



Policy Manual

Foreword

Pursuant to Chapter 120, Florida Statutes, and under the authority of Chapter 240, Florida Statutes, and the Florida Board of Education Rules, Chapters 6A-14 and 6H-1 (Florida Administrative Code), the District Board of Trustees of College of Central Florida adopted the policies contained in this manual.

These policies have the full force and effect of law. However, nothing contained herein can supersede the above-noted statutes or rules.

The policies of the District Board of Trustees are not intended to repeat or paraphrase specific Florida Statutes or the Florida Board of Education Rules. Where appropriate, reference is made to the related statute or rule to provide guidance.

In addition to the Policy Manual, the following College Publications provide the operational basis for College of Central Florida:

1. Administrative Procedures Manual
2. College Catalog
3. Salary Schedule and Related Personnel Policies
4. Employee Handbook
5. Faculty Handbook
6. Student Handbook
7. Governance Handbook
8. Safety Manual
9. Calendar

Note: During the 2002 Legislative Session, the Florida Legislature enacted legislation creating a seamless K-20 education system. The legislation recreates the Florida School Code and reorganizes the sections into different formats, including new statutory cites. The School Code Rewrite laws become effective on January 7, 2003. The Policy Manual legal authority cites will be updated to reflect the changes in statutory cites after January 7, 2003.



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COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: MISSION (VISION) OF THE COLLEGE	Number: 1.00	Page: 1 of 1
Legal Authority: Florida Statutes 1001.64, 1004.65	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/30/80, 3/6/85, 10/11/89, 1/10/90, 8/25/93, 10/22/97, 2/27/01, 10/22/02, 12/2/03, 11/28/06, 6/22/10, 6/25/13	

VISION

To be the first choice for quality higher education in our community.

MISSION

The College of Central Florida provides access to high-quality, high-value baccalaureate degrees, associates degrees, certificates and diplomas and promotes the economic, social and cultural development of our community.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EQUAL ACCESS / EQUAL OPPORTUNITY	Number: 1.01	Page: 1 of 3
Legal Authority: Florida Statutes 794.011, 1000.05, 1001.02, 1001.64, 1004.65, 1012.855; Title VII CRA of 1964 Amended 1972, Title IX CRA of 1964, Section 504 of Rehabilitation Act of 1973, GINA Act of 2008	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 10/19/88, 5/23/00, 10/22/02, 6/21/11, 6/26/12, 1/27/16	

The College of Central Florida offers equal access and equal opportunity in its employment practices, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students.

Additionally, neither the college, nor its direct-support organization(s), will expend any funds, regardless of source, to purchase membership in or goods and services from any organization which discriminates on the basis of race, color, ethnicity religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status.

The college will not tolerate discrimination, harassment and/or sexual harassment of students by other students or employees, discrimination, harassment and/or sexual harassment of employees by other employees or students, or discrimination, harassment and/or sexual harassment of students by third parties in any of its programs, activities or employment.

DEFINITIONS

Discrimination

Discrimination is prejudicial treatment on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status.

Complaint

The dissatisfaction that occurs when an employee believes that any condition of employment is unjust or inequitable based on discrimination or harassment, or when a student believes that any condition of his or her educational experience is unjust or inequitable based on discrimination or harassment.



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Harassment

Harassment consists of verbal or physical conduct on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status that: (1) is intended to or is reasonably likely to embarrass, distress, agitate, disturb or trouble the person or designated group to whom it is directed or to create an intimidating, hostile or offensive educational or work environment; (2) has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or (3) otherwise adversely affects an individual's employment or educational opportunities.

Harassment, as defined above, may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, objects or activities directed at recipient which reflect upon the recipient's race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status.

Sexual Harassment

Sexual harassment is a form of discrimination which is against the law and is against Board policy. The college will not tolerate sexual harassment activities by any of its students or employees. Sexual harassment is behavior based on sex which falls under one of the following categories:

- a. Harassment which culminates in a tangible employment or academic action such as discharge, demotion, undesirable reassignment, or lowered grading; or
- b. Harassment in which no adverse tangible employment or academic action is taken but which is sufficient to constructively alter an employee's working conditions or student's educational experience.

The college is committed to ensuring that all students, employees and applicants for employment or admission receive fair and equitable treatment without regard to race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status. Toward this end, the Board of Trustees and its employees share a joint responsibility to actively and conscientiously seek a means of resolving complaints through due process, without fear of reprisal. However, an employee shall not have the right to file a



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complaint concerning performance appraisals unless it is alleged that the appraisal is based on factors other than the employee's performance.

Reporting, Investigation and Resolution

The President or the President's designee shall establish a complaint procedure that is available to all current students and employees and to those applicants for employment or admission who have reason to believe that they have been discriminated against, harassed, or denied employment or admission on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status.

The college encourages the reporting of any known or suspected activities of discrimination, harassment and/or sexual harassment according to procedure. Additionally, any employee, student, applicant for admission or employment or other participant in a college program or service who believes that he or she has been unlawfully harassed or discriminated against on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status may seek resolution to his/her complaint through College Administrative Procedures. The Discrimination and Harassment Procedure for Employees and Students is available on the college's website at http://www.cf.edu/about/equal_access.htm and in the student handbook.

Confidentiality in the investigation and resolution of complaints is protected to the extent possible under state and federal laws.

Retaliation: It is a violation of this rule to retaliate or take reprisal against any person who has filed a complaint or who has complained about discrimination, harassment or sexual harassment based on the fact that the student or employee raised an issue about discrimination, harassment or sexual harassment to his or her supervisor, or any supervisor or manager of the college, to any Dean, Vice President, or administrator, or to any other person, entity, or human rights agency.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: MISSION (VISION) OF THE APPLETON MUSEUM OF ART	Number: 1.02	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1004.65	Board Adoption/Revision Approval Dates: 05/25/10	

INTRODUCTION

While the Appleton Museum of Art is a component part of the College, its purpose and function are unique. Thus, the District Board of Trustees authorizes a separate mission and vision for the museum.

VISION

The Appleton Museum of Art is a leading cultural center that enriches the quality of life for the people of Central Florida and beyond.

MISSION

The Appleton Museum of Art brings art and people together to inspire, challenge and enrich present and future generations through our wide range of collections, exhibitions, programs and educational opportunities.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DUTIES AND POWERS OF THE DISTRICT BOARD	Number: 2.00	Page: 1 of 1
Legal Authority: Florida Statutes 1001.61, 1001.63, 1001.64, 1004.726	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 8/19/98, 12/2/98, 10/22/02	

The college district of Citrus, Levy and Marion Counties, authorized by law and the Department of Education, is an independent, separate, legal entity created for the operation of the College of Central Florida and governed by the District Board of Trustees.

The Board is constituted a body corporate by the name of "District Board of Trustees of the College of Central Florida, Florida."

All the components of the institution and all aspects of its operation are responsible to the District Board through the College President. The District Board is charged by Florida Statutes and Florida Board of Education Rules with responsibility for establishing, upon advice and recommendation of the College President, the policies which determine the quality and direction of the development of the College, which establish an effective management of the College, and which assist the institution in carrying out the approved mission and objectives.

The District Board supervises the implementation of these established rules and delegates to an appointed president the responsibility for administration of the College in accordance with its rules.

- A) **DUTIES AND POWERS:** The duties and powers of the District Board are enumerated in Florida Statutes and the Florida Board of Education Rules as referenced above. The statutes and rules cited are incorporated herein, by reference, as policies of the District Board of Trustees.
- B) **OPERATION OF THE BOARD:** The operation of the Board, including information about meetings, notification of the meetings, agendas, appearance of interested parties before the Board, adoption of rules, telephone polling of the Board, and general rules of operation are described in F.S. Chapter 120, Chapters 28-101 et. seq., of the rules of the Florida Administration Commission, Florida Board of Education Rules, Florida Department of Administration Rules and the Board's Governance Handbook.



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POLICY MANUAL

Title: DISTRICT BOARD OF TRUSTEES OPERATIONS	Number: 2.01	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.61-65, 120.525, 286.011, 286.0114	Board Adoption/Revision Approval Dates: 10/22/02, 2/25/03, 10/25/05, 4/29/15	

The college is governed at the local level by an appointed District Board of Trustees composed of seven members representing Citrus, Levy and Marion Counties who work directly with the college President in all policy matters pertaining to governance and operation of the institution. A Chair and a Vice Chair are elected on an annual basis at the organizational meeting of the Board.

- A. The District Board of Trustees shall approve an annual calendar as recommended by the President with regular meeting dates that will generally be the fourth Wednesday of each month. However, monthly meetings will generally not be held in July or November. Further, the December meeting will generally be held on the first Wednesday of the month. The annual organizational meeting shall be held in June, unless need arises to hold it on a later date upon determination of the Board. Special meetings of the Board may be called by the Chair or by the college President.
- B. Notice of regular and special meetings of the Board shall be given not less than 7 days before the meeting by: 1) publication in a newspaper of general circulation in the tri-county area; and 2) mail to all persons who have made requests of the Board for advance notice of Board meetings and to organizations representing persons affected by any rule proposed for adoption at the meeting.
- C. An agenda shall be prepared by the office of the President and advertised and distributed in accordance with Florida Statutes, Chapter 120, at least 7 days prior to each meeting of the Board.
 1. The agenda shall contain the items to be considered in the order of presentation.
 2. After the agenda has been made available, change shall be made only for good cause in accordance with law. Notification of said change shall be made at the earliest practicable time.



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3. The board will allow time at each meeting for public comment and a form will be available at each meeting for members of the public to request to speak at the meeting.
- D. When an official decision or other official act is taken or adopted, board members may not abstain from voting, except when there is, or appears to be, a possible conflict of interest under the provisions of Chapter 112, Florida Statutes.
- E. Emergency meetings of the Board shall be held only in compliance with procedures established by the Florida Statutes and State Board of Education Rules.
- F. The college shall notify the public of any proposed new rules, revisions to existing rules, or elimination of rules, at least 21 days before the Board meeting at which the intended action will be taken. Notice will be given in accordance with procedures set forth in Section B of this rule and will comply with Chapter 120, Florida Statutes.

An individual may discuss concerns about rule changes with the administrator designated by the President prior to the public meeting. That administrator or the President will then take any modifications to the Board as a result of this discussion and the Board in turn may modify or reject the proposed rule at the public meeting. The final version adopted by the Board at the public meeting will then become the adopted rule.

Any substantially affected person may seek an administrative declaration of the invalidity of any proposed rule by following the procedures set forth in Chapter 120, Florida Statutes.

- G. Those employees who have business to come before the Board relating to their particular area of responsibility or relating to their welfare as an employee shall be expected to attend the meeting at which it will be discussed or to send a representative. Other employees are encouraged to attend Board meetings at times when they are not obligated to perform their regular duties.
- H. *Robert's Rules of Order, Newly Revised* shall govern proceedings of the District Board of Trustees except that the Chair of the Board may vote and make or second a motion.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GENERAL POWERS OF THE COLLEGE PRESIDENT	Number: 2.02	Page: 1 of 1
Legal Authority: Florida Statutes 1001.61, 1001.64, 1001.65 FAC: 6A-14.0261	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 8/19/98, 10/22/02, 10/25/05	

The President of the College of Central Florida is the executive officer and corporate secretary of the District Board of Trustees as well as the chief administrative officer of the College, and all the components of the institution and all aspects of its operation are responsible to the Board through the President.

The President is selected and appointed by the District Board in accordance with qualifications prescribed in Florida Board of Education Rules and with criteria established by the Board. The President is charged by these rules and by board policy with carrying out the rules of the Board and with administering the College in the most efficient and effective manner possible. The President is responsible for the establishment of an administrative organization appropriate to the size, complexity, and objectives of the College.

The powers, duties, and responsibilities of the President are enumerated in Florida Statutes and State Board of Education Rules. The statutes and rules cited are incorporated herein as policies of the District Board of Trustees.

Rules of the District Board: It is presumed that policies, appointments, programs, and expenditures not recorded in the official minutes of the Board but made and actually in effect were made and put into effect according to rules of the Board. The President shall obtain Board approval for exceptions to rules of the Board.

Emergency Closing of the College: In the event of a weather-related or other significant emergency, the President is authorized to temporarily close the college. When doing so, the president will inform the Board of such action.

Other College Emergencies: When the safety or security of the College, its students or employees is at risk, the President shall enact such rules and take such action on behalf of the Board of Trustees as he or she deems appropriate in the circumstances to protect the College, its students and employees. Such rules or action shall be brought to the next meeting of the Board of Trustees for ratification.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DIRECT SUPPORT ORGANIZATIONS	Number: 2.03	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1004.70	Board Adoption/Revision Approval Dates: 9/3/80, 2/1/84, 6/13/90, 5/8/96, 6/24/97, 2/17/99, 10/22/02, 10/25/05, 1/27/09	

The District Board of Trustees, in order to have a positive working relationship with its Direct Support Organizations, and in accordance with state law, specifies the following requirements for the College of Central Florida Foundation, Inc. and the Appleton Cultural Center, Inc. (ACC, Inc.) private, non-profit organizations providing support for the College:

- A. The CF Foundation and the ACC, Inc. shall submit an annual audit, conducted by an independent Certified Public Accountant, to the Board for review. A copy of the audit will also be submitted to the Auditor General of the State of Florida and to the State Board of Education. An audit review check list will also be submitted by the college to the State Board of Education. The report will be prepared as required by F.S. 1004.70(6). Further, the College and the Auditor General shall have the authority to review any details or supplemental data relating to the operation of the Direct Support Organizations.
- B. The CF Foundation and the ACC, Inc. shall submit a copy of their federal IRS Application for Recognition or Exemption form (Form 1023) and their federal IRS Return of Organization Exemption from Income Tax form (Form 990) to the Board as required by F.S. 1004.70(5).
- C. The college shall have representation on the Board of the CF Foundation and the ACC, Inc. The Chair of the District Board of Trustees and the President shall each appoint a non-voting member to the CF Foundation Board. Those representatives will also serve as non-voting members on the Executive Committee of the CF Foundation. The Chair of the District Board of Trustees shall appoint a voting member to the Board of the ACC, Inc.



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- D. The CF Foundation and the ACC, Inc. are responsible for keeping the District Board of Trustees informed of their activities in a timely manner. The District Board of Trustees will keep the CF Foundation and the ACC, Inc. informed of college priorities for support.
- E. The ACC, Inc. must have approval from the District Board of Trustees before entering into any debt obligations. The CF Foundation must have the approval of the District Board of Trustees for all debt obligations of more than \$250,000.
- F. The District Board of Trustees authorizes the use of facilities, property, and personal services to the CF Foundation and the ACC, Inc. in accordance with state law, and authorizes the President to make such arrangements.
- G. The CF Foundation and the ACC, Inc. will provide equal employment opportunities to all persons regardless of race, color, national origin, sex, age, religion, disability or marital status.



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POLICY MANUAL

Title: FINANCIAL RESPONSIBILITY/TRANSPARENCY	Number: 2.04	Page: 1 of 1
Legal Authority: Florida Statutes 1001.64, 1009.9991	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 10/25/05	

Consistent with the College’s guiding principle to “honor the public trust placed in us by our community”, and with the core values of responsibility and integrity, the Board is committed to the highest ethical standards in all college financial matters. To honor this commitment, the following are provided as college policy:

- All College employees shall uphold the highest possible standards in accounting for all college property and finances. In the event that an employee commits fraud, the college shall seek restitution of any funds and shall act immediately to appropriately discipline the employee, including termination of employment and prosecution, as appropriate.
- Board members who have a direct or indirect interest in any matters to come before the Board shall declare a conflict of interest and refrain from discussing or voting on those matters.
- A representative of the Board, assigned by the Board Chair, will participate in all exit interviews for financial and operational audits. That individual will recommend to the Board Chair whether or not an audit should be reviewed in a Board workshop or a regular Board meeting.
- All financial and operational audits will be reviewed by the Board at regular meetings or in workshops.
- The College shall annually perform selected internal audits, as determined by the Vice President of Administration and Finance and the President, and the results will be reported to the Board by the President.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OPERATION OF THE APPLETON MUSEUM OF ART	Number: 2.05	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1001.65	Board Adoption/Revision Approval Dates: 6/21/11	

Purpose

Because of the uniqueness of having a major art museum as part of the college, it is necessary to establish some clear policy statements specifically related to the museum.

Code of Ethics

Board Rule 6.26 addresses employee ethics and contains a section specifically related to the Appleton Museum of Art. The Administrative Procedure referenced in that Board Rule will serve as the Code of Ethics for the museum.

Collections Management

While the collection at the museum is owned by the CF Foundation, the college will assure that the collection is maintained in a manner consistent with the highest standards of collections management. The president shall establish a "Collection Management Manual" that is consistent with the requirements of the American Association of Museums.

Development

The CF Foundation, as the primary Direct Support Organization for the college, will provide overall guidance and coordination of development for the museum. All donations to the museum will be processed through the CF Foundation, and the Foundation will be responsible for all museum endowments. The president shall establish a procedure on development for the museum.



