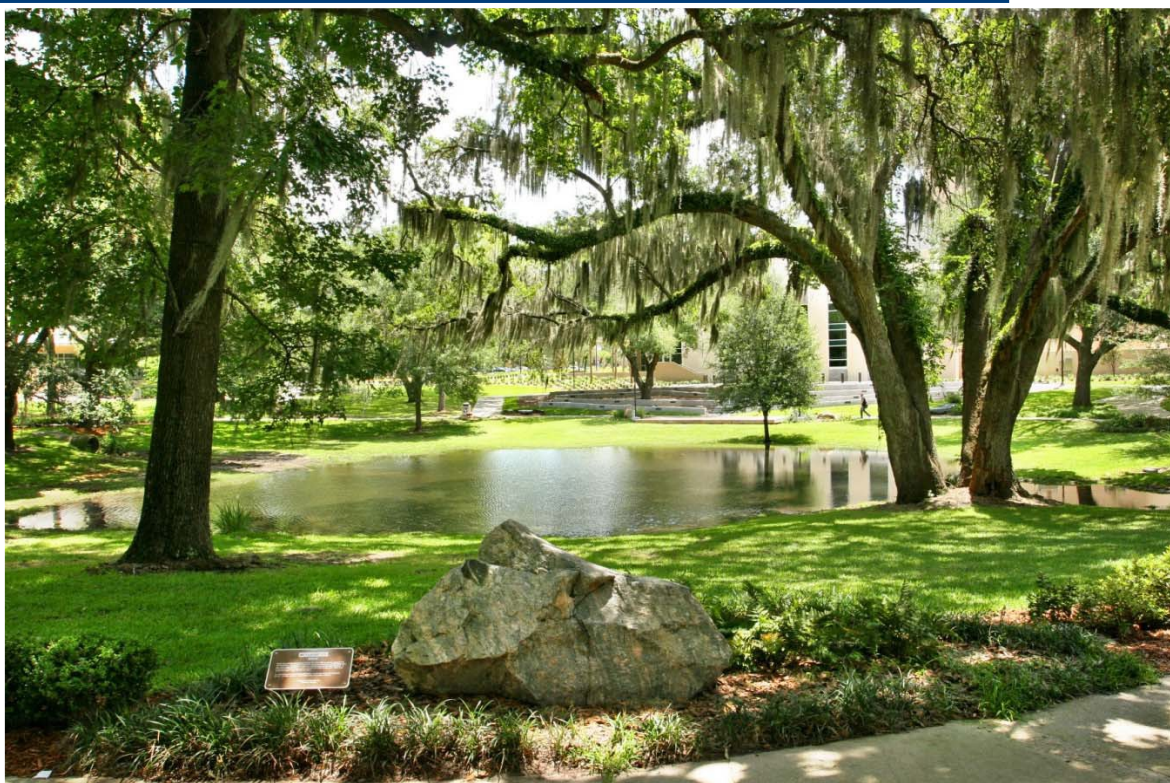




# Employee Handbook



*Provided by the*  
Office of Human Resources  
3000 NW 83<sup>rd</sup> Street, R-Annex  
Gainesville, FL 32606  
(352)395-5185  
<https://www.sfcollege.edu/hr/>

Updated: April 2022

*Provided to acquaint you with SF College policies, rules,  
pay and benefits information and information specific to  
Faculty, Administrative and Professional,  
and Career Service employees.*

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# **Introduction**

## **Purpose of Handbook**

The employee handbook is a compilation of information from a variety of sources including department websites, the salary schedule and the college rules manual. The purpose of the employee handbook is to serve as a resource for employees by grouping various information of importance to employees into one location. The handbook is presented to you with the following disclaimer: Information in the handbook is provided for information purposes only. Information is updated on an annual basis but may inadvertently become outdated prior to annual review so the source document should be referenced for confirmation. Occasionally URL's change and may not automatically be redirected, we appreciate your assistance in reporting these to Human Resources.

## **Message from the President**

As accentuated in our mission statement, Santa Fe College is committed to “adding value to the lives of our students and enriching our community through excellence in teaching and learning, innovative educational programs and student services, and community leadership and service.” We hold true to this commitment, and it remains our central focus.

Since our founding more than a half century ago, Santa Fe has been part of the fabric of our community. We have a rich heritage of preparing students for respected and rewarding careers. Santa Fe graduates are highly sought after in business, industry, science, government, the humanities and other fields.

The words and phrases that explain our mission take form in our employees and their work. You bring life and meaning to our purpose by improving the lives of our students and communities. As an employee of our fine institution, you know from experience that a successful learning environment means recognizing students as individuals, reaching them where they are, and providing the mentoring and support they need to achieve their dreams.

Your passion for serving students never fails to amaze me. You understand that a Santa Fe education opens doors for students from all walks of life, while helping them develop a deeper understanding of themselves and the world around them. By preparing the next generation of scholars, professionals and entrepreneurs, you are at the heart of our college's success and that of our community.

This handbook serves as a resource for you and provides vital information that you will need as a Santa Fe employee. Your service to students is one of the highest callings; we value, appreciate and support all that you do.

Paul Broadie II  
President

## **Equal Opportunity/Equal Access**

<https://www.sfcollege.edu/eaeo/index>

### **Commitment to Equal Access and Equal Opportunity**

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity, and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to:

**Lara Zwilling, Equity Officer and Title IX Coordinator**

3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606

352-395-5950

[equity.officer@sfcollege.edu](mailto:equity.officer@sfcollege.edu)

### **Accreditation Statement**

<https://www.sfcollege.edu/about/accreditation/index>

Santa Fe College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Santa Fe College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500 or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Faculty Credentialing Manual**

<https://kb.sfcollege.edu/index.php/faculty-credentialing/>

### **College Mission, Values and Goals**

<https://www.sfcollege.edu/rules/mission-values-and-goals/index>

### **Mission Statement**

In keeping with our values and goals, Santa Fe College, a comprehensive public institution of higher education serving North Central Florida and beyond, adds value to the lives of our students and enriches our community through excellence in teaching and learning, innovative educational programs and student services, and community leadership and service.

## Values

Santa Fe College is a dynamic, innovative learning community committed to:

- Draw on our culture of diversity, inclusion, and equity to innovate and excel.
- Be a student-ready college providing a continuum of lifelong learning opportunities.
- Advance student success through assessment and continuous improvement of programs, services, and operations.
- Prepare active and responsible contributors to local and global society.
- Cultivate honesty, integrity, and respectful discourse.
- Employ professional development to enable faculty and staff to contribute fully to achievement of mission.
- Embrace academic freedom as the means of creating distinctive and engaging learning experiences.
- Collaborate with our community to enrich individual lives and regional vitality through education.
- Use our environmental, social, and economic resources ethically and sustainably.

## Goals

### *Outreach and Access*

Identify, assess and meet community needs to promote open access to the college.

### *Delivery Alternatives*

Assess student needs and outcomes and create innovative and flexible learning opportunities.

### *Educational Programs*

Provide learning opportunities and academic support to ensure the highest levels of academic performance.

### *Student Affairs*

Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

### *Workforce Development*

Provide student-centered workforce programs in collaboration with local employers and economic development agencies.

### *Human Resources*

Recruit, develop, assess and retain quality full and part-time faculty and staff.

### *Technology*

Provide information technology systems and infrastructure to support the college's mission.

### *Resources*

Develop, obtain, and allocate the necessary resources to implement the college's mission.

### *Sustainability Education and Operations*

Create, develop, and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty, and staff.



# **SECTION 1 – GENERAL INFORMATION**

## **Affinity Groups**

<https://www.sfcollege.edu/access-inclusion/affinity-groups/index>

An Affinity Group is a group of faculty and staff linked by a common purpose, ideology or interest. Affinity Groups play a vital role in ensuring an inclusive environment where all are valued, included and empowered to succeed. They can provide a collective voice for faculty and staff with common interests.

## **Association of Black Faculty and Staff**

<https://www.sfcollege.edu/access-inclusion/affinity-groups/abfs/index>

Membership is open to any administrator, faculty member, or staff member employed by Santa Fe College who identifies as Black or a person of African descent or other racial/ethnic group who supports the mission of the association.

The mission of the Association of Black Faculty and Staff is to provide a community of camaraderie and support among Black faculty and staff at Santa Fe College, while promoting cooperation and presenting opportunities for collaboration among its members.

The vision of the Association of Black Faculty and Staff (ABFS) is to benefit the membership by providing a space that allows members to feel supported and build a rapport with other Black professionals within the institution. ABFS also sees this as a wonderful avenue to aid the college in being more inclusive and diverse, a path that would strengthen the college in being an employer of choice as outlined in the College's Strategic Plan.

## **LGBTQ+**

<https://www.sfcollege.edu/access-inclusion/affinity-groups/lgbtq/index>

Membership is open to any administrator, faculty member, or staff member employed by Santa Fe College who identifies as LGBTQ+ and allies.

This affinity group strives to provide a welcoming and affirming space to attract, represent, and retain LGBTQ+ faculty and staff at Santa Fe College. LGBTQ+ aims to promote an inclusive campus, advocate for equitable policies for LGBTQ+ faculty, staff, and students, promote LGBTQ+ visibility on campus, and provide social and professional development opportunities for LGBTQ+ faculty and staff and allies.

## **Association of Florida Colleges (AFC)**

<http://www.sfcollege.edu/afc/>

AFC is the most unique organization serving any community college system in the nation. The Association of Florida Colleges (AFC) was organized in 1949 as the Florida Association of Public Junior Colleges (FAPJC) by the presidents of Florida's first four public community colleges.

The Association's goal was to unite the colleges for the purposes of helping the Florida Legislature understand the junior college and to advocate for Florida's public community colleges in the development of the state's long-range plan for higher education. In 1971, the Association became the Florida Association of Community

Colleges. Today, the Association of Florida Colleges is the only association that represents the twenty-eight community colleges in Florida.

Membership is open to all community college employees. Dues are \$50 per year for all full-time members and \$25 per year for all adjuncts and part-time members. Retirees' dues are \$10 per year and a lifetime retiree membership is \$50. Full-time employees can pay dues by cash, check, or payroll deduction. Part-time employees can pay dues by cash or check. For more information, contact any AFC member or visit the AFC website.

## **Athletics**

<https://www.santafesaints.com/landing/index>

Location: Building V, Room 001

Phone: (352) 395-5535

Fax: (352) 395-5547

Santa Fe College currently competes in intercollegiate competition in the following sports: baseball, fast pitch softball, volleyball, and men's and women's basketball. Employees and students of the college can attend home games for free by showing their SF College identification card.

## **Fitness Center**

[https://www.santafesaints.com/information/fitness\\_center](https://www.santafesaints.com/information/fitness_center)

Location: Building V

Phone: (352) 395-5549

The Fitness Center is available to all current SF College students, faculty and staff. The SF College Fitness Center is located in Building V (Gymnasium) on North Road at the Northwest Campus. For current Fitness Center hours please visit [https://www.santafesaints.com/information/fitness\\_center](https://www.santafesaints.com/information/fitness_center) or contact them at (352) 395-5549. Please make sure you have a valid Santa Fe College identification card.

## **Audio Visual Services**

<https://www.sfcollege.edu/its/index>

Location: Building K, Room 036

Phone: (352) 395-5999

AV equipment and setup for classrooms can be requested online or by calling Information Technology Services by 6:00 pm each workday for setup the following workday. Same day requests are accepted for the Northwest campus on a best effort basis 4 hours before the scheduled time. For additional information visit the ITS online or call.

Contact the Educational Media Studio <https://www.sfcollege.edu/cat/media-studio/index> at (352) 395-5949 to schedule PA equipment and setup for special or non-classroom events.

## **Bookstore**

<https://santafe.bncollege.com/shop/santafe/home>

Location: S Building, Room 03

Phone: (352) 395-5240

Fax: (352) 395-5244

The campus bookstore is located in S-03 and is operated by Barnes and Noble. The bookstore carries textbooks, trade books, school supplies, academically priced software, sundry items and Santa Fe College emblematic items. Full-time employees of the college are offered a 10% discount on selected merchandise, including Santa Fe College logo merchandise, and a 10% discount on books. Employees must present their Santa Fe College identification card. Barnes and Noble return a portion of the proceeds to the college for student scholarships. For hours of operation please visit the bookstore website.

## **Bus Service (RTS)**

<http://www.go-rts.com/>

The Regional Transit System (RTS) provides regular service to the college. Route and schedule information may be obtained at the campus information desk in the Alan J. Robertson Administration building (Building F), at the Center for Student Leadership and Activities (S Building, first floor lobby), or at the RTS webpage. SF staff or faculty can ride any RTS bus for free, simply by showing your SF College ID card to the driver.

