



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EMPLOYMENT OF PERSONNEL	Number: 6.00	Page: 1 of 1
See Procedures: [] Yes [x] No		
Legal Authority: Florida Statutes 120.53, 1001.64, 1000.06 Florida Board of Education Rule 6A-14.0247, 6A-14.0262	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 12/02/08, 10/27/09	

The District Board of Trustees appoints all personnel upon recommendation of the President. Individuals who have retired from the College may be considered for positions for which they qualify but may not be appointed to a position they held previously at the College unless selected for that position via the normal advertisement and selection process. The College reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the College. In a situation in which the College requires service prior to Board approval, the employee will receive compensation until the time of Board action.

New employees may not receive paychecks or other forms of compensation until all appropriate documentation is on file in the Human Resources Office. Documentation includes all official College and university transcripts; appropriate licenses, certifications, and other documentation to support job qualifications; a copy of a high school or trade school diploma, if appropriate for the position; a signed drug-free statement; a loyalty oath; W-4 and I-9 forms; and a signed form indicating knowledge of this requirement.

Employees are responsible for maintaining required licenses and certificates, as necessary, for the areas in which they work or teach. A copy of the current license must be on file in the Human Resources Office. Failure to maintain necessary licensure or certification is grounds for termination of employment.

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

The Board of Trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct, if determined to be in the best interest of the College.



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POLICY MANUAL

Title: JOB DESCRIPTIONS AND CLASSIFICATIONS	Number: 6.01	Page: 1 of 3
Legal Authority: Florida Statutes 1001.64, 1012.855 Florida Board of Education Rule 6A-14.002, 6A-14.041	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 6/16/09	

Job descriptions and classifications are developed to provide for uniform and consistent determination of salaries and equitable treatment of employees. The adoption of the Salary Schedule by the District Board of Trustees recognizes and approves the classifications. Copies of the job descriptions and classifications are available from the Human Resources Office, from each Vice President, in College libraries, on the Intranet, Citrus Campus, Hampton Center, Levy Center, and the Appleton Museum of Art.

In classifying positions, the College uses the following definitions:

Regularly Established Full-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement. For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. For all other employees, full-time positions are scheduled for a minimum of at least 37.5 hours per week for eight or more calendar months during a fiscal year (July 1 through June 30).

Temporary Full-Time Faculty: An instructional position on a temporary full-time basis may be established for a duration no longer than 168 days, but successive contracts of the same or less duration may be issued upon the President’s approval for up to a maximum of two years.

Regularly Established Part-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement for an administrative, professional or career service employee which requires an employee to provide service for 20 or more hours per week for at least eight calendar months each academic or budget year.

Other Personnel Services (OPS – Temporary Positions): A position for which compensation is paid to a person who is not a full-time or part-time employee in a regularly established position. The definition includes student assistants, temporary employees, and part-time academic employees specifically budgeted by the College.



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The position is established to meet a workload of a temporary, casual or seasonal nature. The position may be established for a period not to exceed a total of 2,080 clock hours.

Employees in OPS positions do not receive benefits except those required by statute or regulation.

Temporary positions do not automatically become regular positions even though an employee is assigned to perform or agrees to accept work assignments that exceed the normal workload for short periods of time.

Classification of positions is according to the predominance of tasks assigned. Generally, that requires analysis of the tasks that make up fifty percent (50%) or more of the assigned workload. Positions are not reclassified because an employee is assigned to or agrees to perform supplemental duties.

Employees are classified according to the positions to which they have been assigned or appointed. Employment contracts are issued to administrative and faculty employees.

Faculty – Positions officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction, library or learning resources support services, academic advisement, career advisement and student support services.

Instructional positions include full-time and part-time faculty, temporary full-time faculty, librarians, counselors, program facilitators, and adjunct instructors.

Administrative Positions – The primary duties of such positions shall involve executive, managerial, and decision-making responsibilities. The duties of these positions include planning, directing, developing, organizing, and utilizing College resources (manpower, material, financial, and facility resources). Administrators direct, schedule, manage and supervise other employees. Examples of positions classified as Administrative are the following: President, Vice President, Executive Director, Associate Vice President, Dean, and Associate Dean.



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Professional Positions – The primary duties of such positions provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training, experience or certifications that relate directly to the functions of the positions. Employees in these positions may supervise other employees. Examples of positions classified as Professional are the following: Coordinators, Managers, and Programmers.

Career Service Positions – The primary duties of such positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Administrative or Professional. Some Career Service employees may supervise other employees.

Career Service positions may be further classified as Administrative Support, Instructional Support, Student Support, Technical Support, Plant Support and Facilities Support.

Other – In order to conduct effective operations, the College may periodically employ individuals to perform services in positions that are not classified in one of the above groups.

Administrators are obligated to monitor and control workload assignments given to subordinates to avoid inadvertent conflict with these guidelines.

Regular positions are funded from the regular College budget or from grant and contract program funds. Temporary positions are paid from the Other Personnel Services (OPS) category.



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Title: EMPLOYMENT REQUIREMENTS	Number: 6.02	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1012.855 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 6/16/99; 6/27/00, 10/22/02, 10/25/05, 6/16/09, 10/29/14	

The minimum requirements for positions at the College are outlined in the job descriptions which are published on the intranet under Human Resources – Job Descriptions.

When a person is recommended for employment and is the best applicant for a position but does not meet certain minimum qualifications for the position, the College may place the employee in a “Trainee” position (See separate section on Trainees.)

Employment Criteria for Instructional Personnel

The College shall employ instructional personnel who most clearly meet or exceed the requirements of each specified position, consistent with the College's general philosophy, objectives and obligations to the community and in accordance with the College's equity policy. Specific definitions and requirements are approved annually as part of the College's Salary Schedule. Instructors in associate degree transfer programs and baccalaureate programs shall meet the minimum requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), generally defined as having at least a master's degree with 18 graduate semester hours in field. Special exemptions may be given according to SACSCOC guidelines.

Should the College employ a person who does meet minimum qualifications for a position and the College feels it would be in its best interest for that employee and the College to have additional educational training, the College may assist the employee financially, provided funds are available.

Initial Salary Placement

The College places employees in the appropriate pay grade for the position at the time of their appointment or reappointment according to the provisions of the Salary Schedule.



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Trainee Category

If an applicant for a position does not meet certain minimum qualifications, but is otherwise qualified for the position, the department head may request approval by the President that the applicant be appointed as a “Trainee.” In such cases, the employee may be hired below the minimum salary, until the minimum qualifications have been satisfied. The individual’s observation period, if applicable, begins after the trainee period has been completed.



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See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/8/96, 10/22/02, 3/27/07, 2/22/11	

Realizing that the success of the College is to a great extent dependent upon the good will, support, and respect of the community and that all contacts between the community and College employees affect public opinion of the College, employees must conscientiously evaluate outside employment, including opportunities with regard to professional and ethical propriety.

Full-time College employees are expected to devote their best efforts to the performance of their job responsibilities at the College. Outside, full-time employment is not permitted; but even part-time employment may present a conflict of interest or negatively impact the employee's ability to perform his or her duties. "Outside employment" includes holding public office, regardless of whether the office is elective or appointive, paid or non-paid.

College employees may provide outside consulting services for compensation as long as the outside consulting services do not involve processes or documents which were developed in the course of performing their duties and responsibilities at the College and which might reasonably be considered as property of the College. Consulting for fees must be performed outside the normal College duty hours or by using either vacation or personal leave. Consultation with accrediting associations, visits to other institutions as a team member representing the accrediting association, and consulting services related to the employee's position at the College that result in reimbursement of expenses are permissible and may be performed while the employee is on temporary leave, provided that the employee obtains approval from his/her immediate supervisor.

This policy applies to all full-time employees, including the President of the College.

The following conditions apply to outside employment which may be permitted:

1. That such outside employment does not interfere with the assigned duties and responsibilities or the efficiency or productivity of the employee.
2. That the official connection of the employee with the College is not used by the employee



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to obtain outside employment, and that the name of the College, including the use of College stationery, seal or logo is not used in the performance of outside employment without the specific permission of the President.

3. That the employee does not perform any duties associated with the outside employment while on duty for the College.
4. That the employee does not request that any other College employee assist him or her with those outside employment activities during the time the other employee is on duty at the College.
5. That the employee does not use College supplies, materials or equipment, including, but not limited to, telephones, copying machines, faxes or computers with any outside employment during either duty or non-duty hours at the College.
6. That no supervisory personnel shall offer or provide outside employment to a College employee serving under that person's direction or control.

Employees are expected to notify their immediate supervising Vice President or Provost in writing of their intentions before accepting outside employment and/or consulting. Such requests will be denied only if the outside employment does not meet the provisions stated in this policy. The written request will be sent to Human Resources for inclusion in the requestor's personnel file.

Failure to adhere to this policy may result in disciplinary action up to and including termination from the College.



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Title: EMPLOYEE BENEFITS	Number: 6.04	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 6/16/09	

The District Board of Trustees shall make available for College employees those benefits, which by statute and rule it is authorized to provide and which it deems in the best interest of employees.

These benefits or privileges may include, but are not limited to, the following:

- (1) Group employee insurance (medical and life insurance for full-time permanent employees)
- (2) Retirement and Social Security contributions (as required by Florida Statute and Federal Regulations)
- (3) Waiver of fees and tuition (as provided by a separate Board Rule)
- (4) Staff development funds for advanced training
- (5) Leaves of absence (for full-time permanent employees)
- (6) Free admission for certain programs and activities
- (7) Use of College facilities and equipment (according to Board policy)
- (8) Payroll deduction opportunities
- (9) Legal defense for actions that occur in performance of designated duties
- (10) Annual wellness screenings
- (11) Paid holidays
- (12) Employee Assistance Program
- (13) Tuition Reimbursement Program
- (14) Incentives for degree attainment



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Title: CRIMINAL BACKGROUND SCREENINGS	Number: 6.05	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64 (2015)	Board Adoption/Revision/Approval Dates: 4/27/16	

It is the policy of the College of Central Florida (the “College”) to perform pre-employment Level II criminal background screenings of all final candidates for employment, including current employees seeking transfer or promotional opportunities and external job applicants who are finalists for full and part-time positions. Further, the College shall perform Level II criminal background screenings of any College volunteer prior to entering upon the College campus to interact with students, faculty, or staff in a volunteer capacity.

