

# EMPLOYEE HANDBOOK

[www.pensacolastate.edu/documents/Employee-Handbook/](http://www.pensacolastate.edu/documents/Employee-Handbook/)



The Employee Handbook is prepared by Human Resources  
for the non-faculty employees of Pensacola State College.  
For additional information, call 850-484-1760.

Revised July 2025

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its educational programs, activities, or employment. For inquiries regarding Title IX and the College's nondiscrimination policies, contact the Dean of Students and Equal Opportunity Compliance at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.



## **Pensacola State College**

### **Campuses and Centers**

#### **Century Center**

440 E. Hecker Road  
Century, Florida 32535  
850-471-4679

#### **Downtown Center**

418 W. Garden Street  
Pensacola, Florida 32502  
850-484-1374

#### **Milton Campus**

5988 Highway 90  
Milton, Florida 32583  
850-484-4400

#### **Pensacola Campus**

1000 College Boulevard  
Pensacola, Florida 32504  
850-484-1000

#### **South Santa Rosa Center**

5075 Gulf Breeze Parkway  
Gulf Breeze, Florida 32563  
850-471-4630

#### **Truck Driving Facility**

5957 Jeff Ates Road  
Milton, Florida 32583  
850-484-4485

#### **Warrington Campus**

5555 West Highway 98  
Pensacola, Florida 32507  
850-484-2200

## **Faculty Employment Information**

Most of the information in the Employee Handbook applies to all employees. However, a collective bargaining agreement in a separate document determines specific employment terms and conditions for full-time faculty.

Full-time faculty should refer to the current collective bargaining agreement for reference and information on such matters. <http://www.pensacolastate.edu/documents/collective-bargaining-agreement/>.

An Adjunct Handbook is available at <https://www.pensacolastate.edu/documents/adjunct-handbook/> for part-time teaching employees.

## **College Mission**

Pensacola State College, under the governance of a local Board of Trustees, is committed to providing quality, affordable, and accessible educational opportunities through a variety of delivery methods.

The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, business and industry training, non-credit continuing education, community outreach, and cultural enrichment opportunities for students and the community.

## **Vision Statement**

Through strategic partnerships and continuous emphasis on professional development of the faculty and staff, Pensacola State College educates students through a dynamic and supportive learning environment that develops all students intellectually, culturally, and socially, preparing them to succeed within the global community.

## **EQUAL ACCESS/EQUAL OPPORTUNITY**

Without regard to race, color, ethnicity, sex, pregnancy, creed, age, religion, marital status, national origin, disability, sexual orientation, or gender identity, Pensacola State College commits to the following:

- Pensacola State 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 about nondiscrimination.
- 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.
- The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, veterans, and otherwise qualified disabled persons regarding employment, the delivery of educational programs and services, and all other appropriate areas in which the College is involved.

- The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the College prohibits discrimination and retaliation of any kind, including discrimination based on sexual orientation, gender identity or genetic information, and discrimination based upon religion, and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees regarding admissions, class attendance, scheduling of examinations, and work assignments.

Pensacola State College is in compliance with the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, 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, the Age Discrimination in Employment Act of 1967, and the Genetic Information Nondiscrimination Act (GINA) of 2008.

Inquiries or complaints may be addressed to the Dean of Students and Equal Opportunity Compliance, Building 5, 1000 College Blvd., Pensacola, FL, 32504, or 850-484-1759.

## **Sexual Misconduct**

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

In addition, Pensacola State College 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. 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 implicitly 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, 1601.00)

**Voyeurism** — The condition of one who derives sexual satisfaction from observing the sexual organs or acts of others, generally from a secret vantage point.

**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 to it 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)

## **Sexual Harassment**

It is the policy of the College that no members of the College community may sexually harass another. An employee or student who violates this policy will be subject to disciplinary action. The College has an affirmative duty to create an educational and work environment free of harassment based on sex and is responsible for all acts of harassment, regardless of 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 non-employees, the College is only responsible if it knew or should have known of the harassment and failed to take corrective action. Included are:

- Any slurs, innuendos, verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work, school performance or participation; or otherwise adversely affects an individual's employment or educational opportunity.
- The denial or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment based on sexual advances or requests for sexual favors.
- 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 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.

The defense of consent is not viable when one partner in a relationship has power over the other. Sexual relationships, even though welcome, which may be appropriate under different circumstances, may not be relevant when they occur between a faculty member and student or a manager and employee. Even when no negative consequences arise for the individuals involved, such relationships can create potential conflicts of interest. Sexual relationships viewed by the parties as mutual may still raise questions of favoritism, as well as abuse of trust and power. This is particularly the case where a student is enrolled in a course the involved faculty member teaches.

Sexual harassment complaints shall be directed to the immediate manager, who will disseminate this procedure. If a complaint is made against the immediate manager, the next level of supervision should be contacted. Employees and students may notify the Dean of Students and Equal Opportunity Compliance at 850-484-1759.

## **Grievances Alleging Discrimination**

Pensacola State College is a diverse community that values and expects respect and fair treatment of all individuals. The College strives to provide a work and academic environment free from discrimination, harassment, and retaliation. The College's policy on nondiscrimination, 6Hx20.1.007, clearly prohibits discrimination based on race, ethnicity, color, national origin, sex, age, religion, marital status, disability, sexual orientation, and genetic information. Additionally, discriminatory conduct in the form of sexual misconduct/sexual harassment (6Hx20-1.028) is also prohibited.

Any employee who believes he/she has been subjected to discrimination, harassment, or retaliation may file a complaint with the College's Dean of Students and Equal Opportunity Compliance, at 850-484-1759. In addition, employees may also consult with the Director, Human Resources at 850-484-1766.

## **FRAUD POLICY (Fraud Hotline 850-471-4600)**

The Fraud Policy addresses employees' and management's responsibility for detecting and reporting fraud and/or suspected fraud. For this policy, fraud shall include, but not be limited to:

- Theft or misappropriation of college assets;
- Submitting false claims for payments or reimbursement;
- Submitting false timesheets and/or failure to submit leave requests for time not worked;
- Accepting or offering bribes, gifts, or other favors;
- Accepting a commission from a third party;
- Blackmail or extortion;
- 'Off the books' accounting or making false or fictitious entries;
- Knowingly creating and/or distributing false or misleading financial reports;
- Paying of excessive prices or fees where the justification thereof is not documented;
- Violation of the College's procedures with the aim of personal gain or to the detriment of the College;
- Willful negligence intended to cause damage to the material interest of the College or
- A dishonorable, irresponsible, or deliberate act against the interests of the College.

### **Responsibility of Employees**

All employees are responsible for conducting their college business in such a way as to prevent fraud from occurring in the workplace. Employees must also be alert to the possibilities for fraud and be on guard for any indications of improper or dishonest activity.

### **Responsibility of Management**

All administrators are responsible for being familiar with the types of improprieties that might occur in their area and being alert for any indication that improper activity, misappropriation, or dishonest activity exists in their area, and putting in place controls to avoid such occurrences.

Administrators are required to support and work with other involved departments and law enforcement agencies in the detection, reporting, and investigation of dishonest or fraudulent activity, including the prosecution of offenders. If fraud is detected in an area, administrators are responsible for taking appropriate corrective actions to ensure adequate controls are implemented to prevent the recurrence of improper actions.

### **Reporting Fraud**

It is the responsibility of all college employees to report fraudulent activities without delay according to the procedure set forth below. Persons with knowledge of a fraudulent activity who

cover up, obstruct, or fail to report will be considered an accessory after the fact. They may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person who has reported fraudulent activity shall be subject to disciplinary action up to and including termination of employment. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid false accusations or alerting a suspected individual that the fraudulent activity has been detected.

Incidents, facts, suspicions, or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College administrator investigating the incident.

Fraud can be detected at any level within the College, and the following general principles should apply in reporting suspected fraud.

A person who suspects fraudulent activity shall immediately report the matter to his or her Department Head. If the Department Head is suspected of involvement in the fraudulent activity or of being an accessory after the fact to the fraud, then the report shall be made directly to the appropriate Vice President, which shall be the Vice President of Academic and Student Affairs in the case of an academic or student services employee, or Vice President of Business Affairs for all other employees. If the appropriate Vice President is suspected of involvement in the fraudulent activity or of being an accessory after the fact to the fraud, then the report shall be made directly to the President of the College.

When a report of suspected fraudulent activity is made to a Department Head, if that Department Head has conclusive knowledge that no fraud has occurred, then the Department Head shall forward the report and the exonerating information to the appropriate Vice President. Examples of exonerating conclusive knowledge may include such things as a leave request form having appropriately been submitted for a person absent from work or a property disposition form having been appropriately submitted for equipment to be removed from campus.

If the Department Head does not have conclusive knowledge that no fraud has occurred, then the Department Head shall immediately forward the report of fraudulent activity to the appropriate Vice President or the President if the Vice President is implicated and shall only conduct further investigation once the Vice President or President is directed to do so.

The College has established a fraud hotline to allow anonymous reporting of fraudulent activities, and it is monitored by the office of the Vice President, Business Affairs. As an alternative to reporting fraudulent activity through a report made directly to a Department Head or Vice President, as set forth above, employees may satisfy their reporting obligation by making a satisfactory report to the fraud hotline. A satisfactory report of fraudulent activity shall include the name of the suspected individual and a specific description of the activity believed to be fraudulent, given with enough detail to allow for a thorough investigation without alerting the suspected individual.