## **Campus Locations and Maps**

<https://www.sfcollege.edu/locations/>

### **Northwest Campus**

3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-5000

<https://www.sfcollege.edu/locations/northwest-campus/index>

### **Andrews Center**

209 W. Call Street  
Starke, FL 32091  
(352) 395-5850 or (904) 964-5382

<https://www.sfcollege.edu/andrews/>

### **Blount Center**

401 NW 6<sup>th</sup> Street  
Gainesville, FL 32601  
(352) 395-5645

<https://www.sfcollege.edu/blount/>

### **Watson Center**

4150 State Road 21  
Keystone Heights, FL 32656  
(352) 381-3890

<https://www.sfcollege.edu/watson/>

### **Perry Center for Emerging Technologies**

14180 NW 119<sup>th</sup> Terrace  
Alachua, FL 32615  
(352) 381-3750 or (386) 418-8000

<https://www.sfcollege.edu/locations/perry-center/index>

### **Davis Center**

17500 SW Archer Road  
Archer, FL 32618  
(352) 395-5254

<https://www.sfcollege.edu/davis/>

### **Kirkpatrick Center**

3737 NE 39<sup>th</sup> Avenue  
Gainesville, FL 32609  
(352) 271-2900

<https://www.sfcollege.edu/locations/kirkpatrick-center/index>

## Cashier's Office

<https://www.sfcollege.edu/finance/index>

Location: Building F

Phone: (352) 395-5227

Fax: (352) 395-5131

All monies received by the college are processed through the cashier's office. The cashier's office hours of operation are 8:15 a.m. to 4:15 p.m., Monday – Friday. A picture ID must be presented when picking up any type of check.

- Personal checks will be cashed for up to \$25.00 for full-time and part-time employees.
- Two-party checks will not be cashed.
- Checks will not be cashed for anyone who has had a check returned for insufficient funds unless the comptroller reinstates check-cashing privileges.
- Checks drawn on SF College accounts will not be cashed.

## Children on Campus

If an employee or student wishes to bring children on SF College premises

1. Prior approval from the supervisor or instructor must be obtained.
2. Approval will be granted only for short-term, EMERGENCY situations.
3. Children must be supervised continually by the parent.

## College Rules Manual

<http://www.sfcollege.edu/rules/>

The College Rules Manual provides important information and is divided into seven sections: Board of Trustees, General College Information, Human Resources, Degree/Education Requirements, Administration and Finance, Facilities/Physical Plant, and Student Information/Fees. The College Rules Manual is available on the SF College website. The Rules Manual is in portable document format (pdf) and can be searched for words or phrases, can be printed by page or section, and can be downloaded by section or as one complete file. Questions concerning the manual should be directed to the General Counsel's Office in the Office of the President at (352) 395-5170.

## Marketing & Communications

<http://www.sfcollege.edu/marcom/>

The Marketing & Communications (MarCom) office is responsible for media relations. The office provides press releases, informs area news outlets about college events, activities and programs, and responds to media inquiries. The following services can be requested through the MarCom office or on their website: the Today @ Santa Fe, electronic signage requests, marketing tool requests, publication requests, and web banner requests.

The Brand Guide is available on the MarCom website. The guide was designed to help Santa Fe communicate effectively with students and the public, maintain the college's central identity, and establish the identities of individual departments and programs to help the college achieve its goals. The appropriate associate or assistant vice president, dean, director or their delegate is responsible for verifying the accuracy of and authorizing all publication copy and design or other promotional initiative.

## **Community Education**

<http://www.sfcollege.edu/cied/communityed/>

Location: Blount Center

Phone: (352) 395-5193

Santa Fe College's Community Education program has been providing non-credit recreation and leisure classes to the community for over twenty-five years. Sponsored by Santa Fe College, in cooperation with the School Board of Alachua County, the program is available in several school sites and businesses throughout the county. New classes begin each August, October, January, April and June. Santa Fe employees receive a \$5 discount for selected Community Education class.

## **Continuing Education/Corporate Training**

<https://www.sfcollege.edu/continuinged/index>

Location: Blount Center

Phone: (352) 395-5896

Santa Fe College provides opportunities to enhance your skills, your life and your Career by providing professional growth. Continuing Education/Corporate Training classes allow individuals to enhance their professional and workplace skills, receive training to help them achieve or recertify professional licenses, or to pursue other career opportunities. Classes are provided for individual student registration or through companies by corporate training. Class subjects range from Entrepreneurship, Technology, Social Media training and Management skills to Insurance Pre-licensing, Business skills and CPR with many types of certification courses available online as well. Many industry-specific skills training can be customized to meet the needs of the workforce and businesses in Alachua and Bradford counties.

## **Dental Clinic**

<https://www.sfcollege.edu/health/dental-clinic/>

Location: Building W, Room 071

Phone: (352) 395-5655

As part of the student-training program at SF College, employees may take advantage of limited dental services provided by appointment at the Dental Clinic, Monday through Friday. A copy of the fee schedule is available upon request. Services offered by the clinic include: dental x-rays, oral examinations, dental hygiene, treatment planning, debridement (cleaning), topical fluoride treatments, sealants and oral hygiene instructions. For further information please contact the Dental Clinic.

## **District Board of Trustees**

<https://www.sfcollege.edu/bot/index>

The Board of Trustees consists of 8 members from Alachua and Bradford County. The District Board of Trustees, acting as a board, shall exercise all powers and perform all duties according to the provisions of Florida Statutes and State Board of Education Regulations, which include but are not limited to those described below:

1. Establish rules, upon the advice and recommendation of the President.
2. Hold President accountable for implementation of rules.
3. Require minutes and records to be kept.

4. Control property.
5. Identify educational needs, develop, and adopt College programs.
6. Provide for the supervision and evaluation of the execution of plans for the establishment, organization, and operation of the College.
7. Personnel: Designate positions to be filled, prescribe minimum qualifications for those positions, and provide for the appointment, compensation, promotion, suspension, and dismissal of employees.
8. In accordance with law, provide transportation services for community college students upon recommendation by the President.
9. Enter into contractual agreements with the federal government or any of its departments or designated agencies; other institutions, departments, agencies, districts, or political subdivisions of the state of Florida and other states of the United States; and private individuals, organizations, and corporations, provided that such agreements are in the best interests of the College.
10. Establish a year-round calendar which satisfies State Board of Education requirements.

For news, meetings, schedule, members, agendas, or minutes please visit the Board of Trustee website.

## **Drug Free Workplace (College Rule 3.36)**

[http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_36.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_36.pdf)

The college is committed to the belief that substance abuse programs are essential components of a comprehensive plan to deal with substance abuse by students and employees on campus or while engaged in college-related activities. The college recognizes that such abuse constitutes a serious threat to the health and well-being of its employees and students and significantly impedes the learning process.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, either on college property or as part of any college activity. An employee who violates this rule shall be subject to any of the following penalties: satisfactory completion of an appropriate rehabilitation program; reprimand; suspension; termination; and/or referral for prosecution.

## **Evening Services**

<https://www.sfcollege.edu/studentlife/>

Location: Building S, First Floor Lobby

Phone: (352) 395-5814

The Evening Services Office, located within Student Life (S-127), is open 4:30 p.m. – 8:00 p.m., Monday – Thursday, and offers a variety of services for evening students and faculty.

The services offered at the Evening Services Office include:

- Creation of SF ID cards for students
- Scantrons and Blue Books for purchase
- Assistance with locating classrooms
- Access to the Student Life computer lab (including student printing) and the Recreation Room

If you have any questions, call the Evening Services Office or contact Student Life between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday at (352) 395-5912.

## Facilities Services

<http://www.sfcollege.edu/facilities/>

Location: Building U, Room 19

Phone: (352) 395-5521

For any work needed; moving furniture, electrical, carpentry, painting etc., please go to our Facilities home page where you will find our computerized work order web site titled "School Dude". We are just a click away. **Additional information or assistance may be obtained by calling Facilities Services at 395-5521.**

## Food Court

<https://www.sfcollege.edu/finance/auxiliary-services/food-service/>

Location: Building R, Room 01

The food court offers a variety of choices including La Fortuna and Subway. Please visit the website for hours of operation and menus.

## Galleries

<https://www.sfcollege.edu/finearts/venues/galleries/>

Location: Building M, Room 147

Phone: (352) 395-5621

The Santa Fe College Galleries serve as teaching and learning resources for Santa Fe College students, faculty and staff, and the community at large. For a list of current exhibits, gallery schedules, submission requirements, and other information please visit the galleries website.

## Information Technology Services (ITS)

<http://www.sfcollege.edu/its/>

Location: Building K, Room 36

Phone: (352) 395-5975

Help Desk Phone: (352) 395-5999

Information Technology Services provides SF College employees assistance with technology issues such as personal computers, printers and telephones. Employees can contact the help desk via phone or by submitting an online work request available on the ITS website. ITS also assists employees with moving computers/printers, updating the phone directory, creating new employee accounts, and setting up a vacation/away message for email. Information regarding discounts for faculty and staff on DELL computers is available on the ITS website. Employees can also check the ITS website for important news and alerts, outages, schedule outages, and viruses.

## League for Innovation in the Community College

<http://www.league.org/>

SF College is a charter member of the League for Innovation in the Community College, which is an international organization dedicated to catalyzing the community college movement. SF College is one of more than 750 institutions from 11 countries that have been invited to join the League. The League states, "We host conferences and institutes, develop web resources, conduct research, produce publications, provide

services, and lead projects and initiatives with our member colleges, corporate partners, and other agencies in our continuing efforts to make a positive difference for students and communities.”

## Library

<http://www.sfcollege.edu/library/>

Location: Building Y

Phone: (352) 395-5409

The mission of the Lawrence W. Tyree Library is to support the college mission with knowledgeable staff, resources and an environment that promotes user success. Visit the library’s website for a tour of services and staff contact information <https://www.sfcollege.edu/library/contact/staff/>.

Library hours are Monday through Thursday from 7:00 a.m. to 10:00 p.m., Friday from 7:00 a.m. to 4:30 p.m., Saturday from 12:00 p.m. to 6:00 p.m., and Sunday from noon to 8:00 p.m. There are extended hours during exams. A librarian is always on duty when open. For hours of operation, holiday hours, and special dates/information please visit the library’s website.

A valid SF College ID card must be presented for book checkout and to use all reserve material. Books are checked out for two-week periods and may be renewed on the phone or online.

## Organizational Structure

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_2/2\\_2P.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_2P.pdf)

The College’s organization structure is available in portable document format (pdf) via the above link.

## Phone System

Online Telephone Directory: <https://apps.sfcollege.edu/directory/?all>

The hours of operation for the Santa Fe Call Center are 8:00 a.m. to 4:30 p.m., Monday through Friday. During weekends and holidays, a recorded message will advise callers of college operational hours, additional information if needed, and how to reach the SF College Police Department.

### General Emergency Numbers

Call Center	(352) 395-5000
SF College Police Department (Emergency Calls Only)	(352) 395-5555
SF College Police Department (Non-Emergency Calls)	(352) 395-5519
Facilities Services off-hour emergencies	(352) 395-5519



Power Outage Emergency Numbers

<b>Department</b>	<b>Location</b>	<b>Extension</b>	<b>Emergency</b>
Police Department	T-02	4859	(352) 377-3356
Facilities Services	U-19	5847	(352) 377-3268
Information Technology Services	K-36	4974	(352) 377-3295
Office for Finance	F-26	4860	(352) 377-3325
Health Sciences	W-201	5703	(352) 377-3320
Administration and Finance	F-249	5172	(352) 377-3273
Records and Admission	R-105	5609	(352) 377-3326
Information Technology Education	N-226A	4039	(352) 377-3825
Information Technology Education	N-114	4043	(352) 377-3828
Library Circulation Desk	Y-104	7598	(352) 377-3329

**Police Department – “Ensuring a Safe Santa Fe”**

<http://www.sfcollege.edu/pd/>

Location: Building T

Phone: (352) 395-5519

Emergency Line: (352) 395-5555

The college’s Police Department has uniformed, state certified, sworn law enforcement officers who can issue traffic citations, make arrests, conduct investigations, provide crime prevention training and provide safety escorts. The SF College Police Department is one of very few in the Florida College system and was the first State College to have a police agency on site.

The Police Department works together with faculty and staff to enforce the rules of the college and to maintain a safe environment that is conducive to learning. Police officers are on duty twenty-four hours a day, seven days a week throughout the year, including holidays. The Police Department also has mutual aid agreements with other area law enforcement agencies so that they can respond and assist by request.

**Police Department Services**

***Auto jumper boxes***

As a courtesy, the Police Department checks out “jumper boxes” which can be used to charge a dead battery and start a car. This is one of many services provided by the Police Department.

***Crashes***

Vehicle crashes should be reported to the Police Department.

***Clery Act***

Information can be found at: <https://www.sfcollege.edu/pd/safe-and-secure/clery-act/index>

***Citations***

Failure to comply with any traffic rules may result in a citation.

***Crime Prevention***

Officers having received specialized training in crime prevention are available to provide training sessions or group demonstrations as requested. Topics include CampusWatch, workplace violence, threat assessment,

rape aggression defense, and specialized topics tailored to individual requests.

### ***Escort Service***

Upon request, the Police Department may provide escort to and from classes and parking lots 24/7/365.

