmorphine per 100 grams, buprenorphine, pyrovalerone. Health risks associated with use/abuse of drugs in this schedule include: physical or psychological dependence, fatigue, irritability, nausea, and potential damage to unborn fetus.

Possession, Sale, or Consumption of Alcoholic Beverages

- a. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited unless specifically authorized. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers, and liqueurs.
- b. State Laws are outlined as follows:
 - (1) **Drinking Age** - The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to a person under 21 is unlawful in Florida, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.
 - (2) **Open Container Law** - It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets.
 - (3) **DUI (Driving Under the Influence)** -A person is guilty of the offense of DUI if such person is driving or in actual physical control of a vehicle and the person is under the influence of alcoholic beverages, any chemical set forth in Section 877.111, F.S., or any substance controlled under Chapter 893, F.S., when affected to the extent that his/her normal faculties are impaired, or the person has a blood alcohol level of .08 or higher.

Penalties for DUI are: First conviction: maximum six months in jail (usually probation unless injuries or property damage are involved), mandatory \$250 fine with a maximum of \$500, and mandatory 180-day license revocation with a maximum of one year.

Second conviction: mandatory 10 days jail time if within three years of first conviction with a maximum of nine months (usually probation unless it falls under time guidelines for second conviction), mandatory \$500 fine with a maximum of \$1,000, and minimum five-year license revocation if within five years of first conviction. Third conviction: mandatory 30 days in jail if within five years of prior conviction with a maximum of one year, mandatory \$1,000 fine with a maximum of \$2,500, and a minimum 10-year license revocation if within 10 years of first conviction. In addition to the legal requirements and penalties above, students found to be in violation of this College policy will be subject to penalties under the student Code of Conduct. Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in College disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in the rehabilitation and educational programs will be regulated by State and Federal statutes. (FS)

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community.

An immediate suspension and subsequent hearing will be in accordance with College disciplinary procedures and/or the collective bargaining agreement.

Civil Conviction for Drug and Alcohol Offenses

If employees of Pensacola Junior College in performance of college duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on College property or at a College sponsored event. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. The individual involved is required to notify the College of the conviction or incident within five (5) working days following said conviction or incident.

PROBLEM SOLVING AND GRIEVANCE PROCEDURES

Informal Problem Solving

Any employee of the College who has a work-related complaint, problem, or concern shall address this problem through appropriate channels on the campus site.

Discussions to resolve these concerns should begin with the immediate supervisor and, if not resolved, should progress to the next supervisory level, up to and including the appropriate Vice President or campus Provost.

The appropriate Vice President or campus Provost is charged with addressing problems that may arise, and will make every effort to resolve them in a mutually satisfactory manner.

An ombudsman may be selected annually by the Career Service Employees Council to assist career service personnel with grievances during the informal problem-solving procedure. The ombudsmen shall serve a one-year term with reappointment permissible for an unlimited number of terms.

Duties of the ombudsman include:

- Assisting career service employees and supervisors with resolution of informal grievances.
- Monitoring formal grievance time frames.
- Serving as an informal grievance resource person.
- Consulting with the Director, Human Resources or the Associate Vice President for Institutional Diversity on grievances involving alleged discrimination.

DISTRICT GRIEVANCE PROCEDURE

Career Service, Faculty and Administrators

Faculty may use these procedures or the procedures outlined in the CBA.

Statement of Purpose

The primary objective of the District Grievance Procedure is to provide a credible and practical method of addressing problems or complaints, and to assure the District Board of Trustees that each employee will receive fair treatment and an impartial hearing.

DEFINITIONS

Grievance

1. A violation or improper application of any of the following:
 - a. Written policies and/or procedures promulgated by the state or the College, including those pertaining to salary, promotion, job classification, and leave.
 - b. Disciplinary guidelines, unless alleged violation or improper application is considered during hearings held in accordance with the College's disciplinary procedures.
 - c. A legally prohibited discriminatory act or practice.