## **Procedures for the Investigation of Alleged Fraud**

The Vice President, or the President if the Vice President is implicated, shall be responsible for coordinating the College's response and will seek advice from legal counsel, appropriate law enforcement agencies, and others as required.

The Vice President or President will notify the appropriate staff, who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions, and recommendations will be reported to the appropriate Vice President or President.

Where the initial investigation provides reasonable grounds for suspecting an employee of fraudulent activity, the Vice President or the President will decide if any actions are necessary to prevent further loss. Such actions may include suspension of the employee(s) with or without pay in accordance with Board of Trustees Policies and/or the decision to proceed with further investigation.

Each case will be considered individually, with a view to minimizing the losses (both monetary and otherwise) to the College. Having decided what further action is necessary and how such actions should be undertaken, the Vice President or President shall communicate with the affected employee(s) and the appropriate manager(s).

Results of fraud investigations will be considered, and the internal control structure will be assessed so that a similar recurrence of the same or similar fraud can be prevented or at least promptly detected by the relevant Vice President and staff in the future.

Following consultation with the relevant department(s), documentation regarding the findings, conclusions, and recommendations will be maintained.

## **Investigation of Alleged Fraud Disciplinary Action**

Human Resources will be consulted for any employee disciplinary actions resulting from fraudulent activity. Documentation related to such employee discipline will be maintained in the employee's record.

## **College Facilities**

### **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 State College will be given first consideration when the use of college facilities and equipment is concerned. In the event facilities and/or equipment are not in use for the College's educational purposes at a certain time, they may be made available to recognized groups for educational functions of a non-sectarian nature. For the use of facilities by external groups and co-sponsored events, a proposal will be initiated by the Events Coordinator in the Facilities, Planning and Construction department and must be signed by the College's designated risk manager for review.

### **Restroom and Changing Facility Use Based on Biological Sex at Birth**

Pursuant to s. 553.865, Florida Statutes, and Rule 6A-14.00612, Florida Administrative Code, all restrooms and changing facilities at Pensacola State College are designated for exclusive use by males or females and shall be limited to individuals based on their biological sex at birth, except



for single use restrooms and restrooms specifically designated by signage as unisex. Single use and unisex restrooms may be used by individuals of either sex. Any College employee who willfully enters, for a purpose other than one of the permitted exceptions listed below, a restroom or changing facility designated for the opposite sex on college premises and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel, shall be subject to disciplinary actions. Disciplinary actions for a first offense may include verbal warnings, written reprimands, suspension without pay or termination of employment based on the circumstances of the event. Pursuant to Rule 6A-14.00612, F.A.C., disciplinary action for a second offense must result in termination of employment.

#### Permitted Exceptions:

- (a) To accompany a person of the opposite sex to assist or chaperone a child under the age of 12, or an elderly person, as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- (b) For law enforcement or governmental regulatory purposes;
- (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Any alleged violation of this policy by any College instructional personnel or administrative personnel shall be reported to the Office of Equal Opportunity Compliance, which shall commence an investigation of the allegations in the same manner as a report of discriminatory misconduct by an employee.

If the College fails to meet the foregoing requirements for use of restrooms and changing facilities, any College student, administrative personnel, faculty member, security personnel, or law enforcement personnel has the right to file a complaint with the Florida Attorney General alleging such failure.

This policy does not apply to an individual who is or has been under treatment by a physician who performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, who in the physician's good faith clinical judgment has any of the following conditions:

- (a) External biological sex characteristics that are unresolvedly ambiguous.
- (b) A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

### **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 entranceways

and exits to all buildings. Smoking is permitted only in designated areas on each campus. 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 manager.

## **Guidelines for Use of Rooms**

Room assignments for classes will be assigned through the facilities scheduler. An instructor's request for a room change must be approved by the instructor's Department Head, Dean, and senior-level administrator before the facilities scheduler is contacted concerning the change. The use of campus facilities may be requested through the campus dean of the particular campus. 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 State 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 a designee. Valuable equipment should be secured in classrooms. Electronics used for classes should be returned to the Technology Support Department, Computer Lab, or the respective department storeroom or locked securely in the classroom when leaving. Valuable personal items should be secured in offices or classrooms.

## **Property Control**

All property of a non-consumable nature valued at \$5,000 or more, which has an average life expectancy of one year or more, will be inventoried. Items with a value or cost less than \$5,000 may be tracked as determined by the College. Property will only be moved from its assigned area with proper authorization. Property Control Form Pensacola State College-59-84 is required.

## **Operation of Machinery or Equipment**

All appropriate safety measures will be followed when machinery or equipment is operating. 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 State College business. Employees are responsible for compliance with copyright laws.

## **Telephones**

Federal Communications Commission (FCC) rules govern 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.

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.

## **Campus Mail Facilities**

Campus mail service may be used only for official college business. Besides official college business, mail will 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. Questions about the mail service should be directed to the Central Services Specialist or the Purchasing Director.

## **College Vehicles**

College vehicles may be used for local official functions when Pensacola State College is being represented by college personnel. This does not include class assignments. Due to insurance restrictions, people other than College employees and students are not permitted to drive or ride in college vehicles. If rental 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 using vehicles from the motor pool are made by contacting the Department of Facilities Planning and Construction, Building 9, Pensacola Campus, 850-484-1900. This department will be notified with a Request for Maintenance Services as soon as possible. When a vehicle is picked up, a copy of the approved Request for Travel Authorization for out-of-town trips must be presented. The person signing for the vehicle must be the driver, an employee of Pensacola State College, 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 vehicle's safety, cleanliness, and proper operation. The user is also responsible for returning the vehicle in good condition and on the prescribed date and time. Operators of college buses must be certified under Department of Transportation rules and will be processed by Human Resources for a drug screening and to keep copies of their medical certification and commercial driver's license.

## **Keys and Access to Facilities**

Requests for college keys will be made through the working department and provided to the Facilities, Planning, and Construction departments for the issue. Lending or duplicating keys is not permissible. Keys are college property and shall be returned upon request or at termination of employment. Failure to return college-issued keys will result in a \$100 fee to the employee. Any misuse of keys by an employee could result in disciplinary action.

## **TRAVEL**

### **Specific Rules**

All travel must be authorized and approved by the proper authority before the trip takes place. Reimbursement by the College will be limited to expenses incurred in performing a public purpose authorized by law. For specifics about travel and reimbursement, refer to Pensacola State College Policy 6Hx20-5.008. Faculty members should consult the current collective bargaining agreement for specific travel terms and conditions.

## **Car Rental**

In some instances, renting a vehicle at the traveler's destination may be the most economical source of travel at the location. The use of rental vehicles must be approved in advance by the appropriate Dean or Vice President. Rentals must be made through the State's rental contract and charged to the College. Information and credit cards applicable to Pensacola State College are available in the Vice President for Business Affairs office. When travel originates from Pensacola State College Campus, the College's Department of Facilities, Planning and Construction 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 the observation of traffic laws will be considered willful neglect of duty.

## **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 the appropriate college authority. The person responsible for the vehicle will be required to provide a complete accident report from the law officers to the College.

## **Safety and Security**

### **Public Safety/College Police Department**

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

Pensacola State College Public Safety/College Police Department operates a central dispatch, coordinating all campus calls for public safety assistance from one centralized location. The number to call for all campuses is 850-484-2500.

Since the police officers are unable to know or recognize all college employees, members who are on campus at unusual hours will cooperate with the Public Safety/College Police Department by identifying themselves when requested to do so. The Pensacola State College identification card will be accepted as sufficient identification. However, additional identification may be requested if deemed necessary. After regular work hours, employees in any of the buildings should notify the Public Safety/College Police Department by calling 850-484-2500.

Information requested by the Public Safety/College Police Department may be obtained by calling 850-484-2500 24 hours per day, seven days a week. In the case of an extreme emergency after hours, dial 9-911 from a Pensacola State College Campus phone.

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

## **Emergencies**

Emergencies involving minor injury, illness, or accident should be reported to the Public Safety/College Police Department at 850-484-2500 as soon as possible. The dispatcher will require the following information:

- Exact location of the emergency (room number and building, whether inside or outside the building, etc.)
- Nature of the emergency (sickness, fall, extent of injury or illness, any known information about the victim's condition, such as related health problems, etc.)
- Name of the 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 the caller can be reached. Callers should remain on the phone with the dispatcher until an officer arrives.

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

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

For each emergency, an Accident-Incident Report must be prepared by the person injured or ill, when possible, or the manager in charge and forwarded immediately to the Pensacola State College Public Safety/College Police Department. Follow-up and status of accidents pertaining to employee work time should be coordinated with the Director, Human Resources.

## **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 their 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. The categories for mandatory reporting include several classifications of individuals that work at Pensacola State College, including schoolteachers or other school officials or personnel, daycare center workers, people in the medical field, and law enforcement officers.

If it is suspected that a child is in immediate danger, notify the Pensacola State College Public Safety/College Police Department and call 800-962-2873 or 800-453-5145 for the hearing impaired. Pensacola State College 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.

## **Sexual Predator or Offender Information**

Per Florida Statute 1001.64, the College fulfills the requirement of law by addressing the presence of sexual offenders and/or predators at higher learning institutions. The website link for the College Police/Public Safety will provide the required details and identify links to the Florida Department of Law Enforcement (FDLE) hotline or website for information on sexual offenders and/or predators in Florida. For questions, contact the Public Safety/College Police at 850-484-2500.