The College shall require non-instructional contractors or vendors under contract with the College to ensure that all employees or agents who are permitted frequent or recurring access to the College campus when students are present have been subject to a Level II criminal background check and have not been convicted of a disqualifying offense pursuant to College Administrative Procedures.

The purpose and intent of this policy is to promote a safe and secure College community and learning environment for the benefit of students, faculty, staff, and guests.

The president may adopt and amend procedures for the implementation of this policy.



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Title: OBSERVATION PERIOD FOR CAREER SERVICE AND PROFESSIONAL EMPLOYEES	Number: 6.06	Page: 1 of 2
Legal Authority: Florida Statutes 1001.64, 1012.855, 1012.865	See Procedures: [] Yes [x] No Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 3/28/06, 1/25/11	

The Observation Period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the College may end the employment relationship at will at any time during the Observation Period, with or without cause.

All new and rehired career service and professional employees work in an observation period for the first 90 calendar days after their date of hire. Career service and professional employees who are promoted or transferred within the College must complete an Observation Period of the same length with each reassignment to a pay grade or position in which the employee has not previously served.

Employee Benefits During the Observation Period – Career service and professional employees assigned to regular full-time positions will be eligible for the following benefits during the Observation Period:

1. Sick leave. During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Employees filling regular part-time positions will earn sick leave on a pro-rata basis, equivalent to the proportionate number of hours worked. Earned sick leave may be used during the Observation Period when required because of illness.
2. Vacation leave. During the Observation Period, 260-day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President.
3. Group insurance. Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.



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4. Waiver. Full-time employees and/or immediate family may be given up to six (6) credits per term per person.

Forfeiture of Benefits – Personnel who fail to satisfy all employee requirements during the Observation Period, including those who resign, abandon their job, fail to report to work, are terminated for cause, or any other reason, shall automatically forfeit all rights and entitlements to employee benefits described herein.



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Title: SALARY AND POSITION CHANGES	Number: 6.07	Page: 1 of 1
Legal Authority: Florida Statutes 1001.64, 1012.855	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02	

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



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Title: PROFESSORIAL RANK	Number: 6.08	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 12/14/88, 10/22/02, 4/22/03, 3/28/06	

The College recognizes professorial rank and has established five categories: Senior Professor, Professor, Associate Professor, Assistant Professor, and Instructor. Additionally, a Professor Emeritus category is authorized as an honorary distinction to recognize retiring faculty who have demonstrated exceptional professional excellence.

All full-time faculty are assigned a professional rank at the time they are hired, based on criteria established in the Salary Schedule. Promotion in rank is also governed by criteria outlined in the Salary Schedule. Faculty choosing not to seek promotion in rank will retain their current rank status and their salary will be governed by the salary range for that rank.

The Professor Emeritus rank, which becomes effective during the 2005-06 year and is not retroactive, is awarded during the last semester of employment prior to retirement from the College and becomes effective upon retirement. This rank is honorary and is not included as part of the faculty salary schedule and does not follow salaried faculty promotion in rank procedures. It carries no additional financial compensation, but is intended to be an honorary rank that recognizes professorial excellence achieved by the recipient during his or her tenure at the College of Central Florida. Faculty may not apply for this rank. Candidates for the rank of Professor Emeritus must be nominated by members of their department in accordance with established procedures.

Professorial rank established under this rule is to be entered into the personnel files and used in official College publications and correspondence.

The President or the President's designee shall establish the procedures for initial appointment to a rank, for promotion in rank, and being awarded Professor Emeritus rank.



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Title: EMPLOYEE RECORDS	Number: 6.09	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1012.81, 1012.855 and Chapter 119 FAC: 6A-14.047	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 4/19/95, 10/22/02, 10/25/05	

The Human Resources Office shall maintain an individual personnel file for each regular College employee. The file will contain documents pertinent to the individual's employment at the College in accordance with State Board of Education Rules and the Florida Statutes.

Personnel records shall contain information for efficient personnel administration which shall include the following:

- Dates of appointment
- Periods of employment
- Contract status
- Duties performed
- Records of leave
- Evidence for each factor used to calculate salary
- Certifications from previous employers
- Retirement system records

All forms required of an employee, including the loyalty oath and any required academic transcripts and credentials, must be submitted within thirty (30) days of an employee's first day of employment. Salary payments may be withheld for failure to meet this requirement.

Personnel records are subject to the Public Records Act, Chapter 119, Florida Statutes and the State Board of Education Rules. The State Board of Education Rules define those records where there shall be limited access. The President or the president's designee shall approve the release of any personnel records in accordance with applicable state and federal laws, rules and regulations.



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POLICY MANUAL

Title: ADMINISTRATIVE, PROFESSIONAL, AND CAREER SERVICE EMPLOYEE PERFORMANCE REVIEW	Number: 6.10	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.81	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 4/19/95, 10/22/02, 10/28/08	

The principle purposes of the performance review process are to encourage employee development, to strengthen individual professional effectiveness, and to provide documentation for appropriate personnel actions.

All regular full-time employees shall be subject to annual evaluations by their immediate supervisors in order to appraise their work performance. Performance reviews shall become a part of the employee's permanent records at the College.

The President or the President's designee shall determine and establish a performance review process for administrative, professional and career service employees.

Evaluations for temporary employees may be conducted on an "as needed" basis, in the opinion of the supervisor.



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Title: SUSPENSION, TERMINATION, AND RESIGNATION	Number: 6.11	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.65, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 12/11/91, 10/22/02, 5/29/07	

Full-Time Instructional and Administrative Employees and Other Employees with Contracts

Suspension – The Board of Trustees delegates authority to the President for employee suspension under narrowly-defined circumstances in order to facilitate personnel management and to maintain an orderly and productive environment.

Termination – At any time during the term of an employee’s contract, an employee may be suspended or dismissed upon recommendation of the President and approval by the District Board of Trustees provided that the charges against the employee are based on immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duties, drunkenness or conviction of any crime involving moral turpitude as those terms are defined by Rule of the State Board of Education and provided that he or she is provided an opportunity for a hearing to be conducted, at the Board’s election, by the Board or by an Administrative Law Judge assigned by the Division of Administrative Hearings of the Department of Management Services. The President or the President’s designee shall establish a procedure for the hearing that comports with model Rules of Procedure, Florida Administrative Code Chapter 28 and section 120, Florida Statutes (2005) unless both parties agree to an alternative hearing procedure.

Resignation – The President or a designee may accept written resignations at any time effective upon their receipt, subject to their approval at the next regular meeting of the District Board of Trustees. Instructional Employee resignations effective the following academic year should be submitted prior to April 1st. When a resignation is submitted during the contract year, the employee requesting release shall be expected to fulfill the contract until such time as a qualified and satisfactory replacement has been secured. If a person is resigning or retiring and wishes to be compensated for accrued sick leave and/or annual leave, he or she shall observe Board Policy deadlines and eligibility requirements for such benefits as stated in policy 6.15 – Terminal Pay. Employees are required to meet all obligations to the College and are required to return College property.

Full-Time Career Service and Professional Employees and Other Employees without Contracts

Suspension – The District Board of Trustees delegates authority to the President for employee suspension under narrowly-defined circumstances in order to facilitate personnel management and to maintain an orderly and productive environment.



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Termination – At any time, an employee may be terminated by the President for violation of policies and/or procedures and rules, unsatisfactory performance of job function, reorganization of position, criminal or dishonest activity, abandonment of position, excessive absenteeism or tardiness, falsification of official records, insubordination or failure to follow supervisory directions, possession of alcohol, illegal drugs or weapons on College property, disruptive behavior, including abusive or profane language, fighting, harassing or coercing other employees, students or guests of the College, conduct on or off campus which adversely affects the operation of the College or the image of the College in the community, or any other behavior which the College, in its discretion, determines to be incompatible with its objectives and detrimental to its operation. The President will recommend terminations to the District Board of Trustees for ratification.

Resignation – The President is authorized to accept resignations and shall report resignations at the next District Board of Trustees regular meeting. If a person is resigning or retiring and wishes to be compensated for accrued sick leave and/or annual leave, he or she shall observe Board policy deadlines and eligibility requirements for such benefits as stated in policy 6.15 – Terminal Pay. Employees are required to meet all obligations to the College and are required to return College property.



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POLICY MANUAL

Title: FLORIDA RETIREMENT SYSTEM INFORMATION	Number: 6.12	Page: 1 of 1
Legal Authority: Florida Statutes 112.043, 121.071, 238.07, 1012.875 and Federal Register Vol. 43, No. 185, v	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 2/24/09	

All full-time employees of the College and certain part-time employees holding regular 12-month positions are required by law to become members of the Florida Retirement System upon employment unless currently enrolled in the State and County Officers' and Employees' Retirement System.

In addition, Social Security (FICA) and Medicare are deducted from each employee's pay in accordance with federal law, which requires that the College match this contribution.



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Title: ADMINISTRATIVE AND INSTRUCTIONAL CONTRACTS	Number: 6.13	Page: 1 of 5
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 121.021, 121.091, 1012.83, 1012.885 FAC 6A-14.041, 6A-14.0411	Board Adoption/Revision Approval Dates: 9/3/80, 6/6/84, 6/10/87, 10/19/88, 7/14/93, 10/22/02, 6/16/09, 1/25/11, 6/21/11, 6/25/13	

Full-time administrative and instructional personnel, as defined by the Florida Board of Education Rules, shall sign a contract with the college as a condition of initial employment or continuing employment. Personnel contracts shall comply with the provisions of the Florida Board of Education Rules.