Grievant

Any full-time or part-time employee appointed to a budgeted position at Pensacola Junior College who professes a grievance, or any group of employees professing the same grievance. Probationary (less than one year's service as a career service employee), adjunct, or temporary employees shall have access only to the Informal Problem Solving Procedure. Executive, managerial/professional personnel, as defined by the Office of Civil Rights classification, may direct their grievance to the College President via the Informal Problem Solving Procedure.

Administration Representative

The individual designated by the College President to act as the primary representative of the administration during the formal grievance procedure.

FORMAL GRIEVANCE PROCEDURE

Initiation Time

If a problem has not been resolved using the Informal Problem Solving Procedure at the campus level within four weeks of the time the immediate supervisor is made aware of the act or condition that is the source of the grievance, a formal grievance may be filed at the district level with the Human Resources Department.

Forms

Grievance forms shall be available in the Human Resources office. Forms for grievances alleging constitutionally prohibited discrimination are available in the Associate Vice President for Institutional Diversity's office. The Director of Human Resources shall forward the original grievance form to the appropriate Vice President, and deliver copies to associated supervisors.

Steps

1. Campus Provost. After the grievance form and related documents are filed, the appropriate campus Provost shall arrange a meeting with the grievant, supervisors, and other concerned parties in order to discuss the matter. The meeting shall be held within five working days of the date the grievance is filed in the Human Resources office. Following this meeting, the Provost has ten working days to resolve the problem and provide a written response to the grievant settling or denying the grievance. The grievance form and related documents, and a copy of the Provost's response shall be returned to Human Resources in a sealed envelope.
2. Grievance Committee. Should the employee consider the Provost's response unsatisfactory, and maintains that a grievance still exists, he/she shall submit the grievance for a Grievance Committee review with his/her council chairperson or Grievance Committee Chairperson as appropriate, within five (5) working days of receipt of the Provost's response.

Grievance Committee Formation

The three members of the Grievance Committee shall be selected from a pool that will be established by the administration and the Career Service Employees Council.

Pool. The pool will consist of fourteen persons, seven to be appointed by the College President and seven to be chosen by the Career Service Employees Council or, as appropriate for administrators, by the Director, Human Resources.

For career service grievances, the Career Service Employees Council chairperson will secure a pool of potential Grievance Committee members, and shall set a time at which committee members will be selected. For administrator grievances, the Director of Human Resources will secure a pool and set a selection time for committee members.

Once committee members are selected, the Human Resources Department will send to committee members for review the sealed envelope of grievance materials. The Grievance Committee shall conduct a hearing within ten (10) working days of its formation. Within five (5) working days of this hearing, copies of the committee's written opinion its findings, reasoning, and recommendations shall be sent to the President, the grievant, and the administrative representative.

Selection. The grievant shall contact the Career Service Employees Council chairperson or the Director, Human Resources, as appropriate, to obtain a list of current members of the Grievance Committee pool. From this list, the grievant shall appoint one person to serve on the committee. The College President or his designated representative shall appoint one committee member from the list. A third person shall be chosen from the pool by the first two Grievance Committee members. If the members cannot agree on a third person, a name shall be drawn at random from the pool.

Chairperson. The Grievance Committee chairperson shall be elected by the three committee members. Responsibilities of the chairperson shall include:

1. Determining the time and place of the hearing.
2. Assuring appropriateness of information submitted.
3. Conducting an orderly hearing.
4. Preparing a written summary of the findings, reasoning, and recommendations of the committee.
5. Obtaining the signatures of all committee members on the written summary.
6. Submitting the committee's written summary to the appropriate individuals.
7. Arranging an official recording of the hearing for storage in locked files.