## **Campus Drug Activity Reporting**

Drug activity on campus, whether actual or suspected, is detrimental to the learning environment. The 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 the date, time, names, descriptions, and license plate numbers of suspected users and/or dealers should be provided if possible.

## **Domestic Violence**

If a Pensacola State College employee or student experiences domestic violence such as stalking, aggravated stalking, threats, harassment, and/or aggravated assault, or aggravated battery, or has a restraining order or domestic violence injunction against an abuser, contact must be made with the Pensacola State College Public Safety/College Police Department on the appropriate campus. Police officers can work with individuals to give proper referrals for help and to help protect you on campus. Notifying the Public Safety/College Police Department of these problems in advance will enable officers to assist you better when needed. Additionally, Pensacola State College has implemented a policy concerning domestic violence leave for employees. See Pensacola State College Policy 6Hx20.4.028 for further information.

## **Lost or Found Property**

All lost or found property should be reported immediately to the Pensacola State College Public Safety/College Police Department. Property found on any campus or center shall be turned in to the Pensacola State College Police Department promptly so that a record of the property can be

made. Pensacola State College Police will attempt to notify the owner and return the property. All property not claimed within 30 days will be sold at public auction.

## **Stolen Property**

Stolen property should be reported immediately to Pensacola State College 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 that equipment is missing, a report should be made immediately to the Pensacola State College Public Safety/College Police Department.

## **Fingerprinting for Background Checks**

In accordance with the College policy 6Hx20-1.036, all employees, students, interns, and volunteers must complete a Level 2 background check once they have been selected for employment or scheduled for an assignment. Newly hired applicants/employees will receive a notice sent to their personal email.

The Pensacola Campus Public Safety/College Police Department conducts fingerprinting on live scan equipment located at the Pensacola Campus, Public Safety/College Police Department, building 5. Applicants for fingerprinting may go to Public Safety during operational hours, or call the department at 850-484-2500, or campus ext. 2500 for specific times.

The College pays the cost of the background check. Questions may be referred to the Director, Human Resources at 850-484-1766, or the Public Safety/College Police at 850-484-2500.

# **PERFORMANCE DEVELOPMENT AND EVALUATION**

## **Career Service Employees**

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

- assist in accurately appraising career service employees
- discuss performance factors
- review and update job descriptions
- enhance the relationship and communication between the manager and employee
- improve the motivational climate, and
- serve as a tool in the growth and development of employees.

The process provides the basis for evaluation of quality and quantity of work, job knowledge, attendance and punctuality, cooperation, dependability, and supervisory responsibilities, 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.

Annually, the performance evaluations of non-faculty employees are scheduled for completion by March 31 annually or as determined by the President. Evaluations are an essential process and part of the College's Strategic Planning Institutional Effectiveness calendar. The covered period for the evaluation cycle is April 1 to March 31. An employee is evaluated by the manager, and the

manager shares the evaluation with the employee when it is complete. Only employee evaluations that are rated a 3 - Below Expectations/Needs Improvement will be routed to the next-level manager for review and discussion prior to the employee viewing the evaluation.

The evaluations are conducted in three ways:

- **Probationary** — For new hires, or internal promotions or transfers, at the six-month mark of the hire date or promotion/transfer date.  
Note: probation is one year for new hires but six months for an internal promotion/transfer.
- **Annual** — Due by March 31.
- **Special** — An employee may receive a special evaluation based on performance concerns that occur after the employee completes their probationary period.

Instructions for completing the performance evaluation are located by going to Workday Help and searching for “Performance”. These job links are provided for assistance:

1. Completing Employee Performance Evaluations – Instructions for Managers
2. Viewing Employee Performance Evaluations – Managers
3. Viewing Your Performance Evaluation – Employees
4. Next-Level Manager Review of Performance Evaluations Rated Below Expectation/Needs Improvement.

If an employee has not fulfilled an assignment for a full year, either by hire, promotion, or transfer, then the manager may determine an alternative timeline for completing an evaluation. Contact Human Resources if you are unsure if an employee has been in their position long enough to warrant an annual performance evaluation and to discuss the alternative timeline.

Preparing for performance evaluations should take place throughout the year. It is essential that managers provide ongoing information and feedback to their respective senior-level managers regarding each employee's performance, both positive and negative.

Once the evaluation process has started, it cannot be deleted. Workday will only allow one evaluation for each employee during the selected Evaluation Period. Evaluations may be saved, edited and completed later.

When the evaluation is completed, the employee will accept and submit. The completed process will be maintained in the employee's Workday account.

## **Probationary Period**

Newly hired career service employees will be under a one-year probationary period. At the six-month mark of the hire date, managers will be made aware by Human Resources that the Probationary Evaluation is due. All employees will receive an evaluation annually thereafter. Current employees who are promoted or transferred to a new position must serve a six-month probationary period. Managers will be notified that an evaluation is due at the six-month mark.

## **Performance Improvement Plans**

A manager may decide that an employee's performance is not meeting expectations. A structured performance improvement plan may be designed and used to identify issues, corrective action



needed, available resources and/or training, and future status. The plan and process should be discussed with the Director, Human Resources, and the manager's next level of supervision before presenting it to the employee. The plan will become part of the employee's record in Workday.

## **Job Classification (Career Service)**

Jobs within the career service level at the College have a specific title, which signifies that the employee in that position has met certain minimum qualifications, training, and experience. Each career service job is assigned a specific salary range. When an employee is hired, they will 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 to provide equitable pay for College employees performing various 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 manager to their senior-level administrator or submitted annually with budget requests. 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 manager may recommend that the incumbent be promoted to that position. The employee's salary will be processed to reflect a promotion in each case.

## **Reassignments/Transfers**

The College may at any time authorize the 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 follows equal opportunity rules and regulations. When a career service employee changes positions due to reorganization, reduction-in-force, or voluntary downgrade, the salary will be determined by the President or his designee within the classification they are being transferred to.

## **Promotion**

When promotional opportunities arise, notices are posted internally on the Workday Jobs Hub App. Notices are also posted on the employment web link. Employees are eligible for promotion outside their department following six months of satisfactory service in their current position.

# **PERFORMANCE DEVELOPMENT AND EVALUATION**

## **Administrative Employees**

Performance evaluations of non-faculty employees are scheduled for completion by March 31 each year and are an important process and part of the College's Strategic Planning Institutional Effectiveness calendar. The covered period for evaluation is April 1 through March 31 of the

given year. If the due date is affected by Spring Break, the President will approve an extension to the due date.

All non-faculty employees must complete a Professional Development Plan (PDP) for submission to their supervisor to accompany the Performance Evaluation. The purpose of the PDP is to assist the supervisor and employee with outlining professional goals and working toward enhancing skills and knowledge with ongoing education, training, job-related workshops, and/or professional affiliations.

Instructions for completing the performance evaluation are located by going to Workday Help and searching for “Performance”. These job links are provided for assistance:

1. Completing Employee Performance Evaluations – Instructions for Managers
2. Viewing Employee Performance Evaluations – Managers
3. Viewing Your Performance Evaluation – Employees
4. Next-Level Manager Review of Performance Evaluations Rated Below Expectation/Needs Improvement.

During this time, managers are to review the board-approved job descriptions maintained by Human Resources detailing job titles, duties and responsibilities, essential functions, and minimum qualifications for staff within their reporting area. Managers should keep in mind any organizational changes, new tasks assigned, technology changes, and any other functions that could affect the requirements of a job. Updates or changes to job descriptions require submission to the departmental area senior-level administrator, with final approval by the College President. After the final approvals are completed, Human Resources will receive and PDPs for the employee’s record.

## **Probationary Period for Contracted Employees**

When an Administrator is a new hire who has not previously been employed by the College, then the first 90 days of the Administrator’s employment under contract will be a probationary period during which their suitability for the position to which they have been appointed will be assessed. The College reserves the right to extend the Administrator’s probationary period if, in its sole opinion, such extension is necessary. During the Administrator’s probationary period, their employment may be terminated by the College at any time during or at the end of the probationary period, and no cause is required to be given by the College. The College’s disciplinary procedures related to termination and progressive discipline will not apply to the Administrator during their probationary period.

## **EMPLOYMENT AND PAYROLL INFORMATION**

### **Work Day**

Full-time career service employees work eight and one-half (8 1/2) hours per day with a one-hour unpaid lunch period. Employees are paid 7.5 hours per workday. Summer schedules will be announced and employees will be advised by the Manager of any specific times and days for work. 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 cumulative; employees may not use break time and/or unused lunch break to lengthen the meal period or leave early at the end of the workday. If a break is not taken in the morning, it may not be added to the afternoon break time.

For any employee who is paid hourly, daily timekeeping must be made and a submission for the week when due.

Instructions for inputting time are located by going to Workday Help and searching for “Time”. These job links are provided for assistance:

- Edit Time
- Enter Time

The Absence App is used to enter time off requests.

Questions may be referred to the Director, Payroll Services at 850-484-1747 or Director, Human Resources at 850-484-1766.