ANNUAL CONTRACT: Annual contracts shall be awarded to administrative personnel and to instructional personnel, including counselors and librarians, who have not met the requirements for continuing contract.

Non-renewal: At the recommendation of the President, the District Board of Trustees may determine to not renew the annual contract of an administrator, instructor, counselor, or librarian. The college shall provide the employee with written notification of non-renewal no later than two weeks before the annual contract's expiration. Non-renewal of an annual contract shall not entitle the person to the reasons for non-renewal or to a hearing.

Immediate Suspension or Dismissal: An employee under annual contract may be suspended or dismissed by the Board upon the recommendation of the President at any time during the college year based on immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude.

CONTINUING CONTRACT: Continuing contracts shall be awarded to instructional personnel, including counselors and librarians, in accordance with the Florida Board of Education Rules.

Requirements: Instructional personnel may receive continuing contract or tenure if the following requirements are met:

1. Employee meets the minimum requirements established for the position, including those of the Southern Association of Colleges and Schools Commission on Colleges.



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2. Employee has completed three years of satisfactory service at the college during a period not in excess of five successive years, with service being continuous except for leave duly authorized by the Board; or, employee has completed two years of employment where the employee previously held a continuing contract in a county school system or a public community college within the state of Florida.
3. Employee has been re-appointed for a fourth year without reservation or specifications as provided by the Florida Board of Education Rules.
4. Employee has been recommended by the President for continuing contract based on successful performance of duties and demonstration of professional competence.

FOR FACULTY HIRED JULY 1, 2013 AND BEYOND: Continuing contracts shall be awarded to instructional personnel, including counselors and librarians, in accordance with the Florida Board of Education Rules.

Requirements: Instructional personnel may receive continuing contract or tenure if the following requirements are met:

1. Employee meets the minimum requirements established for the position, including those of the Southern Association of Colleges and Schools Commission on Colleges.
2. Employee has completed an approved electronic portfolio during his/her fifth year of continuous service. The employee must complete five years of satisfactory service during a period not in excess of seven years with service being continuous.
3. Employee has been recommended by the President for continuing contract based on successful performance of duties (defined as the roles and responsibilities of faculty) and demonstration of professional competence.
4. An employee under continuing contract may return to an annual contract upon recommendation by the President and approval by the board. The President shall notify the employee in writing of the recommendation, and upon approval by the District Board, shall afford the employee the right to a hearing if the recommendation does not benefit the employee. The hearing may be an internal hearing in accordance with the College policies and procedures or an administrative hearing in accordance



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with the guidelines of Chapter 120 (Florida Statutes). The employee may resubmit his/her portfolio after three years for reconsideration to return to continuing contract.

TEMPORARY FULL-TIME FACULTY (INSTRUCTIONAL PERSONNEL): The primary and other professional responsibilities of temporary full-time faculty are the same as specified for all other instructional faculty. A temporary full-time faculty member enjoys all benefits of regular full-time faculty, except as follows:

1. In case of emergency, in order to meet student demands, a temporary full-time faculty member may be hired and the advertising, screening, and selection procedure will be waived. Emergency hires will be valid for one contractual year only.
2. While employed in a temporary full-time position, a temporary full-time faculty member is not eligible for continuing contract. However, provided the years of service are continuous, one year of service accrued at the college while serving as a temporary full-time faculty member may be counted toward years of service to be eligible for continuing contract at the faculty member's discretion, when these conditions are met:
 - a. Before a temporary full-time faculty member can be hired in a full-time regular faculty position, he/she must submit an application for a regular full-time faculty position. Such application must be considered with other applications for the position, and his/her selection can only be made if it adheres to the college's hiring procedures.
 - b. The faculty member is thereafter employed in a full-time regular faculty position by the college to perform the same duties and responsibilities within the same discipline as performed while in the temporary position.
3. Contracts for temporary full-time faculty members shall be for a duration no longer than 168 days, but successive contracts of the same or less duration may be approved by the President for a maximum of two years.



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4. A temporary full-time faculty member will be paid not less than the entry level for the appropriate degree under the faculty salary schedule. Temporary full-time faculty are not eligible for annual salary increases unless approved as an exception by the President.
5. A temporary full-time faculty member is not eligible for a Program Manager or Department Chair position.
6. No notice of non-renewal is required for a temporary full-time faculty member.

Loss/Dismissal/Termination

Offer of Annual Employment in Administrative Capacity: An employee under continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded shall lose the continuing contract status unless the employee has been granted an administrative leave of absence pursuant to Board rules that recognize the interim assignment and provide for returning to the original contractual status at the end of the annual appointment.

Dismissal or Return to Annual Contract for the next College Year: An employee under continuing contract may be dismissed or may be returned to annual contract status for another three years at the Board's discretion when a written recommendation is submitted to the Board on or before April 1 of any college year, giving good and sufficient reasons by the President and provided the President's recommendation is approved by a majority of the Board.

Consolidation or Reduction of Programs: An employee under continuing contract may be dismissed due to consolidation or reduction of programs. Should the Board have to choose from among its personnel under continuing contract as to which should be retained, among the criteria to be considered shall be educational qualifications, efficiency, compatibility, character, and capacity to meet the educational needs of the community. Using the foregoing criteria, the Board may dismiss any employee no longer needed. The decision of the Board shall not be controlled by any previous contractual relationship and shall be final.



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Immediate Dismissal or Suspension: An employee under continuing contract may be suspended or dismissed by the Board upon the recommendation of the President at any time during the college year based on immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude.

In accordance with the Florida Statutes and Florida Board of Education Rules, the President or the President's designee shall establish procedures for: (1) suspending an employee under an annual contract or continuing contract; (2) dismissing an employee under an annual contract prior to the employee's contract expiration date; (3) dismissing an employee under a continuing contract; (4) returning an employee under a continuing contract to annual contract status; and (5) granting an employee under continuing contract, who has accepted an offer of annual employment in a different capacity than contracted for in the continuing contract, an administrative leave of absence from the continuing contract without losing continuing contract status.

ADMINISTRATIVE EMPLOYEE – LIMITATION ON COMPENSATION: Administrative employees' annual remuneration is funded in accordance with Florida Statutes specifically in compliance with Florida Statute 1012.885 and revisions therein as they may occur through legislative action. Any funds in excess of the identified limit will come from sources other than state appropriations.



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See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1012.865, 741.28, 741.313, Family Medical Leave Act FAC: 6A-14.042, 6A-14.021, 6A-14.0422, 6A-14.0262	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 11/24/93, 5/28/02, 10/22/02, 05/24/05, 10/25/05, 6/27/06, 9/26/06, 9/25/07, 3/25/08, 9/22/09	

The following types of leave are available in accordance with the Florida Statutes and Florida Board of Education Rules:

SICK LEAVE

Sick leave may be taken by an eligible employee who is unable to perform his or her duties at the College because of personal sickness, accident disability, doctor’s appointment, extended personal illness, or because of illness or death of the employee’s father, mother, brother, sister, husband, wife, child or other close relative, or a member of the employee’s own household. For the purpose of this policy, “close relative” shall include relatives of the employee’s spouse.

Employees shall be eligible for sick leave benefits upon appointment by the District Board of Trustees and assignment to regularly established full-time positions. Eligible employees shall include:

- (1) Full-time employees paid from special and grant-funded programs which provide for the payment of sick leave benefits.
- (2) Full-time Career Service and Professional employees assigned to regularly established positions while serving their initial observation period, pending appointment by the District Board of Trustees.

Accrual. Each eligible full-time employee shall earn and shall have credited to his or her sick leave account one day of sick leave for each calendar month of active service, or major portion thereof, not to exceed 12 days each fiscal year. A day of sick leave is defined as the number of scheduled hours the average employee works in a normal workday. For faculty members, a workday is defined as 7 hours. For all other employees, the normal workday is defined as 7.5 hours.

Regular faculty members (defined as faculty members with full-time 168-day contracts) who have supplemental contracts for full-time teaching or other responsibilities for summer terms may earn sick leave and use accrued sick leave during summer terms. One day will be earned



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if the faculty member has a full-time assignment (6 semester hours or equivalent) in Summer Term A and one day will be earned if the faculty member has a full-time assignment (6 semester hours or equivalent) in Summer Term B. One day will be earned if the faculty member has a full-time assignment (6 semester hours or equivalent) in Summer Term C.

Employees temporarily absent on sick leave and not terminated from employment may continue to accrue sick leave, remain eligible for insurance coverage, and accrue vacation leave if eligible.

Transfer. Eligible employees may transfer accumulated unused sick leave from another Florida College System institution, the Department of Education, the State University System, Florida district school board, or a state agency, provided at least ½ the number of sick leave days credited to the employee's sick leave account must have been earned at this College. This means that one day of sick leave may be transferred for each day of sick leave earned while employed by the College.

Former eligible employees of the College may transfer their accumulated unused sick leave balance to another institution or agency as noted above. When unused sick leave is transferred, all sick leave in the individual's account will be transferred and this College shall be released of liability for sick leave compensation.

Absences. An employee should notify his or her immediate supervisor, if possible, before the opening of the day's work on the day of his or her absence. Upon the employee's return to work, the employee shall immediately file a Leave Request and Authorization Form. An employee will be required to provide a certificate of illness from a licensed physician should the leave exceed (10) ten consecutive work days.