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POLICY MANUAL

Title: POLICY DEVELOPMENT AND REVIEW	Number: 2.06	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: §1001.61, §1001.64, §1001.65, Florida Statutes (2015)	Board Adoption/Revision Approval Dates:	

1. The District Board of Trustees has the ultimate responsibility for adopting policy for the operations of the College. The formulation of policy, however, is the shared responsibility of the District Board of Trustees, the College President, and the College President's designees, which may include faculty, administration, and staff. It is the policy of the District Board of Trustees to comply with relevant state and federal laws, rules and regulations at all times. Any policy, regulation, rule, or procedure found to be in conflict with a state or federal law, rule or regulation shall be null and void to the extent of the conflict.
2. Division of Responsibility: The governance activities of the College shall maintain a clear distinction between:
 - 2.1 strategic, governing policies, which are the responsibility of the District Board of Trustees, subject to relevant local, state and federal laws, rules and regulations, to which all other policies and procedures must conform,
 - 2.2 administrative procedures for employees to follow in implementing College governing policies and conducting College business, which are the responsibility of the president, subject to Paragraph 2.1, and
 - 2.3 specific tactical operating plans and procedures adopted by the various departments of the College, which are the responsibility of each department, operating unit, structure, or employee designated by the College President, subject to Paragraphs 2.1 and 2.2.
3. Policies adopted by The District Board of Trustees shall be subject to regular and continuous review for relevance, clarity, and appropriateness.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COMPLIMENTARY PASSES	Number: 3.00	Page: 1 of 1
Legal Authority: Florida Statutes 1001.02, 1001.64	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 3/17/99, 09/25/01, 10/22/02, 10/25/05, 1/25/11	

Full-time employees and their immediate family may use the College's recreational facilities and may attend most student drama and music productions and all home basketball games, exclusive of tournaments, free of charge. College photo identification (ID) cards may be required for participation in these activities.

College employees who retire under an approved Florida retirement plan shall continue to receive the same privileges of attending college-sponsored activities and using the Learning Resources Center as are available to currently-employed personnel. Identification for retirees is handled by Human Resources.

Persons who serve the College in some special capacity may be issued complimentary passes for activities.

In recognition of the relationship between College Park Elementary School and the College, full-time employees of College Park may be issued complimentary passes to selected student drama and music productions and to home basketball games (exclusive of tournaments.)



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ADVERTISING/SOLICITATION ON CAMPUS	Number: 3.01	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1010.08	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 6/14/95, 5/19/99, 4/24/01, 10/22/02, 10/26/04, 12/13/05, 9/27/11	

Advertising/Solicitation by Outside Groups/Organizations:

Agents, salespersons and solicitors shall not be permitted on campus to distribute printed information, solicit funds, or sell goods or services to employees, students, or campus organizations without the prior, specific approval by the President or the President's designee. This rule includes the prohibition of placing printed materials on vehicles in college parking lots.

Materials which may not be approved by the President for distribution include:

1. Indecent, vulgar or lewd material or obscenity defined in reference to minors;
2. Libelous material;
3. Material that promotes illegal activities for minors; and
4. Material that infringes upon someone else's copyright.

The college may limit the time, place and manner of the distribution of materials that are approved by the President. Such restrictions might include:

1. Prohibition of distribution of materials in hallways or other thoroughfares where distribution would disrupt order or impede the free flow of student movement;
2. Limitation on time of day and number of days that material can be distributed;
3. Requirement that all materials be placed on designated tables in specific locations and be available for students to pick up;



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4. Prohibition on disorderly or coercive distribution; and
5. Requirement that materials bear a prominent official disclaimer of school sponsorship.

Rosters of employees and students will not be released to commercial or non-college organizations or businesses.

Exceptions to this rule are those companies approved by the college to offer an employee benefit through payroll deduction.

Use of College Name, Logo or Seal in Advertisement:

Neither the college name nor its logo or seal shall be used in any way in joint advertising without the approval of the President or the President's designee. In all instances, materials displaying the college name, seal or logo and/or marketing the college will utilize a tag line which advises that the college offers equal access and equal opportunity in its employment, admissions and educational activities and will not discriminate in any way. At a minimum, the tag line "an equal opportunity college" shall be used to convey the above information.

Use of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Name, Logo or Seal in Advertisement:

In no instance will the college use the logo or seal of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). in any form of advertisement. Should the college's accreditation be made a part of any advertisement, the following statement, unchanged in any way, is to be used: The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of the College of Central Florida.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: AIDS AND BLOOD BORNE PATHOGENS	Number: 3.02	Page: Page 1 of 3
Legal Authority: Florida Statutes 1001.64, 1006.50, 1006.68, 381.609; Federal Register, December 6, 1991, 29 CFR Part 1910.1030, Occupational Exposure to Blood borne Pathogens Final Standard, Occupational Safety and Health Administration (OSHA). Guide-lines, Center for Disease Control, Atlanta, GA; Federal Vocational Rehabilitation Act of 1973; Florida Educational Equity Act and Chapter 760, Florida Statutes; The Americans With Disabilities Act of 1990; The Civil Rights Acts of 1964 and 1991.	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 7/29/92, 5/19/99, 10/22/02	

The President or the President's designee shall establish a "Blood borne Pathogen Exposure Control Plan" outlining bio-safety policies and procedures to protect the rights and health of individuals. The purpose of this plan is to comply with the OSHA Regulations, Occupational Exposure to Blood borne Pathogens. The plan shall be: (1) accessible to all employees; (2) reviewed and updated annually, and when new or modified tasks and procedures occur; (3) implemented in conjunction with the Safety Committee; and (4) made available to OSHA for examination and copying upon request. It shall be the responsibility of Campus Security and/or Supervisors in assigned areas where accidents/incidents/exposures take place to see that the plan is followed.

In accordance with law, all aspects of bio-safety training will be documented.

(1) Definitions. For purpose of this policy, the following acronyms and definitions are used:

- (a) HIV - Human Immunodeficiency Virus
- (b) HBV - Hepatitis B Virus
- (c) AIDS - Acquired Immunodeficiency Syndrome

The procedures, guidelines and statements included in this policy may be varied where appropriate due to the advancement of medical knowledge, changes in the law, or the facts of a particular case.



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(2) General Guidelines

The College shall make reasonable efforts to accommodate the specific needs of infected students or employees unless the accommodation places undue burdens on the institution. There shall be no discrimination shown these individuals.

- (a) For Infected Students. Admission will not be denied to a qualified student solely on the ground that the student is an infected individual. A student shall not be required to withdraw from the College solely on the basis of a diagnosis of infection.

A student may be required to withdraw only after reasonable accommodations have been made, and an examination of the facts on a case-by-case basis by the President or the President's designee(s) demonstrates that the student can no longer perform as required, or that the student presents a health risk to him/herself or to the college community.

- (b) For Infected Employees. An infected employee not needing accommodation shall be treated in the same manner as any employee diagnosed as having any other illness, injury or disability. In instances where an infected employee is unable to fulfill his/her responsibilities, or portions of these responsibilities with reasonable accommodation, but is able and desires to continue working in a less mentally or physically demanding capacity, the College shall make a reasonable effort, if requested, to accommodate the employee's handicap.

As in the case of any other illness, injury or disability, a supervisor who believes an infected employee is unable to perform assigned duties due to the illness shall recommend to the Human Resources Director or the College Health Policies Committee that the employee be required to submit to a medical examination to determine if the employee can do the work. Based upon the medical opinion, appropriate action as provided in applicable procedures shall be applied.

Any infected employee shall be allowed to use accrued sick or annual leave as needed.



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- (c) Confidentiality. Any student or employee who informs the College that he/she is infected shall be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law.

Information concerning an affected person's medical condition will be handled as confidential information. No specific detailed information concerning complaints or diagnosis shall be provided to faculty, administrators, or parents without the expressed written permission of the patient in the case.

- (d) Adherence to Policy and Guidelines. College employees, while performing their institutional duties, shall be required to conform to the Board's Exposure Control Plan on blood borne pathogens (inclusive of other body fluids). Attention shall be given to policies and procedures that provide clear direction to employees in the areas of:

1. providing reasonable accommodation;
2. prohibiting discrimination against qualified handicapped persons;
3. providing for the safety of others, taking measures to minimize risk or possible infection;
4. protecting the infected persons (through rights or confidentiality); and
5. prohibiting the imposition of rules on affected persons that would have the effect of unnecessarily limiting participation in educational programs activities or employment.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE RECOGNITION/AWARDS/ NAMING OF FACILITIES	Number: 3.03	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: 4/30/02, 10/22/02, 5/23/06, 4/27/10, 10/26/16	

It is the intention of the College of Central Florida to honor and celebrate outstanding contributions to the College and community through formal recognition, awards, and naming of College facilities.

Distinguished Service Awards

The College shall, from time to time, recognize individuals who have provided exceptional service to the College and/or the community by awarding Distinguished Service Awards. The President will confer with the Board Chair in selecting individuals for these awards.

Honorary Degrees

The Board may also award honorary Associate or Baccalaureate Degrees to recognize individuals who have contributed significantly to the College, their profession, or the community. Board approval is required for these awards.

Naming of Facilities

Upon recommendation of the President, the Board may approve the naming of a College campus, building, road, or other facility after an individual, family, or organization who has provided significant financial support to the College or made a noteworthy contribution to the field of education, government, science, or human betterment and exemplified accomplishment and character. The naming of College facilities shall occur in accordance with Florida law.

Distinguished Alumni Awards

The Alumni Association is also authorized to recommend to the President Distinguished Alumni Award recipients based on College approved criteria.

All College awards may be presented at graduation ceremonies, with the approval of the President.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CALENDAR	Number: 3.04	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC Rule 6A-10.019	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 3/17/99, 10/22/02, 10/25/05	

An academic and administrative calendar shall be adopted annually establishing a schedule for operation of the College, and shall be in compliance with State Board of Education Rules, Florida Statutes, Criteria of the Southern Association of Colleges and Schools Commission on Colleges and policies of the District Board of Trustees. A separate calendar will be maintained for the Appleton Museum of Art, one that best addresses public access.

Deviation from the adopted calendar may be made only by approval of the President. An official copy of the academic calendar shall be filed with the State Board of Education, certifying that it meets established criteria and that it falls within the entry periods for the state common calendar.

The President or the President's designee is authorized to approve starting and ending dates for all non-credit classes and other courses with starting and ending dates different from regular sessions established in the college calendar.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COMMITTEES	Number: 3.05	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC 6A-14.0261	Board Adoption/Revision Approval Dates: 9/3/80, 10/19.88, 3/17/99, 10/22/02	

The President may appoint standing or ad hoc committees, prescribe their functions and establish terms of service of members. A Governance Handbook shall be published annually outlining the responsibilities of committees, the reporting relationship, and membership.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE PUBLICATIONS	Number: 3.06	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 6/14/95, 5/19/99, 10/22/02, 10/26/04, 10/25/05, 9/27/11	

The following rules pertain to all publications, printed materials, or broadcast media which are considered official college publications, bear the name, seal or logo of the college, or are financed by college accounts.

- (1) College of Central Florida is recognized as the publisher of all college publications. The President is therefore responsible for and has authority over all publications or broadcasts, even though this responsibility may be delegated.
- (2) All materials contained in college publications or broadcasts must be factually accurate and must reflect taste and judgment appropriate to a community college publication.
- (3) The college student newspaper is considered a basic part of the journalism curriculum in that it serves as a laboratory for journalism students under the direction of a faculty member (advisor). Each issue is to be considered a teaching-learning experience and shall be evaluated on the basis of journalistic excellence, literary merit, and accuracy of the factual material. All student publications or broadcasts must uphold high standards of journalism and shall refrain from publication or broadcast of libel and indecency, undocumented allegations, innuendoes, harassment, or personal attacks. Advisors are expected to guide students and to maintain high standards of expression in a publication or broadcast. All college-financed media shall state that the opinions expressed are not those of the faculty, staff or administration of the College of Central Florida.
- (4) All business and financial affairs of all college media must be in accord with the standards of their professions, as well as state and local laws, regulations and policies.
- (5) Persons in an editorial, managerial, or advisory position with campus publications must comply with the above rules. Failure to do so will be cause for removal from the campus publications position and/or disciplinary action.
- (6) Publications or broadcasts of an informational or curricular nature shall be approved by the appropriate Vice President.
- (7) All materials which are primarily for off-campus distribution require content approval by the appropriate Vice President or Director of the Appleton Museum of Art, who shall retain right of approval on items for off-campus general distribution or recruitment. Such materials will be reviewed by Marketing and Public Relations.



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- (8) The college catalog shall also contain the official address and telephone number for the Southern Association of Colleges and Schools Commission on Colleges:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500

- (9) All official college publications will contain a reference to the equal opportunity nature of the college.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GIFTS TO THE COLLEGE, ITS EMPLOYEES OR TRUSTEES	Number: 3.07	Page: 1 of 2
Legal Authority: Florida Statutes 112.313, 1001.63, 1004.085	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02, 10/25/05, 6/17/08	

Gifts for the College or a Program of the College

All gifts or donations, intended for use by the college or one of its programs, must be approved by the President or the President's designee prior to acceptance on behalf of the college. Gifts valued at the college's inventory threshold or above shall be included in the college inventory and must be accepted by the District Board of Trustees. Forms for acceptance of donations are available through the Property Manager or in the Business Office.

Exception to this shall be the gift of library materials or books, which may be accepted by the administrative heads of the Learning Resources Center or the Appleton Museum of Art.

The college reserves the right to refuse donated funds for student scholarships and/or loans when the donor requirement would:

- (a) Create cumbersome or complicated procedures beyond the state accounting requirements to receive, dispense or report the use of these funds.
- (b) Require the college to dispense such funds in violation of the Civil Rights Act of 1964.
- (c) Contain other restrictions considered unreasonable by the District Board of Trustees.

Gifts to Employees as a Result of Advertising Promotion or Purchase on Behalf of the College

- (a) Employees or trustees may not directly or indirectly accept a gift, service, compensation, including rebate, special privilege or other personal benefit of value because of purchase, lease, endorsement or promise to purchase any goods or services in the name of the college.



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- (b) Items of value shall be defined as any goods or services valued at \$100.00 or more. The receipt of such gifts should be reported to the Chief Fiscal Officer who, with the college President, shall determine their final dispensation.
- (c) Excluded from this reporting requirement shall be those instructors who receive free desk copies of textbooks, and those employees who win door prizes or sweepstakes while representing the college.

Textbooks, Course Materials and Learning Technologies

- (a) No employee of the college may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
- (b) An employee may receive:
 - a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - e. Training in the use of course materials and learning technologies.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GRADUATION	Number: 3.08	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02, 2/22/05, 10/25/05	

All administrators are expected to participate in each graduation exercise. Members of the full-time faculty shall participate in graduation exercises which fall on a contracted work day, unless excused by the Chief Academic Officer. If graduation falls on a non-work day, faculty members may opt not to attend.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: REPEALED	Number: 3.09	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

The College shall maintain affiliation through membership in appropriate commissions and agencies at the local, state, regional and national levels. Such organizations shall provide certification indicating their records are open to inspection by any Florida citizen upon request.

Memberships for individuals in organizations directly pertaining to the employee's current assignment shall not be paid from college funds, unless such memberships benefit the college financially by significantly reducing conference fees.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COPYRIGHT	Number: 3.10	Page: 1 of 1
Legal Authority: Florida Statutes 1001.64, 1001.726	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 7/10/85, 10/19/88, 3/17/99, 10/22/02	

It is the policy of the College and its employees to adhere to all the requirements of the United States Copyright Law and its amendments. These laws affect the duplication of copyrighted materials, including performances, e.g., music, theater, sound recordings, videotapes, broadcasts, printed materials, computer software, and other applicable materials, as well as the classroom use of all types of created works.

All materials, products, objects or processes, slides, specimens, films, recordings, diagrams, books, manuals and similar instructional matter produced by an employee within the scope of his or her employment is considered “work made for hire” (17 U.S.C. 201(b)) and the College is considered the author and owner of the rights comprised in that copyright unless the parties have expressly agreed in a written instrument, signed by the employee and the College, that the employee is to have all or part of the ownership rights.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PRESERVATION AND DISPOSAL OF RECORDS	Number: 3.11	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 257.36, 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

Guidelines of the Division of Library and Information Services, Department of State, shall be adhered to in the retention or disposal of official records. The President or the President's designee shall establish procedures and assign responsibility for the reproduction and destruction of records in accordance with Florida Statutes Section 257.36.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PRINTING AND DUPLICATING	Number: 3.12	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1006.38, 1006.39	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02	

College equipment will be used for the printing or duplicating of that work which is used in college-related programs.

Copyright laws must be strictly followed. Copyrighted materials will not be reproduced in full without written permission of the owner and/or author. This includes the reproduction of photographs made by someone other than the college or student newspaper photographer.

Personal copies, of a professional nature, may be printed or duplicated for employees when approved through appropriate channels and after all college materials have been completed. Personal work includes those materials which are being copied by employees for use in advanced programs of study at other institutions. Appropriate fees will be charged to individuals requesting this service.

Tests and other confidential materials are to be handled by faculty or office staff only, and are not to be delivered or picked up by students.

The President or the President's designee shall establish procedures for printing or duplicating.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: SIGNATURES	Number: 3.13	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 116.34	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02	

All personnel contracts require the signatures of the College President and the Board Chair. The Chair's facsimile signature, in the custody of the President, may be used on these documents.