### ***Keys***

The Police Department is responsible for issuing keys. An employee must sign for keys issued and returned to the Police Department when no longer needed. Keys to exterior doors will not be issued. The Police Department is happy to provide access during alternate hours when buildings are locked. A Santa Fe College ID card will be required.

### ***Locks/Unlocks***

All Police Department personnel have the ability to secure or unlock areas of the College.

### ***Lost and Found***

Any lost item should be reported in a timely manner to the Police Department. Items that are found should be immediately turned in to the Police Department.

### ***Medical response***

Police respond as well as emergency medical personnel to all medical emergencies and can provide first aid, CPR, and trauma response. All medical emergencies are documented.

### ***Parking***

Decals are issued by the Police Department. All full-time employees are issued a decal, which enables them to park in the areas marked in blue as reserved (with the exceptions of Lot 1 and Lot 1A). A part-time employee may be issued a temporary decal at the written request of the employee's department head to the Police Department. Parking on the grass is forbidden except for the overflow in lot 9A. Please see college rule 6.8 for further details [http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_6/6\\_8.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_6/6_8.pdf)

### ***Speeding***

20 MPH speed limit is clearly posted and is enforced.

### ***Special Events***

SF College has many large and special events. Planning for events should involve advance contact with the Police Department to ensure adequate staffing, traffic control, cones and event equipment, crowd management, and other safety considerations.

### ***Volunteers in Police Service***

Also known as VIPs. A trained volunteer program that augments the police department by providing additional eyes and ears on the campus, increasing safety, and assisting with special events among other tasks. Contact the Police Department for more information.

## **Professional Development**

### ***Professional Development Scholarship Fund Program (PDSF)***

The Professional Development Scholarship Fund Program oversees both the award of monetary scholarships and the disbursement of University of Florida fee waivers.

This scholarship program was initiated for Santa Fe College faculty and staff to promote education enhancement. By acquiring a bachelors, masters or doctorate degree, faculty and staff will gain new skills, knowledge and abilities, which will also enhance the quality of education for students.

Subject to approval and availability of funds, all faculty, and staff at Santa Fe College, may submit an application for participation in the UF/SF Employee Exchange Program (UF Waiver) and all full-time faculty and staff, may submit an application for participation in the Professional Development Scholarship Reimbursement Program. This program awards a predetermined monetary scholarship to be reimbursed upon successful completion of preapproved course work from accredited educational institution. Eligibility for the PDSF follows the eligibility requirements under [College Rule 7.13](#). For more information on the Professional Development Scholarship Fund please visit the Human Resources website <https://www.sfccollege.edu/hr/training-and-development/index> or contact the Office of Human Resources at (352) 395-5185.

## Property Control

<https://www.sfccollege.edu/finance/property/>

Location: Building F, Room 26

Phone: (352) 395-5207

The Property Control office is responsible for maintaining records, conducting annual inventory, and handling the acquisition and disposition of all Santa Fe College property in a manner consistent with the laws of the college and the State of Florida. Any items moved from one office to another, or those that disappear from an office, should be reported immediately to the Property/Contract Supervisor. Losses should also be reported to the Santa Fe College Police Department. Property training occurs during the annual inventory process. Visit the Property Control website for more information.

## Purchasing

<https://www.sfccollege.edu/finance/purchasing/>

Location: Building F, Room 46

Phone: (352) 395-5237

The policies and procedures of the Purchasing Department are based on the State Board of Education rules and are established by the Board of Trustees and college authorities. If funds are available, a requisition (Request to Purchase) is created on eStaff and approved for use by the appropriate budget authority, as well as any others in the approval path. Upon approval, a purchase order is created by the Purchasing Department and issued to the vendor. Where appropriate, some College employees are issued procurement cards (credit cards) if they have a need to make continuous small-dollar purchases.

Purchases made without prior authorization are unauthorized and non-binding to the college and are the financial obligation of the person that placed the order. Departments may check the status of a requisition or purchase order via eStaff.

Purchasing processes all requisitions, purchase orders and solicitations (bids, RFP's, etc.). Requisitions should be submitted well in advance of need to assure on-time delivery. This is particularly true of large dollar-value items, as more formal methods of competitive bidding are required. Forms and additional information may be found on the Purchasing website.

## **Safety and Risk Management**

<http://www.sfcollege.edu/safety/>

Location: Building F, Room 33

Phone: (352) 395-5526

Safety and disaster procedures are provided via online manuals accessible via the above website.

## **Tobacco Use (College Rule 5.12)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_5/5\\_12.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_5/5_12.pdf)

Smoking and tobacco use are prohibited on College premises, including in personal vehicles while on College premises with no exception. No smoking or tobacco products may be sold or advertised on College premises. Littering any College premises with the remains of tobacco products is also prohibited. Please refer to the College Rule 5.12 for more information.

## **Travel**

<https://www.sfcollege.edu/finance/travel/>

There are three types of travel: in-district, out-of-district, and student travel. Appropriate budget signature authority must approve all types of travel requests in advance. Travel requests must be submitted via eStaff. Mileage charts, comprehensive travel rules and regulations, and information about training may be found on the travel website.

## **Work Hours**

Most full-time, 12-month employees, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. Flexible work schedules are utilized to maximize availability to students while not exceeding the standard 40-hour workweek. Therefore, variations of the 40-hour workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized. These modified schedules do not impact full-time status, duty days, or any other benefits. At least 10 days' advance notice to an employee of a substantial scheduling change is required unless previously addressed in the position description or other agreement with the employee. Appropriate documentation and approvals for flexible work schedules will be maintained in the relevant department.

The President, upon recommendation and request from a member of President's Staff, may authorize seasonal departures, such as summer flex schedules, from the standard workday/workweek for specific portions of the year and no adjustments of salaries will be contemplated by such temporary arrangements. This may include any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work.

The President may designate specific alternative days for exempt employees to take a regularly scheduled holiday when college needs require an employee to work on a scheduled holiday.

## **SECTION 2 – HUMAN RESOURCES**

### **Human Resources**

<https://www.sfcollege.edu/hr/>

Location: Building R-Annex

Phone: (352) 395-5185

The Human Resources department is dedicated to providing quality service, benefits and opportunities to employees, students and the community.

### **Benefits – Full-Time Employees**

<https://www.sfcollege.edu/hr/employee-benefit-information/>

Phone: (352) 395-5191

Full-time Santa Fe College employees are offered a variety of employee benefits; retirement, health insurance, term life insurance, leave time and sick leave pool as well as professional development opportunities. Since employees have different lifestyles and needs, SF College strives to tailor benefit packages to fit individual life situations.

#### ***Health Insurance***

Santa Fe College offers three types of health care products (HMO, PPO & HSA) to full-time employees and their dependents or qualified domestic partners through Florida Blue. An alternative benefit plan is also available to those full-time employees who have health care coverage elsewhere. Florida Blue health care plans may only be changed during open enrollment or within 30 days of a qualifying event (i.e. birth of child, marriage, loss of other health care coverage or divorce). The employee pays the cost of dependent coverage through payroll deduction and the employee may remove dependents at any time.

#### ***Term Life Insurance***

Santa Fe College provides basic term life insurance at one-and-one-half times the full-time employee's current annual salary. An employee may elect to purchase supplemental term life/supplemental AD&D policies in addition to the college paid basic term policy in the amount of one, two or three times his or her annual salary. Supplemental coverage premiums are offered at the group rate.

#### ***Retirement***

Santa Fe College is a participant in the Florida Retirement System. As a condition of employment, all full-time employees have the option of enrolling in the FRS Pension or FRS Investment Plan. Once enrolled, members have a one-time opportunity after your Choice period ends, or you make your plan election, if earlier, to switch from the Investment to the Pension Plan, or from the Pension Plan to the Investment Plan. Your 2nd Election Enrollment form must be received by the Plan Choice Administrator while still earning service credit and before your date of termination.

The FRS Pension Plan is an employer/employee contribution defined benefit plan, in which you are promised a benefit at retirement if you meet certain criteria. The amount of your future benefit is determined by a formula based on your earnings, length of service, and membership class. Your benefit is pre-funded by contributions paid by performance of your investment funds. Optional retirement programs are available for eligible employees in certain positions in lieu of participating in the Florida Retirement System. These defined contribution programs offer individual or group retirement contracts that provide retirement and/or death benefits for participants.

An FRS retiree generally may not work for an FRS employer for a full twelve-month period after his or her effective retirement date. For more information, contact the Benefit's Office or visit [www.myfrs.com](http://www.myfrs.com).

### ***Dental Insurance***

An employee may purchase dental insurance through a group plan by payroll deduction. For information, contact the Benefits Office.

### ***Vision Plan***

The Vision Plan offers employees and their family members, special savings on all eye care needs including eye exams, eyeglasses, and contact lenses.

### ***Pre-Tax Retirement Plans***

Employees may choose from a variety of 403(b), mutual fund and 457(b) companies to invest money on a voluntary pre-taxed basis offered as a payroll deduction. Visit the Benefits website for more information.

### ***Disability Insurance***

Employees may choose to purchase disability insurance coverage. Premiums are calculated by the employee's annual salary and are payroll deducted.

## **Fee Waivers (College Rule 7.13)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_7/7\\_13.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_13.pdf)

Fee waivers are offered to full-time faculty and staff after the first date of employment and only during the time that they are actively employed. Part-time employees, who are not employed as student employees, are eligible for waivers only during periods of time when they are actively employed and after completing one full semester of employment. Waivers are also offered to dependents and spouses of full-time faculty and staff. And only during the time that they are actively employed. Dependency is defined as meeting the IRS dependency criteria to be eligible to be claimed as a dependent on Federal Income Tax Form 1040. Employees are responsible for books, lab and activity fees.

Courses taken during working hours must be approved by the employee's supervisor. A memo stating when time missed will be made up must be signed by the supervisor and submitted to Human Resources with the fee waiver.

Employee and dependent fee waivers are available by contacting Human Resources via email at [human.resources@sfcollege.edu](mailto:human.resources@sfcollege.edu).

## **Criminal Background Checks (College Rule 3.22)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_22.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_22.pdf)

New employees who begin employment on, or anytime following, August 1, 2003, will be fingerprinted for the purpose of conducting criminal background checks. This applies to the following positions: full-time, part-time non-student, volunteers, interns, and other positions of special trust or responsibility or those in sensitive locations as designated by the President. For more information please refer to College Rule 3.22.

## Discounts

A list of area merchants offering discounts to SF College employees are available at <http://www.sfcollege.edu/hr/employee-benefit-information/discounts>

## E-Verify

Santa Fe College utilizes the E-Verify employment verification service. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Santa Fe College will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's form I-9 to confirm work authorization.

## Holidays

<http://apps.sfcollege.edu/calendar/month.php>

The college observes all state holidays. In addition, the college closes for Spring Break, Winter Holiday Break and additional college recognized days. See the college calendar on the SF College website for more information on college events and important dates.

## Leaves of Absence (College Rule 3.20)

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_20.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_20.pdf)

The purpose of College Rule 3.20 is to establish policies related to leaves of absence for employees of SF College. The college president shall establish procedures for the implementation of this rule.

Leave of absence is defined as permission by authorized individuals for an employee to be absent from his or her assigned duties for a specified period of time with the right of returning to employment, without prejudice, on expiration of leave. With the exception of sick leave, all authorized leaves of absence must be approved in advance of the absence.

## Vacation Leave

All full-time 12-month employees earn vacation. Vacation leave shall be credited according to the following schedule:

### *Education Support Employees and 12-month Instructional Personnel*

Years of Service to a Florida College System Institution	Hours Earned
0 through 5 years	8 hours per month
6 through 10 years	10 hours per month
After 10 years	12 hours per month

### *All Other 12-month Personnel*

Executive/Managerial (not Senior Management)	22 days per year
Executive/Managerial (Senior Management)	30 days per year

## Sick Leave

Any full-time employee who is unable to perform his/her duties because of personal illness or because of personal illness or because of sickness, accident, disability, or extended personal illness or death of employee's father, mother, brother, sister, spouse, child, other close relative, or member of the employee's

own household and, consequently, must be absent from work, shall be granted leave of absence for sickness. An employee disability caused or contributed to by pregnancy, childbirth or related medical conditions affecting the employee shall be considered the same as personal illness for purpose of this policy.

Any full-time employee who is granted sick leave by the college shall receive regular pay while on approved leave to the extent earned accumulated sick leave credit is available to offset the time absent for work.

Each full-time employee shall earn credit toward one day (8 hours) of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days (96 hours) of credit during any fiscal year. Annual contract positions with reduced hours will earn sick leave hours equal to the percentage of the employee's full-time equivalency. Such sick leave credits shall be cumulative from year to year.

Full-time employees having sufficient accumulated sick leave credit may be granted up to 4 days for personal reasons during each fiscal year, such period of absence to be with pay. Such leave, when granted, shall be charged against the employee's accumulated sick leave credits. Personal leave shall be non-cumulative.

Accumulated unused sick leave credits shall be accepted from previous employment at Santa Fe College, another Florida community college, the Florida Department of Education, the State University System of Florida, or a Florida county board of public instruction, provided that at least one-half of the sick leave credited at any time must have been earned at Santa Fe College.