Compensation. Eligible employees who have sick leave accrued may request compensation for their authorized absence because of sickness, disability or illness, not to exceed the number of sick leave days accumulated. Sick leave shall be deducted from an accrued balance on a "last-in-first-out" basis (LIFO) as follows:

- For faculty members teaching credit courses --- Sick leave shall be deducted at a rate of 1.4 hours for each hour of scheduled class hours, contact hours and/or scheduled office hours of absence.
- For faculty members teaching vocational clock hour courses --- One hour of sick leave shall be deducted for each hour of classroom contact or scheduled office hours of absence.



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- For all other employees --- One hour of sick leave shall be deducted for each hour the employee is absent. The deduction from accrued leave shall be made in half-hour increments.

Employees shall file a Leave Request and Authorization form for sick leave immediately upon returning to work.

Entitlement Forfeiture. Eligible employees shall forfeit any and all entitlement to compensation for sick leave when:

- (1) They abandon their jobs without just cause attributable to the College.
- (2) They resign their employment without giving proper advance notice.
- (3) They are dismissed or their employment is terminated for misconduct or other just cause not attributable to the College.
- (4) They fail to notify the College of the absence on the day of the absence (except when she or he is absent for emergency reasons recognized by the District Board of Trustees as valid).
- (5) They fail to complete and file a Leave Request and Authorization Form.

PERSONAL LEAVE

Full-time employees may be granted four (4) days (not to exceed 30 hours) leave each fiscal year for personal reasons, including emergencies. Personal leave shall be charged to sick leave. Personal leave is non-cumulative. When possible, a Leave Request and Authorization Form for personal leave should be filed in advance with the employee's supervisor. In cases of emergencies, employees shall file a Leave Request and Authorization Form immediately upon returning to work.

Extended Personal Leave without Pay. Employees may be granted up to 12 months personal leave without pay. The President is authorized to approve personal leave for a period not to exceed 30 consecutive duty days. The District Board of Trustees must approve any time exceeding 30 consecutive duty days.



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FAMILY MEDICAL LEAVE

Under the Federal Family and Medical Leave Act, eligible employees are entitled to a total of 12 work weeks (60 work days) of unpaid, job-protected Family and Medical Leave during a 12-month leave year for any qualifying reason. Family and Medical Leave will run concurrently with paid Sick Leave and/or Vacation Leave. Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. The President, or the President’s designee, shall establish the procedures to request or designate Family and Medical Leave as well as establish any other procedures needed to comply with the Family and Medical Leave Act.

Definitions: For purposes of this policy, the following definitions apply:

Eligible Employee – an employee who is full or part-time and:

- has at least 12 months of cumulative service and has worked at least 1,250 hours at the College during the 12 month period preceding the date the FML begins;
- has a qualifying reason; and
- has FML time available.
- Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption, or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude with 12 months of the birth or placement.

Leave Year – a period of 12 months measured backward from the date the proposed leave is to begin.



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Qualifying Reason – qualifying reasons include:

- birth of the employee’s child and the care of the newborn child;
- placement of a child with the employee for adoption or foster care;
- serious health condition of the employee; and
- care of the employee’s spouse, child (who is either under age 18, or age 18 or older and incapable of self-care because of a documented mental or physical disability), or parent who has a serious health condition;
- leave to care for a wounded service member;
- leave related to active duty or call to active duty.

Serious Health Condition – an illness, injury, impairment, or physical or mental condition involving one of the following:

Hospital Care: in-patient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Absence Plus Treatment: a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that involves: (a) treatment two or more times by a health care provider; or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider.

Pregnancy: any period of incapacity due to pregnancy and prenatal care.

Chronic Conditions Requiring Treatment: A condition which (a) requires periodic visits (at least twice a year) for treatment by a health care provider, (b) continues over an extended period of time (including recurring episodes of a single underlying condition), and (c) may cause episodic rather than a continuing period of incapacity.

Permanent/Long-term Conditions Requiring Supervision: a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under a health care provider’s continuous supervision.

Multiple Treatments (Non-Chronic Conditions): any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or injury, or for a condition that would result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.



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Leave to care for wounded service member. Eligible employees may take up to 26 weeks of leave to care for spouses, children, parents or next of kin who are service members with serious illnesses or injuries incurred during active duty in the Armed Forces. “Covered servicemember” means a servicemember who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.” “Serious illness or injury,” in turn, is defined as a condition that may render the servicemember “medically unfit to perform the duties of the member’s office, grade, rank, or rating.” This leave is available only during one 12-month period and is combined with all other FMLA leaves in that period, resulting in a maximum total leave entitlement of 26 weeks. As with all FMLA leaves, the time is unpaid, although employers may require employees (and employees may elect) to use any accrued paid time off.

Leave related to active duty or call to duty. Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period to deal with “any qualifying exigency” that arises from a spouse’s, child’s, or parent’s active duty in the Armed Forces, including an order to call to duty. When an employee requests leave for a qualifying exigency and the necessity for the leave is foreseeable, the employee must provide the College with “reasonable and practicable” notice. The College requires that a request for leave for a qualifying exigency be supported by a certification that the service member is on active duty or has been called to active duty. This leave is not confined to a single 12-month period. The 12 weeks is reduced by leave for any other qualifying FMLA event during the 12-month period.

VACATION LEAVE

The Board authorizes vacation leave, exclusive of holidays, for employees employed on a twelve (12) month basis.

Accrual: Vacation leave is earned at the following rate:

- One (1) day for each calendar month or major fraction thereof of service during the first five (5) years.
- One and one-fourth (1 ¼) days for each calendar month or major fraction thereof of service from five (5) to ten (10) years.
- One and one-half (1 ½) days for each month or major fraction thereof of service after the tenth (10th) year.



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No employee shall accumulate a total of more than sixty (60) days of vacation leave at the end of any calendar year. Days of vacation leave in excess of sixty (60) on December 31 shall be reduced to sixty (60) on January 1 of each year.

Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida College System institution.

An employee may earn and accrue vacation leave while on probation pending Board appointment but shall not use vacation leave during this probationary period unless approved by the President.

Compensation: Employees who have vacation leave accrued may request compensation for their authorized absence. A Leave Request and Authorization form for vacation leave should be submitted a least one week prior to the effective date of leave.

MILITARY LEAVE

Military leave, excepting extended active military service, shall be granted to employees as follows:

- (1) Federal active or inactive duty training due to membership in military reserve, including the National Guard: The first seventeen (17) days of such leave per year shall be with pay. Leave beyond the seventeen (17) days shall be without pay.
- (2) State active duty due to membership in the National Guard: Such leave not exceeding seventeen (17) days at any one time shall be with pay. Leave beyond the seventeen (17) days at one time shall be without pay.

Leave shall be granted to employees for extended active military as follows:

- (1) Reserve or Guard Training: Employees, who are commissioned reserve officers or reserve enlisted personnel in the United States military, Naval service, National Guard, or Florida National Guard and are ordered for active military service, are entitled to paid military leave for thirty (30) working days.



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- (2) **Active Military Service:** Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military, Naval service, National Guard, or Florida National Guard and are ordered to active military service, are entitled to paid military leave for thirty (30) working days.

Military leave shall be over and above earned sick and vacation leave.

Compensation: Employees shall file a Leave Request and Authorization Form for Military Leave and attach a copy of their orders for training or active military service.

COURT-RELATED LEAVE

Jury or Witness Duty: When on jury duty or when subpoenaed as a witness, employees shall receive court-related leave with pay. Employees shall retain any fees earned and shall not be paid by the College for meals, lodging or travel while serving in this capacity.

Witness For the College: When involved in litigation on behalf of the College or due to action in line of duty as an employee, employees shall be considered on duty and shall be required to turn over any fees received from the court to the College. An employee shall be paid per diem and the College shall pay travel expenses.

Personal Litigation: An employee engaged in personal litigation in which the employee is a party shall not be granted administrative leave for court attendance. The employee may be granted personal or vacation leave with the President's approval.

Compensation: A Leave Request and Authorization form for court-related leave should be submitted at least one week prior to the effective date.

SABBATICAL LEAVE

Sabbatical leave is an extended professional leave which may be granted with partial or full compensation. Sabbaticals shall be used for professional growth and development. All full-time instructional, administrative, and other professional personnel are eligible for sabbatical leave after five (5) years of consecutive service at the College. Sabbaticals are available for one semester at full salary or one academic year at one half annual salary.



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The availability of sabbatical leave is dependent on budget. The College is under no obligation to make this opportunity available if funding is not available.

An employee on sabbatical leave shall not accrue sick leave or vacation leave during the sabbatical. The sabbatical period shall count as regular service for purposes of retirement and contributions to a retirement plan shall continue.

An employee on sabbatical leave with pay shall not accept full-time employment elsewhere during the period of leave, nor shall they be employed by the College as adjuncts or receive overload pay.

The President, or the President's designee, shall develop procedures for the implementation of this policy including criteria for award and procedures for application and evaluation of requests.

TEMPORARY DUTY LEAVE

Upon the approval of the President, or the President's designee, employees may be temporarily absent from their regular duties for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses or workshops.

ADMINISTRATIVE LEAVE

An employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may request administrative leave recognizing the annual position and providing for the employee's return to the original continuing contract status upon termination of the annual position.

The President, or the President's designee, shall establish the procedures for requesting Administrative Leave.



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LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

“Domestic Violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stealing, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

The College shall permit an employee to request and take up to (3) three working days of paid leave from work in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence. This leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Make your home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.
6. “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.



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7. Except in cases of imminent danger to the health or safety of you or your family or household member, you must provide appropriate advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc. as required by the College.

8. An employee seeking leave under this policy must, before receiving leave, exhaust all vacation, personal, and sick leave available to the employee.

9. The College will keep information relating to the employee's leave under this policy confidential and exempt from disclosure to the extent authorized by law.