## **Pay Slips**

All College employees are paid on a bi-weekly basis. The pay slip details are available on the employee's Workday profile page under “Pay.” Payroll deductions are either authorized by the employee or court mandated. For the employee's convenience, the College provides direct deposit of paychecks, and employees may designate up to three financial institutions in Workday by completing the function “Payment Elections.” Paychecks are mailed to the employee's home address on record, with a few exceptions for direct deposit. Direct deposit changes will not be made from phone or email requests.

## **Credit Union Membership**

College employees are eligible for membership with Members First Credit Union and Pen Air Federal Credit Union. Employees may direct funds to either or both credit unions by completing their “Payment Elections” option in Workday. Information is available from Human Resources.

## **Identification Card (ID)**

The Admissions Department will issue identification cards to all non-student employees by following the Request for Employee ID in Workday. For any employee who is paid hourly, submission for the week must be completed.

Instructions for inputting time are located by going to Workday Help and searching for “ID Card.” This job link is provided for assistance: Request ID Card.

A passport-style photo can be uploaded onto the employee's profile in Workday. A request will need to be made through the Request Portal in Workday. Once received and printed, Admissions will reach out when the document is ready for pick up. A valid government ID is required for pickup. Admissions can take the employee's photo and print the ID simultaneously at Building 2 on the Pensacola Campus. Additional questions or information about the Pensacola State College ID will be provided during onboarding and orientation.

## **Decals**

All motor vehicles operated on Pensacola State College campuses must be registered with the Public Safety College Police Department. This includes all students, employees, faculty, and staff.

Instructions for obtaining a parking decal are located by going to Workday Help and searching for “Parking”. This job link is provided for assistance: [Request Employee Parking Decal](#)

Parking decals should be obtained when the employee begins their assignment for the College. Employee decals do not expire and are only renewed if they become lost, illegible, or worn. Decals must be affixed to the lower right-hand corner of the rear window or on the right rear passenger side bumper. Motorcycles and similar motor vehicles shall display the decal on the rear of the vehicle to be visible from behind. The person who registered a vehicle and issued a decal is always responsible for the car displaying the decal. Decals are free and are not transferable.

Parking decals and driving privileges are subject to revocation by the administration in case of repeated campus parking or traffic violations.

## **Holidays**

Holidays are established annually by the adoption of the College calendar. Full-time career service, professional/managerial, and executive employees will be credited for pay purposes as 7.5 hours of pay on established holidays during the five-day work week. 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 day of the week in which the holiday occurs. Employees who are on approved leave with pay when holidays occur will not have the holiday charged against their accrued leave credits.

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 of 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. In the event of the employee's death during a holiday closure, the final payday for that employee will include holiday pay through the date of death.

When an employee is retiring, they will be paid for the holiday through the end of the month to coincide with the retirement date as long as the employee works the last day available in the month (of retirement). Using leave to remain on the payroll until the retirement date does not satisfy this requirement to qualify for holiday pay.

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

## **Overtime (Career Service)**

Overtime pay will be at the rate of one and one-half times the employee's regular payrate. 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 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 to compute overtime. Employees will be paid at their regular rate for hours worked beyond 40 that do not meet these overtime computation guidelines.

Overtime must be requested in writing by the immediate manager and approved in advance by the appropriate Vice President or senior-level administrator before an employee works overtime hours.

## **Compensatory Time**

A non-exempt classified employee who works additional time may be granted compensatory leave instead of compensation. All compensatory time must be approved by the appropriate senior-level administrator or Vice President. 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. There will be no accumulation of compensatory time other than as indicated. If the time is not taken, it must be reported as overtime and funded out of the departmental budget. The Vice President must approve exceptions.

## **Educational Incentive Program (Career Service)**

Any career service employee who receives a degree from an accredited institution after their initial employment with the College is eligible for a recurring educational incentive of \$1,000.00. For this plan, an accredited institution means an accredited college, university, or community college accredited by the Southern Association of Colleges and Schools (SACS), another regional accrediting agency, or the American Association of Collegiate Registrars and Admissions Officers. Awarded degrees to be considered for eligibility include associate's, bachelor's, and master's.

A lifetime limit of two incentive awards may be given to any employee.

Employees wishing to participate in this program are responsible for completing the application for the incentive and providing Human Resources with the form and official transcript of such a degree. The incentive award will occur in the first pay period possible after all the required paperwork has been provided.

This plan excludes PSC police officers covered for educational incentives by F.S. 943.17.

## **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 cell phone and is required to respond to an emergency or equipment malfunction within 30 minutes after being contacted by the Pensacola State College Police Department or appropriate college administrator. 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 of regular pay for each regular workday on-call and two hours of pay for each non-scheduled workday on-call. An employee called in to work will receive a minimum of 2.5 hours of pay for reporting to the work site in addition to the on-call pay. Hours worked above 2.5 hours will be paid at the applicable hourly rate.

## **TYPES OF LEAVE**

### **Annual Leave**

All full-time, 12-month non-faculty 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 bi-weekly pay period, except for the third payday in a month.

Requests to use annual leave should be submitted in advance to the appropriate manager. Annual leave may only be used with prior approval from the manager. The manager will indicate approval on the online timesheet and approved and certified when payroll is due for processing.

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

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

Time credited for leave accrual will include all previous Florida State College system service whether continuous or not.

### **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.

Upon separation from the College, employees with a payment of \$5,000 or more will receive payment for earned but not taken annual leave, not to exceed an amount equal to 44 days via the College’s 401(a) and 403(b) Special Pay Plan.

### **Sick Leave**

All full-time employees of the College are eligible for sick leave. Sick leave begins to accrue in the pay period following the date of hire, where leave is granted to all employees.

One full day (7.5 hours) of sick leave will be accrued for each calendar month of service. This method is achieved for college staff by awarding 3.75 hours of sick leave per pay period, except for the third pay period in a month (two times a year) that does not accrue leave. Faculty earn 3.5 hours per pay period that accrues leave.

Only active service will be considered when determining sick leave earnings. Employees must work or be on paid leave for at least one-half of all workdays in the pay period to accrue sick leave for that time frame. Sick leave hours will accumulate from year to year for the employee's use as stipulated herein.

When an employee is unable to perform assigned duties because of illness, accident, or other physical disability, the employee must notify his/her supervisor immediately of the anticipated absence. If the supervisor is unavailable, the employee should attempt to contact another authorized representative of the College as soon as possible on the day of the absence.

Supervisors should designate an alternate contact for employees in their departments (see requesting/reporting leave under general topics).

The College may request a health care provider's statement attesting to the employee's illness if excessive usage is noted or when sick leave exceeds ten consecutive days. Supervisors should maintain contact with the Director of Human Resources when chronic absence is apparent or when the excessive absences are greater than ten consecutive days.

When sick leave exceeds 15 consecutive duty days, a healthcare provider's certificate attesting to the employee's ability to return to work and perform assigned duties is to be submitted to the immediate supervisor at the time the employee returns to duty. This certificate should be forwarded to Human Resources along with a copy of the leave form. In accordance with HIPAA guidelines, the certificate will be maintained in a separate medical file, not in the employee's Workday account.

A new full-time employee who, because of illness, accident, or other physical disability, is unable to report for duty at the beginning date of employment is ineligible for sick leave. The effective hire date for this new employee will be modified to reflect the first actual day of employment.

Sick leave may be approved only for the following reasons:

- Personal illness, accident, disability, or extended illness of the employee.
- Illness or death of a close relative or member of the employee's household. Illness, as used herein, includes related medical appointments and preventative screenings.

Accumulated sick leave may be transferred from another Florida State or community college, the Florida Department of Education, the State University System, a Florida District School Board, or a Florida state agency. An official letter from the previous institution with the earned amounts must be submitted to Human Resources before credit can be given. Transferred hours shall be credited to the employee's accumulated sick leave balance at the same rate as hours earned at Pensacola State College.

## 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:

<b>Years of Service</b>	<b>Actual Payout Percentage</b>
5	35.00%
6	37.50%
7	40.00%
8	42.50%
9	45.00%
10	47.50%
11	50.00%
12	52.50%
13	55.00%
14	57.50%
15	60.00%
16	62.50%
17	65.00%
18	67.50%
19	70.00%
20+	72.50%

No payment for unused sick leave will be made for employees who have less than five years of service for any reason.

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.

Length of service shall be determined by the years of employment at the College and other agencies from which sick leave may be transferred according to F.S. 1012.865.

Years of employment at these other agencies will not be considered for length of service if the employee has previously received terminal pay benefits based on unused sick leave.

If employees receive terminal pay benefits based on unused sick leave credit, all unused sick leave credit shall become invalid; however, if employees terminate their employment without receiving terminal pay benefits and are reemployed, their sick leave credit shall be reinstated if earned at the College. If leave credits were earned at another agency, the leave will be reinstated according to Florida Statutes.



Terminal pay benefits, based on unused sick leave credit, specified in this policy for employees terminating their employment with the College are less than the terminal pay benefits the College can grant under State law. From time to time, the College offers retirement/separation incentive programs to its full-time employees. Terminal pay benefits not to exceed an amount determined by multiplying an employee's hourly rate of pay by 50 percent plus, for the next 20 years, an additional 2.5 percent 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 ten (10) years of service as part of any retirement/separation incentive programs adopted by the Board, provided such terminal pay benefits shall not exceed a total of the employee's hourly rate of pay multiplied by the number of hours of accumulated sick leave.