For illness arising out of or during employment – See Workers Compensation (Safety and Risk Management) section. <http://www.sfcollege.edu/safety/>

### **Extended Personal Leave**

Leave may be granted at the discretion of the Board of Trustees for an extended period of up to one year. An additional application for leave may be filed at the expiration of approved leave and new leave may be granted at the discretion of the Board; only one such additional application may be considered by the Board.

Applications for extended leave shall be submitted to Human Resources at least 30 days prior to the date of the Board meeting for which the request would be on the agenda after supervisory approvals have been obtained. The president has the discretion of whether to grant the leave based on college requirements and fairness to the employee.

An employee on extended personal leave shall not be compensated by the college nor shall he/she accrue benefits of working personnel, including pay raises, fringe benefits, and retirement credits.

### **Judicial Leave**

College Rule 3.20 allows for an employee who is summoned for jury duty to be granted administrative leave with pay, with the employee retaining jury fees. The college will not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror.

Judicial leave with pay will not be granted for court attendance when an employee is engaged in personal litigation where he/she is principal; however, vacation or personal leave may be granted in such cases.

The summons for jury duty must be attached to the completed leave form for judicial leave.



## **Military Leave**

Military leave shall be granted in accordance with Florida Statute.

## **Sick Leave Pool**

The purpose of the sick leave pool is to provide an opportunity for employees to create a bank of sick leave hours that can be drawn on by fellow employee sick leave pool (SLP) members who exhaust all sick leave due to a catastrophic illness or health related emergency. Enrollment in the Sick Leave Pool (SLP) is available to full-time employees after one year of service on their anniversary date or annually during open enrollment thereafter. Employees must have a minimum of forty- eight unused accrued hours of sick leave to be eligible to join. Members contribute eight hours upon enrollment and four hours annually to the pool. To learn more about the sick leave pool, visit the HR website at <https://www.sfcollege.edu/hr/employee-benefit-information/> or review the college rules and procedures on leaves of absence at [https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule 3/3\\_20P.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_20P.pdf).

## **Family Medical Leave Act**

SF College complies with the Family and Medical Leave (FMLA) of 1993 and does not interfere with, restrain, or deny the exercise of any right provided under FMLA.

An eligible employee may be given up to twelve weeks of unpaid leave, with the ability to return to the same or an “equivalent” position, with no loss of accumulated service, and with no reduction in benefits for one or more of the following reasons:

- For the birth and first year of care of a child. Leave must conclude within twelve months of birth and may be taken by either parent.
- The adoption or foster placement by the state of Florida of a child in the employee’s home. Leave must conclude within twelve months of placement and may be taken by either parent.
- To care for the serious medical condition of an employee’s spouse, child or parent.
- To take a medical leave when the employee is unable to work because of a serious health condition.
- Care of service member.
- Military family leave.

An employee must use accumulated sick leave and once exhausted can request to use accrued vacation leave to remain in a paid status during FMLA period.

## **Outside Employment/Public Office (College Rule 3.18)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule 3/3\\_18.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_18.pdf)

The purpose of College Rule 3.18 is to state the restrictions related to outside employment and holding of public office. Full-time employees shall not accept outside employment which would interfere with the performance of duties assigned by the college, or which would conflict with working hours established by the college.

Employees of the college are entitled to seek and hold public office, provided there is not a conflict of interest, and the holding of such office shall not interfere with college duties.

## **Payday**

<https://www.sfcollege.edu/finance/payroll/>

Employees are paid on a semi-monthly basis, on the 15<sup>th</sup> and the last day of each month. When payday falls on a holiday or weekend, payment will be made on the last working day preceding the holiday or weekend. Employees are encouraged to have their paychecks electronically deposited to a financial institution. The Payroll office can be reached at (352) 395-5218.

## **Payroll Deductions**

Upon receiving a paycheck, the employee should make sure that the proper deductions have been made. A suspected error should be reported immediately. Errors related to benefits deductions should be reported to the Benefit's Office at 395-5191. Errors related to any other type of deduction should be reported to the Payroll Office at 395-5218.

The following represents the types of deductions that may be made: vision and dental insurance, AFC dues, Friends of Career Service donations, hospitalization insurance, life and disability insurance, tax-sheltered annuities, United Way, and the Cafeteria Plan.

Participation in the college's various insurance plans is optional. No payroll deduction, other than Florida Retirement System, Federal Income Tax, Medicare and Social Security, can be made without the employee's written authorization, unless court ordered.

## **Sexual Harassment Policy (College Rule 2.8)**

[http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_2/2\\_8.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf)

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. In keeping with this commitment, all employees and volunteers of SF College are required to successfully complete the Preventing Sexual Harassment training provided by the Office of Human Resources prior to employment.

Santa Fe College's Rule 2.8 Prohibition Against Discrimination and Harassment and Rule 2.8P Prohibition Against Discrimination and Harassment (Procedure) define its policy prohibiting discrimination and harassment and its grievance procedures for such complaints.

SF shall take all complaints seriously and will strive to promptly, equitably and thoroughly investigate all complaints. If, after thorough investigation, it is determined that discrimination or harassment has occurred, the college will undertake elimination, prevention, and remedying measures.

Members of the college community should be aware that every employee, other than those considered confidential by SF, is responsible for making Equity Officer/Title IX Coordinator aware of any concerns or complaints of discrimination or harassment, including sexual harassment. Sharing this information allows the College to make sure affected individuals receive appropriate support services, track incidents and identify

patterns, and protect the College community. An employee's failure to report information or complaints about possible discrimination or harassment, including sexual harassment, may result in disciplinary action. SF has designated the Equity Officer/Title IX Coordinator as the individual responsible for receiving any information that may indicate discrimination or harassment, including sexual harassment.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to:

Lara Zwilling  
Equity Officer and Title IX Coordinator  
3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606 (352) 395-5950  
[equity.officer@sfcollge.edu](mailto:equity.officer@sfcollge.edu)

## Terminating Employment/Exit Interview

<https://www.sfcollge.edu/Assets/sf/hr/files/forms/termination/Exit%20Questionnaire%20and%20Check%20List.pdf>

A letter of resignation should be submitted to the employee's supervisor that indicates last day of employment and last day on campus. Under normal circumstances, the college should be given at least two weeks notice prior to the resignation date. Employees should contact the Human Resources Office to schedule an exit interview prior to his/her last day on campus.

## Workers Compensation (Safety and Risk Management)

<http://www.sfcollge.edu/safety/>

Phone: (352) 395-5526

Illness arising out of or during employment - A supervisor should be notified immediately when an employee is injured or becomes ill. Procedures for work-related injuries or illnesses for all employees include:

- When injury occurs, no matter how minor, report it to the supervisor immediately.
- Fill out an FCSRMC Accident/Incident Report, have a supervisor sign it, and send it to the Safety and Risk Management office. If medical attention is necessary, report to the Safety and Risk Management Coordinator in the Administration office (Building F) to fill out a Notice of Injury. You'll be given a referral form to take with you to the appropriate workers compensation managed care facility. Give the form to the receptionist upon arrival. Return the form and all other paperwork to the Safety and Risk Management Coordinator or Supervisor before returning to work.
- After loss time, the employee must report to the Safety and Risk Management office or Supervisor with a Return-to-Work Notice from Dr. with any work restrictions. The employee cannot return to his/her position without the notice.

Note: For nighttime personnel, or in an emergency, call or go to the SF College Police Department; report emergencies or nighttime personnel injuries to the Safety and Risk Management office within twenty-four hours of accident. Failure to report any work-related injury within thirty days of occurrence may result in denial of your workers comp claim. Seeking medical attention without prior authorization will result in waiving of rights for the services rendered to be paid by workers compensation. It is very important to follow these procedures. SF College Police Department Non-Emergency Calls 395-5519 or SF College Police Department Emergency Calls 395-5555.

## **SECTION 3 – FACULTY**

Faculty Employee Information

### **College Senate**

<https://www.sfcollege.edu/senate/index>

SF College has a college-wide senate that represents the faculty and administrative and professional staff of the college. For a list of officials, representatives, constitution, by-laws, minutes and other information visit the College Senate website.

### **Adjunct Website**

<https://www.sfcollege.edu/academic-affairs/faculty-support/adjunct-resources>

This website was designed to benefit adjunct faculty by providing useful links to internal resources and information and external points of interest.

## **Student and Instructional Information**

### **Student Support, Academic Affairs and Instructional Information**

<https://www.sfcollege.edu/academic-affairs/>

This section contains information related to student performance, conduct, and support services. We have listed those topics, areas, and departments that we most frequently receive questions about. To see a full listing of student support services, please visit the website. The college catalog has a comprehensive academic affairs section that can be accessed through the Academic Affairs website.

Additional information pertaining to Academic Affairs may be accessed via the following links:

#### ***Faculty Credentialing Manual***

<http://www.sfcollege.edu/Assets/sf/hr/files/forms/credentialing/Faculty%20Credentialing%20Manual.pdf>

#### ***Faculty Guide to Student Affairs Services***

<https://www.sfcollege.edu/studentaffairs/index>

This page provides an at-a-glance overview of the services offered by Student Affairs. Use this page to gain insight into the mission and location of each Student Affairs office as well as the circumstances under which students should be referred.

#### ***Faculty Support***

<http://www.sfcollege.edu/academic-affairs/faculty-support/>

### **Academic Objectives and Attendance**

Students are responsible for satisfying the entire range of academic objectives as they are defined by the instructor in any course. Attendance requirements are included within the academic objectives or class overview of each course. These objectives shall be presented in writing by the instructor at the beginning of

each class. Absences shall count from the first class following registration. Lateness or leaving early may be considered as absences. Failure to satisfy any of the course objectives may have an adverse effect on the grade earned in the course or may result in the student's receiving no credit in the course.

Because of Federal regulations, SF College is held responsible for overpayment to veterans and students receiving financial aid. Therefore, faculty and students receiving financial aid are required to pay particular attention to students who receive veterans' benefits and are so designated on class rosters by an asterisk (\*). At midterm, instructors are asked to indicate on their midterm rosters those students who have ceased to attend their classes, so that financial aid records can be updated.

## **Field Trips**

Instructors are encouraged to employ field experiences when and where appropriate. Two conditions must be met, however, before taking a class on a field trip, namely:

- Acceptable evidence must be shown to the appropriate Chairperson or Director that such a field trip is more educationally profitable than an on-campus experience.
- Detailed plans and appropriate leave request forms must be provided and be approved by the Provost and Vice President for Academic Affairs two weeks in advance of the intended field trip date. Procedures may be found at the Office for Finance's Student Travel page: <https://www.sfcollege.edu/finance/travel/>

## **Student Conduct Code (College Rule 7.23)**

[http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_7/7\\_23.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf)

The Student Code of Conduct sets forth the standards of conduct prohibited for students and other members of the College community. These regulations are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of the members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect the property and equipment of the college. Please refer to College Rule 7.23 for more information.

## **Student Handbook**

<https://catalog.sfcollege.edu/index.php>

The Student Handbook is a virtual document that provides links to several places on Santa Fe's website of particular interest to students. This includes links to resources, services, policies, and rights & responsibilities

1. You can download and print the handbook or any section of the handbook with all formatting and images intact.
2. You can use the search tool to find a particular word or phrase.
3. You can navigate through the document by clicking on navigation arrows or typing the desired page number.
4. You can adjust your page view so that it fits across the entire screen. This will help with legibility if you are finding it hard to read the *Student Handbook* as it appears initially on your screen.

## **Class Syllabus (first day of class handout)**

<https://www.sfcollege.edu/academic-affairs/syllabi-checklist>

Instructors are asked to give, in writing via hard copy or on-line, students an overview of the course. This handout should include the following:

- A brief description of the course

- Course goals and objectives
- The title and authors of the textbook
- A statement of attendance policy
- A statement regarding tests and make-up exams
- A statement on cheating and plagiarism
- A statement of how the final grade will be calculated
- Instructor's office hours
- If a specific time schedule for topics and tests has been determined, this should also be included.
- A statement indicating whether the course is a Gordon Rule course and how the requirements will be met.

A copy of this overview must also be forwarded to the appropriate Chairperson or Director. Samples of the above-mentioned class handout may be obtained from the Chairperson or Director.

## Faculty Contract and Salary Information

<https://www.sfcollege.edu/Assets/sf/hr/files/forms/miscellaneous/Salary%20Schedule.pdf>

### Definition

Full-time instructional personnel are employees whose designated duties involve teaching and associated College service as defined in the full-time faculty position description. Instructional personnel are to be employed under written annual or continuing contracts, as required by Rule 6a-14.041 and 6A-14.0411, Florida Administrative Code.

A full-time instructor is a member of the instructional staff who is under contract for a minimum of 9-months. The academic year of the College and the contract year for 9-month instructional personnel embrace the period from Fall Term beginning with Convocation, through the end of the academic year. The contract year for instructional personnel on the 12-Month Contract is the same as for administrative employees and will normally run from July 1, through June 30. Compensation is based on 24 equal payments at the contract amount.