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See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes, 110.122, 1001.64, 1001.02, 1012.865	Board Adoption/Revision Approval Dates: 9/3/80, 8/10/83, 9/12/86, 6/10/87, 10/19/88, 7/18/90, 3/18/98, 6/16/99, 5/28/02, 10/22/01, 10/25/05, 2/28/06, 6/26/07, 1/22/08, 6/17/08, 8/25/09	

Terminal pay for unused sick leave accumulated at or transferred to the College of Central Florida and unused annual leave accumulated at the College of Central Florida will be paid to a full-time employee who terminates his or her employment at the College or to his or her beneficiary if service is terminated by death according to the following provisions. In lieu of payment at the time of termination, employees electing to participate in the Deferred Retirement Option Plan (DROP) may elect to be paid for unused vacation leave in accordance with this policy effective the DROP begin date. Employees electing to participate in DROP or who pre-file dated resignations may elect to be paid for unused sick leave in accordance with Board approved “special pay” plans.

Every employee who elects to participate in DROP, and who is eligible to receive a terminal payment for unused annual leave earned according to College policy, may choose to receive the lump sum terminal payment at either the beginning or the end of the DROP period. If the employee elects to take the leave payment at the beginning of DROP, the payment amount for up to forty-four (44) days (or up to sixty (60) days for executive managers) of leave will be reported as compensation earned in that fiscal year and may be used in the calculation of his/her retirement benefit. In this case, the lump sum payment is based on the hourly wage of the employee at the time he/she retires and begins DROP. If the employee elects instead to wait and receive a lump sum leave payment when terminating employment at the end of DROP, the terminal leave payment will be based on the hourly wage of the employee at termination of employment (which may be higher), but the payment does not affect the employee’s benefit (which was determined and fixed by law when he/she elected to retire and begin DROP).

An employee who elects to receive the terminal annual leave payment at the beginning of DROP may be eligible to also receive a second lump sum leave payment upon termination of DROP. For such a second payment to be made, the employee must have additional annual leave which, when combined with the leave represented by the original payment, does not exceed any applicable limit on payment of terminal leave as established by law or by College policy.



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1) Definitions

- a) Daily Rate is defined as the annual salary for the position last held by the employee divided by the number of days the employee is scheduled to work inclusive of any “paid holidays” included in the College’s calendar.
 - i) The daily rate for 12-month employees is determined by dividing the annual salary by 260 days.
 - ii) The daily rate for 11-month employees is determined by dividing the annual salary by 220 days.
 - iii) The daily rate for 10-month employees is determined by dividing the annual salary by 200 days.
 - iv) The daily rate for full-time faculty is determined by dividing the annual salary by 168 days.
- b) Annual salary is the base salary for the employee plus added responsibility supplements (exclusive of overtime or overload pay).
- c) Executive managers shall be those administrators who have senior management status.

2) Eligibility

- a) Eligible employees: Employees on the active payroll of the College who are eligible to receive sick leave, who have 10 or more years of full-time employment at CF and who retire, voluntarily terminate their employment, or die are eligible for terminal pay. In the event that an employee’s required DROP date causes him/her to miss the 10 years of service requirement by 20 work days or less, the President is authorized to make an exception to the 10-year service rule.
- b) Ineligible employees: Employees whose employment is terminated under the following conditions shall forfeit all entitlements to terminal pay:
 - i) Employees who abandon their jobs without just cause attributable to the College. This condition shall include employees who voluntarily resign from employment without giving advance notice of intent to resign. Advance notice is defined as 20 working days for



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instructional personnel and administrators and 10 working days for career service and professional employees.

- ii) Employees who are dismissed or whose employment is terminated for misconduct or other just cause as defined in statute, state rule or Board policy.
- 3) Provided employees meet the eligibility requirements of section 2 (a) of this policy, terminal sick leave pay for Faculty, Career Service, Professional and Administrative employees, excluding leave days accrued by employees in executive management positions (pay class 510) after June 30, 2001.
- a) Compensation
 - i) Eligible employees shall be compensated for unused sick leave as follows:
 - (1) Employees hired prior to July 1, 1998, shall be compensated for unused accrued sick leave in an amount equal to their daily rate of pay times one-half the number of sick leave days accumulated.
 - (2) Employees hired on or after July 1, 1998, will be compensated for unused accrued sick leave in an amount equal to their daily rate of pay times one-half the number of accumulated sick leave days with the total terminal pay for accrued sick leave not to exceed an amount equal to 60 times the daily rate of pay.
 - ii) In the event of the death of an eligible employee, their designated beneficiary, estate, or other beneficiary as authorized by law, shall be paid the employee's entitlement for terminal pay.
 - b) Limitations: Only those unused accrued sick leave days earned or officially credited to the employee's sick leave account while employed with the College shall qualify for calculating the terminal pay benefit. The College shall not be liable for sick leave days transferred from another institution but not yet credited to the employee's sick leave account.
 - c) The payment for unused accrued sick leave must be made not later than the final day of the College's budget year that employment is terminated, or the final day of any grant-funded program, special project or contract for personal services.

For eligible employees who retire or resign from the College, a lump sum payment more than \$2,000 for combined unused sick leave and accrued vacation leave will be made in the form of



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a contribution to a tax-sheltered plan in accordance with contracts approved by the District Board of Trustees.

For all other eligible employees, a lump sum payment \$2,000 or less for combined unused accrued sick leave and accrued vacation leave will be made to the employee.

- 4) Terminal vacation leave pay for employees employed on a 12-month basis;
 - a) Terminal leave pay is computed by multiplying the daily rate of pay by the number of accrued and unused vacation days, not to exceed forty-four (44) days pay, except for employees classified as executive management who may be paid up to sixty (60) days.
 - b) Concurrent with termination of employment, an eligible employee shall be given the option to either use his or her unused vacation leave prior to the effective date of termination, receive a settlement for unused vacation leave according to this policy and Board approved “special pay plans”, or arrange a combination of these two options.
 - i) Any request to use vacation leave in conjunction with termination of employment must be coordinated with the immediate supervisor, division chair or director, dean and/or vice president and approved by the President or the President’s designee prior to the beginning date of such leave of absence.
 - ii) Such leave shall not extend beyond June 30 of the current College budget year when it would be necessary to reappoint the employee merely to permit him or her to continue in an authorized leave status.
 - iii) Such leave shall not extend beyond the closing date of any grant-funded program, special project, or contract for personal services.
 - c) The payment for unused accrued vacation leave must be made not later than the final day of the College’s budget year that employment is terminated, or the final day of any grant-funded program, special project or contract for personal services.

For eligible employees who retire or resign from the College, a lump sum payment more than \$2,000 for combined unused vacation leave and accrued sick leave will be made in the form of a contribution to a tax-sheltered plan in accordance with contracts approved by the District Board of Trustees.



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For all other eligible employees, a lump sum payment \$2,000 or less for combined unused accrued vacation leave and accrued sick leave will be made to the employee.

- d) In the event of the death of an employee, the employee's designated beneficiary, estate or other beneficiary provided by law shall be paid an amount equal to the employee's normal daily (or hourly) rate of pay times the number of days (or hours) of unused accumulated vacation leave, but in no event shall such payment exceed an amount equal to forty-four (44) days normal pay except for executive managers who may receive payment for up to sixty (60) days of accrued annual leave.
 - e) Twelve month employees, appointed to a position of less than twelve (12) months under which vacation leave is not granted, will be paid for unused vacation leave earned while in the twelve (12) month position in accordance with this policy and not to exceed forty-four (44) days pay or sixty (60) days in the case of executive managers. Payment of unused leave for employees appointed to positions of less than twelve (12) months may be made in the fiscal year following the end of the twelve (12) month appointment with approval by the President or a designee.
- 5) Terminal pay for sick leave accrued by employees in executive management positions (pay class 510);
- a) For employees hired before July 1, 1995, terminal pay for sick leave accrued before July 1, 2001, shall be made in an amount equal to their daily rate of pay times one-half (1/2) the number of sick leave days accumulated prior to July 1, 2001.
 - b) For employees hired on or after July 1, 1995, terminal pay may not exceed an amount equal to one-fourth (1/4) of the employee's unused sick leave or 60 days of the employee's pay, whichever is less.
 - c) For sick leave accrued on or after July 1, 2001, terminal pay may not exceed an amount equal to one-fourth (1/4) of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.
 - d) If the employee has an accumulated sick leave balance of 60 days or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance as of June 30, 2001, is less than 60 days.
- 6) Terminal pay provisions for all employees;



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- a) For purposes of calculating terminal pay, a year of service will be credited when the employee serves one day more than one-half (1/2) of the number of days in the contract year/fiscal year or equivalent.
- b) Employees filling grant-funded or special project positions are subject to the following conditions:
 - i) Employees filling grant-funded positions hired on or before June 30, 2002, will be paid terminal benefits as provided in the employee's employment contract, provisions of the grant or contract, and in accordance with other provisions of this policy.
 - ii) Employees filling grant-funded positions hired on or after July 1, 2002, will not be paid terminal pay benefits unless the grant includes funding for this purpose and the terminal pay is approved by the President or a designee.
- c) If an employee receives terminal pay benefits based on unused sick leave, the unused sick leave credit will become invalid; however, if an employee terminates employment without receiving terminal pay benefits and is reemployed by the College, the employee's unused sick leave credit will be reinstated.
- d) Effective on the approval of this policy, terminal vacation and sick leave payments made to eligible participants in the College's "special pay plan" are required to be contributed to the 401(a) plan to the maximum extent permitted by Federal tax laws and the College's approved plan. Terminal pay calculations are based on the employee's leave balances and salary in effect on the date of the mandatory payments. These mandatory payments include:
 - i) Payments made to DROP participants the day prior to the DROP begin date and/or on the date of separation.
 - ii) Payments made to employees pre-filing dated resignations for the purpose of participating in the College's special pay plan.
 - iii) Payments made to all other eligible participants on the date of separation.
 - iv) Contributions to the special pay plan are limited by the requirement that a minimum balance of 30 days of sick leave must be retained in an employee's account.