All checks shall be pre-numbered and signed by two persons authorized by the District Board, one of whom shall be the President. Facsimile signatures may be used for these depository withdrawals. The signature machine shall be in the custody of and controlled by the Chief Fiscal Officer.

Authorized College representatives shall file certified copies of their manual signature with the Office of the Secretary of State prior to using facsimiles.

The employee's name as it appears on his or her contract or appointment form will be considered his or her legal name. College employees will affix their signatures or initials which accurately represent their legal names on all official College correspondence requiring signatures. This applies to reports, receipts, and all other documents requiring signatures of employees.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: MEMBERSHIPS / POLITICAL ACTIVITIES	Number: 3.14	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 106.15, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 4/27/10	

Outside Membership

The College encourages individual memberships in professional organizations and associations. Payment of membership dues is the responsibility of the individual; however, if participation is judged to be in the best interest of the College, dues may be paid from College funds upon the President's approval.

Organizational Membership

The College shall maintain affiliation through membership in appropriate commissions and agencies at the local, state, regional and national levels.

Memberships for individuals in organizations directly pertaining to the employee's current assignment shall not be paid from college funds, unless such memberships benefit the College and are approved by the President.

Political Activities

College employees shall not solicit support for, be solicited, or be involved in preparation, production, or dissemination of political materials of any candidate for public office during their assigned work hours. Campus political clubs shall be exempt from this prohibition so long as such activities do not disrupt or interfere with duties of other employees.

A College employee who may wish to seek an elected public office shall establish a specific agreement approved by the President and the Board relative to his/her activities in campaigning for that office.

College work time, supplies, clerical services, or equipment shall not be utilized in preparation and dissemination of any political literature or materials.

Nothing contained in this policy shall be construed as restricting the right of a College employee to hold membership in and/or support a political party, to vote in accordance with the employee's individual choice, to express individual opinions on political subjects and candidates, to maintain political neutrality, or to attend political meetings after working hours, or to campaign during off duty hours.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INSTITUTIONAL REVIEW BOARD	Number: 3.15	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 2/25/15	

The Board of Trustees authorizes and directs the President to establish procedures related to the review, approval and monitoring of research studies conducted at the college which may involve students, staff, and institutional resources for the purpose of protecting individual rights and supporting the interests of the college.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: REPEALED	Number: 3.16	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, Title VII, CRA of 1964, Amended 1972, Title IX, CRA 1964, 794.011		Board Adoption/Revision Approval Dates: 7/29/92, 2/22/00, 11/28/00, 3/26/02, 10/22/02, 6/26/12

This policy number was previously assigned to “Sexual Harassment”, which is now incorporated into Policy 1.01, Equal Access/Equal Opportunity. The above policy number will be reassigned or discontinued.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PUBLIC RECORDS	Number: 3.17	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes Chapter 119, 120.53, 1012.81	Board Adoption/Revision Approval Dates: 11/19/86, 6/10/87, 4/13/88, 10/19/88, 6/14/95, 5/15/99, 2/27/01, 10/22/02; 5/27/03	

Access to Public Records

The College shall make available any public records, as defined in Chapter 119 of the Florida Statutes, to any citizen upon oral or written request to the Chief Fiscal Officer who is designated as the Records Management Liaison Officer. Any and all other College departments receiving requests for access and/or copying of public records, not in the course of normal daily business, shall obtain clearance from the Records Management Liaison Officer prior to releasing information.

Access to such records shall include the right to make photographic copies in accordance with the provisions of Chapter 119 of the Florida Statutes. The College shall provide a photographic copy within a reasonable amount of time. Records containing confidential information may require special preparation time prior to release. Once the record is properly prepared, it will be made available for public inspection.

In the event the College is required to provide a photographic copy, the person requesting the information shall pay to the College a charge for making such copy or copies, the amounts prescribed as follows:

- (1) Fifteen (15) cents per page for straight copy work, one-sided legal or smaller, not requiring research.
- (2) Twenty (20) cents per page for straight copy work, two-sided legal or smaller, not requiring research.
- (3) A service charge if the nature or volume of the records requested is such as to require extensive use of information technology resources or extensive use of clerical or supervisory assistance by personnel. Any request taking longer than 30 minutes to complete will be considered “extensive” and is subject to a service charge equaling the time X hourly minimum wage of lowest paid College employee who would normally be assigned the task.



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(4) Certified copies shall be provided for the charge prescribed by Florida Statute 28.24 for similar services by the Clerk of the Circuit Court.

When access to records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the particular record or his/her designee.

The Records Management Liaison Officer shall maintain a record of all requests for public records.

Disposition of Public Records

The College will adhere to the minimum set of standards for scheduling and destroying records in accordance with Rule 1B-24 of the Florida Administrative Code.

All requests for records dispositions shall be documented according to procedures established and disseminated by the President or the Chief Fiscal Officer who is designated as the Records Management Liaison Officer.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OBSERVANCE OF RELIGIOUS HOLIDAYS	Number: 3.18	Page: 1 of 1
Legal Authority: Florida Statutes 1006.53 FAC 6A.14.0571	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 12/14/88, 9/13/89, 3/17/99, 10/22/02, 10/25/05	

In compliance with Federal, State and Board rules which provide that there shall be no discrimination in the treatment of students and employees on the basis of religion, the College shall make reasonable accommodation for religious observance, practice, and belief. Such accommodation shall apply to admissions, registration, class attendance and activities, scheduling of examinations and official ceremonies and work assignments. Any student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice, may seek redress through the College grievance procedures.

No adverse or prejudicial effects shall result to any student or employee availing him or herself of the provisions of this rule.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DRUG-FREE CAMPUS AND WORKPLACE	Number: 3.19	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 112.0455, 440.101, 440.102, 1001.02, 1001.64, 1006.62	Board Adoption/Revision Approval Dates: 7/19/89, 7/18/90, 5/11/94, 4/15/98, 3/26/02, 10/22/02	

College of Central Florida is committed to providing a campus and workplace environment free from the abuse of alcohol and the illegal use of alcohol and other drugs. In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act, and the Florida Drug-Free Workplace Program Requirements, the President or the President's designee will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the College of Central Florida students or employees on College premises or part of any College activity. In furtherance of this policy, the President or the President's designee shall establish procedures for drug and alcohol testing of employees and students.

The following standards of conduct apply to students and employees:

- Students and employees are prohibited from engaging in the unlawful manufacture, distribution, or use of illicit drugs and/or alcohol on College property, CF Foundation properties, and/or during College activities.
- Students are prohibited from attending class while under the influence of illegal drugs or alcohol.
- Employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.
- Employees and students shall notify the College of any criminal drug statute conviction for a violation occurring in the workplace or during College-sponsored activities no later than five (5) days after such conviction.

The President or the President's designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy. For purposes of this policy, a disciplinary sanction may include completion of an appropriate rehabilitation program.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CAMPUS ENVIRONMENT	Number: 3.20	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 112.0455, 1000.06, 1001.02, 1001.64, 286.206 and Chapter 85-257, 386.204, 386.205, 790.051, 790.10, 790.115, 790.251(7)	Board Adoption/Revision Approval Dates: 4/15/98, 10/22/02, 10/26/04, 6/26/07, 5/26/09, 12/4/13, 2/26/14	

The campus environment will be conducive to learning. Thus, the President is authorized to establish rules which foster the learning environment and safety on campus.

Specific prohibitions on campus include:

- (1) Firearms or other dangerous weapons with the exceptions of:
 - a) Law enforcement officials legally authorized to carry such weapons.
 - b) Authorized classroom demonstrations of an unloaded weapon.
 - c) Firearms that are securely encased or otherwise not readily accessible for immediate use that are stored in vehicles owned by people age 18 or older.
- (2) Any illegal drugs.
- (3) Animals may not be brought on any college grounds or facilities. Exceptions to this policy would include service animals for persons with disabilities and animals to be used for previously approved instructional or special programs.
- (4) Agents, salespersons, and solicitors, unless specifically authorized by the President or the President's designee or for those companies approved by the District Board of Trustees to offer an employee benefit through payroll deductions.
- (5) Food and beverages in classrooms and other college spaces, unless an area is specifically designated for food and beverages.
- (6) Gambling, except the sale of raffle tickets by college-sponsored organizations provided such sale is a donation and/or has been cleared with the local Office of the State Attorney.
- (7) The use of tobacco of any kind on and in all college owned, operated, leased, and/or controlled properties, facilities, and vehicles.



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Title:	Number:	Page:
CAMPUS ENVIRONMENT	3.20	2 of 2

- (8) All minors that are not students shall not be allowed access to campus areas with the exceptions of:
- a) Accompanied by adult guardian.
 - b) Sheltering for safety as dictated by emergency situations.
 - c) In attendance of college approved events, social functions, common areas, and not learning and teaching areas unless specifically granted approval by college administration.
 - d) Attending child care facilities.
- (9) Alcohol, unless authorized by the President, for approved CF Foundation or college functions.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TECHNOLOGY USE	Number: 3.21	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 5/23/00, 10/22/02, 2/22/05	

Network users may have access to other networks, e-mail, or the Intranet. The following are examples of prohibited actions on the network:

- Using the CF network to gain unauthorized access to another network;
- Copying system files;
- Copying materials that are protected by copyright, including third-party software, without the express written consent of the owner or possessing the proper license;
- Attempting to “crash” the network or network attached systems;
- Attempting to gain a higher level of network security access than approved; and
- Willful introduction of computer “viruses” or other programs designed to disrupt or destroy the network or systems attached to the network.

ENFORCEMENT

Users who violate this policy may be denied access to the College’s technology systems and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled through the College’s disciplinary procedures applicable to the relevant user. For example students will be investigated and penalties or discipline imposed consistent with the procedures described in College policy and the Student Code of Conduct. However, the College may deny or restrict access to resources prior to the initiation or completion of such procedures when it reasonably appears necessary to do so to protect the College from liability. The College may also refer suspected violations of law to appropriate law enforcement agencies.

SECURITY AND PRIVACY

The College uses various measures to protect the security of its technology resources. Users should be aware that such security cannot be guaranteed. Users should engage in “safe computing practices” by establishing appropriate access restrictions to accounts, guard their passwords and change them frequently.

College technology resources are not private. Communications made by means of College resources are generally subject to Florida’s Public Record Law and Regulations. The College reserves the right to monitor individual usage, to backup and cache data and



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communication, log activity, and monitor general usage patterns and other activities. The College may also monitor the activity and accounts of individual users. Any such individual monitoring must be authorized in advance by the Vice President of Administration and Finance. The College may, at its discretion, initiate the disclosure of the results of such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel and law enforcement agencies and may utilize these results in appropriate College disciplinary proceedings. The College must, in response to proper public records requests, disclose the results to any requesting party.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PROHIBITION OF DISRUPTIVE ACTIVITY	Number: 3.22	Page: 1 of 1
Legal Authority: Florida Statutes 1006.61, 1012.80	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 10/22/02	

Students and employees are prohibited from participating in activities with the purpose of knowingly disrupting or interfering with normal College functions or activities so as to stop or temporarily impede the progress of normal administration or operation of the school or school activities.

Student violation of this policy may result in immediate expulsion from the College. Employee violation of this policy may result in immediate contract termination as well as a restriction on employment by any state public school, state college, state community college, or state university.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: MEETINGS OF EMPLOYEES	Number: 3.23	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: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

Only the President or a designee shall have the authority to call general employee meetings of faculty and staff, or of the faculty as a whole, and shall specify the time and place of such meetings.

In no instance may persons or organizations outside the college organizational structure be permitted to call meetings of College employees on campus. Requests for such meetings must be approved by the President. Notwithstanding the foregoing, this policy is not intended to prevent the rights of employees under Chapter 447, Florida Statutes.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INFORMATION SECURITY	Number: 3.24	Page: 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 2/22/05	

College of Central Florida has established standards for the protection and security of information, and for the use of information and technology resources. Information is secure only when its integrity can be maintained, its availability ensured, its confidentiality preserved, and its access controlled. Security procedures protect information from unauthorized viewing, modification, dissemination, or destruction and provide recovery mechanisms from accidental loss. The security of information is the responsibility of all people who are authorized to access it. All employees are expected to abide by these standards.

Purpose

This policy establishes the standards for the protection and use of information and technology resources. The College will protect confidentiality and privacy in accordance with applicable laws and our personnel policies. Each person subject to this policy and the associated Appropriate Use Policy will sign a statement affirming that they understand and that they intend to comply with the provisions stated therein. The signing of this statement is a requirement for obtaining access to the organization's data systems and networks. College Administrative Procedures will provide details about standards for the protection and use of information and technology resources.

Scope and Application

The President of the College delegates to the Information Technology Department the responsibility for establishing and maintaining departmental information security policies, standards, guidelines, and procedures. The focus of these activities is on information, regardless of the form it takes, the technology used to manage it, where it resides, and which people possess it.

This policy applies to employees, students, volunteers, vendors, contractors, affiliates and any others who use our information resources or who have access to information. This policy applies equally to any information of the organization, including but not limited to electronic data, written or printed information and any other intellectual property of the organization. The information resources include hardware, software, manuals and office equipment. All individuals agree not to disclose information improperly or to use information improperly or unethically for personal or professional gain.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: APPROPRIATE USE POLICY/INFORMATION TECHNOLOGY RESOURCES	Number: 3.25	Page: 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 2/22/05	

Purpose

This policy establishes standards for the appropriate use of computer systems, telephone systems, networks, data, computer programs, multi-media equipment, and other information technology resources by students, faculty and staff at the College of Central Florida.

Scope and Application

The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes. College of Central Florida supports access to information representing a multitude of views for the interest, information and enlightenment of students, faculty and staff. Consistent with this policy, the College of Central Florida supports the use of information technology resources in a manner that recognizes both the rights and the obligations of academic freedom.

College of Central Florida recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies.

College of Central Florida cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

Information technology resources are provided to support the College's scholarly, educational, and administrative activities. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others. The use of the College's technology resources is a privilege extended to College students and employees and is conditioned on adherence to College policies and guidelines, and to state and federal statutes.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DISSEMINATION OF LITERATURE, PUBLIC EXHIBITS, DISPLAYS AND PRESENTATIONS	Number: 3.26	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 12/13/05	

College of Central Florida encourages freedom of expression and the creation and presentation of various forms of artistic expression as a means to enhance the educational and cultural opportunities to its students and community.

Decisions regarding artistic expression on campus are based on community standards. Expression will not be permitted which constitutes: (1) indecent, vulgar, or lewd material or obscenity defined in reference to minors; (2) libelous material; (3) material that promotes illegal activities for minors; (4) material that infringes upon a copyright.

Attendance at such artistic and cultural endeavors is for the most part voluntary. Any student or the parent of a minor student should consult the Chief Student Affairs Officer if he or she finds the content of any required participation to be politically, religiously, or culturally offensive. Efforts will be made to provide alternative experiences.

The President or the President's designee will establish a procedure regarding this policy.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INTELLECTUAL PROPERTY	Number: 3.27	Page: 1 of 7
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64(2) and (4), 1001.65(1), 1004.726, and FAC 6A-14.0261	Board Adoption/Revision Approval Dates: 3/24/09	

College of Central Florida supports and encourages its employees to develop and publish scholarly and creative works and educational materials and products, intellectual property which may be subject to copyright, patent, trademark or service mark registration and which may generate royalty income. Such activities increase professional knowledge, provide creative models for students, and bring recognition to the College. These developments may involve the use of College resources and the employee's time while on duty at the College. The policy listed below therefore defines the rights and obligations of the parties concerned.

1. Persons Covered Under the Policy

This policy is intended to cover relevant activities of all full and part-time College employees.

2. Materials Subject to Intellectual Property

In general, Intellectual Property will be divided into the following major categories:

- a) Books, study guides, television scripts, articles, lectures, artistic works, logos, graphic designs, musical arrangements and compositions, dramatic compositions, tests, and other relevant materials which are usually covered by copyright laws.
- b) Technological materials including, but not limited to, computer programs, web courses, distance learning, pod casts, computer-controlled multimedia, including videodiscs, CD ROMS, etc., and television related materials, such as educational materials and video programs developed and released through cable television, open broadcast television, videocassette and the like, all of which are normally covered by copyright laws.
- c) Trademarks and service marks which are appropriate for registration on state or federal level.
- d) Specific products and discoveries which are usually subject to patent laws.



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All materials covered by this policy will be interpreted under one of the above categories.

3. Definitions

- a) College Resources – Any resources owned by the College and provided to College employees to use, including, without limitation, office space, computers, software, supplies, facilities and equipment and any like items.
- b) Effective Date – The date on which this Policy is officially adopted and approved by the District Board of Trustees of the College of Central Florida. This policy shall not be retroactive.
- c) Intellectual Property – Any and all copyrightable material (including, but not limited to, all derivative works, updates and modifications), inventions, tangible research materials, trademarks, service marks, and patents, as those terms are defined under applicable federal, state and local laws.
- d) Net Revenues - Gross receipts of anything of value less expenses incurred in connection with the creation, commercialization and/or registering of Intellectual Property, including, but not limited to, direct costs of obtaining and securing copyrights, patents, trademarks or service marks, indirect costs as determined by the College, and all attorneys' fees.