Unless absent for approved purposes, instructional employees are required to perform their assigned duties during the designated workdays of the College. Refer to college rule 3.20 for approved leaves of absence. A workday normally consists of 8 hours.

### *9-Month Contract*

The 9-Month Contract guarantees full-time instructional employment for the Fall and Spring Terms in the relevant academic year or contract year. Full-time instructional employment in this context means that the minimum instructional load required of a full-time instructor during the academic/contract year will be 30 semester hours of credit class instruction, usually on the basis of 15 credit hours in the Fall semester and 15 credit hours in the Spring semester. Full-time faculty are also expected to engage in service to the college per the faculty position description approved by the College Senate. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

### ***12- Month Contract***

The 12-Month Contract extends the time and duties commitment of the instructor to a full academic/contract year of prescribed service to the College. The 12-month contract requires the instructor holding such a contract to be assigned duties, administrative, professional and/or instructional, for a total equal to 42 semester credit hours of assigned duties and the instructor is required to perform those additional administrative, professional and/or instructional duties during the designated workdays of the College. Most full-time, 12-month faculty, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. While many work Monday through Friday from 8 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period or any combination of days and hours to equal 40 during the Sunday-Saturday workweek. Work schedules are documented and approved by the appropriate member of President's Staff. Additional duties performed in lieu of teaching shall be documented on the instructor loadsheet of the individuals concerned. Full-time faculty are also expected to engage in service to the college per the faculty position description approved by the college senate. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

### ***Part-Time Instructor***

A part-time instructor, not otherwise employed by the College, is a temporary member of the instructional staff who is employed for a specific period of time; i.e., on a term-by-term basis, to teach specified courses at a specified rate of pay, and termination is automatic at the end of each period. The part-time instructor is not a salaried employee of the College and does not participate in employee benefits programs established for full-time salaried employees of the College. A part-time instructor otherwise employed by the College shall be governed by the Salary Schedule for his/her primary employment designation and will be limited to working no more than 28.5 hours weekly in all employment capacities within the college, which is approximately twelve (12) instructional credit hours, or equivalent, per term. Terms are defined as Fall (September-December), Spring (January-April), and Summer (May-August).

### ***Substitute Instructor***

The President or his/her designee may arrange for a qualified instructor on an as-required basis. Substitute instruction should not exceed 33% of scheduled classes for any course per term. A substitute instructor may be either an appropriately credentialed full-time or part-time College employee or a credentialed instructor employed specifically for substitute service for the period of time during which the regularly assigned instructor is absent. Maximum work hour limitations for part-time employees apply. Substitute instructors are appointed specifically for service during the period of time when the replaced instructor is absent from the regularly assigned teaching assignment. Required services are to be clearly specified in the employment arrangement and documented in the personnel files. The beginning and ending hours of the workday for which a substitute instructor is appointed will be clearly specified in the appointing document. Substitute pay cannot be earned by a 12-month employee during his/her normal work day. Substitute pay can be received by a 12-month employee for classes taught in addition to their standard workweek, and appropriate documentation must be provided to Human Resources for the personnel file to support that the work is outside of the standard working hours or how time missed from the standard working hours is being made up.

## **Terms of Employment**

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Instructional personnel are required to fulfill the instructional load specified in their respective contracts and the College service described in the full-time and part-time faculty

position descriptions, the daily commitment of time to related duties prescribed in the approved Salary Schedule and be subject to appropriate assignments by the President or his/her designee during the duty days prescribed in their respective contracts. The College further expects that all faculty possess and maintain the ability to plan and carry out the complete scope of their instructional assignments on an ongoing basis.

### ***Faculty Grading***

Among the many duties that faculty have, grading student work is one of the most important. Grading enables faculty to determine a student's progress as well as how effectively that assignment meets its pedagogical goals. Assessment of student work for the purpose of grades must be done by a person authorized by the College who possesses the appropriate credentials. Student grades and records are FERPA protected and therefore nonpublic and restricted to designated College employees who by nature of their official position descriptions are afforded access. Given those elements, grading must be done only by authorized employees of the College. Any grading of student work or entry of grades by non- authorized individuals may result in legal and contractual penalties, including termination.

### ***Exam Week Responsibilities***

The College schedules a 4-day exam week at the end of each Fall and Spring semester. Faculty are to be available to meet and communicate with students face-to- face, via email/LMS, and/or by phone, throughout exam weeks. These days are included in the faculty member's total number of contract days. Students have the right to meet in person, on campus, with faculty throughout this week for traditional classes and have the right to meet virtually for online classes. Faculty who opt not to be available during this week must submit leave forms within their allocated personal days per year and make appropriate arrangements with their chair or director to provide support for the students during missed time.

### ***Independent Study Courses***

These courses are taught at the discretion of the individual full-time faculty member with approval of the appropriate department chair/director. Faculty do not receive additional loading for these classes.

### ***Clock Hour Conversion***

Whenever instructional loads are expressed in terms of "semester credit hours" in this Salary Schedule, they may be converted to "non- credit instructional clock hours" by using the formula of 25 non-credit instructional clock hours equal a semester credit hour equivalent. This formula may vary by program based on approval by the Provost. Variations from the standard must be documented and justified.

### ***Contract Days***

The full-time faculty contract requires the instructor to commit a definite number of days of service to assigned instructional/non-instructional duties. The full-time faculty contract is based on a predetermined number of contract days each academic year. Any faculty member who is absent from his/her assignments for a contract day must submit a leave form for eight hours. Any full-time faculty member who is absent from his/her overload assignment shall be docked the prorated amount equal to the amount that would have been earned during the same timeframe. Full-time faculty who miss a portion of a contract day will submit a leave form for the equivalent portion missed using the "[Partial Days Missed](#)" worksheet to calculate. Part-time faculty who miss a class will be docked the prorated dollar amount equal to the amount that would have been earned for that time frame.

### ***Contract Hours***

The full-time faculty contract and the salary schedule are based upon the assumption that full-time faculty are devoting forty (40) hours per week to work associated with their faculty positions. A significant portion of these hours will be spent on campus in fulfillment of the following minimum weekly time commitment (with



the exception of exam weeks):

1. Assigned teaching hours of 15 credit hours or equivalent.
2. Ten (10) hours per week of scheduled office time for availability to students.
3. Ten (10) hours per week of time for instructional preparation, related instructional activities and assessment of student learning.
4. Time as required to meet professional obligations, including, but not limited to, assessment of curriculum, departmental meetings, committee assignments, professional development and special study groups, etc.
5. For annual contract faculty, the weekly time commitment requirement must include on campus time sufficient time for participation in the activities described above to allow for adequate review of the faculty member and, as such, constitutes an essential function of the job.

The part-time faculty contract and the Salary Schedule are based upon the assumption that part-time faculty are devoting time to being available to students and instructional related duties proportionate to the amount of time full-time faculty devote to those duties. Therefore, every credit hour of instruction represents 2.34 hours of service to the college being available to students/office hours and instructional activities including preparation and delivery based on a traditional 15-week instructional term; shorter term lengths will be adjusted accordingly.

During non-traditional academic terms and/or non-traditional delivery, full-time faculty must maintain a minimum weekly total of 25 hours for instructional duties and office hours combined; these faculty are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions. Online instructors must allocate a proportionate number of hours per week for each course consistent with the standard weekly time commitment including being available at designated times for communication dialogue with students.

Departmental responsibilities will be individually negotiated with each full-time faculty member. In addition, the full-time faculty member must attend and participate in all discipline-related meetings and/or College-related functions as identified by the chair/director. In the event a full-time faculty member is exclusively loaded for online courses in a given term, the chair/director must establish designated meeting times to be held on campus with the instructor.

Office time/availability to students: The instructional loading commitment will not be counted as part of the ten hours per week of the scheduled office time/availability to students requirement with the exception of those in specifically identified program areas with extensive individual student contact. The department chair/director may approve office hours to be offered virtually in special circumstances.

Office hours associated with online (distance learning) courses may be redirected based on approval by the department chair/ director. Faculty teaching online classes are subject to the same office-hour requirements as those who teach on-site. Faculty members will establish regularly-scheduled virtual office hours to ensure that online students and on-site students have identical opportunities to interact with their instructors at established times. This availability requirement applies during exam weeks as well. A specific schedule for virtual office hours will be approved by the department chair at the beginning of each term and published in the online instructor's syllabus.

Faculty in the construction and technical, clinical health, emergency medical services and zoo sciences programs spend a minimum of 24 contact hours per week in classroom, clinical and/or laboratory settings. These faculty are available to students for at least 25 hours total weekly, with additional time for meeting with students as needed and determined by the program. Faculty in the high school program spend a minimum

of 20 contact hours per week in classroom and/or laboratory settings. These faculty are assigned five office hours each week due to the large amount of time spent in contact with students. Faculty in all these program areas are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions.

All full- and part-time faculty members must publish in their syllabi the days, times, and location they will be available for office hours. For online students, all full- and part-time faculty must post on the course homepage:

- the days and times they may be contacted for online office hours at a remote site
- the preferred method of telecommunication

Each term, all full- and part-time faculty members must post, at their offices, a completed schedule card of assignments and office hours. For those part-time faculty members who are not assigned to a particular office site on campus, completed schedule cards of assignments outlining the days and times of telecommunications should be submitted to the department chair or director and noted on the syllabi.

### **Modified Teaching Load**

Based upon program needs, certain faculty in the clinical health, zoo animal technology and construction and technical programs may teach up to 6 credit hours in the summer term of the academic year with payment for those additional hours at their individual contract credit hour rate. The modified teaching load must be 21 approved by the appropriate member of President's Staff and noted on the faculty load sheet.

As an aid to faculty recruitment and retention, excess hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program may be disbursed on an annualized basis, consistent with the established 24 pay period payment schedule

### **Maximum Teaching Loads**

A full-time instructor who is requested by the College to teach in excess of the minimum teaching load prescribed in his/her basic salary contract (30 semester credit hours) shall be compensated as prescribed in this section. Exceptions to these loading limitations must be authorized by the President or his/her designee and the Vice President when necessary for the successful operation of the College.

1. One time per contract year, in the Fall Term or in the Spring Term, no more than 2 additional course sections, up to 23 credit hours.
2. In the Summer Term, overload assignments per the need of their departments.

Instructors shall not be authorized to teach more than a total of 38 semester credit hours during the Fall and Spring terms combined unless specifically approved by the Provost or Vice President.

Semester credit hours taught in excess of the minimum term requirement are considered overloads and shall be compensated for at the rate of \$ 788 per credit hour (\$31.52) per clock/contact hour).

Faculty who fail to complete their full contract assignment in terms of days and/or credit hours will be paid at their daily rate of pay for the days worked under the basic salary contract. Any load in excess of 15 credit hours will be paid at the overload rate or if approved for the modified teaching load at that rate of pay should the instructor fail to complete their full contractual assignment.

A part-time instructor may be appointed for no more than 28.5 hours weekly, which is approximately twelve (12) instructional credit hours, or equivalent, per term. Terms are defined as Fall (September-December), Spring (January-April), and Summer (May- August).

## **Salary Statement**

### ***Full-Time Instructor***

The minimum and maximum salaries for full- time instructors are based on rank as defined by earned degree and specified at the end of the Contract Personnel (Faculty) section of the Salary Schedule.

Rank is generally determined by attainment of discipline-related degrees from accredited institutions. Initial rank is based on highest related degree at the time of hire. Changes in rank resulting from additional educational preparation will be made with the beginning of the next month following delivery to the Human Resources Officer appropriate documentation of this achievement and submission of a revised Faculty Credential Verification form by the department chair/director. Such changes will amount to the difference between the bases of the ranks involved and will be prorated for the balance of the contract year.

The President or his/her designee shall determine salary by assignment of appointees to the relevant salary range schedule adopted annually by the District Board. Placement on the salary table is to be determined by academic preparation, years of experience, and other pertinent factors.

Any request to move a faculty position from its current contract length to any other type of contract must be approved by the President or his/her designee and the annual salary will be revised based on the appropriate salary schedule.

### ***Part-Time Instructor***

Part-time instructional service will be paid for on the basis of \$788 per semester credit hour and \$31.52 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$37.82 per clock/contact hour for instructional service which requires highly technical preparation in the technical and public service, trade and industry, business education, and health related areas. The President or his/her designee may establish a rate that is 20% higher than the semester credit hour and clock/contact hour rate for part-time faculty in the areas defined as critical need programs, which are as follows: Biotechnology, Central Sterile Processing Technology, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs. The authorized rate will be justified and documented in the personnel file. Annual salary increases are implemented with the first contract of the new academic year.

Part-time faculty who miss a class will be docked the prorated dollar amount equal to the amount that would have been earned for that time frame.

## **Continuing Education/Corporate Training**

Rates of pay for Continuing Education/Corporate Training instruction are market based and noted below. Funding is generally from external sources or program generated. The President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates and will provide documentation to be placed in the employee's file to support these requests.