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- v) Contributions to the special pay plan for eligible participants will be made each December 31.

After the maximum contributions have been paid to the 401(a) plan for the plan year, remaining sick leave and vacation leave balances will be carried over for payment in a subsequent plan year, unless the employee separates from the College. If the employee does separate from the College, the payment for remaining sick leave and vacation leave balances not eligible for contribution to the 401(a) plan under Federal tax law will be made directly to the employee subject to FICA and federal income taxes.

- 7) Pay in lieu of notice. When the President determines it is in the best interest of the College to terminate an employee, the President may authorize prepayment of salary in lieu of notice and may also authorize payment of terminal pay as defined in this policy. The pay in lieu of notice will be considered “regular” pay for the employee. Terminal pay will be disbursed in accordance with other provisions of this policy.
- 8) Employees must complete all required documents and complete out-processing prior to receiving terminal pay or prior to distribution of contributions to the 401(a) plan.
- 9) Release of Liability. The acceptance of terminal pay for unused accrued leave or other purposes as defined in this policy shall release the College of all subsequent liability for such employment benefits.



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POLICY MANUAL

Title: TRAVEL BY AUTHORIZED PERSONNEL	Number: 6.16	Page: 1 of 3
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.061, 1001.64 FAC 69I-42.006	Board Adoption/Revision Approval Dates: 9/3/80, 2/1/84, 10/19/88, 11/24/93, 10/22/02, 12/13/05, 10/24/06, 11/27/07	

The President or the President’s designee is authorized to establish procedures governing travel of Board members, employees, and other authorized persons and the reimbursement of costs associated with travel. Employees and authorized persons traveling on official business shall receive no advance expense monies. Exceptions must be approved by the President. Traveling expenses, which will be reimbursed, are confined to those expenses essential to the transacting of official business.

TRANSPORTATION

Transportation may include fares, toll charges, parking and expenses incidental to transportation, including baggage transfer, cab fares, bus service, parking storage and gas.

All travel should be by the most economical route.

Should a person travel by an indirect route for personal convenience, the extra expense will be borne by that person, and the extra time involved shall be considered vacation or personal leave.

All travel shall be by common carrier (train, bus, commercial airline or rental car) except where it is more economical or advantageous to use a privately owned vehicle.

Only College employees, including student employees, will be permitted to drive college owned, rented or leased vehicles.

DEFINITIONS

Class A Travel – Continuous travel of 24 hours or more away from the College.

Class B Travel – Continuous travel of less than 24 hours which involves overnight absence from the College.

Class C Travel – Travel for short or day trips where the traveler is not away from the College overnight.

In-District Travel – Travel within the College district of Citrus, Levy and Marion Counties.

REIMBURSEMENT

Meals: Meal reimbursement shall be at current state-approved rate and determined by the following schedule:



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1. Breakfast – when travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch – when travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner – when travel begins before 6 p.m. and extends beyond 8 p.m.

Class C travel may receive meal subsistence at the current state-approved rate provided the official business is outside the College’s district (Citrus, Levy, and Marion Counties). No allowance shall be made for meals when travel is confined to the College’s district. Per State Administrative Rule, Class C meal allowance is defined as taxable income by the Internal Revenue Service and is subject to withholding of income and social security taxes. It is required to be reported as wages on the traveler’s W-2 form.

When a meal is included as part of a registration fee for an activity, conference, convention, seminar, etc., no reimbursement will be authorized. When meals are provided as part of a program, the employee will not be reimbursed unless they have a special dietary requirement. If the employee falls under this exception, they need to include a brief statement that they paid for their special meal out-of-pocket because of a special dietary requirement. The exceptions are paid at the Statute amount.

Mileage: Mileage reimbursement shall be at the current state–approved rate.

Personal Vehicles – Reimbursement shall be computed on the basis of the current map of the Department of Transportation with mileage shown from the origin point to the destination point.

College Vehicles – The odometer reading at the beginning and end of trip will determine the amount charged to a division or department for travel expense.

In-District Travel – The President or the President’s designee may authorize in-district mileage allowances for persons traveling routinely on college business. This may include both credit and non-credit instructors, in addition to those employees who, as a regular part of their duties, visit high schools, civic clubs and businesses, or assist with off-campus registrations. Travel mileage will not be paid for regular full-time instructors to travel to Ocala for purposes of instruction.

College employees shall not be paid for mileage from home to place of employment or from place of employment to home.

It shall be the responsibility of the Chief Academic Officer or the Campus Vice President of the Citrus County Campus to certify that she/he was unable to secure through the Human Resources Office the services of a qualified instructor who resides at or near the point of instruction. Such



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certification shall be submitted in writing to the President and approved prior to the employment of the part-time instructor. A copy of this approval shall be filed in the Human Resources Office and attached to the travel request.

Full-time instructors on the Ocala Campus who volunteer to divide their teaching loads between the Ocala and Citrus Campuses may be provided a mileage reimbursement allowance.

Joint Travel – Joint travel by College personnel in a single vehicle is required whenever feasible. Mileage may be divided or prorated if shared with an individual from another institution or public agency.

Lodging: Lodging reimbursement shall be the actual expense for single occupancy or half for double occupancy.

Long Distance and Fax: Charges for fax and long distance calls on official business will be allowed, provided a statement is furnished showing the name of the party called, point of origin of the call and the date, time and charges for each call or fax.

STUDENT TRAVEL

All authorized student travel will be budgeted and charged to the student activities budget unless otherwise noted by the Business Office. Sponsors of student groups shall go through approved formalities in processing this travel, including requests for advance payment and filing with appropriate offices the list of names of students traveling. Meal allowances for student travel will be at the discretion of the College.



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POLICY MANUAL

Title: WORK WEEK	Number: 6.17	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.82	Board Adoption/Revision Approval Dates: 9/3/80, 11/7/84, 3/9/88, 10/19/88, 10/22/02, 3/25/03, 10/25/05, 10/25/11	

Administrative, Professional & Career Service Personnel

The standard work week for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

The standard work week for full-time administrators, professionals and career service employees during the summer term shall consist of 36 scheduled work hours to be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

Instructional Personnel

The standard work week for faculty, counselors, and librarians is set forth in Board Policies 4.04, 4.05 and 4.06.

Flexible Scheduling

The 37.5 work week is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Overtime

The job description for each position in the college designates whether the position is non-exempt or exempt. The classifications are based on federal guidelines. Non-exempt employees are eligible for overtime pay. The President, or the President's designee, must approve overtime in advance.

The Chief Business Officer will publish the specific procedures for overtime pay.



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POLICY MANUAL

Title: PREFERENCE IN EMPLOYMENT OF VETERANS	Number: 6.18	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 110.205, 295.07, 295.085, 295.09; 1991 Persian War Benefits Act	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

In accordance with Florida Statutes and Florida Administrative Code (FAC) which implements provisions of the statutes, the College shall give preference in employment and retention of veterans and spouses of veterans provided such preference is in accordance with the law and general eligibility criteria for the position(s) are met.



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POLICY MANUAL

Title: SICK LEAVE POOL	Number: 6.19	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.865	Board Adoption/Revision Approval Dates: 6/27/97, 8/29/00, 10/22/02	

Regular, full-time employees of the College shall be eligible to join a Sick Leave Pool established for the purpose of protecting employees from loss of income due to a major illness or injury. The Sick Leave Pool shall operate according to procedures approved by the President. Membership in the Pool shall be voluntary and based on contribution to the Pool. The procedures shall provide for eligibility for employees to join the Pool, a mechanism for awarding leave from the Pool, limits on withdrawals and process for monitoring and replenishing the Pool.



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POLICY MANUAL

Title: NEPOTISM	Number: 6.20	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 8/27/97, 10/22/02	

The College shall not permit a full-time employee to work in a direct supervisory-subordinate relationship with a relative or member of the same household or economic unit.

- (1) Employees of the College may not supervise, nor may they recommend the appointment, employment, promotion or advancement of any family member, relative, or member of the same household or economic unit in or to a position in the College over which the employee exercises jurisdiction or control.
- (2) The supervisor-subordinate relationship is considered to exist throughout the administrator's direct chain of command. Therefore, the College shall not employ a relative of the President, nor shall it employ a relative of a Vice President within their division.
- (3) A family member or relative is defined as spouse, parents or stepparents, children or stepchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepbrother, stepsister, half brother or half sister or their husbands or wives.
- (4) Persons living together shall be considered to be in the same household or economic unit.
- (5) This rule pertains to full-time employees only. Part time employees and adjunct instructors may be employed with the approval of an appropriate supervisor above the level where the direct or indirect supervision exists. In each case where a relative is approved for part-time employment, the approving supervisor will perform all evaluations.
- (6) In cases where relationships described in paragraph 2 exist within a supervisory unit at the time this policy is adopted, appropriate reassignments will be made as soon as practical and possible.
- (7) When a relative of a member of the District Board of Trustees is recommended for initial employment or promotion, the trustee shall disclose the relationship and abstain from voting.



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Exceptions to the policy, which may become necessary due to a shortage of qualified personnel, are subject to individual review and approval by the Board of Trustees upon the recommendation of the President.



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POLICY MANUAL

Title: GRANT-FUNDED POSITIONS	Number: 6.21	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64 FAC: 6A-14.041	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02	

Persons employed through a grant or similar type of non-recurring funds hold their positions only for the duration of the grant. In some instances, a special salary schedule may be approved and utilized for the duration of the grant or project; otherwise, the College Salary Schedule determines grant-funded positions. This special schedule must be recommended by the President and authorized by the District Board of Trustees before including it within the grant proposal to be submitted for funding. Persons employed in positions funded by grants should not expect continuation of employment beyond the expiration of the grant.