4. Determination of Rights

To determine the disposition of rights to Intellectual Property of employees, such rights will be interpreted within the framework of the following categories:

- a) Individual Effort – Intellectual Property generated as a result of individual initiative and not as a specific College assignment and with incidental use of College facilities and/or resources which reside solely with the author or inventor.
- b) College Assisted Individual Effort – The College provides support of an individual effort resulting in Intellectual Property by contributing employee time, facilities, and/or other College resources in excess of the limits of incidental use of College resources. The use of facilities generally available to the public, such as libraries, shall not constitute



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substantial use of College resources. The employee and College shall expressly agree in a written instrument signed by them that the work will be considered a “College Assisted Individual Effort.”

- c) Work for Hire (College initiated and supported) – This term shall have the same meaning as set forth in the Copyright Act, Title 17, U.S.C., Section 101, et. seq., referring to any work specifically ordered or commissioned by the College that is performed by an employee within the scope of the employee’s regular duties and for which the parties expressly agree in a written instrument signed by them that the work shall be considered a “Work for Hire.” All Work for Hire situations in which no written instrument has been executed will be considered and resolved on a case-by-case basis in accordance with the provisions of this Policy.
- d) Intellectual Property Sponsored by Outside Sources – Intellectual Property created with funds, personnel, resources and facilities administered and controlled by the College which are provided by governmental, commercial, industrial, or other public or private organizations or individuals which shall be considered, for the purpose of this policy, to be funds, personnel, resources, and facilities provided by or through the College. By way of example, but not by way of limitation, this definition includes grants.

5. Intellectual Property Net Revenue Provisions

The royalty income from Intellectual Property shall be distributed as listed below:

- a) Individual Effort – Income derived from Intellectual Property produced from the individual initiative of College employees shall accrue solely to the author(s) or inventor(s). The Intellectual Property will be held in the name of the employee concerned.
- b) College Assisted Individual Effort – Net Revenues derived from Individual Efforts which are complimented by College time, facilities and/or resources, shall accrue solely to the author(s) or inventor(s). However, the College shall recover all of its costs, supported by detailed records, on time and materials. The only exception shall be when the author(s) or inventor(s) requests, and the College agrees, to permit its name to be used in conjunction with the product or process, and/or also agrees to market and/or assist in acquiring a marketing source for the product or process. In these cases royalties



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will be shared, with the College receiving 50% and the individual 50%, unless a written agreement is executed and approved by all parties prior to registration.

- c) Work for Hire (College initiated and supported) – Net Revenues of the Intellectual Property resulting from a specific assignment by the College or arising out of duties for which the individual is specifically employed by the College shall reside with the College. Under special circumstances, the College may share Net Revenues with the author(s) or inventor(s) upon recommendation by the College and approval of the District Board of Trustees.
- d) Sponsor-Supported Efforts – Income derived from Sponsor Supported Efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents. Income derived from Intellectual Property shall be disbursed in accordance with stated College policies when the contract or grant document is silent as to disbursement of royalties or time of value. The terms and conditions of the sponsorship contract shall determine all ownership issues.

6. Prerequisites to Disbursement of Net Revenues

In order to insure that there is no misunderstanding between the College and the College's employee as to the rights regarding the payment of collected Net Revenues under this Policy, the parties agree as follows:

- a) Prior Written Authorization – With the exception of an "Individual Effort", prior to commencing the creation of Intellectual Property or within 30 days of beginning the creation, an employee shall secure prior written approval from the President or its designee and shall execute a written agreement acknowledging and accepting the terms of this policy. This agreement shall also include written representations, warranties, licenses, assignments of interest (if any), disclosures, identifications, royalty allocation, if any, indemnification of the College, and other provisions.

7. Ownership of Intellectual Property

- a) Individual Effort – The College employee will own the Intellectual Property.



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- b) College Assisted Individual Effort – The College employee will own the Intellectual Property.
- c) Work for Hire (College initiated and supported) – The College will own the Intellectual Property as set forth in a Work For Hire Agreement executed by the parties prior to commencing the creation of any Intellectual Property for the College.
- d) Sponsor-Supported Efforts – Ownership is as set forth in the agreement governing the relationship between the sponsor, the College and the employee.

8. Use of Intellectual Property

The use of Intellectual Property is divided into two categories:

- a) Internal Use – The College will be entitled to use internally for any purpose within the College, free of charge, any and all Intellectual Property created by College employees through Work for Hire. The College shall also be entitled to extend this authorization to other College employees. Except for instances that constitute “fair use” as that term is defined in the Copyright Act, a College employee who creates Intellectual Property through College Assisted Individual Effort or Individual Effort will be entitled to determine whether the Intellectual Property may be used by the College or other College employees.
- b) External Use – For all Intellectual Property owned by the College, the College shall have the sole right, but not the obligation, to determine whether to commercialize any Intellectual Property. Notwithstanding anything in this policy to the contrary, the College always reserves the right unilaterally to negotiate and enter into agreements for the exercise, sale, use, including the use for free, or other disposition of any and all rights of Intellectual Property owned by the College.

9. Death, Retirement or Cessation of Employee

Except for employees receiving revenues as the result of Individual Effort, any employee who is entitled to receive Net Revenues under this Policy shall continue to receive Net Revenues upon death, retirement or upon voluntarily ending employment with the College for three (3)



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years after ending employment with the College. However, with the exception of employees receiving revenues as a result of Individual Effort, all rights of any College employee to receive net revenues under this Policy shall immediately terminate upon the involuntary termination of employment with the College, and all net revenue that would have been paid to the College employee shall then be paid to the College.

10. Dispute Resolution

The College shall appoint a committee comprised of administrators and support staff personnel to address dispute resolution. The College shall establish procedures for any College employee to petition the committee regarding a dispute pertaining to Intellectual Property. Those disputes include, but are not limited to, disputes regarding ownership rights, usage rights, percentage of royalty, revenue payments, or publication clearance. The committee shall be chaired by the President or his designee. The committee chair shall be responsible for making a recommendation to the College President to resolve any dispute under this policy. Any decision made by the College President shall be final and shall not be subject to any reconsideration or appeal.

11. Term

The College's obligations to pay Net Revenues under this Policy shall in no event continue beyond the term of the protection of the relevant Intellectual Property.

12. Copyright/Patent/Trademark/Service Mark (Intellectual Property) Administration

The Chief Fiscal Officer shall be responsible for the administration of Intellectual Property procedures. His or her duties shall include the following:

- a) Provide assistance and guidance as set forth in Florida Statutes, Section 1001.64(33) in obtaining a publisher for College personnel for all College Assisted, Work For Hire and Sponsor Supported works or efforts that are subject to copyright or patent.
- b) Provide review of all projects expected to generate Intellectual Property with support by the College or a sponsor in order to determine in advance the disposition of the product and



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income generated. The President, with the approval of the Board of Trustees and the author(s) or inventor(s), shall execute an agreement governing the determination of rights, disposition, and distribution of income prior to the program commencement.

- c) Recommend necessary changes to the College Intellectual Property rule and procedure.
- d) Register Intellectual Property:
 - 1. Individual Effort
The author(s) or inventor(s) shall be responsible for registering the Intellectual Property and paying all fees applicable thereto, including legal fees.
 - 2. College Assisted Individual Effort
Unless otherwise agreed, the employee, pursuant to Florida Statutes, Section 1001.64(23), shall register the Intellectual Property and bear all the costs unless the agreement between the parties states otherwise.
 - 3. Work For Hire (College initiated and supported)
The College shall register the Intellectual Property and pay all the fees, including, but not limited to, legal fees.
 - 4. Sponsor Supported Efforts
This shall be negotiated in the Sponsorship Agreement.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TOBACCO FREE COLLEGE	Number: 3.28	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 386.201 <i>et. seq.</i> , 1001.64(5), 1001.65; FAC: 6A-14.0261	Board Adoption/Revision Approval Dates: 12/4/13	

Purpose

College of Central Florida strives to promote the health and wellness of its students and employees as well as a safe, comfortable environment for all who work, study, conduct business, or visit the college. Therefore, it is the policy of the Board that the College of Central Florida shall be a “Tobacco Free College.”

Policy

1. Tobacco of any kind, in any form shall be prohibited at the College of Central Florida. This includes but is not limited to cigarettes, cigars, pipes, inhalers, vaporizers, and electronic smoking-simulated instruments*. Snuff, chewing tobacco, and other tobacco products are also prohibited.
2. The use of tobacco of any kind shall be prohibited on all college owned, operated, leased, and/or controlled properties and facilities such as: buildings, student housing, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, and exterior open spaces including the Enterprise Center and the Appleton Museum of Art.
3. Tobacco use shall be prohibited in all college leased or owned vehicles both on and off college property.
4. Tobacco use shall be prohibited in all personal vehicles while on college property.
5. Smoking materials must be extinguished prior to entering upon any CF property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any CF property which includes enclosed vehicles.
6. The sale of cigarettes and other tobacco products, and the free distribution of tobacco products are prohibited.
7. This policy does not apply to off-campus facilities leased or used by the college for college events or functions. On those occasions, the tobacco policy of the facility shall be applicable.
8. The President or designee is authorized to develop procedures to implement this policy including provisions for notification, signage, compliance, and enforcement.



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*Electronic smoking simulated cigarettes (e-cigarettes) produce a vapor of undetermined and potentially harmful substances, which may appear similar to the smoke emitted by traditional tobacco products. Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.



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POLICY MANUAL

Title: INSTRUCTIONAL COURSES / PROGRAMS	Number: 4.00	Page: 1 of 4
Legal Authority: Florida Statutes 1001.64, 1004.03, 1004.68 FAC 6A-10.0242, 6A-10.033, 6A-10.038, 6A-14.030	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 9/9/87, 10/24/87, 10/19/88, 1/10/90, 8/9/95, 10/22/02, 1/25/05, 2/28/12	

The college is authorized to provide instruction and to confer degrees, certificates and diplomas, as set forth in the Florida Board of Education Rules and Florida Statutes.

Credit Course Offerings

College Credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree.

One college credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction with credits for such things as laboratory instruction, internship, and clinical experience determined by the college based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

- (a) **Bachelor of Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor of Science degree shall be awarded. The Bachelor of Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.
- (b) **Bachelor of Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor



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of Applied Science degree shall be awarded. The Bachelor of Applied Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (c) **Associate in Arts Degree.** The college shall provide programs of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program and in accordance with the Florida Board of Education Rules and Florida Statutes, an Associate in Arts degree shall be awarded.
- (d) **Associate in Science Degree.** The college shall provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses or post-secondary vocational courses. Upon satisfactory completion of a planned program including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Science degree shall be awarded.

The Associate in Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (e) **Associate in Science to Baccalaureate Degree.** The college shall provide programs of instruction consisting of college level courses in designated occupational areas leading to a baccalaureate degree. Courses within an Associate in Science program articulate into a baccalaureate program on an individual basis or block basis as authorized in local inter-institutional articulation agreements. The President or the President's designee shall determine those programs, which will offer an Associate in Science to a baccalaureate degree.
- (f) **Associate in Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. These courses shall be classified as advanced and professional courses or postsecondary vocational courses. Upon satisfactory completion of a planned



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program of study, including demonstration of the attainment of predetermined and specified performance and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Applied Science degree shall be awarded.

- (g) **Credit Certificate:** The college shall provide certificate programs of instruction consisting of college level courses to prepare for entry into employment. Certificate programs require fewer credit hours than an Associate in Science degree. Upon satisfactory completion of the requirements, the college shall award a certificate.

Non-credit Course Offerings

Non-credit is a term indicating that college credit is not awarded. It applies to the instructional classifications of post-secondary adult vocational, supplemental, life long learning and adult general education. The unit of measure is hours of instruction.

- (a) **Postsecondary Adult Vocational Courses:** The college shall provide programs of instruction consisting of non-college credit courses to prepare for entry into employment. The courses shall be classified as post-secondary adult vocational courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and subject to law and rule, the vocational certificate shall be awarded.
- (b) **Corporate Training Courses:** The college shall provide customized work-related training, meeting the evolving needs of business and industry through the Corporate Training Center. The Corporate Training Center shall act as a business consultant to the business community and provide assessment, planning and training services.
- (c) **Continuing Education Courses:** The college shall provide professional career opportunities, continuing workforce education, educational enhancement and life enrichment through continuing education. The programs offered will be subject to meeting the mission and vision of the college and will be within the limits of the college's resources.
- (d) **Adult General Education Courses:** The college shall provide a comprehensive adult education program designed to improve basic educational and workforce readiness skills of adult learners. Programs offered include adult basic education, adult



COLLEGE of CENTRAL FLORIDA

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secondary education, GED preparation, vocational preparatory instruction, English for Speakers of Other Languages, and programs for adults with disabilities.

College Preparatory Credit

College Preparatory Credit is the type of preparatory credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Florida Board of Education Rules.

One college preparatory credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the college based on the proportion of direct instruction to the laboratory exercise or individualized program. College preparatory courses provide competency-based instruction to develop college entry competencies in communication and computation skills.

Implementation of New Courses/Programs

The President or the President's designee shall establish the procedure for implementing new courses, new programs of study, curriculum changes to course(s)/program(s), program reviews and course deletions.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TEXTBOOK ADOPTION AND AFFORDABILITY	Number: 4.01	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1004.085 FAC 6A-14.092	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 10/23/01, 10/22/02, 8/25/09	

The College considers textbook adoption and affordability an important responsibility. Textbooks for credit courses shall be adopted at the discipline level with the participation of faculty who teach those courses.

Textbooks should be evaluated carefully before adoption and once adopted, should be used for a minimum of two academic years. Textbook adoptions may be changed sooner than two years only if sufficient evidence is presented for making a change. Exceptions must be approved by the Chief Academic Officer.

Additionally, per Florida Statute 1004.085 regarding Textbook Affordability:

- (1) No employee of the college may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
- (2) An employee may receive:
 - (a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - (b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - (c) Honoraria for academic peer review of course materials.
 - (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - (e) Training in the use of course materials and learning technologies.



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- (3) The college shall post on its website, as early as is feasible, but not less than 30 days prior to the first day of class for each term, a list of each textbook required for each course offered at the college during the upcoming term. The posted list must include:
- (a) The International Standard Book Number (ISBN) for each required textbook; or
 - (b) Other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course.
- (4) The President or the President's designee will develop procedures to implement this policy. The procedures shall provide for the following:
- (a) Textbook adoptions will be made with sufficient lead time to the bookstore so as to confirm availability of the requested materials and, where possible, ensure sufficient availability of used books.
 - (b) Compliance with the textbook adoption process, the intent to use all items ordered (particularly each individual item sold as part of a bundled package) is confirmed by the course instructor or the academic department offering the course before the adoption is finalized.
 - (c) A course instructor or the academic department offering the course determines, before a textbook is adopted, the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition.
 - (d) The establishment of procedures shall address the availability of required textbooks to students otherwise unable to afford the cost.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INSTRUCTIONAL MATERIALS	Number: 4.02	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

Required instructional materials for students shall be sold through the Bookstore. Faculty may not require students to purchase materials other than those authorized for the specific course and approved in advance by the appropriate Dean or Director.

If the preparation of instructional materials to be sold to students involves the use of college supplies, labor or equipment, the appropriate cost of these items shall be included in the charge to students and remitted to the College budget.

If faculty members or other employees prepare the instructional materials, the materials must be submitted to the appropriate Dean or Director for approval. The materials may then be sold to the Bookstore at the authorized price.



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POLICY MANUAL

Title: MATERIALS SELECTION FOR THE LEARNING RESOURCES CENTER (LIBRARY)	Number: 4.03	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 12/1/82, 10/19/88, 10/22/02	

Materials including gifts shall be added to the Learning Resources Center collections in accordance with the mission, principles and objectives of the College. The primary functions of these collections are to support the educational programs of the College and to provide current and standard materials for personal enrichment, recreation, growth and development.

The President or the President's designee shall establish procedures for the selection of materials.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ROLE AND RESPONSIBILITIES OF TEACHING FACULTY	Number: 4.04	Page: 1 of 3
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/23/00, 10/22/02, 5/31/11	

ROLE AND RESPONSIBILITY

Education is a continuous process which enables learners to experience ideas and to express themselves freely, creatively and responsibly in a healthy and caring environment which offers a variety of options and opportunities for active participation in the learning process.

To this end, the CF teaching faculty role shall include respect for students and acceptance of their uniqueness, responsiveness to student needs, the empowering of individuals with responsibility for lifelong self-direction, and the establishment of high standards for demonstration of learning in pursuit of goals.

Responsibility Definitions:*

Teaching. Responsibility for teaching shall include planning and preparation of course content and curriculum and effective methodologies of instruction and assessment for the enhancement of learning.

Professional Development. Responsibility for professional development shall include maintaining expertise in field of study and teaching pedagogy, involvement in college governance, and active participation in professional organizations.

College Service. Responsibility for college service shall include participation in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.

Service to Students. Responsibility for service to students shall include course and career guidance, support of student activities and mentoring, while fostering a love of learning.

Public Service. Responsibility for public service shall include providing exchange of professional ideas and expertise to community and private agencies without gratuity.