General Instructor	\$25
CPR Instructors	\$25
Advanced and Specialized Law Enforcement	\$31
Child Development Certification Instructors	\$50
Insurance Licensing and CE	\$50
STEM	\$50
Professional Development	\$50

### Community Education

Rates of pay for Community Education are as noted below. The President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates and will provide documentation to be placed in the employee’s file to support these requests

College for Kids	
College For Kids Team Leader	\$17.50
College For Kids Floating Instructors	\$16.50
College For Kids Instructor	\$20
College For Kids Basic Science/Technology	\$20
College For Kids Specialty Science/Technology	\$25

Other Courses	
Basic Crafts	\$15
General Instructors	\$20
Specialty Crafts	\$20
Art, Music, & Photography	\$25
Technical Crafts (jewelry making, welding, glass blowing, sculpting, etc)	\$25
Languages	\$25
STEM	\$25

### Substitute Instruction

Substitute instructors are to be paid at the following rates:

1. For credit-hour instruction
  - a. \$.73 per minute per class session
  - b. \$.88 per minute per class session in Critical Need programs
  - c. Health-related clinical substitution will be paid at a rate commensurate with the duties associated with the clinical assignment and will be at least \$20 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$50 per clock/contact hour for selected clinicals requiring special license or credentials.
2. For non-credit instruction: Vocational/Technical courses, \$15 per contact/clock hour. The President or his/her designee may authorize a rate not to exceed \$30 per clock/contact hour for selected vocational/technical courses requiring special license or credentials.

### Payment Schedule

Instructional personnel shall be paid on a semi-monthly basis. Semi-monthly payrolls are paid on the 15th and the last day of each month, or, if the designated payday falls on a non-workday, on the first previous regular workday.

Payments for additional services performed by full-time instructional personnel will be made at the end of the payroll period in which such services are certified to the Payroll Office by the Human Resources officer provided such certification is received in time for inclusion in the payroll process.

As an aid to faculty recruitment and retention, excess hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program may be disbursed on an annualized basis, consistent with the established 24 pay period payment schedule.

In most instances, payments to part-time instructional employees are to be made on a semi-monthly basis as follows:

- Part-time credit instructors are to be paid semi-monthly in equal increments over the term of their part-time contracts.
- Part-time non-credit instructors will be paid semi-monthly based upon the number of hours properly certified as taught.

Substitute instructors are to be paid at the end of the semi-monthly pay period following the time during which substitute service is provided, if time is not certified in time to be incorporated in the current payroll, payment will be made at the end of the following semi-monthly period.

## **Overloads**

It is the intent of the District Board that members of the full-time instructional staff and qualified exempt staff be afforded the opportunity to augment their contract salaries by teaching course loads in excess of the minimum contract requirement (30 semester credit hours for 9 month, and up to 42 for 12 month based on the terms and duties of their individual contract as documented on the loadsheet) to the extent such services are required by the College's instructional program.

The President or his/her designee shall ensure that teaching overloads are authorized only to the extent they are required by the educational program and that such authorizations do not operate to diminish the level of quality in teaching that is expected of all instructional personnel. Semester credit hours taught in excess of the minimum term requirement shall be compensated for at the rate of \$788 per semester hour (\$31.52 per clock/contact hour). The President or his/her designee may establish a rate that is 20% higher than the aforementioned semester credit hour and clock/contact hour rate for semester hours taught in excess of the minimum term requirement for faculty in the areas defined as critical need programs, which are as follows: Biotechnology, Central Sterile Processing Technology, Dental, Medical Imaging, Nursing, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs.

## **Stipends**

### ***Non-Instructional Duties Stipend***

In addition to the reassigned time and compensation provided for College Senate leadership, the College will provide a limited number of non-instructional units for activities assigned to faculty to improve and enhance instructional programs. Each non-instructional unit (NIU) will be analogous to an instructional credit hour and thus assumes approximately 2.34 hours of work per week or 35 hours total during a 15-week academic term; shorter term lengths will be adjusted accordingly. The stipend value of one NIU is therefore equivalent to the adjunct credit hour rate. Approved documentation will be maintained in the employee's personnel file in Human Resources.

### ***Critical Need Stipend***

Upon approval of the President or his/her designee, faculty in the health-related programs of Nursing, Medical Imaging, Respiratory Care, Surgical Technology, Physical Therapist Assistant and Dental and the Biotechnology programs may receive a stipend of up to 20% of the base salary for their rank. This reoccurring stipend shall remain separate from the faculty members' base salary and be paid semimonthly in equal increments during the contract period.

### **Professor Emeritus Part-time Program**

Professor Emeritus Part-time Program recognizes the outstanding expertise of retired Santa Fe College faculty by establishing a rate of pay that is 30% above the current credit hour rate of pay for non-critical need part-time faculty. Faculty and academic administrators who retire from Santa Fe College with 20 or more years of full-time service are eligible for this program and will be compensated at a rate 30% above the current part-time faculty rate. All Emeritus faculty assignments are contingent upon the scheduling needs of individual programs and are subject to course enrollments meeting the threshold necessary to run the class sections.

### **Faculty Titles**

Faculty titles as recommended by the College Senate and approved by the District Board of Trustees are as follows:

- **Assistant Professor:** upon hire through award of continuing contract
- **Associate Professor:** after continuing contract and through next seven years of service
- **Professor:** continuing contract plus seven years of service through retirement
- **Professor Emeritus:** after retirement and upon return to adjunct service

### **Faculty Evaluations**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_3.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_3.pdf)

Evaluations will be conducted annually for all annual contract faculty and every three years for continuing contract faculty. Timelines for full-time faculty evaluations are set each year by the Provost's office. Adjunct faculty are evaluated periodically and at least every three years.

<https://www.sfcollege.edu/hr/forms/#HR-Evaluative>

Information regarding the full-time and part-time faculty evaluation process is available on the Human Resources website under Forms.

### **College Rule 2.13 Intellectual Property**

[http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_2/2\\_13.pdf](http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_13.pdf)

The College supports and encourages its employees and students to develop educational materials, creative works, and other products that advance the mission of the college. These forms of intellectual property may be subject to copyright, patent, trademark, and other laws and may generate royalty income. Such development may involve the use of College personnel and resources. College Rule 2.13 defines and applies the respective rights of the College, its students, faculty, and staff regarding intellectual property in those cases where a written agreement does not govern the rights of the parties.

# **SECTION 4 – ADMINISTRATIVE AND PROFESSIONAL**

Administrative and Professional Employee Information

## **Salary Schedule**

<http://www.sfcollege.edu/Assets/sf/hr/files/forms/miscellaneous/Salary%20Schedule.pdf>

Information about Administrative and Professional compensation, pay grades and salary ranges are found in the Salary Schedule.

## **Definition**

These full-time personnel provide service under contract to the College of an executive, managerial, professional or highly technical nature.

These positions are differentiated from faculty positions in that these personnel:

- do not earn continuing contract, and
- do not necessarily advance in salary as a result of acquisition of advanced degrees or certifications except as provided for per marketplace factors when specifically authorized.

Contract Personnel (Administrative and Professional) are hereinafter referred to as “A&P”.

## **General Description**

The Administrative and Professional Salary Schedule consists of positions that are: Executive/Managerial and Technical/Professional.

### ***Executive/Managerial***

Employees filling these positions have primary responsibility for planning, organizing and managing the institution and/or instructional functions of the institution. In general, these officers of the college are responsible for serving in a managerial capacity including responsibility as budget authority, supervision, planning and assessment, and leadership. They are expected to be available to the college as needed to carry out these duties.

The members of President's Staff are charged with the execution of all administrative and managerial duties related to the planning and operation of Santa Fe College. The executive positions of Vice President and those additional positions as designated by the President comprise the President's Staff. The President designates senior management positions, and a list of those positions is maintained in Human Resources. To facilitate a smooth transition, more than one person may be assigned to the same senior management position for a period no greater than six months.

### ***Technical/Professional***

Employees filling these positions are required to have education, knowledge, or competence of an advanced nature in a highly specialized or highly technical field. Each performs a major, independent function of a highly specialized or supervisory nature. These employees may be exempt from overtime or non-exempt under the Fair Labor Standards Act, depending on the salary level test adopted by the Department of Labor and other factors to be considered by the College. Positions will be designated as either exempt or non-exempt at the time of posting and documented in the individual employee's file.

## **Terms of Employment**

The President appoints A&P personnel subject to approval by the District Board. A&P personnel receive annual contracts for definite terms of service and definite salary amounts. The contract for 12-month A&P personnel will normally run from July 1, through June 30. Compensation is based on 24 equal payments of the contract amount. Unless absent for approved purposes, exempt A&P personnel are required to perform their assigned duties during the designated workdays of the College. Certain exceptions may be made for personnel whose work schedules may include holiday and/or weekend duty. Similarly, flexibility of scheduling may be provided for personnel whose responsibilities include extensive evening hours, work at multiple sites, or online activities. Advance supervisor approval for schedule alterations is required and these exceptions must be documented in the permanent personnel file of the individual employee(s). When the need is sufficiently demonstrated, variations of the workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized as previously noted in the section above governing general terms of employment.

### ***Full-time Non Exempt***

Information related to time and attendance for non-exempt employees is referenced within this section; however, more extensive information is provided in the Time and Attendance Policy for non-exempt employees found online under Time and Attendance in the Payroll section of the Office for Finance website.

### ***Overtime***

Overtime is defined as hours actually worked in excess of the standard workweek, which is 40 hours for most employees. Non-exempt employees who actually work more than 40 hours during the Sunday-Saturday College workweek will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday- Saturday workweek do not count toward the 40-hour calculation for overtime. When an employee's total hours for the workweek exceed 40 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 40 hours for the work period are compensated as time and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 40. Accrued compensatory leave must be used prior to using vacation leave. All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30th.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week without advance approval from the appropriate approver). Likewise, it is the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 40-hour schedule. The work schedule should be arranged to avoid working in excess 9 of the 40-hour workweek. In situations where the department's mission cannot be carried out in the standard workweek, overtime work may be authorized based on prior written authorization from the appropriate Vice President or Associate Vice President for Governmental Affairs and Facilities Services. Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action.



### *Holiday Pay and Other Emergency Pay*

Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of President's Staff. The College calendar, as approved by the District Board, determines the college holidays. Full-time employees will be paid eight (8) hours for each holiday, provided they are in a paid status or comparable approved leave status for the entire work day preceding. Full-time non-exempt employees who are required to work on holidays or days the College is otherwise closed for an emergency, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time, based on 1.5 times the hours worked, off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

The college may also pay employees at the rate of 1.5 times their hourly rate for hours worked when employees are required to report to work when the college is not fully closed but has partial closures. This type of emergency pay requires advance approval from the President.

### *Rest Periods and Meal Breaks*

There are two types of breaks: rest periods and meal breaks. Although not required by law, the College recognizes that employees who are working five or more consecutive hours should have breaks. The meal break length must be at least 30 minutes and no more than 60 minutes and is based on the work schedule that must equal 40 hours per workweek. Rest periods and meal breaks are also subject to the ability to maintain continuity of services during the employee's absence and as such they are not guaranteed.

### *Additional Information*

Generally, non-exempt employees may not have any other appointments for other positions within the college.

Activities that are College-related but are not directly related to a non-exempt employee's primary job duties are considered voluntary and therefore are not compensable when participation is at the sole discretion of the non-exempt employee and the activity occurs outside of the employee's normal work hours. Supervisory approval is not required because these activities occur outside of the employee's work hours and are purely voluntary. Examples may include, but are not limited to, the Spring Arts Festival, Graduation, Fine Arts performances, the Relay for Life, March of Dimes, AFC and Career Service Council mixers, socials, and community projects.

### *Travel*

Travel associated with College-endorsed activities is subject to advance supervisory approval. Compensatory time must be tracked in accordance with the Travel Guide. A time record of all work-related time, including sponsored meals that are not optional, must be included along with the actual start and end time in hours and minutes of each activity. Free time, rest periods, and unsponsored meal breaks are not compensable time. Generally, travel time is compensable. Please see the Travel Guide for specific guidelines and directions.

### *Full-time Exempt*

Exempt A&P employees may teach up to two (2) classes or a maximum of six (6) credit hours per term in addition to their full-time position obligations and are subject to all applicable credentialing requirements. Exceptions to these loading limitations must be authorized by the President or his/her designee and the appropriate Vice President when necessary for the successful operation of the College. Courses taught in addition to the full-time workweek obligation of the exempt A&P employee may be compensated at the overload rate of pay as stated in the faculty section of the Salary Schedule. However, when teaching is defined and documented as an essential obligation of the exempt A&P position, courses taught will receive no load/overload regardless when scheduled. Generally, courses taught during the standard work hours will be

considered part of the exempt A&P employee's work obligation and said employees will not receive additional compensation. However, if it is determined that an exempt A&P employee is to be compensated for courses that are scheduled during the standard work hours of the college, a memo acknowledging how work time missed will be made up, approved by the appropriate Vice President, should be submitted to Human Resources to be placed in the employee's file.