Conduct of Hearing

Conduct of the grievance hearing before the Grievance Committee shall be in accordance with following guidelines:

1. The presiding officer at a grievance hearing shall be the duly elected chairperson of the hearing body.
2. Attorneys may be present to advise the grievant and the supervisors involved, but may not actively participate in the hearing procedure.
3. All hearings shall be officially recorded by a representative of the Director, Human Resources, who will be available for technical interpretation of policies and procedures. The grievant and the administrative representative will also have the right to record the hearing, and to have a copy of the official recording at no cost.
4. Witnesses and documents to be used in the hearing shall be limited to those on a list submitted during the earlier meeting. Addition of new documents or witnesses at this point is not permitted, unless mutually agreed upon by the administrative representative, the grievant, and the hearing body.
5. If possible, all hearings shall be conducted during regular working hours. When requested to appear, a witness or participant shall be allowed time off to be present at the hearing.

6. The Grievance Committee should set specific time limits for the opening and closing statements of both parties involved. If desired, time limits may be set for the examination of each witness.
7. Once the hearing is convened, the grievant shall first present his opening statement of grievance and the remedy desired. Then, the administration shall make its opening statements.
8. After witnesses have given their testimony on behalf of one of the parties, they are to be questioned only by members of the hearing body. However, either party may, before or during the hearing, provide written questions to the committee, which the committee may wish to include in its questioning.
9. After each party has completed the presentation of testimony and other evidence, the grievant shall summarize his case in a closing statement.
10. The committee shall deliberate and reach a decision based on the testimony and evidence. The committee's decisions shall be by majority vote.

CONDUCT OF GRIEVANCE HEARINGS BEFORE THE BOARD

Unless waived by the parties, all hearings held before the District Board of Trustees shall be in accordance with Section 120.57 and Section 120.58 of the Florida Statutes, as amended. Reasonable notice of not less than fourteen (14) days shall be given of the hearing when scheduled by the board, unless requirement is waived by all parties. Notice shall include:

1. A statement of the time, place, and nature of the hearing.
2. A statement of the legal authority and jurisdiction under which the hearing is to be held.
3. A reference to the particular sections of the statutes and rules involved.
4. A short and plain statement of the matters asserted by all parties of record at the time notice is given.

The presiding officer at a hearing before the Board of Trustees shall be the Chairman of the Board, or, if the Board so elects, a panel of three (3) Board members may serve as presiding officers.

The Board shall provide for the accurate and complete preservation of all testimony in the proceeding, and on the request of any party, it shall make a full or partial transcript available at no more than actual cost. The witnesses and documents to be used at this hearing shall be those witnesses and documents submitted at the hearing before the Grievance Committee,

Unless good cause is shown to the Board, why additional witnesses and/or documents should be presented or submitted. If either party intends to present or submit additional witnesses and/or documents to the Board, reasonable advance notice shall be given to the other party.

The Board will set time limits for the opening and closing statements by both parties to the grievance, and may set time limits for the examination of each witness. After the hearing convenes, the grievant shall first present his/her opening statement of the grievance and the desired remedy. Then, the administration shall make its opening statements. After both parties have completed their presentation of testimony and other evidence, the grievant shall summarize his case in a closing statement, and then the administration shall summarize its case in a closing statement.

At the hearing, unless otherwise agreed upon, all parties shall have an opportunity to respond, to present evidence and argument on all issues involved, to conduct cross-examination and submit rebuttal evidence, to submit proposed findings of fact and orders, to file exceptions to any order, or to any hearing officer's recommended order, and to be represented by counsel. When appropriate, the general public may be given an opportunity to present oral or written communications. If the Board proposes to consider such material, then all parties shall be given an opportunity to cross-examine or challenge or rebut it.

The parties to a grievance may stipulate the adoption of a hearing procedure that is less formal and restrictive than the procedures outlined in Sections 120.57 and 120.58 of the Florida Statutes. Unless the Board is of the opinion that the stipulated procedure would result in a lack of due process, the Board will adopt the stipulated procedure for that particular hearing. If a grievant chooses not to be represented by counsel at the hearing, then the administration will not be represented by counsel. The Board's attorney shall serve as legal advisor and consultant to the Board, and may be called upon to rule on evidentiary matters and other points of law.