Employees who do not meet the definitions of educational support employees or instructional staff per F.S. 1012.865 will generally be limited to receiving terminal pay on one-fourth of the employee's unused sick leave or 60 days of the employee's sick leave, whichever is less. Employees who do not meet either definition are those who are retired or entered DROP in positions designated as senior management in the Florida Retirement System after the effective date of this procedure.

Terminal pay benefits for all College employees who meet eligibility criteria will be paid this amount via the College's terminal pay plan.

If a full-time employees' employment with the College is terminated by disability retirement under FRS provisions or by death, the College shall pay to the employees' or to the beneficiary designated by the employees, or to the employee's estate if they have not designated a beneficiary, terminal pay benefits based on unused sick leave credit in the maximum amount allowed by State law.

## **Sick Leave Pool**

A Sick Leave Pool (SLP) has been established to provide additional paid sick leave protection to eligible employees. Full-time employees of the College may participate in the pooling of accrued sick leave for use by participating employees who need sick leave in excess of the amount they have personally accrued.

Participation in the SLP shall at all times be voluntary on the part of the employee. Full-time employees shall be eligible for participation in the SLP after one consecutive year of employment with the College, provided such employees have accrued a minimum of five days of unused sick leave.

Participating employees shall make equal contributions to the SLP. Joining the SLP is prohibited at any time other than the enrollment and periodic replenishment periods.

The maximum amount of sick leave that may be contributed to the pool by participating employees is one day of unused sick leave. After the initial contribution that employees make upon electing to participate, no further contributions shall be required except as may be necessary to replenish the pool. Any such further contribution shall be equally required of all employees participating in the pool.

Participating employees who use sick leave from the pool will not be required to recontribute such sick leave to the pool, except as otherwise provided herein.

Participating employees who choose to no longer participate in the sick leave pool will not be eligible to withdraw any sick leave already contributed to the pool.

Withdrawal of leave from the SLP will require, in all cases, a statement from a health care provider testifying to the disability, to the estimated period of disability, and a statement that the employee is unable to work. HIPAA guidelines will be followed related to any medical documentation submitted to the College.

An employee using leave from the SLP for more than one-half of all workdays in a pay period month will not earn sick leave for that timeframe.

Participating employees will not be eligible to use sick leave from the pool until all of their sick and annual leave has been depleted. The maximum number of days for which employees may draw sick leave from the sick leave pool is 45 days within any one contract/fiscal year and 90 days within any three consecutive years.

Alleged abuse of the use of the SLP shall be investigated, and, on a finding of wrongdoing, the employees shall repay all of the sick leave credits drawn from the SLP and shall be subject to such other disciplinary action as is determined by the President to be appropriate.

The operation of the SLP will be monitored by a committee that will act as an advisory to the Director of Human Resources.

The committee will be composed of the Director, Human Resources, the Chairperson of the Benefits Committee, a faculty member appointed by the faculty members of the SLP, a career service representative appointed by the career service members of the SLP, and a professional/managerial representative appointed from the professional/managerial members of the SLP. Since the Committee may have to meet on short notice, each member must designate an alternate who shall have full authority to act in his or her place during any absence. SLP Committee members will not serve more than two (2) consecutive years.

This committee shall be responsible for administering the sick leave pool by these rules and shall investigate any alleged abuse of the use of the sick leave pool by participating employees.

## **Administrative Leave**

Paid administrative leave may be granted and authorized only by the College President. The approval shall be provided to the Human Resources and Payroll departments for proper pay and recordkeeping purposes.

## **Personal Leave**

Full-time employees may use a maximum of four days of accrued sick leave for personal reasons each fiscal year. Leave for personal reasons is non-cumulative.

Personal leave should be submitted and approved in Workday by the manager in advance. Personal leave is deducted from the sick leave balance of the employee.

If the employee has enough hours in their sick leave balance, they will be paid for this personal leave time. If the employee does not have enough sick leave accrued to cover the personal leave time,

the employee must request annual leave (if available) or leave without pay. Employees may not take personal leave without pay in lieu of accrued annual leave.

Leave without pay for personal reasons (including mental or physical illness) that extends beyond the employee's available leave time may be granted to full-time employees.

Requests for such leave must be submitted with complete justification to support the request for personal leave, including (when applicable) a statement of verification from a healthcare provider. Any such statement will be maintained by HIPAA guidelines.

While the College will make a reasonable effort to accommodate requests for extended personal leave, the College has a higher obligation to ensure smooth, efficient operation. Such leave may be denied when it would create an undue hardship.

## **Military Leave**

Eligible employees are entitled to use 26 weeks of leave because of "any qualifying military emergency" as defined by the Secretary of Labor arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active-duty status, in support of a contingency operation. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a "single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all FMLA leave.

## **Consulting Leave**

The President may grant full-time administrators twelve (12) days of professional leave per fiscal year for educational or education-related consulting. This leave is non-cumulative and does not exceed three consecutive workdays at a given time. An administrator shall not receive compensation for consulting at another Florida state-funded agency where dual compensation would result.

## **Professional Development Leave**

Professional leave is granted primarily for an employee's professional benefit or advancement and consequently for the institution's benefit. The College offers the following types of professional leave:

The President may grant Professional Development Leave to further formal education at the graduate or postgraduate level or for activities that contribute to professional development.

Eligibility will be established by having worked at the College professionally (Executive and Professional/Managerial Salary Schedules) for a minimum of five (5) consecutive years.

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

A letter must be written to the appropriate Vice President through the supervisor(s) outlining the reasons for the leave, including:

- nature and purpose of the leave;
- length of leave;
- how the leave contributes to one's professional growth and future performance;
- the overall benefit to the College.

The request must be made by March 1 each year to be eligible for the next academic year. The President may approve exceptions to this schedule. If the Vice President, in consultation with the appropriate supervisors, recommends approval of the request, it will be submitted to the President's Cabinet for final consideration. Once approved, days when professional leave is to be paid, the employee should submit a request for time off in Workday as professional leave. This will pay the employee while recording the use of professional leave.

If approved, the appropriate leave papers must be submitted to the Human Resources Department, and a contract agreeing to return to the employment of the College for two (2) years after completing the Professional Leave must be signed. When less than the full authorized leave is taken (i.e., less than a one-half year at full pay or less than a full year at one-half pay), the required two (2) years are reduced proportionately. An employee who fails to return to the College for the required employment period shall repay both the salary received and the cost of the benefits awarded by the College during the professional leave. This payback requirement will be reduced proportionately based on the employment period following the leave. The President may approve exceptions to this provision.

Criteria for selection include, but are not limited to, the following: (not listed in order of priority)

- length of service
- extent of the future benefit to the College
- extent of the benefit to the individual
- potential for future growth of the individual as evidenced through past performance

## **Temporary Duty Assignments**

Employees may be temporarily assigned to be absent from their regular duties to perform other educational services, including participation in school surveys, professional meetings, studies, or workshops. Employees will receive their regular pay, and temporary duty assignments are considered equal to their regular duties; therefore, the employee is not to be on leave while performing temporary duty. College administrators initiate temporary assignments 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 of the College may be granted professional leave during normal working hours for the purpose of taking courses on campus appropriate to enhancing job-related knowledge and skills. Release time is available for up to three (3) hours per week to enroll in a college course or workshop.

Release time study leave will be authorized only for college courses and workshops that allow an employee to improve his or her job responsibilities or to develop job-related knowledge and skills.

The request form should be completed in consultation with the immediate supervisor and sent through the appropriate supervisory channel for approvals. The appropriate Vice President/President is the final approving authority.

The supervisor must approve and monitor a planned program of job-related courses needed to achieve a specified occupational goal. The supervisor must approve that the time away from the job will not interfere with the normal operation of the employee's work area.

If approved, the Release Time for Study Form must be submitted to the Human Resources Department for record retention purposes. Input of hours for release time is under Workday's "Time" app. Guidelines for using release time are listed on the back of the Career Service Release Time for Study Form.

## **Release Time for Fitness/Wellness Program**

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 College's Employee Wellness Program. Release time is usually designed at the workday's beginning or end. The employee should use a Pensacola State College fitness facility or enroll in one of the employee courses offered for this purpose. Suppose the manager wishes to allow release time at some other time throughout the workday. In that case, the employee and the manager should mutually agree upon a time so that the efficiency within the department is least affected. To implement the exercise program, the employee should:

- Request permission from their manager to participate.
- All hourly (non-exempt) employees must record Release Time for Exercise on the "Time" app in Workday. Exempt employees should arrange their schedules with their immediate manager.

## **Court-Related Service**

Any employee summoned as a jury panel member or subpoenaed as a witness when not a principal in the litigation shall be granted leave with pay for court-related service, and the employee shall retain jury fees. The employee shall not be reimbursed for meals, lodging, or travel expenses by Pensacola State College and should provide a copy of the court attendance record to substantiate the leave.

Any employee involved in litigation on behalf of the College or due to action as an employee shall not be granted court-related service leave, and his or her appearance in such cases shall be considered in the line of duty. The employee shall be paid per diem and travel expenses by Florida Statutes and Board Policies, and shall be required to turn over any fees from the court to the College.

In no case shall court-related service leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is a principal; however, an employee may be granted annual or personal leave in such cases with proper approval.

The employee will request court-related leave on a leave request in Workday. A copy of the subpoena or attendance record will be uploaded into Workday to support the court-related absence. This should be submitted to the employee's supervisor as soon as possible.