Most academic chairs and directors teach courses as part of their normal workweek during the academic year and most academic administrators shall be required to teach one course every other year as part of their regular work obligation for no additional compensation. Additionally, some academic executive and professional positions also teach as part of or in addition to their daily duties and may receive additional overload compensation.

As provided in Rule 6A 14.041, FAC, the President is authorized to offer certain qualified administrative personnel a multi-year contract not to exceed three years. The term of service shall begin July 1, up to three consecutive years. The President, in consultation with the Chair of the Board, is further authorized to offer other contract terms to qualified administrative personnel as additional incentive for recruitment and/or retention of these employees.

### ***Part-Time***

Part-time A&P personnel are temporary employees who are appointed to perform specified services at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefit programs established for full-time employees unless otherwise specified. Parttime A&P personnel generally work no more than 28.5 hours per week with the exception of variable hour and seasonal employees who may temporarily work hours in excess of 28.5 weekly for short periods. Part-time A&P personnel who also work in another part-time capacity for the college cannot exceed more than 28.5 hours in their total workweek for the college in their various part-time appointments without written approval from the President or designee. Payment of part-time employees is semi-monthly on an hourly basis. Part-time appointments shall be made for periods that mirror our academic semesters, Fall (September-December), Spring (January-April) and Summer (May-August). The hourly rate is determined commensurate to the corresponding full-time salary ranges.

### **Salary Statement**

The salary of the President is set by the District Board. Salaries of the President's Staff are set by the President. As shown in the Salary Schedule, all other positions are assigned to a specific salary range based upon a fully documented assessment and approved by the President and the District Board, based on the following and other pertinent factors as defined by the Standards for Planning and Performance and/or other appropriate documentation utilized to define current job duties and scope of positions:

1. Significance of the position to the objectives of the College.
2. Formal educational training.
3. Kind, amount, and availability of experience.
4. Numbers, kinds, and levels of personnel supervised.
5. Level and degree of contribution to the decision-making process of the College.
6. Marketplace comparables.

In the employment, promotion or reclassification of personnel, the President or his/her designee shall recommend the employee's appointment to a specified position on the approved salary schedule based on the interrelationship of duties, training and relevant experience. Each salary determination must be confirmed by Human Resources and placement within the salary range is based upon the candidate's education,

administrative and/or related business experience as shown in the salary table in the Salary Schedule and is subject to internal and external marketplace factors.

Part-time A&P personnel are generally appointed at the hourly rate of the base salary of the approved salary range. An hourly rate in excess of this amount may be established only with supporting justification from the department and written approval of the Human Resources officer based on the same criteria considered for full-time employees.

Employees who begin in one fiscal year and extend into the next fiscal year; e.g., May – August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

## **College Senate**

<https://www.sfcollege.edu/senate/>

Santa Fe College has a college-wide senate that represents the faculty and administrative and professional staff of the college. For a list of officials, representatives, constitution, by-laws, minutes and other information visit the College Senate website.

## **Performance Evaluations**

<https://www.sfcollege.edu/hr/forms/index#HR-Evaluative>

Administrative and Professional employees are required to submit performance evaluations prior to July 1 of each year. Performance evaluation forms are available on the Human Resources website. Please contact the Human Resources office if you have any questions (395-5185).

## **Leave Time**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_20.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_20.pdf)

College Rule 3.20 provides all information related to leave including earning, accrual use and payout as applicable to vacation, sick and personal leave.

# **SECTION 5 – CAREER SERVICE**

## Career Service Employee Information

### **Career Service Council**

<http://www.sfcollege.edu/csc>

The Career Service Council was created to establish direct communication on matters of general concern among Career Service employees, the president's office, administrators, and faculty. The council provides the means, through its representatives, for all Career Service employees to participate in the formulation of policies and procedures relating to the Career Service employees and their working environment. The council also serves as a source for disseminating information to staff members. Please visit the Career Service Council website for more information.

### **Friends of Career Service**

Friends of Career Service are the great supporters of the Career Service Council. Through their voluntary contributions, the council funds many activities during the year including service projects, social events, and scholarships. Any employee of the college - Career Service, Administrative & Professional, and/or Faculty may become a Friend of Career Service by initiating a payroll deduction of any monetary amount. If you are a Friend of Career Service, you get free entry into our annual spring picnic and an opportunity to win a prize. Friends are also welcome to participate in other council events and activities.

Help keep the Career Service Council thriving.

<https://www.sfcollege.edu/csc/friends-of-career-service/>

### **Scholarship Awards Program**

The Career Service Council promotes the growth and advancement of Career Service employees who are pursuing degrees of higher education at various learning institutions. Over the years, the Council has been honored to award hundreds of scholarships to well-deserved Career Service employees who have shown dedication to the advancement of their education.

Career Service Council Scholarships are granted for credit or post-secondary adult vocational (PSAV) courses. The scholarship award may be used for books, lab fees, and/or course related supplies/materials to assist Career Service employees as they continue their education. The Executive Committee will review applications, select applicants each semester (Fall, Spring, and Summer) as funding permits, and reserves the right to make final scholarship decisions.

If approved, funds will be disbursed after the "Drop w/ Refund" date for the term in which the course is scheduled. B term funds will not be disbursed before the beginning of the B term.

#### ***Eligibility Requirements***

- Applicant must be a current full-time Career Service employee who has completed the probationary period.
- Maintain a **2.5 GPA** (Grade Point Average) per semester that funds were awarded
- Complete all coursework to continue eligibility
- If enrollment is changed after submission of application, the CSC Treasurer must be notified within three (3) business days in order to continue eligibility.

### ***Required Documentation***

- A complete Career Service Council scholarship application including a brief summary explaining need of scholarship award.
  - Official current enrollment documentation.\*
  - An official grade report from previous semester or an official/unofficial transcript.\*
- \*Applicant and Institution name must be included on all official documentation.*

### ***Application Process***

<https://www.sfcollege.edu/csc/give-back/scholarship/form.html>

Complete the application packet online by the submission deadline for consideration. Following the application deadline, the Executive Committee will review applications and select applicants. Once scholarships are determined, the Council Treasurer will notify scholarship recipients

### **STAR Award**

The council recognizes an employee to show our appreciation for the employee's active service and achievements to motivate all employees to continue good performance, loyalty to Santa Fe College and dedication to Career Service Staff.

The Career Service **STAR** Recognition was initiated to recognize Career Service '**Staff That Are Remarkable**' in '**Service, Teamwork, Attitude, and Reliability**'.

To nominate someone, please click on the link below and fill-out the form.  
<https://www.sfcollege.edu/csc/give-back/star-award/>

### **Salary Schedule**

<http://www.sfcollege.edu/Assets/sf/hr/files/forms/miscellaneous/Salary%20Schedule.pdf>

Information about Administrative and Professional compensation, pay grades and salary ranges are found in the Salary Schedule.

### **Definition**

The staff of career service employees is comprised of permanent, full-time (normally 40 hours a week), salaried employees who occupy budgeted positions that provide the technical, trade, clerical and support services for the College.

The District Board has approved a uniform classification plan for Career Service positions consisting of the following:

1. approved classes of positions,
2. class titles for all approved classes of positions, and
3. allocation of each position to its proper class

These approved classes are incorporated as an integral part of the Career Service/Support Personnel Salary Schedule.

## **Terms of Employment**

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Career service employees, unless absent for approved purposes, are required to perform their assigned duties during their designated workweek. While the majority of Career Service employees are classified as non-exempt and eligible for overtime in accordance with the Fair Labor Standards Act, those Career Service employees designated as exempt from overtime eligibility will be notified in writing at or before the time of hire to assure that they are aware of this designation.

Employees moving from non-exempt to exempt status must use all compensatory time earned prior to receiving exempt status or be paid for the compensatory time earned prior to first payroll for exempt position.

Generally, non-exempt employees may not have any other appointments for other positions within the college.

Exempt positions are not eligible for overtime.

Information related to time and attendance for non-exempt employees is referenced within this section; however, more extensive information is provided in the Time and Attendance Policy for non-exempt employees found online under [Time and Attendance](#) in the Payroll section of the Office for Finance website.

## **Employee Work Schedules (Modified, LEO, Standard, and Alternate)**

The President or his/her designee shall establish a standard workweek for all Career Service personnel predicated on the needs of the College to accomplish its objectives.

The College workweek is measured from Sunday – Saturday. Most full-time employees of the College have a 40-hour weekly work period unless otherwise specifically noted. Due to the diversity of job responsibilities, the variety of work schedules, and the need to provide the highest quality of service to students, the College has many different work schedules., including any combination of days and hours during the Sunday through Saturday work week to equal 40 hours of work, as previously noted in the section governing general terms of employment. Each department will establish standard employee work schedules and to the extent possible will identify and communicate to employees, well in advance of the need, any required modifications of the workweek. Such advance planning facilitates good communication and minimizes misunderstandings between supervisors and employees. For example, when a department has an established requirement for an extended-hour workweek during peak times in order to provide service to students or to meet operational deadlines, an annual modified schedule could be developed.

### ***Standard Work Schedule***

The standard schedule may consist of any number of days and hours within the Sunday-Saturday workweek that equal 40 hours of actual work that ensures efficient operation of the College and provides optimum service to students. Specific hours of operation are determined by the department and are justified based on how well the established schedule provides service or ensures efficient operations. Although work schedules should not be based on the needs of an individual employee, supervisors are encouraged to consider employee needs within the established schedule and to offer creative approaches for completing work while promoting effective balance between an employee's work and personal commitment resulting in a positive and productive work environment.

### ***Alternate Work Schedule***

While a standard employee work schedule is established in each area, it may be subject to minor weekly operational changes known as an "alternate work schedule." Any employee seeking these minor weekly changes should provide a request with as much advance notice as possible to the area's supervisor.

Supervisors should utilize an alternate work schedule to afford maximum service to students and to the College without exceeding the standard 40-hour workweek. They should not approve alternate work schedules that circumvent the normal use of accrued leave for absences from the workplace. Alternate schedules can only occur in the same Sunday-Saturday workweek.

### ***Modified Work Schedule***

Modified employee work schedules for certain peak times and events may also be established. Schedules that represent significant changes from the standard employee work schedule require that, out of respect to the impacted employees, supervisors notify these employees at least ten (10) business days in advance. Law Enforcement Officer Work Schedule Non-exempt sworn law enforcement personnel of the Santa Fe College Police Department have schedules based on an 80-hour two-week period running consecutively from Sunday through Saturday. In consideration of these employees, the Police Department will provide a full month's notice (two consecutive 80-hour work periods) or at least ten (10) business days advance notice whenever possible for planned events, expected peak times, schedule changes and holiday closures. However, given the emergency nature of their positions and the requirements for continuity in security, this advance warning may not always be possible

## **Employment categories (Full-time, Part-time, Temporary, Part-time Student)**

### ***Full-time Employee***

Full-time Career Service employees are paid an annual salary on a semi-monthly basis and participate in all approved employee benefit programs, including retirement programs authorized by law, the rules of the State Board of Education, and District Board policy. These employees may be exempt from overtime or non-exempt under the Fair Labor Standards Act, depending on the salary level, salary basis, and duties tests adopted by the Department of Labor and other factors to be considered under law and by the College. Positions will be designated as either exempt or non-exempt at the time of posting and documented in the individual employee's file. Exempt employees generally may teach up to two (2) classes or a maximum of six (6) credit hours per term in addition to their full-time position obligations and are subject to all applicable credentialing requirements. Exceptions to these loading limitations must be authorized by the President or his/her designee and the appropriate Vice President when necessary for the successful operation of the College. Courses taught in addition to the full-time workweek obligation of the exempt career service employee may be compensated at the overload rate of pay as stated in the faculty section of the Salary Schedule. Generally, courses taught during the standard work hours will be considered part of the exempt employee's work obligation and said employees will not receive additional compensation. However, if it is determined that an exempt employee is to be compensated for courses that are scheduled during the standard work hours of the college, a memo acknowledging how work time missed will be made up, approved by the appropriate Vice President, should be submitted to Human Resources to be placed in the employee's file.

### ***Part-time Employees***

Part-time Career Service employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. Appointment periods coincide with the academic terms as follows: Fall (September – December), Spring (January – April) and Summer (May-August). They do not occupy regularly established budgeted positions and do not participate in the regular benefits programs established for full-time career service employees unless otherwise specified. Part-time employees generally work no more than 28.5 hours per week. Payment of parttime career service employees is semi-monthly on an hourly basis. The hourly rate is commensurate to the corresponding full-time salary ranges.

### ***Interim Appointment***

Full-time interim appointments of no less than 6 months and no more than 12 months can be made based on college need and approval of the division Vice President, Human Resources and the President. Interim employees receive the same benefits as non-interim employees. Although not required, evaluations may be completed on interim employees if applicable. Interim appointments do not require a search process and may be used to appoint existing employees into a different position on a temporary basis, provided that all interim appointees must meet the minimum qualifications for the position. Interim appointments automatically expire upon their end date with no expectancy for re-employment/re-appointment in the interim position. However, unless otherwise set forth in writing, full-time college employees who complete an interim assignment may return to their prior positions at the expiration of their interim appointment at their prior salary adjusted for any college increase that may have occurred during their interim appointment period. The [Career Service Interim Appointment Process](#) contains additional specific details governing Career Service interim appointments.