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WORKLOAD

Teaching

State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees.

*A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

To determine a normal workload, the sum of semester credit hours (SH) and contact hours (CH) shall be between 28 and 32. The contact hours shall be at least 15. However, the appropriate Vice President may, in special situations, certify an instructor as full time and possessing a normal workload when the sum of semester hours plus the sum of the contact hours is less than 28 and the contact hours are at least 15.

Normal workload for full-time faculty teaching vocational clock hour classes is 30 contact hours per term. When class periods overlap, only one contact hour will be counted.

Directed, individualized study class will not be counted as part of the regular faculty workload.

Office Hours

In order to be available to students, full-time teaching faculty shall keep a minimum of 10 office hours per week; adjunct faculty shall keep a minimum of one office hour per week for each course instructed.



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Other Professional Responsibilities

Other professional responsibilities of teaching faculty will be routinely reported as part of the annual performance review process. The amount of time devoted to categories other than classroom teaching (professional development, college service, service to students, public service) will vary depending on the needs of the college and the strengths and interest of the faculty member, but it is generally expected that full-time teaching faculty will be involved in college-related activities for 10 hours per week. Such activities may include, but are not limited to, curricular and course development, committee meetings, course preparation, grading assignments, department meetings, mentoring students and advising clubs and organizations, among others.

POSTING SCHEDULES

Schedules showing classes and office hours must be posted by teaching faculty each semester. The schedules must be maintained and will be subject to state audit.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ROLE AND RESPONSIBILITIES OF COUNSELORS	Number: 4.05	Page: 1 of 3
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 5/23/00, 11/28/00, 10/22/02, 10/25/05	

ROLE AND RESPONSIBILITIES

A CF counselor serves as a professional resource for students, faculty members, and administrators and, as such, shall work collaboratively with the goal of promoting student success on both an individual and institutional basis, developmentally and academically in classroom and non-classroom learning venues.

To this end, a CF counselor shall strive to, among other things:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a counselor carries out the role enunciated above:

Responsibility Definitions:*

Advocacy

Responsibility for advocacy shall include:

- maintaining consistent interaction with students in varying settings;
- providing a sounding board for student concerns;
- supporting students' efforts and representing their perspective in institutional planning and governance;
- communicating students' needs and concerns;
- bridging departmental and disciplinary boundaries on behalf of students;
- serving as a resource to promote student success; and
- referring students to institutional resources as needed.



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Service to Students

Responsibility for service to students shall include:

- serving as the student development professional on campus;
- seeking to guide students to a level of personal development that encompasses both classroom and non-academic pursuits;
- providing academic advice;
- supporting student activities;
- mentoring students;
- assisting in the development of educational plans to meet career goals;
- providing individual students with personalized intervention appropriate to their circumstances; and
- offering a variety of workshops designed to help students deal with issues ranging from enhancement of personal life skills to success in transfer to universities.

College Service

Responsibility for College service shall include:

- participating in enrollment management activities;
- sharing professional expertise with colleagues and students beyond the classroom;
- collaborating with faculty members to meet student challenges and needs; and
- helping with issues such as disabilities, learning styles, study skills, and learning outcomes in an effort to facilitate student learning.

Teaching

Responsibility for teaching shall include:

- planning and preparing course content and curriculum;
- planning and preparing effective methodologies of instruction and assessment for the enhancement of learning; and
- encouraging personal contact with students in the learning environment through New Student Advisement Orientation and Career Exploration.



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POLICY MANUAL

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Professional Development

Responsibility for professional development shall include:

- maintaining expertise in field of study and teaching pedagogy;
- being involved in College governance;
- participating in professional organizations;
- attending student development conferences, university transfer workshops, and meetings with faculty and business leaders to enhance student advisement skills; and
- seeking training in related fields (i.e., Myers-Briggs Personality Type training) as a further means of strengthening counseling skills.

Public Service

Responsibility for public service shall include:

- providing exchange of professional ideas and expertise to community and private agencies without gratuity; and
- modeling behavior that balances work responsibilities with a desire to share knowledge and expertise with others in an effort to demonstrate to students the importance of giving back to their community at large.

WORK DAYS AND REQUIREMENTS

Professional Counselors are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Counselors will adhere to the summer four-day workweek schedule of 36 hours per week.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ROLE AND RESPONSIBILITIES OF LIBRARIAN	Number: 4.06	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 5/23/00, 11/28/00, 10/22/02, 10/25/05	

ROLE AND RESPONSIBILITIES

Education is a continuous process that enables learners to experience ideas and to express themselves freely, creatively, and responsibly in a healthy and caring environment that offers a variety of options and opportunities for active participation in the learning process.

To this end, a CF librarian shall strive to, among other things,:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a librarian carries out the role enunciated above:

Responsibility Definitions:*

Research and Instructional Services

Responsibility for analyzing students' information needs shall include:

- providing instruction in the use of information sources;
- determining the most relevant sources regardless of formats;
- creating instructional materials; and
- providing CF students with course- and assignment-specific instruction on effective use of the library's electronic and print resources.

Collection Development/Maintenance

Responsibility for collection development and maintenance shall include:

- examining reviews of potential sources in professional journals;
- soliciting faculty input;
- selecting materials appropriate for the support of CF's curriculum and programs; and
- donating original cataloging records to the shared nationwide bibliographic database.

*A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.



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Professional Development

Responsibility for professional development shall include:

- expanding personal generalist content knowledge of all subject areas relating to CF's curriculum; and
- upgrading library, information technology, and Internet expertise.

Service to Students

Responsibility for service to students shall include:

- supporting student activities;
- providing research and referral services to community members and local university students as well as CF students;
- serving as liaison between faculty and students; and
- providing students with encouragement and emotional support.

College Service

Responsibility for College service shall include:

- sharing professional expertise with colleagues and the community through College-wide workshops and public appearances;
- serving on statewide committees and providing input on the governance of the shared Florida community college library network;
- supporting bachelor's and master's degree-level curricula; and
- promoting resource sharing through the InterLibrary Loan Service.

WORK DAYS AND REQUIREMENTS

Professional Librarians are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Librarians will adhere to the summer four-day workweek schedule of 36 hours per week.



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POLICY MANUAL

Title: REPEALED	Number: 4.07	Page: 1 of 1
Legal Authority:		

College of Central Florida

District Board of Trustees Approval Date:

POLICY:

Policy 4.07 was previously assigned to “SUPPLEMENTAL DUTIES” which is now incorporated in Policy 6.24 “SUPPLEMENTAL SERVICES ASSIGNMENTS”

Policy #4.07 will be reassigned.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ABSENCE OF AN INSTRUCTOR FROM CLASS	Number: 4.08	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 2/14/96, 10/22/02	

If an instructor must miss a class because of illness or other reason, s/he shall notify his or her Division Dean as far in advance as possible so that adequate provision can be made for the class.

Rules concerning leave must be adhered to as applicable.

The President or the President's designee shall establish the procedures for instructor absence.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ACADEMIC FREEDOM	Number: 4.09	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: 9/3/80, 6/10/87, 10/19/88, 7/13/94, 10/22/02	

The College subscribes to the following statement regarding academic freedom:

Academic freedom and responsibility as they apply to teaching, research, and creativity are essential to the College. In the development of knowledge, research endeavors and creative activities, a college faculty and student body are free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Consistent with the exercise of academic responsibility, a teacher must have the opportunity to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment; and to fully participate in the development and debate of college policy and procedure. The teacher must present such matters objectively and skillfully.

The faculty member must fulfill a responsibility to society and to the profession by manifesting academic competence, scholarly discretion, and good citizenship. The college teacher is a citizen, a member of a learned profession, and an academic officer of an educational institution. As such, one should be constantly mindful that these roles may be inseparable in the public view and that appropriate restraint and good judgment must be exercised at all times. Faculty must carry out their duties in a professional, ethical, and collegial manner that enhances the mission and purpose of the College.

At no time should or will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the College from making proper efforts to evaluate the work of each professional staff person.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EDUCATIONAL TRIPS	Number: 4.10	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/27/01, 10/22/02, 10/25/05	

The President or a designee shall develop procedures to insure careful planning, adequate safety precautions, and maximum educational value for all educational field trips.

The use of College vehicles for educational field trips is subject to Board Policy 8.02, College Vehicles, and its related procedures.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FACULTY PERFORMANCE REVIEW	Number: 4.11	Page: 1 of 2
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.81 FAC 6A-14.041, 6A-14.0411	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 1/25/05, 3/28/06	

The work of adjunct faculty shall be reviewed at least once per year. Adjunct faculty who have been an adjunct at the college for three or more years will receive bi-annual reviews.

The work of faculty on annual contract shall be reviewed annually.

The work of faculty currently holding a continuing contract shall be reviewed once every two years. However, student evaluations of faculty will be conducted and reviewed yearly with the appropriate supervisor.

Should a faculty member, Dean, Director or Provost find it necessary to conduct a performance review of a continuing contract faculty member other than during their scheduled performance review period, the Director, Dean or Provost will notify the Chief Academic Officer. The Chief Academic Officer will schedule the performance review during the review process. A continuing contract faculty member receiving an unsatisfactory review the prior year or who may have been on probation will receive a performance review the following year.

The performance review of faculty shall take into consideration the mission and objectives of the College, the role and responsibility of faculty, and the accreditation criteria of the State of Florida and the Southern Association of Colleges and Schools Commission on Colleges. The performance review includes:

- student classroom evaluation of faculty (if applicable);
- faculty self-review;
- peer review;
- professional development plans;
- supervisor review; and
- joint faculty/supervisor conference.

The performance review of a faculty member shall be considered confidential and is not open for public inspection.



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The President or the President's designee shall establish the procedures necessary to implement this policy.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: APPROVAL OF OUT OF DISTRICT COURSES AND COURSES WITH DOMESTIC AND INTERNATIONAL TRAVEL COMPONENTS	Number: 4.13	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02(1), 1001.02 (9), 1001.65 FAC 6A -14.0261	Board Adoption/Revision Approval Dates: 1/25/05	

Credit courses/ programs that are offered outside of Citrus, Marion or Levy County or outside of the State of Florida will be approved by the District Board of Trustees.

Credit courses/ programs that are offered outside of the United States will be approved by the District Board of Trustees.

The President or the President's designee shall establish procedures for the approval of courses/ programs offered outside the district, the State of Florida or the United States.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ACADEMIC INTEGRITY/HONOR CODE	Number: 4.14	Page: 1 of 3
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64 FAC 6A-14.0261	Board Adoption/Revision Approval Dates 1/25/05, 1/22/13	

Purpose: This policy creates an honor code for students in their academic work.

Academic integrity is founded upon the values of *honesty, trust, fairness, respect and responsibility*. Exhibiting these values is essential to promoting and maintaining a high level of academic integrity at the College. Each member of the college community stands accountable for his or her actions. The first responsibility for academic integrity lies with individual students and faculty members. A violation of academic integrity is an act harmful to the entire college community and may result in disciplinary action.

Violations of the Code shall include, but are not limited to:

Cheating. The improper taking or tendering of any information or material used or intended to use for academic credit. Taking of information includes, but is not limited to, copying homework assignments from another student; working with others on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. The tendering of information includes, but is not limited to, giving work to another student to be used or copied; giving answers to exam questions as the exam is being given; giving answers or other such information after taking an exam to another student who has not yet taken the exam; giving or selling a term paper or other written materials to another student. *(Adapted from the policy of the University of Florida.)*

Plagiarism. From the Latin for "kidnapper," taking ideas from another and passing them off as one's own, whether the ideas are published, unpublished, or the work of another student. Plagiarism includes, but is not limited to, submitting papers, examinations or assignments written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation (by the use of quotation marks or some other indicating device) and acknowledging the source in the appropriate format; the use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated restatement of someone else's idea(s)



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without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; or submitting false or altered data in a laboratory. Plagiarism also occurs in a group project if a member of the group does not do his or her fair share of the group's work but attempts to take credit for the work of the group. Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings. Students should consult the section on plagiarism in the writing handbook used in ENC 1101. *(Adapted from the policies of Wheaton College, Old Dominion University, the University of Florida and the University of North Carolina – Greensboro.)*

Bribery. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for oneself or another.

Misrepresentation. Any act or omission with intent to deceive an instructor or other college official for academic advantage, including using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor; lying to an instructor to increase one's grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty; providing false statements upon financial aid forms or other college documents.

Conspiracy. Planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for oneself or another.

Fabrication. Use of invented or fictitious information or the falsification of research or other findings with the intent to deceive for academic advantage. *(Adapted from the policy of the University of Florida.)*

A component vital to the Academic Integrity/Honor Code is a pledge that applies to all assignments, examinations, or other course work undertaken by students of the College of Central Florida. On all work submitted by students of the College of Central Florida, the following pledge is either **required** or **implied**:

"On my honor I have neither given nor received unauthorized aid on this academic work, nor am I aware of others doing so."



COLLEGE of CENTRAL FLORIDA

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The President or the President's designee shall establish the procedure for implementation of the Academic Integrity policy.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FINANCIAL RECORDS AND REPORTS	Number: 5.00	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1010.02 FAC 6A-14.072	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

All financial records and reports shall be kept in accordance with the *Accounting Manual for Florida's Community Colleges*. Each annual or periodic financial report prescribed by law or rule shall be filed with the District Board of Trustees. Annual reports shall be certified by the Board and signed by its Chair and the College President.

All financial or other pertinent records and reports of the College are subject to periodic audit by the Office of the State Auditor General.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: AUXILIARY SERVICES AND ENTERPRISES AND UNDESIGNATED GIFTS	Number: 5.01	Page: 1 of 2
Legal Authority: Florida Statutes 1001.02, 1001.64, 1010.08 FAC 6A-14.077	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 9/3/80, 7/1/83, 6/6/84, 10/19/88, 8/29/00, 10/22/02, 8/24/04, 2/15/05, 1/8/10	

The College is authorized to operate or to contract for auxiliary services and enterprises as defined in the *Accounting Manual for Florida's Community Colleges* and may use funds generated from auxiliary operations and contracts and from undesignated gifts. Such auxiliary enterprises include, but are not limited to, a bookstore, food service and vending machines. Contracts for such operations shall include reasonable fees for use of College facilities and services.

Funds derived from these services and enterprises shall be deposited to the appropriate auxiliary fund account and may be used for the following at the President's discretion and according to Board policy for the benefit of the college:

- (1) Student Scholarships.
- (2) Public Relations and Business Hospitality. An amount not to exceed the authorization in Florida Board of Education Rule 6A-14.077 may be transferred to the General Current Fund each year for public relations, promotion and hospitality of business guests of the College. Individuals receiving per diem from the state shall not be considered business guests.
- (3) Other Activities. Other usage of these funds may include, but are not limited to, activities involving graduation, visiting committees or teams, off campus site support, art on campus, community sponsorships, orientation and work conferences, personnel recruitment, official meetings and receptions, guest speakers, meal functions, awards, flowers, promotional activities, hospitality of business guests, student events/presentations recruitment activities, new program initiatives, athletics, and other such activities that support the College.



COLLEGE of CENTRAL FLORIDA

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- (4) Use of College Activity Fund. Funds must be requested in advance of the required use on the appropriate college form.
- (5) Non-Discriminatory Usage. The College Activity Fund will not be used to purchase membership(s) in or goods/service from an organization which discriminates on the basis of race, color, national origin, sex, age or religion.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: BANK DEPOSITORIES, RECEIPT AND DEPOSIT OF FUNDS, INTEREST DISTRIBUTIONS, AND COLLECTION OF MONEY	Number: 5.02	Page: 1 of 4
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 17.57, 215.85, 1001.64, 1010.02, 1010.11 FAC Rule 6A-14.075	Board Adoption/Revision Approval Dates: 9/3/80, 6/6/84, 10/19/88, 10/22/02, 3/22/05, 10/25/05, 3/26/14	

Upon recommendation of the President, the District Board of Trustees will establish such bank depositories as are necessary for the efficient operation of the College, in accordance with rules of the State Board of Education and Florida Statutes 17.57.

(1) Receipt and Deposit of Funds. Funds will be receipted and deposited in appropriate accounts, and all accounts of such depositories shall be in the name of the District Board of Trustees of the College of Central Florida. All funds received shall be deposited as soon as practicable.

(2) Transfers and Withdrawals

A. Use of Facsimile Signatures on Checks and Automatic Clearing House (ACH) Remittance Advices

1. Disbursement of college funds by checks and through electronic transfer shall be as follows:

- a. The Board shall, upon recommendation of the President, designate individuals who shall be authorized to sign checks against College funds and who shall be under adequate bonding.
- b. Money drawn from a depository shall be upon a pre-numbered check signed by two authorized College officials, or by a telephonic transfer followed up by written investment instructions signed by one authorized person. Authorized check signers must use a facsimile signature in lieu of a manual signature to sign checks. Exceptions must be approved by the Board.
- c. Banking agreements must be signed with a manual signature.



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- d. The authorized check signers must file manual signatures and copies of facsimile signatures with the Department of State and certify those signatures under oath.
- e. Facsimile signature image files will be maintained on the college network and will be used only in conjunction with the check software to affix the facsimile signature to a check.
- f. Facsimile signatures and routing information will not be printed on ACH/direct deposit remittances to prevent fraudulent use.