A prompt report will be made to the President of any action involving the employee due to performing College duties and/or being subpoenaed as a witness in an action involving the College.

## **Leave of Absence**

Leave of absence is permission granted by PSC under its adopted policies and procedures for an employee to be absent from his/her duties for a specific period with the right to return to employment without prejudice on the expiration of the leave. Leave shall be officially granted in advance, and no action purporting to grant leave retroactively shall be recognized; leave, sickness, or other emergencies may be deemed to be given in advance if a prompt report is made to the proper authority. Leave may be with or without pay as provided by the College's law, policies, and procedures.

## **Family and Medical Leave Act (FMLA)**

PSC complies with all aspects of the Family and Medical Leave Act of 1993 and does not interfere with, restrain, or deny exercising any rights provided under the law.

FMLA is available to those who qualify, regardless of the employee's eligibility for college leave benefits.

Full-time and part-time employees of PSC who have worked for the College for 12 months and at least 1,250 hours within the year preceding the commencement of the leave are entitled to up to 12 weeks (450 hours) of FMLA leave within any 12 months. Unpaid leaves are not included when calculating whether 1,250 hours have been worked. A 12-month period is defined as any rolling 12-month period measured backward from the date that leave is used.

FMLA leave may be taken for the following reasons:

- The birth and care of the newborn child of the employee
- Placement with the employee of a son or daughter for adoption or foster care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition
- When the employee is unable to work because of a serious health condition

A qualifying military emergency involving the employee's spouse, son, daughter, or parent, or when the employee is the next of kin of a covered service member as defined below (see military family leave section below)

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

Employees should notify their immediate supervisor of an anticipated leave and then contact Human Resources for assistance with the required forms and documentation. Requests to Human Resources should be made at least 30 days in advance whenever possible. Unforeseeable leave

should be requested as soon as practicable. Leave requests must be completed by the employee for all leave requested.

Employees are required to use any accrued leave benefits while on family medical leave. Both paid and unpaid leave are counted against the 12-week FMLA entitlement. Employees must exhaust paid benefits before going on unpaid leave. Employees who have exhausted all paid leave will not accrue additional sick or annual leave while on family medical leave.

Medical certification by the health care provider is required for all family medical leave requests. Healthcare provider forms can be obtained from Human Resources. Failure to provide medical certification within 15 days of the College's request may result in denial or discontinuation of leave.

Leave for personal illness or to care for a sick family member may be taken intermittently as long as the necessity is reflected in the medical documentation. The College reserves the right to temporarily transfer an employee requesting intermittent leave or partial leave to an alternative position that better accommodates the recurring periods of leave.

Spouses employed by the College are entitled to a combined total of 12 work weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Group health and life insurance benefits will be maintained during the leave period by the college's policies. Employees on unpaid leave must remit payment for all voluntary benefits, including but not limited to, dental and vision insurance premiums, dependent health coverage, and supplemental life insurance.

Upon return, employees will be restored to their original or equivalent position. Medical certification is required to return to employment if the FMLA reason was for a personal medical issue rather than a family member's. Employees who fail to return to work shall be considered as having voluntarily terminated their employment. Any employee unable to perform the job's essential functions will not be reinstated.

## **Military Family Leave Entitlements**

Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying military emergency" as defined by the Secretary of Labor arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active-duty status, in support of a contingency operation. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" when an eligible employee is entitled to a combined total of 26 weeks of all FMLA leave.

## **Leave Without Pay**

Leave without pay for personal reasons (including mental or physical illness) that extends beyond the employee's available leave time may be granted to full-time employees.

Such extended personal leave may be granted to instructional personnel on a continuing contract for periods not to exceed one year. All other personnel may be granted personal leave not to exceed their current District Board of Trustees appointment. When applicable because of a qualifying illness, the first 12 weeks of an extended personal leave will be counted against any family medical leave benefits.

Requests for such leave must be submitted with complete justification to support the request for personal leave, including (when applicable) a statement of verification from a healthcare provider. Any such statement will be maintained by HIPAA guidelines.

While the College will make a reasonable effort to accommodate requests for extended personal leave, the College has a higher obligation to ensure smooth, efficient operation. Such leave may be denied when it creates an undue hardship.

## **On-the-Job Injury Leave — Illness in the Line of Duty**

The following procedures are for reporting and documenting a personal injury or illness received in the discharge of duty and receiving illness-in-line-of-duty (paid) leave.

An Accident/Incident report must be completed for each injury or illness contracted by an employee in the line of duty, regardless of whether the injury or illness results in lost time from college duties. Public Safety should be contacted to complete an Accident/Incident report form for delivery to Human Resources as soon as possible.

In the case of a serious or life-threatening emergency, the current PSC emergency protocol is to be followed, including calling 911 if warranted. Public Safety (or campus/center director) is to notify Human Resources as quickly as possible so that medical authorizations can be initiated.

Suppose the injury or illness is not a serious or life-threatening emergency, but requires medical attention beyond first aid treatment. In that case, the employee should contact Human Resources to schedule a medical appointment and prepare the First Report of Injury form.

The First Report of Injury form must be completed to receive authorization for medical treatment. According to Florida law, this form is required to pay workers' compensation benefits (including medical expenses and lost wages). Failure to report a work-related injury or illness by the timelines established by the state of Florida may result in the denial of workers' compensation benefits.

If the employee cannot come to Human Resources, the supervisor is responsible for immediately providing the pertinent information upon learning of the injury or illness. Until an incident is fully resolved, the employee, the employee's supervisor, and human resources staff must actively communicate to ensure that all parties are adequately informed. When time away from work is needed, the employee must request Illness in the Line of Duty leave if time is lost from college duties because of a workplace injury/illness. If the employee cannot do so, the supervisor should initiate this action for the employee.



When Illness in the Line of Duty leave has been adequately approved, the College will pay for the first 12 duty days lost by an employee due to a workplace injury (the date of injury or illness being the first such day).

The employee may use partial sick leave to supplement workers' compensation payments. After the sick leave is exhausted, annual leave may be used. In no case, however, shall the employee collect both sick leave/annual leave and workers' compensation lost wages pay at the same time, more than the employee's regular pay.

## **Resignation**

When an employee resigns from the College, they must notify the manager at least two weeks before the effective date of the resignation by providing a written document or email stating the reason for leaving and the final date of employment. Failure to provide written notice of intent to resign may be considered job abandonment and affect the eligibility for rehire. Human Resources will send an electronic notice (pre-exit) to inform the terminating employee of the upcoming steps of the process. On or near the last day of employment, the employee will complete a proper exit process, which includes a discussion of eligibility for continuation of insurance coverage under federal law, final pay, and, if applicable, leave payouts. Keys, IDs, electronic devices, credit cards, and other assigned college property must be returned to the college upon departure. Failure to return college property may result in delayed processing of final pay, and a \$100 fee will be charged for non-returned keys.

## **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 for three consecutive days without authorization shall constitute termination of employment. The area senior manager will contact the President to obtain the notice of termination. The manager will contact Human Resources if an employee abandons their job, so proper termination steps occur with benefits and payroll.

## **BENEFITS AND INSURANCE COVERAGE**

### **Health Insurance**

Health plan insurance is provided through United Healthcare and Florida Blue, or a high-deductible health plan option. United Healthcare is designated as the local offer for our region. Other providers may be offered based on the zip code area of the employee's home address. Florida Blue is designated as the PPO health insurance plan.

State Group Insurance offers a detailed guide to plans and services, available online or from the Human Resources department.

### **Prescription Drug Plan**

Participants in health insurance coverage will have a prescription drug benefit. Optum Rx is the plan's pharmacy benefits manager. Optum Rx provides safe, easy, and cost-effective ways to get the prescribed medications. A separate ID Card is provided for Rx.

## **Health Savings Account**

A Health Savings Account (HSA) is a tax-advantaged account for enrolling in the High-Deductible Health Plan (HDHP). It allows pretax dollars to pay for health professional services or reimbursement for eligible out-of-pocket medical costs not covered by insurance (like deductibles and coinsurance).

If enrolled in a high-deductible HMO or PPO and an election is made for an HSA, the HSA Advantage bank account is opened through Chard Snyder.

After the account is established, PSC will contribute up to \$500 annually for individual coverage or up to \$1,000 annually for family coverage. PSC will deduct pretax money up to the IRS maximum allowed to deposit into an account.

Unused funds roll over each year and can be taken if you leave the College.

## **Flexible Spending Account**

Chard Snyder administers three Flexible Spending Accounts (FSA) types that provide a tax break on eligible out-of-pocket expenses and non-reimbursable health services.

Employees may set aside pretax dollars from their paycheck. The minimum contribution amount is \$60 per year for eligible expenses for reimbursement throughout the year.

For the healthcare FSA and limited purpose FSA, December 31 is the last day to incur expenses for the plan year, and claims must be submitted by April 30 of the following year.

If funds remain at the end of the year, a maximum of \$660 will carry over to the next plan year, and any additional funds will be forfeited.

## **Dependent Care FSA**

Employees may contribute up to \$5,000 per household each plan year on a pretax basis. The exact savings depends on your personal tax rate to pay for the care of your natural, adopted, and foster children who have not reached their 13th birthday, and family members who cannot physically or mentally care for themselves.