The final decision of the Board shall be by majority vote and will be in writing or stated in the record and include findings of fact and conclusions of law separately stated, and it shall be rendered within forty-five (45) days:

1. of the conclusion of the hearing, if conducted by the Board.
2. of submission of a recommended order to the Board if the hearing is conducted by a hearing officer (recommended order must also be mailed to all parties involved), **OR**
3. of receipt by the Board of written and oral material it has authorized to be submitted, if there has been no hearing.

The forty-five (45) day period may be waived or extended with the consent of all parties.

GENERAL PROVISIONS

The following provisions apply to the entire Formal Grievance Procedure.

Reprisals

No reprisals of any kind shall be taken against any employee for filing a grievance.

Confidentiality

All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.

Storage of Records

All documents, forms, communications, and records dealing with the grievance shall be filed separately from the personnel files of the participants.

Time Limits

The number of days at each level of discussion shall be considered as maximum, and every effort should be made to expedite the process. However, time limits may be extended by mutual consent of all concerned.

Failure to Meet Time Limits

Failure on the part of the grievant to act within time limits shall result in the grievance being dropped for consideration. Failure by the Grievance Committee or the College President to issue a written decision within the specified time limit shall advance the grievance to the next step.

Withdrawal

A grievance may be withdrawn by the grievant at any level.

Direct Appeals

An alleged legally prohibited discriminatory act or practice may be presented by the grievant directly to the appropriate Vice President or campus Provost, with appeal made to the College President, and to the Board of Trustees, if necessary. The Director, Human Resources shall serve as consultant to all participants in any grievance involving alleged discrimination.

Jurisdictional

Disciplinary actions by the administration are not grievable. Employees entitled to a hearing as the result of disciplinary action taken by the administration shall pursue their rights under State Board of Education rules and the College's disciplinary procedures. Matters under active consideration by an external agency or court of law are excluded from the grievance procedure. Non-renewal of annual contracts may not be grieved.

Protection for Grievant

At no time in the process shall the grievant be threatened, intimidated, unnecessarily delayed, or otherwise discouraged from pursuing the satisfaction of the grievance.

CAREER SERVICE EMPLOYEES COUNCIL

Bylaws

I. Name

The name of this organization shall be the Career Service Employees Council.

II. Purpose

The Career Service Employees Council of Pensacola Junior College is established to provide a channel of communication between career service employees and the administration; and to provide the College President with advice and counsel relative to matters affecting career service personnel and the College at large.

III. Council Responsibilities

- A. Recommend policies related to career service employees and the College at large to the College President. Policies may have been initiated within the council or elsewhere.
- B. Be available to any and all career service personnel as a forum for the presentation of ideas and information relative to programs and procedures of the College.
- C. Liaison between career service personnel and the College President.

IV. Elections

- A. Regular elections shall be held in May of each year to fill all existing vacancies. Employees elected to the council may serve up to two consecutive terms (four years). However, they may be nominated again if no other nomination is received. The election of the representatives and the alternate will be within the group. Results of elections will be announced at the June council meeting. The term of office for the new council members will start at the beginning of the new fiscal year.
- B. All elections shall be by secret ballot. Each group entitled to elect a representative shall select two nominees for the position. The Election Committee will submit to each group a list of persons within the group eligible for nomination.
- C. Each individual group will select and elect the group representative. The nominee with the most votes becomes a Career Service Employees Council member. The nominee with the next highest number of votes will be alternate.
- D. The alternate shall service as the representative if the representative becomes ineligible or unable to serve during his or her term on the council. The alternate may also act as a substitute for the representative if the representative is unable to attend any meeting. In such a case, the alternate has voting privileges.

- E. In the event the alternate or alternates decline the position, the chairperson can appoint a qualified person to the vacant position. (*Qualified* - a career service employee working in a building within a group who has been employed by the College for at least one year).
- F. Alternates are encouraged to attend the monthly meetings of the council and to give their support to the council by participation in the proceedings.

V. Terms of Office

- A. Each group's representative shall serve a two-year term. The terms shall be so arranged that one-half of the representatives shall be voted upon each year.
- B. If elections are held in accordance with IV, A-D above, the replacement(s) so selected shall serve only the unexpired portion of the term.