B. Electronic Funds Transfer (EFT)

1. EFT's initiated by the college must be authorized under a current banking services agreement. Master banking agreements must be manually signed by the president and the Board chair. Secondary agreements may be manually signed by the president or his designee. Every account being debited/credited must be pre-authorized under a Deposit Express agreement, repetitive wire transfer agreement, an ACH agreement or other named agreement.
2. The president is authorized to establish EFT agreements related to the provider of the college's primary bank account including, but not limited to, related zero balance accounts, the Electronic Payments and Remittance System (EPARS) banking account, the Florida PRIME account and the Special Purpose Investment Account (SPIA). The president is authorized to open bank accounts without EFT-initiating ability in the name of the college to act as depository accounts. The President is authorized to establish a PayPal account with any EFTs limited to the payment of fees by credit card or the transfer of funds collected to the college's primary bank account.
3. EFT's between college accounts are to be executed by staff who are bonded and authorized by the President.
4. EFT's representing payments processed under the Accounts Payable or Payroll systems will be executed as follows:



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- a. Payments are executed under the rules of the ACH, Electronic Data Interchange (EDI), procurement card, or direct deposit agreements.
- b. Payments to the Internal Revenue Service, the Florida Retirement System, the State of Florida, and other governmental entities not specifically noted are to be executed under the arrangements established by the government entity collecting the monies being paid.

5. The President is authorized to establish and maintain procedures for appropriate internal controls related to the conduct of all EFT's; electronic payments to governmental entities; authorization and cancellation of direct deposit (ACH) instructions from vendors and employees; third party payments of expenditures, advance, or reduction of cash assets not processed within the Accounts Payable or Payroll systems; and confirmation of EFT's with the financial institutions servicing the college.

C. Other forms of payment:

Payments under custodial/trust agreements, State Board of Education Bond provisions, or third Party agreements will be governed by the provision of the applicable agreements. The president is authorized to enter into third party agreements to provide EFTs to others as necessary to maintain privacy of information related to payments and the payments themselves in a timely manner. Examples of these types of arrangements include the EPARS to facilitate the college's compliance with disbursing retirement plan payments to providers and the ExpertPay system used to provide the information and EFT remittances to the receivers of payroll garnishments within Florida.

- (3) Interest Distribution. Interest income shall be distributed to Funds 1, 2, 3, 4, 6 and 7 unless prohibited by statute, terms of the grant, or request of donor. All other interest earned shall accrue to Fund 1 to provide for administrative expense incurred by the College.
- (4) Collection of Money. Faculty or staff members shall not collect money from other employees or students for any purpose without making written request of and securing approval from the Vice President of Administration and Finance. Approved collections



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shall be deposited in the appropriate account as determined by the Financial Operations Office and shall be disbursed according to College procedures.

The collection of authorized fees for non-credit classes is excluded from the requirements of this rule.

Persons who are active in non-profit organizations which sponsor worthwhile fundraising projects or College-related activities shall be allowed to place items for sale or solicit door-to-door contributions on campus, with approval of the President, or the President's designee, so long as this activity does not interfere with the normal operation of the College.

There shall be no solicitation in the classrooms.



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POLICY MANUAL

Title: INVESTMENTS	Number: 5.03	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 218.407, 218.415, 215.45, 215.47, 1001.64 FAC 6A-14.0765	Board Adoption/Revision Approval Dates: 11/24/93, 10/22/02	

The President or the President's designee is authorized to invest funds deemed to be surplus as authorized by Florida Statutes 218.415 and 218.407.

Loan, endowment, annuity, and life income funds may be invested in securities in which the State Board of Administration is authorized to invest retirement funds pursuant to Florida Statutes, 215.45 and 215.47. Should the Board of Trustees choose to make such investments, the Board of Trustees shall adopt and adhere to an investment plan as described in Florida Statutes 215.45 and 215.47. The College shall make all records of the investment operation available to the Auditor General for annual audit.

The Chief Financial Officer shall prepare written investment guidelines in accordance with the requirements of Florida Statutes 218.415 and State Board of Education Rule 6A-14.0765. The investment guidelines shall place the highest priority in making investments on the safety of principal and liquidity of funds of the College.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: BONDS FOR EMPLOYEES AND TRUSTEES	Number: 5.04	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statute 1001.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

The College is authorized to use College funds to pay for bonds required by Florida Statutes and State Board of Education Rules for District Board members, the President, and all other College employees who are responsible for College funds and property.

Each District Board member shall be provided with a surety bond in the amount established by Florida Board of Education Rules.

College employees responsible for handling College funds or property shall be provided bonds in amounts sufficient to protect the College.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: BONDS AND INSURANCE FOR CONSTRUCTION, PROFESSIONAL SERVICES, EQUIPMENT & SERVICE CONTRACTS	Number: 5.05	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 255.055, 287.0935	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 10/28/08	

At the time of signing a formal contract for College construction, contractors and related professional services shall furnish bond for the faithful performance of the contracts per the State Requirements for Educational Facilities.

Equipment and service contract vendors may also be required to furnish performance bonds if it is deemed advisable by the President or a designee.

The College will require that construction projects be covered by specific insurance as noted in administrative procedures and in the guidelines for State Requirements for Educational Facilities.



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POLICY MANUAL

Title: BUDGET AMENDMENTS	Number: 5.06	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1001.65, 1010.02, 1011.30 FAC 6A-14.0716	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

The President is authorized to reallocate funds between organizational units of a fund and object codes within a class of expenditures for a fund. Budget amendments will be prepared in accordance with the State Board of Education Rules, approved by the District Board of Trustees, and submitted according to State Board of Education Rules.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CONSULTANTS, PAYMENT OF	Number: 5.07	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 8/5/81, 10/19/88, 8/26/92, 10/22/02, 4/26/05	

The College is authorized to utilize and pay consultants in accordance with the following guidelines:

- (1) Persons with specific professional and technical skills required by the College may be employed as Consultants.
- (2) The President is authorized to finalize professional service contracts as necessary to provide required services for a period not to exceed one year and not to exceed the mandatory thresholds established by the Florida Board of Education Rules. The contract may include payment for travel, lodging, and such other costs as required.
- (3) Professional services of architects, landscape architects, professional engineers, and registered land surveyors shall be negotiated competitively by the District Board of Trustees in accordance with the guidelines and procedures required by the Consultants Competitive Negotiations Act.
- (4) The Board shall approve all consultant contracts that exceed one year in length.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FEES AND TUITION	Number: 5.08	Page: 1 of 3
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1009.23, 1009.27, 1009.26, 1009.25, 1010.03, 1011.83; FAC 6A-14.054	Board Adoption/Revision Approval Dates: 9/3/80, 12/3/80, 10/19/88, 2/17/93, 3/24/93, 10/22/02; 2/24/04, 9/28/04, 5/24/05, 6/27/06, 3/27/07, 6/21/11	

Fees and Tuition: Upon the recommendation of the President, the District Board of Trustees shall annually set or adopt student fees and charges in accordance with the Florida Board of Education Rules, Florida Statutes, and corresponding legislative appropriations acts. Schedules of fees and charges shall be appropriately published and made available to students and the public.

The President or the President's designee is authorized to develop procedures setting payment due dates and calculation of contracted courses for life-long learning courses, non-FTE generating activities, and student laboratory fees in compliance with the Florida Board of Education Rules and Florida Statutes.

For advanced registration, all fees are due and payable on the date specified at the time of registration.

For regular registration, which is held immediately prior to the start of the term, the fees are due and payable at the time of registration, except as authorized by law or State Board of Education Rules.

Expenditures from student activity fees shall be made only for lawful purposes which benefit the student body in general. Such expenditures shall be made according to a budget prepared jointly by students and College staff and approved by the President.

Deferral: The President, or the President's designee, is authorized to defer student registration fees in accordance with Florida Statutes and Florida Board of Education Rules. The President or the President's designee shall establish procedures for deferral of fees.

Exemption: To the extent required by law, registration fees (defined to include all fees normally collected as part of the registration process) will not be assessed for those categories of students specifically exempted by Florida Statutes and Florida Board of Education Rules, including students enrolled under dual enrollment and early admission agreements between the college and the school districts in its service area.



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Waiver: The President or the President's designee is authorized to waive tuition and fees in accordance with the Florida Statutes and Florida Board of Education Rules.

In addition to those fee waivers authorized by Florida Statutes and Florida Board of Education Rules, the President or the President's designee is authorized to waive fees for full-time employees and immediate family (spouse, dependent children, dependent stepchildren) of employees. Full-time employees and/or immediate family may be given up to six (6) credits of waived fees per term per person. Adjunct faculty teaching credit courses may be given up to three (3) credits of waived fees for each fall or spring semester in which they are teaching a course(s) and they may use those tuition waivers at any time during the academic year in which they teach. Retirees* and their spouses may be given up to three (3) credits of waived fees per term per person. FRS eligible part-time employees ** may be given up to three (3) credits of waived fees per term. Fee waivers may also be given for non-credit courses.

This fee waiver is for tuition fees only. It does not include lab fees, the application fee or other fees. Waivers for other fees may be authorized by the President or the President's designee.

Refund: A student may receive a one hundred percent (100%) refund of tuition and matriculation fees if official drop notification is received and approved prior to the end of the college's published Add/Drop Period. The President, or the President's designee, is authorized to establish the official Add/Drop Period for Fall, Winter, and Summer terms. The official Add/Drop Period is published annually in the College Catalog.

Adult General Education: Effective July 1, 2011, the college shall charge a block tuition rate for all adult general education programs consistent with state statute for resident and non-resident students. The block tuition will be charged to any student who enrolls in an adult education course after July 1, 2011.

A student enrolled in any adult general education program, with the exception of the Adult High School Co-enrolled program, must be assessed tuition. Co-enrolled students are exempt from the payment of the block tuition for adult general education programs provided in section 1009.22 (3)(c), Florida Statutes. Per statute, the college shall develop policies and procedures for the collection and accounting for the expenditure of the block tuition.

*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

** An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.



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All funds received from the block tuition shall be used only for adult education programs. Students enrolled in adult general education may not be assessed financial aid fees, student activities fees, capital improvement fees or technology fees. Students enrolled in adult general education programs may be charged user fees and fines.

Fee – nonexempt students enrolled in Applied Academics (vocational preparatory) instruction shall be charged fees equal to the fees charged for adult general education programs.

Collection: The President or the President’s designee is authorized to employ the services of an outside collection agency, in accordance with applicable law to collect outstanding student tuition, fees and other debt. These costs of collection will be the responsibility of the student and will be added to the student’s account in accordance with applicable Administrative Procedure.

*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

** An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.



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POLICY MANUAL

Title: COLLEGE INSURANCE	Number: 5.09	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 113.05, 440.02, 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

The District Board will participate in insurance programs through the Florida Community College Risk Management Consortium or other sources as required by law including Workers' Compensation. College property will be insured against major perils.

Other insurance programs may be established and maintained if deemed appropriate and desirable for the protection of students, faculty or staff, or where it is considered prudent to protect property against losses occasioned by other than major perils, or to protect the College from any accident or hazard which may arise as the result of use of College facilities by outside groups or organizations.

College employees and students using personal vehicles for College business must carry and show proof of liability insurance. Individuals riding in personal cars on trips affiliated with the College are covered by the vehicle liability insurance carried by the car's owner.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PAYROLL DEDUCTION AUTHORIZATION	Number: 5.10	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1010.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 10/24/06	

Payroll deductions are authorized for the following items when allowed by law and requested in writing by the employee:

- (1) Premiums for life and health insurance policies in Board-approved group programs.
- (2) Premiums for life and health insurance policies in programs sponsored by organizations in which the College holds institutional membership.
- (3) United Way contributions.
- (4) GTE Federal Credit Union.
- (5) College-approved tax sheltered annuity programs.
- (6) Retirement in state retirement systems other than the Florida Retirement System (FRS).
- (7) Social Security.
- (8) Membership dues in professional organizations approved by the President.
- (9) Other items approved by the President.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PETTY CASH & CHANGE FUNDS	Number: 5.11	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1010.02	Board Adoption/Revision Approval Dates: 9/3/80, 11/19/86, 6/10/87, 10/19/88, 10/22/02	

The President or the President's designee is authorized to establish petty cash funds (as determined by the President or the President's designee to be necessary for efficient operations) for each campus, site or center, up to the maximum amount allowed by the Florida Board of Education Rules. Fund expenditures and reimbursement procedures shall be established in the Administrative Procedures Manual.

The President or the President's designee is authorized to establish change funds in amounts necessary to execute daily cash transactions. Adequate internal controls and procedures for cash transactions shall be established under the direction of the President or the President's designee.



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Title: PROCUREMENT	Number: 5.12	Page: 1 of 6
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 287, 120.53, 1001.64, 1010.02 FAC: 6A-14.0734	Board Adoption/Revision Approval Dates: 9/3/80, 2/1/84, 6/10/87, 2/13/91, 1/29/92, 12/16/92, 8/27/97, 9/26/00, 10/22/02, 5/24/05, 9/25/07, 12/7/10, 1/22/13	

The President, or the President's designee, is authorized to approve purchases, approve construction change orders, and execute contracts on behalf of the District Board of Trustees for the lease, acquisition of commodities and services which do not exceed the dollar amount of the mandatory thresholds established by State Board of Education Rules. Such purchases shall not exceed the financial constraints of the budget for the year impacted by the expenditure(s).

The purchase of commodities and services whose costs exceed the State Board of Education mandatory bid threshold must be approved by the District Board of Trustees after complying with all applicable bid requirements prescribed by State Board of Education Rules and Florida Statutes.

The President, or the President's designee, shall establish the procedures for the procurement of goods and services in accordance with the laws, rules and policies established by Florida Statutes, the State Board of Education, and the District Board of Trustees.

Except in the instances declared to be emergency by the President and approved by the State (exceptions may occur in accordance with Florida Statutes), bids and quotes for goods shall be competitive and shall be awarded equitably and economically.

1. Designee. The responsibility for procurement for the College has been delegated by the District Board of Trustees to the President, the Chief Financial Officer, and the Director of Purchasing.
2. Approval of Procurement. The College's methods of procurement may include, but not be limited to, petty cash, contracts, purchase orders and procurement cards. The President, or the President's designee, will be responsible for establishing procedures for procurement. No obligation shall be incurred, nor any expenditure made against the College budget, without the written approval of the President or the President's designee.



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Any procurement by an employee without prior approval of the President or the President's designee will be considered a personal liability and will not obligate the District Board of Trustees for payment.

Prior to procurement, the President, or the President's designee, shall be made aware of and shall approve all requests. Items exceeding \$19,999 must be solicited in accordance with appropriate laws, rules and policies.

The Board further authorizes the President, or the President's designee, to approve procurement of goods and services not requiring bidding in accordance with Florida Board of Education Rule 6A-14.0734.

3. Purchasing Categories; Threshold Amounts.

- a. Whenever feasible, vendors within and outside of the College district will be notified and afforded the opportunity to do business with the College. The following price information and approvals must be obtained for purchases in the amounts indicated. Limits are based on the Category Thresholds outlined in Florida Statute 287.017 as of this writing.
 1. CATEGORY ONE: \$20,000
 2. CATEGORY TWO: \$35,000
 3. CATEGORY THREE: \$65,000
 4. CATEGORY FOUR: \$195,000
 5. CATEGORY FIVE: \$325,000
- b. Up to \$19,999 – A catalog or verbal price, approved by the President or the President's designee.
- c. \$20,000 through \$64,999 (Category One and Category Two) – Solicitation of two written quotations. Recommendation for awards shall be approved or rejected by the President or the President's designee.
- d. \$65,000 through \$194,999 (Category Three) – Solicitation of competitive offers as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the President



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or the President's designee.

- e. \$195,000 through \$324,999 (Category Four) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the Board of Trustees.
- f. \$325,000 and above (Category Five and above) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the Board of Trustees.
- g. The College's obligations in regard to the solicitation of competitive offers are subject to the exceptions listed in Section 6A-14.0734.
- h. Bids – Solicitation of competitive offers will be made by the President or the President's designees. The solicitations will be created and obtained in accordance with Section 6A-14.0734, Florida Administrative Code, which states:
 - a. Colleges shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources, when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Three. Solicitations of competitive offers are defined as:
 - 1. "Competitive Sealed Bids" or "Competitive Sealed Proposals" or "Competitive Sealed Replies" means the process of receiving competitive offers transmitted by secured electronic means or written bids, proposals, or replies.
 - 2. "Competitive Solicitations" or "Solicitations" means an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

The District Board of Trustees may adopt smaller amounts beyond which to require the solicitation of competitive offers. The College President or the President's designee reserves the right to reject any or all offers submitted in response to the College's solicitation, and/or solicit new offers as deemed in the



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College's best interest. When accepting responsive offers to the College's solicitations, the College shall accept the lowest or best responsive offer. If other than the lowest or best offer meeting specifications is accepted, the College shall maintain a public record of the justification. Recommendation for awards not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the President or the President's designee if such authority is delegated in policy adopted by the District Board of Trustees. Recommendation for awards exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the District Board of Trustees.