Annual increases must be projected in grant budgets. The amount of increase will not differ from increases approved for regular College employees. Increases for grant-funded persons are given at the same time as other College employees. Reclassification of positions funded through grants must follow the normal College reclassification process.

Except as provided herein, grant employees are eligible for College benefits and subject to all other terms and conditions of employment.



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POLICY MANUAL

Title: ANNUAL SALARY INCREASES	Number: 6.22	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statues 1001.64 FAC: 6A-14.060, 6A-1.052	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 6/27/06	

Full-time employees must normally have a year of service before becoming eligible for an increase in pay. In order to qualify, an employee must work at least one day more than half the workdays as determined by their contract or assigned work year schedule.

Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees.

Limits on Eligibility for Annual Salary Increases

Persons employed to teach full-time on a month-to-month basis as needed normally do not receive annual increases.

Employees on leave more than half of the scheduled workdays (as determined by their contracts or assigned work year schedule) in one year, with or without compensation, are not eligible for a pay increase the following year. Employees on approved sabbatical leave are exempt from this provision.

Employees whose overall rating in an annual evaluation is determined to be unsatisfactory will not be eligible for an annual pay increase during the fiscal year following the unsatisfactory evaluation rating.

Work performed during an overtime assignment shall not be recognized in calculating years of service.

Only one year of service may be recognized within one fiscal year.



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POLICY MANUAL

Title: DEFINITION OF A WORK YEAR	Number: 6.23	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64 FAC: 6A-10.019, 6A-14.0261	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 10/25/05	

The work year for all employees is defined as concurrent with the College’s fiscal year that begins at 12:01 a.m. on July 1 and ends at midnight on June 30 of the following year.

The work year includes all weekdays from and including January 1 through December 31. Of the total work days, the following are classified as paid holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- Spring Break
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving and the day after
- Christmas and the day before
- All weekdays falling between Christmas Day and New Year’s Day
 (The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)

For the purpose of calculating daily rates for Administrative, Professional and Career Service employees, the work year for a full-time employee is defined as 260 days.

The work year for employees assigned to the Appleton Museum of Art is defined as 260 days of which the number of paid non-working days will be the equivalent of all other full-time employees. Employees assigned to the museum will work individually assigned annual schedules to facilitate museum operations.

When a holiday falls on a weekend, the college calendar may be adjusted to provide employees with another non-working day.



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Title: SUPPLEMENTAL SERVICES ASSIGNMENTS	Number: 6.24	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64 FAC: 6A-14.0261	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 10/25/05	

The President is authorized to assign supplemental duties to regular full-time members of the College staff, who have been properly appointed by the Board, as may be necessary or required. Such duties include teaching overloads, teaching non-credit classes, acting as substitutes or performing supplemental duties as outlined in the current salary schedules, such as special administrative responsibilities.

Supplements beyond the basic salary, justified because of extra or extended duties and services or special situations, may be provided.

The purpose of this rule is to, without authority or sequence:

- (1) Permit and authorize qualified members of the College staff to be assigned supplemental instructor duties.
- (2) Delegate to the appropriate Vice President or Dean the authority necessary to effectively manage and control the supplemental activities of regularly appointed staff members.
- (3) Eliminate the need for repetitive supplemental appointments of regular staff members to various instructional activities.
- (4) Maintain the existing level of education quality by hiring as often as possible full-time CF instructors, administrators, and other professionals, in lieu of part-time or transient lecturers or adjuncts, to fulfill overload opportunities.

Supplemental duties must be consistent with Florida Statutes, Florida Board of Education Rules, Board policies, and other planning and programming considerations.

The President or the President's designee shall establish procedures to assign supplemental duties.



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POLICY MANUAL

Title: EMPLOYEE DISCIPLINARY MEASURES	Number: 6.25	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.65, 1012.855	Board Adoption/Revision Approval Dates: 5/29/07	

The President or his designee shall have the authority to develop a code of conduct for all employees which will establish rules of conduct and appropriate penalties for violations of rules. Such penalties may include reprimand, restitution, fines, restrictions on the use of or removal from College facilities, educational training or counseling requirements and the imposition of probation, suspension, dismissal, demotion or other appropriate disciplinary action. Such penalties may be imposed only for acts or omissions in violation of rules adopted by the College, including standards of conduct set forth in the current Faculty Handbook and Employee Handbook, rules of the State Board of Education, county and municipal ordinances, and the laws of the State of Florida and the United States of America. The President or the President's designee will establish procedures for disciplinary matters.

Any employee code of conduct promulgated pursuant to this policy will be incorporated by reference and made a part of this policy. The President may choose to develop one or more codes of conduct as applicable to different classes of employees.

The penalties of Suspension and Termination are specifically addressed in Policy 6.11.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EMPLOYEE ETHICS	Number: 6.26	Page: 1 of 3
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.02	Board Adoption/Revision Approval Dates: 10/22/02, 3/27/07, 4/22/08	

Consistent with its commitment to the College's core values, the Board expects all College employees to be guided by the highest ethical standards.

Ethics

- A. Faculty and administration shall follow the Code of Ethics of the Educational Profession in Florida (Florida Administrative Code Section 6B-1.001 and 6B-1.006).
- B. All College employees are subject to the Florida Code of Ethics for Public Officers and Employees as set forth in Part III of Chapter 112 FL Stats (2005) except as specifically exempted by statute.
- C. The prohibitions of the Code of Ethics include, but are not limited to, the prohibition of an employee (i) renting, leasing or selling any realty, goods or services to the College, (ii) having an employment or contractual relationship with any business entity or agency that is doing business with the College or subject to regulation by the College, (iii) having an employment or other contractual relationship that creates a frequent or recurring conflict between the employee's private interests and the performance of his public duties or that would impede the performance of his public duties and, (iv) disclosing or using information not available to members of the general public and gained by reason of his position for personal gain or benefit or the personal gain or benefit of another person.

Conflict of Interest

Conflict of interest by College employees is prohibited. The following practices are examples of unacceptable conduct that constitute a conflict of interest on the part of a College employee:

A. General:

- (1) College employees shall not engage in the selling of goods, books, encyclopedias, musical instruments or any other instructional materials to students, parents, or other employees except as a regular part of the operation of the College through the College bookstore or Museum shop at the Appleton Museum of Art.
- (2) Employees shall not conduct College business with the District Board of Trustees involving the sale of any product or service.



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- (3) Instructors shall not engage in the selling of personally owned goods, parts or materials to customers receiving customer services from College programs.
- (4) Faculty members shall not accept any form of payment for tutoring their own students.
- (5) Employees shall not advertise or solicit business of a personal nature during normal working hours or in the College facility.

B. Appleton Museum of Art:

- (1) Employees may not be art dealers, work on behalf of art dealers, or contract with art dealers to provide conservation, curatorial, research or appraisal services.
- (2) No employee may provide an appraisal for a work of art for the public or a potential donor. Employees may not purchase objects deaccessioned from the Museum collections and may not trade objects from personal collections with those of the Museum.
- (3) Employees must obtain permission from the Director of the Museum before loaning any objects to the Museum, exhibiting at the Museum, or having a member of his or her immediate family exhibiting at the Museum. Employees must not collect or acquire work in competition with the Museum's acquisitions or potential acquisitions.
- (4) There are special ethical considerations related to the Appleton Museum of Art, and the President shall cause an Administrative Procedure to detail those special ethical matters.

C. Student Loan Practices Code of Conduct

The integrity of the student financial aid process is critical to providing fair and affordable access to higher education in Florida. Employees shall adhere to the following principles in financial aid operations:

1. College employees should receive no personal benefit.
2. College employees should not serve on lender advisory boards for remuneration.
3. The College should not provide any advantage to a lending institution.
4. The College should make appropriate use of any Preferred Lender Lists.

The President or President's designee shall establish procedures that address these principles.



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Reporting Violations

- (1) College employees shall report to appropriate authorities any known allegation of a violation of the State Board of Education Rules or College Policies and Procedures.
- (2) The College shall seek no reprisal against any individual who has reported any allegation of a violation of the State Board of Education Rules or College Policies and Procedures.

Disclosure of Information

- (1) College employees shall not disclose any information that is confidential, as defined by Florida Statute or any information protected by federal regulation.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: VOLUNTEER SERVICES	Number: 6.27	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 1/11/84, 10/19/88, 5/19/99, 10/22/02	

By definition, a volunteer shall be any person who, of his or her own free will, donates time or services to the College with no monetary or material compensation.

It shall be the policy of the Board to accept voluntary donations of time, goods and services offered by a donor of his or her own free will without any promise or agreement for compensation or reimbursement of any kind, provided the donation is compatible with the principles and objectives of the College.

- (1) Volunteers recruited, trained or accepted by the College shall not be subject to any provisions of law relating to employment, collective bargaining, hours of work, rates of compensation, leave time, nor any employee benefits, except as noted below.
- (2) Volunteers may be covered under liability protection provided by the College, and with the prior concurrence of the appropriate Vice President or Dean, and approval of the President, may also be provided with the following benefits:
 - a. Meals furnished with cost when their hours of service extend over an established meal period.
 - b. Lodging furnished without cost when their hours of service require them to be away from campus overnight.
 - c. Use of college vehicles and reimbursement of transportation expenses when their service requires them to be away from the campus in the performance of their assigned duties.
- (3) Volunteers shall comply with all Board policies, Florida Board of Education Rules, and Florida Statutes.
- (4) Volunteers shall be considered as unpaid independent volunteers and shall not be entitled to unemployment compensation.
- (5) Volunteers shall be under the supervision of College employees.
- (6) With approval of the President, employees who are "exempt" from the Fair Labor Standards Act may voluntarily donate professional time and/or services for the benefit of the College or students.