VI. Officers

- A. Officers shall take office at the beginning of each fiscal year (July).
- B. The council shall annually elect a chairperson from its membership.
 - 1. Responsibilities of the Chairperson
 - a) The chairperson presides over the council meeting.
 - b) The chairperson shall be responsible for the agenda.
 - c) The chairperson shall be responsible for making the minutes a permanent part of the records of the council for the fiscal year during which he or she presides.
- C. The chairperson shall annually appoint a Vice-Chairperson from among the council members.
 - 1. Responsibilities of the Vice-Chairperson.
 - a) Presides over a meeting in the absence of the chairperson.
 - b) Serves on committees.
 - c) Provides general assistance to the chairperson.
- D. The council shall annually appoint a recording secretary from among the council members.
 - 1. Responsibilities of the Recording Secretary.

- a) Record minutes of regular and special meetings.
- b) Distribute minutes.
- c) Types correspondence.

VII. Meetings

- a) There shall be regular monthly meetings throughout the year.
- b) Special meetings may be called by the chairperson or by a majority vote of the council members.
- c) A quorum shall be a majority of all council members.
- d) All meetings of the council are open to interested observers.
- e) Alternates are encouraged to attend regular meetings and give their support to the council by participation in the proceedings.
- f) Minutes of meetings will be distributed to all full-time career service employees.
- g) Career service personnel shall be informed in advance of meeting time, place, and agenda, if given.
- h) Career service employees who wish to be heard by the council should contact their group representative (or alternate) so that they may be placed on the agenda.
- i) Where the Career Service Employees Council Bylaws are silent, Robert's Rules of Order shall prevail.

VIII. Bylaws

- a) The council shall amend bylaws as necessary.
- b) Amendments to and revisions of bylaws must be posted in every building and announced in the *Green & White* at least 30 days prior to council vote. Voting shall be by secret ballot.

IX. Absences

- a) The council may declare vacant the seat of any elected member of the council who absents him or herself from three (3) consecutive meetings without furnishing written explanation acceptable to the council. The written explanation
- b) should be delivered to the chairperson or the vice-chairperson by the following

council meetings. If the representative is unable to attend the meeting, the representative will need to contact the alternate and also the chairperson.

X. Nominating Committee for Officers

- a) During the regular June council meeting, the chairperson shall announce three members making up the Nominating Committee, and designate a chairperson for the committee.
- b) The Nominating Committee report shall be presented to the Council at the July meeting, placing into nomination a slate of three (3) candidates with one year's service to replace the officers whose regular year terms are expiring and confirming the fact that personal contact with the candidates found them willing to accept the responsibilities of council office. Election of the officers will take place at that time.
- c) Other nominations may be presented by committee members or alternates during the July meeting if prior approval is secured from the nominee.

XI. Membership

- a) The council shall consist of career service employees who have completed one year of satisfactory service at the College. Nominees for the council shall be elected by the employees from the representative areas of the College.
- b) Responsibilities of Council Representatives
 1. Represent the members of their group on all matters before the Council. Relate to the members what the council can and cannot do for the employees.
 2. Distribute minutes and provide information from the council to group members.
 3. Secure opinions and concerns from group members regarding items to appear before the council. Alternates should assist.
- c) Membership of the Career Service Employees Council shall be from the below areas. Note: Up to and including 25 employees, one representative; 26-45 employees, two representatives; 45 or more employees, three representatives.

Group 1 (1 Representative) Warrington Campus

Group 2 (1 Representative) Milton Campus

Group 3 (2 Representatives) Pensacola Campus Buildings 1, 4, 5 and 6

Group 4 (3 Representatives) Pensacola Campus Building 9

Group 5 (2 Representatives) Pensacola Campus Buildings 2,3,7,8,10 and 20

Group 6 (3 Representatives) Pensacola Campus Buildings 11,12,13,14,15,
17,18,21,23,96,97,

NAS and the Downtown Center