## **Health Reimbursement Account (HRA)**

The Shared Savings Program allows participants to earn rewards for choosing high-quality, low-cost providers and share in the savings with the State of Florida Group Insurance Program. Rewards earned will be credited to the participant's Health Reimbursement Account (HRA) or another designated savings and spending account of choice to save on eligible medical expenses.

HRA money is used to pay for eligible medical, dental, and vision expenses, prescriptions, over-the-counter medications, and menstrual hygiene products.

For the HRA and post-deductible HRA, December 31 is the last day to incur claims for the plan year, and they must be submitted for reimbursement by April 30.

All funds remaining at the end of the year will be carried over to the next plan year. The HRA is employer-funded only, which means participants cannot contribute to the account. There is no limit on the amount of funds in an HRA.

## **Shared Savings Program**

The Shared Savings Program is a voluntary program available to participants and their covered dependents enrolled in the State Group Insurance health plan. The purpose of the Shared Savings Program is to reduce healthcare costs and reward participants for making informed and cost-effective decisions about healthcare. Under the Shared Savings Program, rewards may be earned by receiving rewardable healthcare services using Healthcare Bluebook and SurgeryPlus. Rewards will be credited to the savings and/or spending account of the participant's choice and can be used to pay for future eligible medical, dental, and vision expenses.

## **Telehealth Services**

Telehealth provides access 24 hours, 7 days a week to a board-certified doctor through the convenience of phone, video, or mobile app. Florida Blue participants may enroll at [Teladoc.com](https://www.teladoc.com) or by calling 800-835-2362. The participants with United Healthcare may enroll at [Myuhc.com](https://www.myuhc.com) or download the United Healthcare app.

## **Dental Insurance**

The State of Florida Group Insurance Program offers 14 options for comprehensive dental coverage as an employee-paid benefit. Each plan is designed to meet the needs of employees based on their individual plan usage, flexibility in using network or non-network dentists, and cost.

## **Vision Insurance**

The State of Florida Group Insurance Program offers vision coverage through Humana as an employee-paid benefit.

## **Other Supplemental Plans**

The following supplemental plans pay benefits directly to participants and the coverage received from health insurance. Specific requirements apply before these plans pay. Some plans require completion of insurability for medical underwriting and may exclude coverage for pre-existing conditions or for reaching an age limit.

- Aflac – Hospital Intensive Care and Cancer coverage
- Cigna Health and New Era – Hospitalization
- Colonial Insurance Company – Accident, Cancer coverage, and Short-term Disability
- One America – Short and/or Long Term Disability
- Legal Shield/ID Shield

## **Part-time Employee Health Insurance Offering**

Eligible part-time employees who qualify for an offer of healthcare coverage based on the Affordable Care Act (ACA) will be notified by the State insurance program.

## **Life Insurance**

### **One America**

All full-time employees of Pensacola State College are eligible and covered by the College-provided Basic Life and Accidental Death and Dismemberment (AD&D) Insurance Policy of \$75,000. An age reduction applies to this life insurance.

#### **Age 70 through 74**

Coverage is reduced by 50% of the pre-age amount until age 75.

#### **Age 75 and up**

Coverage is reduced by 25% of the pre-age amount.

Pensacola State College pays premiums on life insurance up to \$50,000.

### **Securian**

Additionally, a \$25,000 basic life and AD&D plan is paid for by the College through the State of Florida insurance.

## **Supplemental Life**

Employees may elect supplemental life insurance coverage up to seven times their salary, not to exceed \$500,000. The life insurance company requires evidence of insurability for increases to supplemental coverage for any amount over five times the salary. Spouse and child coverage is offered to eligible dependents through the state insurance offering with Securian Life.

## **Florida Retirement System (FRS)**

### **FRS (Pension Plan)**

PSC is a participating agency with the Florida Retirement System. The pension plan is a defined-benefit option available through the FRS. It is a traditional retirement plan designed for longer-

service employees with a vesting period requirement based on original state service dates. The guaranteed retirement monthly benefit is determined by the employee's age, average final salary, years of service, and other factors. A state-mandated employee contribution of 3% of the employee's earnings is deducted on a pre-tax basis. The FRS determines employer contribution rates each year, which are subject to change.

### **FRS (Investment Plan)**

The investment plan is a defined contribution plan available through FRS. This option is a portable retirement plan designed for mobile employees. The vesting period requirement is one year of service. The retirement benefit amount will depend on the investment options, accumulations, investment returns, account fees, and other factors chosen by the employee that might contribute to the account growth of the employee's earnings. The employee selects their preferred investment options. There is a state-mandated employee contribution of 3% on a pre-tax basis on wages earned. The FRS determines Employer contributions each year, which are subject to change.

### **Deferred Retirement Option Program (DROP)**

The Deferred Retirement Option Program (DROP) is a program that allows qualified pension plan participants to retire without terminating employment for up to eight years of eligibility while the retirement benefit accumulates and earns interest compounded monthly at 4.0%. When the DROP period ends, the employee must terminate employment. At that time, the accrued DROP benefits are available. DROP participants do not contribute 3% of the employee contribution.

For those enrolled in the FRS before July 1, 2011, normal retirement is age 62 with at least six or 30 years of service, regardless of age. For Special Risk Class members, normal retirement is age 55 with at least six years of Special Risk service, or 25 years of Special Risk service, regardless of age, or age 52 with 25 years of Special Risk service and military service. After 2011, it is eight years and age 65.

### **Other Retirement Plans**

Employees who qualify for Special Risk or Senior Management Service Class will be advised upon hire or position change. All employees, except DROP enrollees, will contribute the state-required employee contribution from their salaries.

Contact Human Resources for more details or log on to [www.myfrs.com](http://www.myfrs.com). When planning for retirement, the employee must contact Human Resources at least 60 days before the anticipated retirement date.

Representatives from companies offering additional benefits must be contacted for explanation and enrollment. The list of authorized suppliers for payroll deduction is available in Human Resources or the Benefits link on the college's website.

\*Part-time employees may participate through payroll deductions.

## **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 illnesses and/or injuries must be reported immediately to the employee's immediate manager and Human Resources Director at 850-484-1766, as state law requires. Human Resources will create a medical referral for treatment and provide follow-up with the facility, the worker, and the manager. Human Resources will assist the employee with the proper use of leave and payments received from workers' compensation. Out-of-state workers must be provided with the specific state-required poster of 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, they will be eligible for workers' compensation pay under the guideline of Florida law at a rate of  $66 \frac{2}{3}$  percent of the employee's average weekly earnings based on 13 weeks before the injury/accident. Accrued sick and annual leave may be used proportionately so that the total amount received equals full pay.

According to Florida law, workers' compensation payment for the first seven days of lost time is not payable unless more than 21 days are missed. 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 over to Human Resources. Double compensation for the same period is forbidden by state law.

## **Cosmetic Arts**

The Cosmetic Arts programs are located on the Pensacola Campus in Building 12 and the Milton Campus in Building 4300. The Pensacola program includes cosmetology, barbering, nail, facial, and massage therapy. Students provide low-cost services in each program as part of their training and education. Day and evening appointments are available, depending upon the service. To make an appointment or to ask a question, call 850-484-2567.

To make an appointment for Cosmetology services at the Milton Campus or to ask a question, please call 850-484-1397. A list of available services and prices is available on the college's website under the "Community link" by scrolling to "Salon Services."

## **Culinary and Hospitality**

Culinary and Hospitality programs are located at the Pensacola Campus in building 5. During the fall and spring semesters, culinary and hospitality students prepare and serve lunches and dinners as a part of their education and training. They are offered at a low cost to PSC faculty, staff, students, and the general public.

Reservations may be made by going to the College's website under the "Community link" and scrolling to "Lunch and Dinner Series by Culinary Management."

## **Dental Clinic**

Full-time employees are eligible for free dental treatments provided by student hygienists in the Pensacola State College Dental Hygiene Clinic at Warrington Campus, building 3100. Treatments such as X-rays, fluoride treatment, and teeth cleaning are available. For an appointment, call the clinic at 850-484-2236.

## **Employee Assistance Program (EAP)**

An Employee Assistance Program (EAP) is offered to employees for counseling relating to family, financial, emotional, or personal concerns and substance abuse issues. Limited counseling is free to full-time Pensacola State College employees and dependents. Information is available in Human Resources at the HR Benefits web link or by calling Lakeview Center, Inc. at 850-469-3500.

One America provides a program that offers someone to talk to and resources to consult whenever and wherever needed, 24/7. Call 855-387-9727 or online at [guidanceresources.com](http://guidanceresources.com) and use the web ID ONEAMERICA 3.

## **Discount Programs**

Pensacola State College occasionally receives offers for discounts at various entertainment venues and businesses. Any offers will be directed to senior-level administration for consideration and approval. Approved offers will be distributed via web link, email, mail, or flyer posting.

## **Swimming Pool**

The swimming pool is reserved for open swim time during lunch hour, evenings, and Saturdays. Call 850-484-1311 for information and open hours.

## **Parking**

Parking is free on campus. All employees and students must register their vehicles with the Public Safety/College Police Department to receive a parking permit. Vehicle registration, Pensacola State College ID card, and/or Pensacola State College class schedule must be presented at the time of registration. An information sheet with traffic rules and regulations will be issued with the decal.

## **Pensacola State College 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 850-484-2550 or 850-484-2564.

## **Campus Fitness Centers**

Employees may use the campus fitness centers by completing a lab course that explains the proper use of facilities and safe practices. Information may be obtained by contacting the fitness center at the appropriate location.