- b. Exceptions to the requirement to solicit competitive offers are:
- (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
 - (b) Library books, reference books, periodicals, and other library materials and supplies.
 - (c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
 - (d) Food.
 - (e) Services or commodities available only from a single or sole source.
 - (f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.



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- (g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video, and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual College's information technology plan.
 - (h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
 - (i) Items for resale.
- c. The College President, or the President's designee, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance in accordance with rules established by the District Board of Trustees.
- d. When the District Board of Trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.
- 4. Financial Interests. The College shall not enter into a contractual relationship for the purchase, rent, or lease of any realty, goods or services with any member of the District Board of Trustees, the President, or any employee specifically delegated responsibility for procurement (see paragraph 1), nor from any business entity of which the trustee, president, or employee of the trustee's, president's or employee's spouse or child is an officer, partner, director, or proprietor or in which the trustee, president or employee of the trustee's, president's or employee's spouse or child or any combination of them has a material interest.
- 5. Bids. The President, or the President's designee, shall establish procedures for bidding and bid appeals.



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6. Non-College Procurement. Procurement may only be made for legitimate College purposes regardless of funding source. Any procurement for personal use or for the benefit of non-College organizations is prohibited.
7. Auxiliary Services. The College's auxiliary services, such as the bookstore, are operated as contracted services, approved by the District Board of Trustees.



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POLICY MANUAL

Title: SALARY SCHEDULES	Number: 5.13	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1012.855	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 10/25/05	

The President shall annually prepare and recommend to the District Board for adoption a salary schedule or schedules to be used as the basis for paying employees.

The schedule(s) so adopted will be the sole instrument used in determining the annual, monthly, weekly, daily or hourly compensation of regular and temporary employees.

Salary schedules are supplemental to these policies.

During times of emergency closings, the following special guidelines will apply:

1. Staff designated by the president as “essential,” may be required to work during emergency closings. Those essential staff who are non-exempt will receive “double time” pay.
2. Days of work missed by College employees on emergency closing days will be treated as additional holidays for that work year.
3. Part-time maintenance and security personnel who work on emergency closing days may be paid a special supplemental.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TRAFFIC AND PARKING CONTROL AND FINES	Number: 5.14	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64 FAC 6A-14.054	Board Adoption/Revision Approval Dates: 5/7/80, 9/3/80, 6/10/87, 7/13/88, 12/14/88, 7/19/89, 10/22/02, 3/22/05, 10/25/05	

Regulations shall be established and enforced by the College concerning the control of traffic and parking on campus in accordance with Florida Statutes and State Board of Education Rules. Traffic and parking regulations, including a code of penalties for violation, will be reviewed annually and distributed to employees and students when issued parking decals.

Employees and students must register their vehicles with Public Safety to obtain parking decals.

Accidents occurring at the College shall be reported to appropriate law enforcement officers. The College will not assume responsibility for damages occurring to vehicles or other privately owned property while on campus.

The President is authorized to establish a mechanism for student appeals of traffic violations. The mechanism shall consider appeals from students and shall provide recommendations to the Chief Student Affairs Officer. The decision of the Chief Student Affairs Officer shall be final.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GRANTS: ACCEPTANCE OF AND LIMITATIONS	Number: 5.15	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: 3/13/91, 10/22/02	

The President or the President's designee is authorized to apply for grants that serve the vision and mission of the College. The President or the President's designee is authorized to sign grant documents and other related documents to the grant application.

The President shall authorize the coordination and administration of grants and designate those individuals who will be responsible for meeting the terms of the grant.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CONSTRUCTION CONTRACTS AND DESIGN/BUILD CONTRACTS	Number: 5.16	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes Chapter 287.055 FAC Chapter 6A-2	Board Adoption/Revision Approval Dates: 6/14/95, 10/22/02, 10/28/08	

CONSTRUCTION CONTRACTS

Construction contracts for new facilities or for the renovation/remodeling of existing facilities on property owned by the College shall follow the guidelines and rules set forth in Florida Statutes, the Florida Board of Education Rules, and FAC chapter 6A-2, State Requirements for Educational Facilities. The contracts shall be awarded according to procedures established by the President or the President's designee.

DESIGN/BUILD CONTRACTS

Design/build contracts for the construction of new facilities or the renovation/remodeling of existing College facilities shall be competitively bid in accordance with guidelines required by the Consultant's Competitive Negotiations Act, Florida Statute 287.055.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PAYMENT TO CONSTRUCTION CONTRACTORS	Number: 5.17	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1010.02, 1013.50 SREF 6A-2.0111, Sec 4.2(3)	Board Adoption/Revision Approval Dates: 2/27/07	

The District Board of Trustees shall award a construction contract to a qualified contractor and shall make periodic payments to contractors in accordance with the terms of the contract. This policy establishes guidelines for processing and distributing payments to capital construction project contractors during, and upon completion of, construction projects.

A. Payments During Construction

1. Contractor Requirements: An invoice or Application and Certificate for Payment (A1A form G702) from the contractor, certified for payment by the project architect, must precede any payments during construction. Payments during construction will be based on the architect's estimate of the percent of the work completed and, if approved by the architect, may include cost of materials properly stored on the job site. Ten percent (10%) of the total cost of construction completed and materials stored to date shall be withheld as retainage.
2. Reduction of Retainage: Retainage may be adjusted to as little as five percent (5%) upon certification by the architect that the job is substantially complete and upon approval by the President or designee. As punch list items are completed, the retainage may be adjusted to a final retainage of not less than two percent (2%), payable when all punch list items are completed.

B. Final Payment

1. Final payment may be made to the contractor upon the following:
 - a) A certificate of occupancy has been issued.
 - b) The project has been completed upon notification by the architect.
 - c) The District Board of Trustees has accepted the project.
2. The conditions for final payment to the contractor will be included in the construction contract.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FINANCING SHORT TERM AND LONG TERM DEBT	Number: 5.18	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1009.22, 1009.23, 1004.70	Board Adoption/Revision Approval Dates: 10/28/08	

Financing Short Term and Long Term Debt

The College District Board of Trustees is authorized to enter into short term loans and installment, lease purchase, and other financing contracts for a term of not more than 5 years, including renewals, extensions, and refundings. Payments on short term loans and installment, lease purchase, and other financing contracts shall be subject to annual appropriation by the District Board of Trustees. The District Board of Trustees is authorized to borrow funds and incur long term debt, including promissory notes, installment sales agreements, lease purchase agreements, certificates of participation, and other similar long term financing arrangements, only specifically provided in FS 1009.22(6) and (9) and 1009.23(11).

At the option of the District Board of Trustees, bonds issued pursuant to FS 1009.22(6) and (9) and 1009.23(11) and (12) may be secured by a combination of revenues authorized to be pledged to bonds pursuant to such subsections. Long term debt financing is restricted to:

- a. Capital Improvement Fee revenues
- b. Parking Fee revenues
- c. Motor Vehicle License Tag revenues (CO & DS)

Revenue bonds may not be secured by or paid from, directly or indirectly, tuition, financial aid fees, the Community College Program Fund, or any other operating revenues of the College. Lease purchase agreements may be secured by a combination of revenues as specifically authorized pursuant to FS 1009.22(7) and 1009.23(10). Long term debt must be financed through the Division of Bond Finance except for the pledge of parking fee revenue for a period of seven years or less.

Direct Support Organizations – CF Foundation and ACC, Inc.:



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FINANCING SHORT TERM AND LONG TERM DEBT	Number: 5.18	Page: 2 of 2
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The College District Board of Trustees must authorize all debt, including lease purchase agreements, incurred by a direct support organization. The District Board of Trustees assigns authority to the CF Foundation to enter into short-term loans and lease purchase agreements for a period of not more than five (5) years, including renewals, extensions and refundings for goods, materials, equipment and services, for up to \$250,000 dollars. Larger amounts must have the prior approval of the District Board of Trustees. The Appleton Cultural Center, Inc. must have the prior approval of the District Board of Trustees before entering any short-term loan or lease obligations. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Community Colleges. Revenues of the College may not be pledged to debt issued by a direct support organization.

The CF Foundation and the Appleton Cultural Center, Inc. will report annually to the District Board of Trustees on all debt obligations.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EMPLOYMENT OF PERSONNEL	Number: 6.00	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.



COLLEGE of CENTRAL FLORIDA

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.



COLLEGE of CENTRAL FLORIDA

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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.



COLLEGE of CENTRAL FLORIDA

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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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OUTSIDE EMPLOYMENT AND CONSULTING SERVICES	Number: 6.03	Page: 1 of 2
	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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.



CENTRAL FLORIDA COMMUNITY COLLEGE

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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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: SALARY AND POSITION CHANGES	Number: 6.07	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1012.855	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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EMPLOYEE RECORDS	Number: 6.09	Page: 1 of 1
Legal Authority: Florida Statutes 1012.81, 1012.855 and Chapter 119 FAC: 6A-14.047	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	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.



COLLEGE of CENTRAL FLORIDA

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.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

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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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	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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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Title: TERMINAL PAY	Number: 6.15	Page: 1 of 7
	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 Statutes 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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POLICY MANUAL

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.



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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.



COLLEGE of CENTRAL FLORIDA

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



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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.



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POLICY MANUAL

Title: ADMISSION AND READMISSION	Number: 7.00	Page: 1 of 3
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes, 1000.05, 1001.02, 1001.64, 1002.41, 1009.21, 1007.271, 1007.263 FAC: 6A-10.041, 6A-14.060	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 10/26/99, 10/22/02, 10/25/05, 3/27/07, 8/24/10, 6/21/11, 2/25/15	

ADMISSION

It is the intent of the college to provide admission opportunities without regard to race, color, religion, sex, age, national origin, marital status or disability. Specific and detailed rules and procedures for admission to College of Central Florida shall be published in the current college catalog and shall conform to state rules and laws. In order to maintain a safe environment conducive to student learning, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the college. The college also reserves the right to establish special conditions on admission, if such conditions are deemed necessary to assure a safe learning environment.

Admission to associate degree programs shall require a standard high school diploma or proof that the student has met all standard high school diploma requirements, a high school equivalency diploma (GED) or, in the case of a student who is homeschooled, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41. Students who are enrolled in a dual enrollment or early admission program pursuant to F.S. 1009.271 and secondary students enrolled in college-level instruction creditable toward the associate degree, but not toward the high school diploma, shall be exempt from this requirement.

Students who are residents of countries other than the United States must meet minimum admission requirements as determined by the college. For the purposes of assessing matriculation and tuition fees, a student shall be classified as a resident or non-resident based upon F.S. 1009.21.

If a student is denied admission to the college or a program of study, an appeal may be initiated through the office of the Chief Student Affairs Officer. Specific procedures can be found in the college catalog, Student Handbook, the office of the Chief Student Affairs Officer and the Enrollment Services Center.



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Limited Access Programs

Some programs at the college are considered “limited access” because the number of enrollees is limited according to space or resource availability.

For limited access programs, the President is authorized to establish admission criteria which will be outlined in the college catalog and on the college web site. For most limited access programs, students are required to sign and abide by a statement regarding “Limited Access Program Standards.” For programs that require a licensure examination at the end of the program, the college may deny admission to students who will not qualify to take the license examination unless a special waiver is obtained from the appropriate regulatory agency.

READMISSION

Limited Access Program Readmission

The College of Central Florida is committed to assisting students achieve their career and educational goals through quality instruction in accredited limited access programs of study. With all such programs, the individual student is responsible for initiating and completing the processes for admission, withdrawal and readmission. If a student withdraws from a limited access program and wishes to be readmitted to the program, the following criteria will be used to determine readmission:

- Successful demonstration of competency at the skill level for which they are requesting readmission
- Submission of a readmission application either thirty (30) business days prior to the start of the semester for which they are requesting readmission or by the specific program’s published deadline, whichever comes first
- As with initial entry into limited access programs, readmission of qualified applicants is based on the date the completed application is received by the program office and is subject to space availability. Students may be denied readmission if they have been: (a) dismissed from any limited access program as a result of a professional misconduct



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violation, as described in the Program Standards for each program; or (b) suspended/dismissed from the college as a result of a violation of the Code of Student Conduct. All such incidences will be carefully reviewed by the limited access program administrator as part of the readmission process.

If readmission is denied by the Limited Access Program administrator, students may contact the Office for Instructional Affairs to initiate an appeal of the decision. There they will obtain an appeal form and instructions for completing the process.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: SUBSTITUTE ADMISSION & GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES	Number: 7.01	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1000.05, 1007.02, 1007.264, 1007.265, 1001.64 FAC: 6A-10.041	Board Adoption/Revision Approval Dates: 6/13/90, 10/26/99, 10/22/02, 6/21/11	

Eligibility for Substitutions: Any person who has a disability as defined in FAC 6A-10.041 shall be eligible for reasonable substitution for any requirement for admission to the college, admission into a program of study, or for graduation. Documentation must be provided to show that the person's failure to meet the requirement is directly related to the disability, and that this failure to meet the requirement does not constitute a fundamental alteration to the college or the nature of the specific program. For purposes of this policy, the categories of disability shall be defined in the manner set forth in State Board of Education Rules.

Restrictions: The college will attempt to provide reasonable substitutions within the terms and intent of this policy. Factors such as accreditation standards, licensure or certification requirements, the significance of particular requirements to the program, availability of alternative means of achieving the purpose of the requirement are important considerations in the determination whether reasonable substitutions are available or whether a substitution would constitute a fundamental alteration in the nature of a program. For example, some programs establish external affiliations with organizations, such as hospitals or medical/dental offices, to provide important specialized training; in some instances, reasonable substitutions for such requirements may not be available. The granting of a substitution may not be construed as a representation that the substitution will meet requirements of any testing, licensure, or certifying organization.

Articulation with Other State Institutions: College of Central Florida shall accept all substitutions previously granted by other state postsecondary institutions as they may relate to admission to the college, admission to a program of study, or graduation.

Compliance with Accreditation Standards: No substitution, which would constitute a violation of any requirement by an accrediting organization, shall be granted or accepted pursuant to this policy.

Grievance: Any person who is aggrieved by an administrative decision related to this policy may pursue a grievance through the Chief Student Affairs Officer.



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Procedures: The President or the President's designee shall establish procedures to implement this policy.



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Title: STUDENTS WITH DISABILITIES	Number: 7.02	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Americans with Disabilities Act; Florida Statutes 1000.05, 1001.64, 1007.02, 1007.264, and 1007.265 FAC: 6A-10.041	Board Adoption/Revision Approval Dates: 10/22/02, 10/25/05, 6/21/11	

It is the intent of the college, where possible, to remove the barriers preventing qualified students with disabilities from enjoying the same opportunities available to persons without disabilities. The college shall comply with federal and state regulations and guidelines concerning its responsibility for equal access and opportunity. Procedures for reasonable accommodations related to a person's disability are located in the Access Services Office.

An individual who is dissatisfied by an administrative decision related to this policy may pursue an appeal through the Chief Student Affairs Officer.



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POLICY MANUAL

Title: ACADEMIC STANDARDS OF PROGRESS	Number: 7.03	Page: 1 of 1
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC: 6A-14.060	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 12/3/80, 4/2/86, 6/10/87, 10/19/88, 9/28/99, 10/22/02	

It is the policy of the District Board of Trustees to require acceptable academic performance from students enrolled at the College. The President or designee shall establish procedures related to standards of academic progress that include, but are not limited to, academic warnings, probation, suspension, and counseling for students. These procedures shall also include specific standards of academic progress for students receiving financial aid and for those participating in college activities.

The College Standards of Academic Progress serve two purposes:

- To provide a vehicle for early identification of students who are experiencing academic difficulty, and
- To make available a process for providing as much assistance as possible to those students to facilitate their success in achieving their educational goals.

Specific procedures can be found in the College Catalog, Student Handbook, the office of the Chief Student Affairs Officer, and the Enrollment Services Center.



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POLICY MANUAL

Title: STUDENT RIGHTS AND RESPONSIBILITIES	Number: 7.04	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1013.26, 1012.80, 1006.50, 823.01 FAC: 6A-14.0262	Board Adoption/Revision Approval Dates: 10/26/99, 10/22/02, 12/13/05, 9/28/10	

Student Rights: Upon registration, students are entitled to the following freedoms and/or rights provided that their exercise is accomplished in accordance with College procedures and does not result in disruption or disturbance:

- Right to freedom of expression: The basic freedom of students to hear, write, distribute and act upon a variety of thoughts and beliefs is protected. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.
- Right to hold public forums: The College desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an organized society in which peaceful democratic means for change are available. Guest lectures or off-campus speakers sponsored by the student groups may appear on the College campus following approval by the designated College authority for such appearances.
- Right to peaceful assembly: Existing laws, statutes, and policies shall be observed. Student gatherings must not disrupt or interfere with the orderly educational operation of the institution.
- Right to a fair and impartial hearing.
- Right to participate in student government and its process.
- Right to be a member in authorized student organizations.

Student Responsibilities/Code of Student Conduct: The College has established regulations governing student conduct which are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the College. The Code of Student Conduct is in effect on College premises, in College vehicles, on properties



COLLEGE of CENTRAL FLORIDA

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owned by the College of Central Florida Foundation or the College (with the exception of residential facilities), at functions sponsored by or participated in by the College regardless of the locations, and in the immediate vicinity of the College, including, but not limited to, property and roads adjacent to and visible from the campus whenever student behavior is visible or audible to the campus community and constitutes a disturbance, danger or harassment to or of the campus community.

Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action.

If an enrolled student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than College premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline or welfare of the College, then following standard procedures for suspension, the College has the right to suspend the student pending final adjudication. If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off campus activity.

If a student is charged by federal, state or local authorities with a crime in connection with activity which occurs on campus, as previously defined, or at functions sponsored by or participated in by the College regardless of the location, the College will cooperate with law enforcement's investigation as permitted by statutes governing student privacy and shall follow the procedures set forth under the Code of Student Conduct in regard to its own investigation and penalties.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DISCIPLINARY ACTION AND RIGHTS OF APPEAL	Number: 7.05	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/26/99, 3/26/02, 10/22/02, 6/22/10	

In the administration of college policies and procedures, the fundamentals of basic due process shall be observed in the hearing, resolving, and adjudication of alleged violations of the Code of Student Conduct. A student accused of violating the Code of Student Conduct shall be entitled to procedural rights in any hearing. The Code of Student Conduct shall be placed in publications and on web sites that are readily available to the students.

The President or the President's designee shall establish a disciplinary process and a student appeals process consistent with the civil and legal rights of the student to receive equitable treatment in the area of student discipline.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STUDENT ACTIVITIES	Number: 7.06	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1009.23, 1009.25, 1009.26 FAC: 6A-14.057	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 11/14/84, 10/19/88, 9/28/99, 10/22/02, 10/25/05, 6/21/11	

It is the intent of the college to provide students with appropriate activities, organizations, and clubs and to allocate funds from collected student activity and service fees to support such activities. A student governance organization will be established as the official representative of the student body in connection with matters relating to the college. All organizations must be open to any College of Central Florida student who meets the entrance requirements of the college and any additional membership requirements specific to a particular organization or club and approved by the college at the time the organization or club is officially recognized by the college. All organizations or clubs must have an advisor who holds the position of full-time faculty, professional, or administrator. Other employees may serve as advisors upon prior approval of the Chief Student Affairs Officer on the Ocala Campus or the Lead Administrator at the Citrus Campus or Levy Center. Student groups seeking recognition by the college as an official club or organization must follow the procedures set forth in the Student Activity Procedures Manual. The Student Activity Budget will be developed and recommended to the President by the Student Life Committee annually. The committee membership consists of students, staff, faculty, and administrators. Student groups not recognized by the college as official organizations or clubs may not participate in the student activity fee budget, planned activities, or free rental of college facilities or use "College of Central Florida" in its name or represent generally that it is an official student organization or club.

A copy of the Student Activities Procedures Manual and other pertinent information are available in the office of the Chief Student Affairs Officer of the college, the administrative office at the Citrus County Campus and the Levy County Center, and the office designated by the President as the responsible authority for student activities.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ATHLETICS	Number: 7.07	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1000.02; 1001.02; FAC: 6A-14.058	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 4/15/98, 10/22/02, 1/28/15	

The Intercollegiate Athletics Program is established as a part of the total education program of the College of Central Florida. The college adheres to the academic regulations established by the National Junior College Athletic Association and the Florida College System Activities Association. Student athletes must comply with all policies relating to admission, financial aid and registration, and must be making satisfactory progress within an approved college program as listed in the college catalog. Equal athletic and scholarship opportunities shall be provided for men and women as per all relevant state and federal rules and regulations.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STUDENT RECORDS	Number: 7.08	Page: 1 of 1
Legal Authority: §1001.64, F.S., §1002.22, F.S., §1006.52, F.S., Family Educational Rights and Privacy Act (20 USC §1232g; 34 CFR Part 99)	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/30/80, 10/19/88, 9/28/99, 10/22/02, 10/25/05, 6/26/07, 1/25/17	

The College of Central Florida is committed to protecting the privacy and access rights of its students by adhering to the Family Educational Rights and Privacy Act of 1974 ("FERPA") and formulating institutional policies and procedures that govern the maintenance of student records in accordance with Section 1002.22, Florida Statutes. Administrators, faculty, staff and student workers shall respect the rights of students and appropriately maintain the confidentiality of student educational records.

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



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STUDENT FINANCIAL AID	Number: 7.09	Page: 1 of 1
Legal Authority: Florida Statutes 1001.64, 1009.23, 1009.25, 1009.26 FAC: 6A-14.054	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 10/26/99, 10/26/99, 10/22/02, 10/25/05	

The College subscribes to the principle that the primary purpose of a financial assistance program is to provide aid to students who demonstrate financial need, academic merit or special talent to assist them in meeting their educational goals. Assistance may be provided through loans, federal, state and/or institutional grants, talent grants, academic scholarships, and/or work opportunity to those who qualify. Students who wish to receive financial aid from College-funded sources should apply for federally-funded aid programs for which they might be eligible.

The College will require students to meet satisfactory academic standards of progress to qualify for and retain federal student financial aid. The College recognizes the student right to appeal a financial aid award decision. A copy of award and appeal procedures is on file in the Office of Financial Aid and the Enrollment Services Center.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STUDENT COMPLAINTS	Number: 7.10	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 794.011, 1000.05, 1001.02, 1001.64, 1004.65, 1012.855; Title VII Civil Rights Act of 1964, Amended 1972; Title IX, Section 504 of Rehabilitation Act of 1973, GINA Act of 2008	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 6/13/90, 7/18/90, 5/8/96, 10/26/99, 4/24/01, 3/26/02, 10/22/02, 8/23/05, 5/25/10, 6/26/12	

The College of Central Florida is committed to a policy of treating all students fairly. The intent of this rule is to provide a procedure whereby student complaints are processed promptly and resolved fairly.

For purposes of this rule, the term “student” includes applicants for admission to the college.

A student complaint may be any concern a student has about the college or its operations.

A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, or any actual or perceived physical or verbal abuse or coercion, and disciplinary matters which are covered under the Code of Student Conduct, awarding of grades, disciplinary matters which are covered under the Student Athlete Code of Conduct. Complaints under this policy may also include allegations of discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability.

Students will be given adequate opportunity to bring complaints to the attention of the college with the assurance that the proper officials will promptly investigate the facts of the case and evaluate these facts in an objective manner.

Student problems should be resolved, whenever possible, before the filing of a formal, written complaint, and open communication is encouraged so that formal complaint procedures will not be necessary. Informal resolution of complaints may be pursued throughout the process. Confidentiality in the investigation and resolution of complaints is protected to the extent possible under state and federal laws.



CENTRAL FLORIDA COMMUNITY COLLEGE

POLICY MANUAL

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Retaliation: It is a violation of this rule to retaliate or take reprisal against any person who has filed a complaint under this rule.

Reporting, Investigation, and Resolution: The procedure for reporting, investigating, and resolving violations of this rule can be found in the Administrative Procedures Manual.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GRADE APPEAL PROCESS	Number: 7.11	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 10/24/00, 10/22/02	

A grade awarded in a course at the College is based on the instructor's professional judgment about the degree to which students achieve the learning objectives for the course. If a student believes a grade has been awarded in error, or unfairly, the student shall have recourse through the grade appeal process.

The President or the President's designee shall establish procedures for bringing a grade appeal.

In the event a student is enrolled in Criminal Justice Standards and Training Commission approved courses in the Criminal Justice Institute, the student's grade appeal shall be processed through the procedures set forth in the Criminal Justice Student Handbook.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE PREPARATORY TESTING, PLACEMENT, AND INSTRUCTION	Number: 7.12	Page: 1 of 2
Legal Authority: Florida Statutes 1001.03, 1001.52, 1001.64, 1007.263, 1008.30 FAC: 6A-10.0315, 6A-10.038	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 6/10/87, 10/19/88, 12/2/98, 10/22/02, 10/25/05, 6/21/11	

Degree-seeking students in either Associate in Science or Associate in Arts programs must enroll in college preparatory course work based on the cutoff scores in place for the SAT, ACT, or state approved placement tests.

Students with SAT or ACT scores below state-mandated cutoff scores are retested, using the state approved placement tests. A student who re-tests successfully may "test-out" of a college prep course, and the CPT scores are entered into student history and transcripts.

In accordance with F.S. 1008.30, public post-secondary educational institution students who have been identified as requiring additional preparation pursuant to sub-section (1) shall enroll in college preparatory or other adult education pursuant to s. 1004.93 in community colleges to develop needed college-entry skills. These students shall be permitted to take courses within their degree program concurrently in other curriculum areas for which they are qualified while enrolled in college-preparatory instruction courses. A student enrolled in a college-preparatory course may concurrently enroll only in college credit courses that do not require the skills addressed in the college-preparatory course. The State Board of Education, in conjunction with the Board of Governors, shall specify the college credit courses that are acceptable for students enrolled in each college-preparatory skill area. A student who wishes to earn an associate in arts or a baccalaureate degree, but who is required to complete a college-preparatory course, must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework. A passing score on a standardized, institutionally developed test must be achieved before a student is considered to have met basic computation and communication skills requirements; however, no student shall be required to retake any test or sub-test that was previously passed by said student. Credit awarded for college-preparatory instruction may not be counted toward fulfilling the number of credits required for a degree.



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Students should enroll in at least one college preparatory course in their first term. A student may take other appropriate college level courses in addition to college preparatory courses if a student chooses to do so. However, all college preparatory courses must be completed prior to enrolling in more than 12 credit hours of college level courses.

Failure to comply with this rule will affect a student's ability to enroll in college level courses and may affect a student's financial aid award.

College preparatory courses cannot be used toward degree requirements, and grades earned in such courses are not calculated in the overall grade point average.

Students shall not enroll for more than three semesters of any college preparatory course. Students enrolled in English as a second language may be exempt from this limitation based on a plan submitted by the institution and approved by the State Board of Education.

Students who score below college level in any area of the common placement test will be notified of alternative remedial options. A display, prominently located in the Enrollment Services Center on the Ocala Campus and the administration office areas on the Citrus Campus and in the Levy County Center, will include, as a minimum, information about options provided by the community college, adult education programs, and programs provided by private sector vendors. Notification of the college's policy will be included in the College Catalog. The college will not endorse, recommend, evaluate or rank any of the providers. Vendors requesting inclusion on the display shall contact the office of the Chief Student Affairs Officer.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE PREPARATORY AND COLLEGE CREDIT_REPEAT FEE EXCEPTION	Number: 7.13	Page: 1 of 1
Legal Authority: Florida Statutes 1001.03, 1001.64, 1004.93, 1007.263, 1008.30, 1009.26, 1009.28	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Board Adoption/Revision Approval Dates: 10/22/97, 9/28/99, 10/22/02	

Students enrolled in the same college-preparatory class within a skill area or a college credit course more than two times shall pay fees at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Students may be granted an exception only once for each class based on extenuating circumstances. Procedures for implementation of the exception will be developed at the direction of the President, as well as procedures that notify students about appropriate alternatives to traditional college-preparatory instruction.

Additionally, the College shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college-preparatory class or a college credit course on an individual basis, contingent upon a student's financial hardship, pursuant to definitions and fees levels established by the State Board of Education.

The counting for the number of attempts begins Fall term 1997, regardless of the number of previous attempts.

Extenuating Circumstances

Students who withdraw from or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided approval is granted by procedures established by the President or his designee and the student has demonstrated reasonable effort to succeed.

An exception may be granted for extenuating circumstances beyond the control of the student, which may include, but not be limited to:

- Illness of the student of such a severity or duration, as confirmed in writing by a physician, to preclude completion of the course.
- Call to military duty.
- Death or serious illness of an immediate family member.
- NAFTA (documentation on file)
- College error.
- Change initiated by the College.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TANGIBLE PERSONAL PROPERTY, PROPERTY RECORDS, AND DISPOSITION	Number: 8.00	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1001.02, 1013.28(2)(a), 274.05, 274.06	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 10/28/08	

The District Board of Trustees is authorized to adopt procedures and policies regarding College property, including the disposal of tangible personal property.

Personnel are responsible for property under their supervision. To insure against theft, department and division heads and administrative officers should lock all rooms which contain office machines or other valuable portable equipment when not under faculty or staff supervision.

Incidents of loss, missing or stolen property must be reported immediately to the Vice President of Administration & Finance. An investigation will be conducted and a report made to local law enforcement authorities, if applicable. Written reports will be required of all personnel having knowledge of such incidents.

Records: College property, equipment and other tangible property of a non-consumable nature shall be inventoried annually and all discrepancies shall be traced and reconciled.

College-owned equipment or furniture may not be removed from its assigned location nor may any College property be removed from campus without approval through the Vice President of Administration and Finance or a designee. Requests for loans of equipment or property shall be made in writing.

Additional inventories shall be taken whenever it is deemed appropriate by the President, the President's designee, or the District Board of Trustees.

Disposition: The College is authorized, with Board approval, to sell, trade, or donate surplus or unusable items or property. The College may dispose of tangible personal property that has been properly classified surplus by the District Board of Trustees. The President or the President's designee is authorized to develop procedures for declaring property surplus or otherwise unusable, and for the disposal of such property. Revenue from such transactions shall be credited to the fund from which the original purchase was made insofar as is practicable.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE FACILITIES AND EQUIPMENT	Number: 8.01	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

The use of space or equipment for non-College purposes may be approved by the President or the President's designee. Needs for College use shall supersede all others.

No group, person or organization shall have the right to use College facilities or services for private gain.

This policy also applies to groups organized primarily for purpose of representing public employees in collective bargaining.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE VEHICLES	Number: 8.02	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 112.061, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 12/1/82, 2/1/84, 11/11/87, 10/19/88, 2/27/01, 10/22/02	

The College is authorized to purchase or lease vehicles for operations. The College is responsible for the maintenance and security of owned vehicles and specific assignment of vehicles. One vehicle shall be assigned for use by the College President.

The use of College vehicles for off-campus activities must be approved according to procedures developed by the President or the President's designee.

All drivers must have a valid Florida driver's license appropriate for the vehicle assigned and proof of insurance.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COLLEGE OWNED CELL PHONES	Number: 8.03	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64, 1001.65	Board Adoption/Revision Approval Dates: 6/26/07	

College owned cell phones may be assigned for use in specified department units at the discretion of the President or President's designee.

Cell phones are to be used for College business use only. No personal calls are permitted on College owned cell phones.

The President or the President's designee shall establish procedures for College-owned cell phones.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: RENTAL OF COLLEGE FACILITIES	Number: 8.04	Page: 1 of 1
	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, 8/1/83, 7/10/85, 9/14/88, 10/19/88, 9/26/00, 10/22/02	

The District Board of Trustees shall have control of all property to which title is held by the Board.

The President or the President's designee shall develop procedures for rentals, forms for leases, and a schedule of fees which shall be presented to the District Board of Trustees annually for its review.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: MAINTENANCE OF COLLEGE FACILITIES	Number: 8.05	Page: 1 of 1
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64, 1013.12	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

College buildings and grounds will be well-maintained, well-kept, safe and sanitary. To ensure these conditions, the President, or the President's designee, shall establish appropriate procedures to include:

1. A preventative maintenance schedule to include all buildings and building systems, exterior lighting, walkways and parking areas;
2. A schedule for the regular cleaning of all areas;
3. An equipment replacement schedule; and
4. Fire, health and safety inspections.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EQUIPMENT AND FURNITURE	Number: 8.06	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: 9/3/80, 10/19/88, 10/22/02	

College owned equipment and furniture may not be removed from the room in which it is located or transferred from the building in which it is assigned without approval of the Chief Financial Officer or a designee, and notification to the Property Manager.

Personal property or equipment to be used or installed at the College must be cleared through and listed with the Vice President. Equipment requiring special wiring or building alterations must also be approved by the Vice President prior to installation.

The College assumes no responsibility for repair or replacement of equipment, books, paintings or any other personal item brought on campus by employees.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DISPLAY OF POSTERS, SIGNS OR OTHER MATERIALS	Number: 8.07	Page: 1 of 1
	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, 10/22/02	

Posters, signs and other materials may be displayed on College property only with the concurrence of the President or the President's designee who will approve both the material and the location of posting. The following are exceptions to this rule:

- (1) Classroom: materials related to the curriculum may be displayed in classrooms without prior approval. Instructors are urged to use discretion in the selection of such materials. All questions related to classroom bulletin board usage should be cleared with the appropriate Dean.
- (2) Faculty and Administrative Offices: All College offices are considered extensions of the classroom and must be maintained accordingly. Political posters and materials are not to be displayed in offices.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TRESPASS	Number: 8.08	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: 9/3/80, 10/19/88, 10/22/02	

A person who is not a student, officer or employee of the College who is not required by his or her employment or enrollment to be on campus or at any other facility owned, operated or controlled by the District Board of Trustees, and who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility may be directed by the Manager of Public Safety, or a designee, to leave the campus or facility.

If the person fails to leave, he or she shall be charged with trespass and may be detained until such reasonable time as a law enforcement officer may arrive.

This rule shall also apply to those persons who come on campus for the sole purpose of loitering or sleeping in lounges, the cafeteria, and parking areas.

The College reserves the right to request identification.