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- (7) With approval of the President, "nonexempt" employees may voluntarily donate time and/or services unrelated to their regularly assigned jobs for which they are entitled to be paid.
- (8) Regular full-time employees shall not use College time for volunteer service without approval of the President.



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POLICY MANUAL

Title: FACULTY SENATE	Number: 6.28	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 10/25/05	

The faculty of the College shall constitute an organization known as the Faculty Senate whose purpose shall be to advise the President on matters of College improvement.

Membership shall be open to all personnel who teach over fifty (50) percent of a full-time teaching load or who are counselors or librarians classified as faculty.

The organization shall operate under and in accordance with a constitution developed by the organization and approved by the College President. Rules and procedures adopted by the District Board of Trustees shall be observed in all of the Senate's activities.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CAREER & PROFESSIONAL EMPLOYEES COUNCIL	Number: 6.29	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.61, 1001.64 FAC 6A-14.0261	Board Adoption/Revision Approval Dates: 6/24/97, 9/28/99, 10/22/02	

The career and professional employees of the College shall constitute an organization known as the Career and Professional Employees Council, whose purpose shall be to advise the President on matters of College improvement.

Membership shall be open to any full-time or permanent part-time career and professional employees of any campus of the College of Central Florida.

The organization shall operate under and in accordance with the Bylaws developed by the organization and approved by the College President. Rules and procedures adopted by the District Board of Trustees shall be observed in all of the Council's activities.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: RELATIONSHIPS BETWEEN EMPLOYEES/STUDENTS AND SUPERVISORS/EMPLOYEES	Number: 6.30	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statute 1001.64	Board Adoption/Revision Approval Dates: 2/25/03	

College of Central Florida is committed to fostering an educational climate characterized by professional and ethical behavior free of discrimination and conflict of interests. Amorous relationships¹ between employees and other persons within the College community² may impair or undermine the learning and work environments when the relationship is based on unequal authority or power, and when one person in the relationship is evaluating the other. Accordingly, it is the policy of the College of Central Florida that an employee shall not engage in an amorous relationship with another person within the College community over whom the employee exercises authority, or educational or professional responsibility.

Compliance

Compliance with this policy requires that an employee involved in an amorous relationship recuse himself/herself from authority or evaluative role with respect to the other person. In rare cases where this would not be possible, arrangements must be made, in consultation with the appropriate supervisor, to assure that the relationship does not threaten the integrity of the educational process or impair the work setting.

Reporting, Investigation, Resolution

Violation of this policy where an employee and student are involved will be reported, investigated and resolved according to the procedures established in the Student Grievance Procedure. Violation of this policy where a supervisor and an employee are involved will be resolved according to the procedures established in the Discrimination and Harassment Grievance for Employees.

Employees found to have violated this policy are subject to discipline, up to and including dismissal, in accordance with established policies.

¹ For the purpose of this policy, “amorous relationship” is defined as a consensual relationship of a romantic or sexual nature between a College employee and another person within the College community.

² For the purpose of this policy, “person within the College community” includes students, full-time employees and part-time employees.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STAFF AND PROGRAM DEVELOPMENT	Number: 6.31	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02 (1), 1001.02(9)(d), 1001.64(2), 1001.64(18), 1011.82(1), 1010.01, 1010.02 FAC: 6A-14.029	Board Adoption/Revision Approval Dates: 8/24/04	

Within the annual operating budget for the College, a minimum of two percent (2%) of the previous year's funding for the community college program fund will be allocated for staff and professional development. The general purpose of the allocation is for:

- (1) The improvement of employee performance through activities which update or upgrade competencies specific for present or planned positions.
- (2) The evaluation and improvement of existing programs, including the design of evaluation instruments to establish a basis for improvements as well as the designing of new programs.
- (3) The achievement of goals for implementation of the current state Educational Equity Act plan and other related EA/EO activities.

In the event of inadequate college funding, the President may recommend to the Board a reduction in the 2% requirement. Funds not spent during a fiscal year will revert to the general college budget.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CHANGES IN EMPLOYEE POSITIONS	Number: 6.32	Page: 1 of 5
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: FS 1001.64(4), 1001.65, 1012.83, 1012.855; FAC 6A-14.0261, 6A-14.041, 6A-14.0411	Board Adoption/Revision Approval Dates: 4/28/09, 8/25/09	

I. REORGANIZATION, CONSOLIDATION AND ELIMINATION OF POSITIONS

The development of new programs, the elimination of programs, changes in existing program, and the services that support such programs (hereafter referred to collectively as “Program Changes”), arise as a result of the College’s mission, student needs, state and federal law, efficiency and effectiveness improvements and budgetary considerations.

The creation, restructuring and termination of positions of employment throughout the College are a result of efforts by the President and Board of Trustees to maintain a workforce capable of providing College programs that fulfill the educational mission of the College within its budgetary limitations. For the purpose of this policy, the term “position” refers to a specific employment category, job description and job assignment. The President will recommend such changes to the Board of Trustees as he deems to be in the best interest of the College.

A. Termination/Elimination of Position

If a position of employment is eliminated as a result of program change, the President will give each employee so affected at least thirty (30) days prior written notice, or notice as provided by contract, if relevant, of the College’s intent to terminate his/her employment or discontinue the contract.

For employees not on annual contract, the College may, at its discretion, allow the employee to work the remaining thirty (30) days or may provide thirty (30) days of terminal pay.

Personnel will have the opportunity to compete for available College vacancies and, for any position for which they meet the minimum requirements, shall be guaranteed an interview for a period of twelve (12) months following his or her termination. The employee should notify Human Resources of his or her interest in such interviews.



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B. Reduction in Number of Employees Holding a Position

If more than one individual holds the same position, and the President determines for any reason that the number of individuals holding that particular position shall be reduced, then the criteria for reduction in full-time workforce as described in Section II of this Policy shall govern the termination of one or more employees holding that position.

C. Substantial Change in Job Description

If a job description is to be changed, the President will determine whether or not the change is significant enough in terms of duties and qualifications required for the position to be considered a new position. If it is significant, the President will give the employee having that job description at least thirty (30) days prior written notice of the change. The change will be handled like a termination of position with the exception that if the current employee qualifies for the new position, the President will post the job vacancy for the newly created position as per regular College procedure and the current employee may remain in place until the new position is filled.

D. Consolidation of Positions

If two or more different positions are consolidated, the procedure set forth above for Substantial Change in Job Description will be followed.

E. Transfers of Personnel

If an employee is displaced as a result of termination of position, substantial change in job description, reduction in number of employees or consolidation of positions, the President may administratively laterally transfer the employee to any current vacancy at the same pay level and classification as the employee's previous position.

II. REDUCTION IN FULL TIME EMPLOYEE WORKFORCE

A reduction in workforce is a termination of employment due to the abolishment of a position(s) necessitated by shortage of funds. If it is determined that the required budget reduction can only be accomplished through a reduction in force of current employees, the Board



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Of Trustees will be asked by the President to declare that a financial exigency exists. If the Board declares a financial exigency, the reduction in force will be governed by this policy.

Purpose: The purpose of this policy is to outline a fair and balanced approach to a reduction in force that is necessitated by a need for a significant budget reduction.

Approach: In the event it becomes necessary for a reduction in force, the following guidelines will apply:

- The first priority will be to protect the mission of the College to provide access and quality instruction; thus, reduction in force decisions will be guided by what is determined to be most supportive of the core mission (instructional program delivery) of the College.
- Attrition and not filling vacant positions will be the preferred way to implement a reduction in force.

A. **ADMINISTRATIVE PERSONNEL**

Should the Board of Trustees have to choose among its administrators as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission
- Special skills or knowledge required for specialized job assignment
- Necessity of specialized job



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CHANGES IN EMPLOYEE POSITIONS	Number: 6.32	Page: 4 of 5
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B. PROFESSIONAL/CAREER SERVICE PERSONNEL

An employee will be subject to a reduction in force without prejudice because a reduction in force is not a disciplinary action. No employee who has satisfactorily completed a 3-month observation period in a classification in the same department with the same or similar job assignment shall be subject to a reduction in force while an employee who has not completed a 3-month observation period is serving in the same classification in the same department with the same or similar job assignment.

Should the Board of Trustees have to choose among its Professional/Career Service Personnel as to who will not be retained, the following criteria will be considered:

- Experience at College in same or similar type of work
- Experience in same or similar type of work elsewhere
- Evaluations from previous years
- Relationship to core mission
- Training/Education
- Special skills or knowledge required for specialized job assignment
- Necessity of specialized job

C. FACULTY/INSTRUCTIONAL PERSONNEL

(1) Annual Contract Personnel

Should the Board of Trustees have to choose among its faculty members on Annual Contract as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission



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Faculty on Annual Contract shall be terminated before faculty on Continuing Contracts, unless a program elimination necessitates otherwise or there is an Annual Contract faculty in a position more critical to the college's core mission than a Continuing Contract faculty member.

(2) Continuing Contract Personnel

Should the Board of Trustees have to choose from among its faculty members under Continuing Contract as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission

D. EMPLOYEE ASSISTANCE RELEVANT TO ALL CLASSIFICATION OF FULL TIME, NON-OBSERVATION PERIOD PERSONNEL TERMINATED PURSUANT TO REDUCTION IN FORCE

- A. Employees will be given at least 30 days written notice, or notice as provided by contract, if relevant, of the College's intent to terminate his/her employment or discontinue the contract.
- B. For employees not on an Annual Contract, the College may, at its discretion, allow the employee to work the remaining 30 days or may provide 30 days of terminal pay.
- C. An employee terminated as a result of reduction in workforce will have the opportunity to compete for available College vacancies and, for any position for which he or she meets the minimum qualifications, shall be guaranteed an interview for a period of 12 months following his or her termination. The employee should notify Human Resources of his/her interest in such interviews.