## **Educational Assistance**

Employees are encouraged to enroll in courses offered by the College. Employees with six months of full-time service and 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 credits. Information may be obtained in the Procedure manual under Fee Waivers/Scholarships.

## **Staff Professional Development (SPD)**

The Staff Professional Development office is available to assist employees with professional development and training needs. The SPD Office establishes workshops, seminars, and specialized training to help staff update and improve their knowledge and skills. Details concerning College Committees are kept by the Staff Professional Development office and online at [www.pensacolastate.edu/spd](http://www.pensacolastate.edu/spd) “standing committees.” To obtain information, call 850-484-1953 or 850-484-1754.

## **Hazardous Materials and Wastes**

Pensacola State College takes every precaution against hazards usually 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 policies and procedures for handling hazardous materials, emergencies, and waste disposal by OSHA, EPA, DOT, and other regulations.

## **Occupational Exposure to Bloodborne Pathogens**

Pensacola State College adheres to a policy of employee protection and workplace safety as prescribed by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Regulation 29 CFR 1910.1030, effective July 2016. All employees exposed to bloodborne pathogens require OSHA training in occupational exposure control procedures. Employee training sessions will be arranged for the areas that need them. All employees are required to adhere to the policies and procedures contained in the College's Occupational Exposure Control Plan. The plan is available by contacting the Plant Operations Department.

## **Disciplinary Action Processes**

To strengthen the employer/employee relationship, guidelines are designed to allow managers to be consistent when taking disciplinary action. A manager contemplating disciplinary action shall review the relevant circumstances with those managers and the Director of Human Resources before initiating the action.



Disciplinary action may involve oral reprimand, written reprimand, suspension, or termination, depending upon the degree or seriousness of the deficiency or problem. Action shall be taken only after 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, replacement ability, the severity of the conduct, and other reasons related to the efficient operation of the College. Nothing herein shall require that any discipline be used as a condition precedent to using another form of discipline.

## **Alcohol/Drug Abuse**

In keeping with its educational mission, Pensacola State 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 State 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 College community who require their assistance in stopping the abuse of alcohol and other drugs, and
- Discipline appropriately those members of the College community who engage in substance abuse and related behaviors.

## **Educational Efforts**

In keeping with its primary mission of education, Pensacola State 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 College community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Pensacola State 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 Human Resources and/or Employee Assistance Program and other community resources. Those individuals who have failed to avail themselves of such services voluntarily 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 850-469-2383 or Human Resources at 850-484-1766.

## **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 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**

- For the illegal manufacture, sale, 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.
- For a first offense involving the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to, steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or employment. Any student shall be expelled for a second offense, and any faculty member, administrator, or non-probationary employee shall be discharged.

### **2. Illegal Possession of Drugs**

- 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 suspended.
- 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.
- 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 enforced by the College's disciplinary procedures and/or the collective bargaining agreement.

### **3. Possession, Sale, or Consumption of Alcoholic Beverages**

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.

State Laws are outlined as follows:

- **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 the possession of alcoholic beverages by anyone under 21. It is illegal for anyone to misrepresent or misstate their age. This includes the manufacture or use of false identification. Use of altered identification to procure alcoholic beverages is a felony.
- **Open Container Law** - It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, or on sidewalks or streets.
- **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. The person is under the influence of alcoholic beverages, any chemical outlined 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.

## **Conditions for Immediate Suspension**

When the College has charged a student, faculty member, administrator, or another employee with a violation of policies concerning alcohol and other drugs, they 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.

College disciplinary procedures and/or the collective bargaining agreement will conduct an immediate suspension and a subsequent hearing.

## **Civil Conviction for Drug and Alcohol Offenses**

If employees of Pensacola State College, in the 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 college employee with 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 manager and, if not resolved, should progress to the next manager level, up to and including the appropriate senior-level administrator.

The appropriate senior-level administrator is charged with addressing problems that may arise and will make every effort to resolve them in a mutually satisfactory manner.

## **District Grievance Procedure**

### **Purpose:**

The purpose of this procedure is to provide methods for addressing problems or complaints in a manner where each employee will receive fair treatment through prompt and impartial consideration of grievances.

### **Definitions:**

**Grievance:** the allegation of a Pensacola State College (PSC) employee of discriminatory treatment; a violation of College policies and procedures; or a violation of federal and state laws, affecting the employee's working conditions.

**Complainant:** An individual who pursues the informal or formal procedure to resolve an issue.

**Respondent:** An individual responding to a complainant in the informal or formal resolution procedure, where the complainant alleges that the respondent is a source of the grievance.

### **Employee Rights:**

It is the right of every employee to file a grievance without fear of reprisal or penalty. No person filing a grievance or participating in a grievance investigation shall be subject to any adverse action by the College or any employee of the College. Any person acting in a manner deemed to be retaliatory for the filing of a grievance or participation in a grievance investigation shall be subject to appropriate disciplinary action.

Faculty wishing to file a grievance should follow the process outlined in the Collective Bargaining Agreement. All other employees have the right to use these procedures to resolve issues.

### **Confidentiality:**

Confidentiality shall be maintained to the extent possible within applicable law and policy, subject to Florida's public records laws, and the requirements for conducting appropriate investigations and resolving the grievance.

### **Informal Resolution Process:**

The intent of this process is to encourage full discussion and resolution of problems at the lowest level possible in a timely manner. Employees are encouraged to engage in open, meaningful discussions with one another in an attempt to address and resolve workplace disputes. Employees seeking resolution of a grievance are encouraged to use this informal resolution procedure. This approach is often the most effective method for dispute resolution because it encourages a healthy and respectful exchange of ideas. Informal resolution is more successful when a concern

is raised in a timely manner. The objective of the informal resolution process is to reach a mutually agreeable solution.

Informal resolution can be accomplished by utilizing the following options:

1. **Interpersonal Discussions:** Informal, open, good-faith discussions are encouraged between employees. Such discussions can lead to meaningful resolutions. Addressing disagreements and concerns directly with the individual with whom a conflict is occurring can be one of the most effective approaches to solving a problem.
2. **Facilitated Discussions:** Employees may request assistance from a neutral party, such as the College's Human Resources Director or the Civil Rights Compliance Officer. The neutral party can assist by facilitating dialogue to ensure both parties have the opportunity to share their perspective, listen, and work towards a mutually agreeable solution.
3. **Discussions with Supervisor:** Employees also have the option to present their concerns to their immediate supervisor. If the immediate supervisor is the concern, the employee should seek to informally resolve the issue through discussions with the next-level supervisor. Supervisors may assist in resolving grievances by providing additional information, listening to concerns, gathering feedback from other employees, or providing an alternate perspective. It is the expectation of the College that supervisors should actively respond to requests for discussions of a grievance and work with employees to resolve concerns. When appropriate, the supervisor should notify the employee of the action to be taken to address the concern. If the supervisor believes no action is warranted, the employee should be informed of the reason behind this decision in a timely manner.

It may be appropriate to process through one, or any combination, of the informal resolution process options listed above. The College encourages the use of the informal resolution process before proceeding to the formal resolution process.

### **Formal Resolution Process:**

If a satisfactory solution is not reached through the informal resolution process, an employee has the right to file a grievance with the Office of Equal Opportunity Compliance through an online reporting form. A grievance must be filed within 30 days of the incident to begin the formal resolution process.

After reviewing the grievance, the Civil Rights Compliance Officer, or their designee, will conduct an intake interview with the complainant. Based on the intake interview, the Civil Rights Compliance Officer, or their designee, will determine if an investigation should be conducted. If the complainant reports to the Civil Rights Compliance Officer, a designee from Human Resources will be appointed to review the grievance and, if necessary, conduct an investigation.

Before an investigation begins, the respondent will be notified of the grievance in writing.

The investigation may include, but not be limited to:

1. Interviews with the complainant and respondent.
2. Interviews with individuals (witnesses) who may have relevant information.
3. Reviewing relevant files and records such as Human Resources employee files, department files, emails, and others.
4. Comparing the treatment of the complainant to that of others similarly situated in the department.
5. Reviewing applicable policies, procedures, and practices.

The investigation should be concluded within forty-five (45) working days. If needed, the investigation timeline may be extended by mutual agreement of all parties involved in the grievance.

The Civil Rights Compliance Officer, or their designee, shall issue a written report making findings of fact and providing recommendations for resolution. Copies of the report will be provided to the appropriate executive-level administrator for review. Complainants and Respondents can request a copy of the investigation report. Upon review of the report and in consultation with any appropriate department heads, the executive-level administrator will determine if corrective action is needed and, if so, will take action in a timely manner. If the executive-level administrator finds that no corrective action is needed, the complainant will be notified of that decision through the Office of Equal Opportunity Compliance. The decision of the executive-level administrator is final.

**Important Contacts:**

Director of Human Resources

Ms. Tammy Henderson

[thenderson@pensacolastate.edu](mailto:thenderson@pensacolastate.edu)

850-484-1766

Civil Rights Compliance Officer

Dr. Lynsey Listau

[llistau@pensacolastate.edu](mailto:llistau@pensacolastate.edu)

850-484-2128

**Online Grievance Form:**

[https://cm.maxient.com/reportingform.php?PensacolaState&layout\\_id=6](https://cm.maxient.com/reportingform.php?PensacolaState&layout_id=6)