### ***Temporary Workers***

Temporary workers are appointed for a limited period of time to perform assigned duties at a specific rate of pay per time period of employment. Most temporary employees are employed by an outside temporary agency that provides staff services for the college and are not employees of the College.

### ***Part-Time Student Employees***

Part-time student employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefits programs established for full-time Career Service employees. Part-time student employees are exempt from FICA. For the purposes of this FICA exemption, the Internal Revenue Code states that student employment must be “incident to and for the purpose of pursuing a course of study.” For this reason, part-time student employees should not work more than a total of 25 hours per week. Part-time international student employees should not work more than the limits allowed in their F-1 Visa, which is generally a total of 20 hours per week but cannot exceed the 25 hour maximum for student employees.

Payment of part-time student employees is semi-monthly on an hourly basis. Student employees must be appointed on a term by term basis. Student employees must be enrolled continually at least half time in each major term to qualify for appointment. Half time enrollment is defined as 6 credit hours in the Fall, Spring or Summer C or a combination equal to six credit hours over the sub-terms, provided, however, that employment is limited to only the terms when actively enrolled.

## **Salary Statement**

### ***Full-Time Career Service Employees***

The President shall recommend to the Board annual salary schedules for career service/support personnel.

The hiring salary for new employees shall be appropriate to the position being filled, as shown in the salary schedule. In instances where the marketplace salary for certain positions is beyond the maximum of the approved salary range or initial placement on the salary schedule as stated above, must be approved by the President. Each salary determination shall be justified with appropriate verification, approved by Human Resources Officer, and documented in the permanent personnel file of the individual employee concerned.



### ***Part-Time Career Service Employees***

Part-time career service employees shall be paid an hourly wage, which is the hourly rate of the base salary range for the corresponding established career service position. The annual salary divided by 2080 is used to determine the hourly rate.

### ***Part-Time Student Employees***

Part-time student employees shall be paid an hourly wage which is (1) the hourly rate of the base salary range for the established Career Service position which regularly performs the kinds of services which the employee is required to provide on a part-time basis or (2) the federal and/or state minimum wage for students employed as educational aides or (3) the salary as shown in the salary schedule for unclassified part-time.

Employees who begin in one fiscal year and extend into the next fiscal year, e.g., May-August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

### **Promotions, Reassignments, and Reclassifications**

Employees who are on probation may not apply for other open positions at the college except as noted herein. The President or his designee, subject to District Board approval, may promote a Career Service employee, who has successfully completed their probationary status, to a vacant authorized position in conjunction with a reclassification analysis. Exceptions may be made for an employee who is still in a probationary status to be promoted into a vacant position based upon recommendation of supervisor, approval of Human Resources, and Vice President when in the best interest of the college. On recommendation of the appropriate member of the President's Staff and approval by the Human Resources officer, a Career Service employee may be reassigned to a position at the same level with no change in salary. Similarly, when warranted by changes in duties and responsibilities, and demonstrated by a job audit conducted by the Human Resources Office, the President and/or his or her designee may reclassify existing positions and recommend to the District Board appropriate changes in the list of authorized career service positions. If a reclassified position is occupied, the incumbent's salary will be adjusted by either an increase of 10% of current salary or to the base of the new reclassification level.

On recommendation of the appropriate vice president and supported by the Human Resources officer, a Career Service employee may be returned to probationary status for a period of up to six months.

### **Overtime Time (non-law enforcement)**

Overtime is defined as hours actually worked in excess of the standard workweek, which is 40 hours for most employees. Non-exempt employees, other than sworn law enforcement employees, who actually work more than 40 hours during the Sunday – Saturday College workweek will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday – Saturday workweek do not count toward the 40-hour calculation for overtime. When an employee's total hours for the workweek exceed 40 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 40 hours for the work period are compensated as time-and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave time for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 40. Accrued compensatory leave must be used prior to using vacation leave. All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30th.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week without advance approval from the appropriate approver). Likewise, it is the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 40-hour schedule. The work schedule should be arranged to avoid working in excess of the 40-hour workweek. In situations where the department's mission cannot be carried out in the standard workweek, overtime work may be authorized based on prior written authorization from the appropriate Vice President or Associate Vice President for Governmental Affairs and Facilities Services. Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action.

### **Holiday Pay and Other Emergency Pay (non-law enforcement)**

Any work to be conducted when the College is closed requires advance documented approval from the appropriate member of President's Staff. The College calendar, as approved by the District Board, determines the college holidays. Full-time employees will be paid eight (8) hours for each holiday, provided they are in a paid status, or comparable approved leave status, for the entire work day preceding. Full-time nonexempt employees who are required to work on holidays or days the College is otherwise closed for an emergency, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time, based on 1.5 times the hours worked, off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

The college may also pay employees at the rate of 1.5 times their hourly rate for hours worked when employees are required to report to work when the college is not fully closed but have partial closures. This type of emergency pay requires advance approval from the President.

### **Rest Periods and Meal Breaks (non-law enforcement)**

Although not required by law, the College recognizes that employees who are working five or more consecutive hours should have breaks. The meal break length must be at least 30 minutes and no more than 60 minutes and is based on the work schedule that must equal 40 hours per workweek. Rest periods and meal breaks are also subject to the ability to maintain continuity of services during the employee's absence and as such they are not guaranteed. There are two types of breaks: rest periods and meal breaks.

### **Provisions for Law Enforcement Officers (Overtime, Salary Incentive, Holiday Pay, Meal Breaks, Rest Periods and Court Time)**

#### ***LEO Overtime***

Overtime is defined as hours actually worked in excess of the standard workweek, which is based on an 80-hour two-week period running consecutively from Sunday through Saturday for sworn law enforcement officers. Sworn law enforcement officers who actually work and are physically present more than 80 hours during the Sunday-Saturday two-week work period will be compensated with overtime, which is either compensatory leave or overtime pay. Holidays or Leave time used during the Sunday- Saturday two-week work period do not count toward the 80-hour calculation for overtime. When an employee's total hours for the work period exceed 80 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation. Therefore, hours actually worked in excess of 80 hours for the work

period are compensated as time-and-a-half and all other hours are paid at the regular hourly rate of pay or may be recorded as compensatory time for the actual time worked. Compensatory leave is accumulated at the rate of 1.5 hours of compensatory leave for each hour actually worked beyond 40. Overtime pay is calculated at 1.5 times the employee's regular hourly rate multiplied by the hours actually worked beyond 80. Accrued compensatory leave must be used prior to using vacation leave. All compensatory leave not used prior to June 30 of each fiscal year may be paid out based on recommendation from a member of President's Staff; however, it is the intention that compensatory leave will be utilized prior to the end of each fiscal year and every effort should be made to ensure that accrued compensatory leave is exhausted prior to June 30<sup>th</sup>.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week). Likewise, it is the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 80-hour schedule. The work schedule should be arranged to avoid working in excess of the 80-hour work period. In situations where the department's mission cannot be carried out in the standard work period, overtime work may be authorized based on prior written authorization from the appropriate member of President's Staff (reasons for overtime approval include emergencies and contracted overtime paid by an outside party utilizing a facilities use agreement). Such written authorization must be provided to the payroll department. Overtime will be compensated as compensatory leave unless specifically approved in advance to be paid as overtime pay. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action. In the event that staffing shortages or operational matters require overtime that has not been approved in advance, the Police Chief may approve overtime without advance notice to the supervisor but shall provide notice to the Chief's supervisor as soon as practicable and written authorization from the appropriate member of President's Staff will be provided to the payroll department.

Any overtime earned during a period of time that a non-exempt employee is also under supplemental contract will be compensated with compensatory leave unless approved in advance in writing.

### ***LEO Salary Incentive Pay***

Pursuant to Section 943.22, F.S. and F.A.C. 11B-14.0002, certified full-time law enforcement officers are eligible for salary incentive payments relating to their training and education. The payment amount shall be determined by the Florida Department of Law Enforcement as stated on the officer's Global Profile Sheet. The reoccurring stipend shall be separate from the officer's base salary and paid semimonthly in equal increments during the employment period of July 1 through June 30 of each year.

### ***LEO Holiday Pay***

Holiday Pay is commensurate with the overtime rate of pay and is paid when an officer, or sergeant \ works on a scheduled holiday. All officers, and sergeants receive 8 hours of straight time for each scheduled college holiday regardless of their work schedule on that particular day. LEO's who are required to work on holidays or days the College is otherwise closed, like in the event of a hurricane, will also be paid at a rate of 1.5 times their hourly rate of pay for the hours worked that day or be given the equivalent amount of time off on another day. The method of holiday pay compensation must be agreed upon prior to the start of the holiday work assignment and to the extent possible, employees should have the ability to elect pay or leave.

### ***LEO Rest Periods and Meal Breaks***

Law enforcement officers typically must remain continuously available during their assigned work schedule, which does not afford the opportunity to take an uninterrupted meal break and therefore the 80-hour work period typically includes meal breaks within the compensated work time.

### ***LEO Court Time***

If a police officer or police sergeant is required to physically appear in court based on a Santa Fe College-related court case, not during the employee's regularly assigned shift, the employee will be compensated as follows: Option 1: be granted actual time worked or a minimum of three (3) hours which shall be counted as hours worked, whichever is greater, or Option 2: accept the witness fee. Those that appear by phone are compensated for the actual time worked. Any previously approved leave that conflicts with the court time hours must be adjusted, as court time and leave time cannot be simultaneous. No employee shall receive both leave pay and court pay for the same hours.

## **On-Call and Callback Pay for Non-Exempt Employees Assigned to the Facilities Services Department**

### ***On-Call Pay***

Employees who are required to be accessible for contact and response outside of their weekly work schedules are considered to be On-Call. Employees will receive \$2.00 per hour for all hours recorded as being On-Call, which cannot overlap with the weekly work schedule or any use of leave time. Recorded On-Call time is not considered hours worked for purposes of calculating overtime pay but is included as compensation earned during the work week in which it is scheduled. Details regarding response times, duration and rotation of On-Call are contained within the Facilities Services On-Call and Call Back Policy.

### ***Call Back Pay***

Call back pay refers to any work performed, onsite or offsite, outside of an employee's weekly work schedule and after an employee has left work. It is not subject to the employee being on-call.

Employees responding offsite via telephone/computer shall receive a minimum of 30 minutes as paid time worked or the actual amount of time spent responding to the call, whichever is greater. Employees who are required to return to work will be credited with either a minimum of four hours as paid time worked or the actual amount of time spent responding to the call and traveling, whichever is greater.

Call back pay is subject to the stated time minimums or actual time traveled and worked, whichever is greater, and is not based on the number of occurrences. An offsite response begins a 30-minute minimum of paid time worked and any additional offsite responses during that time period are inclusive and will not be compensated separately. An onsite response begins a 4 hour minimum of paid time worked and any responses, either offsite or onsite, during that time period are included and will not be compensated separately. An offsite response that turns into an onsite response is compensated at the minimum 4 hours from the initial offsite response or actual time traveled and worked, whichever is greater.

Call Back pay will always be compensated as either compensatory leave, at the rate of 1.5 times hours worked, or as overtime pay, at a rate of no less than 1.5 times the employees hourly rate of pay will be used and calculations will be made without regard for whether the employee physically worked 40 hours in the Sunday –Saturday work week.

In the event that call back occurs on a holiday or when the college is closed administratively for an emergency, the employee will not receive additional compensation under other provisions of the salary schedule related to Holiday Pay. However, work that is scheduled on a holiday or during an administrative emergency closure will be subject to the Holiday Pay provisions of the salary schedule and not the Call Back provisions as noted above.

## **Evaluations (College Rule 3.12)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_12.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_12.pdf)

All Career Service employees shall be evaluated in a manner approved by the college president. Each official evaluation of an employee shall become part of that employee's personnel file, and the evaluation shall be based on criteria related to performance. Please see College Rule 3.12 for more information or contact the Human Resources office (395-5185).

## **Probationary Period (College Rule 3.6)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_6.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_6.pdf)

Each new, full-time Career Service employee will be placed on probationary status for the first 180 calendar days (six months) of employment. This period may be extended upon recommendation by the appropriate supervisor with the approval of the Director of Human Resources. The term "new employee" includes persons re-employed at the college. This is in accordance with college Rule 3.6.

The probationary period for the sworn law enforcement officers of the college Police Department shall be 270 calendar days. Non-sworn, security officers' probationary period shall be 180 calendar days.

An employee on probation is subject to immediate dismissal for any reason by the president. It is not required to state a reason in the termination notice.

The appropriate supervisor is responsible for completing the evaluation form, reviewing it with the employee, and returning it the Human Resources office prior to the probation or anniversary date.

On recommendation of the appropriate vice president and supported by the Human Resources officer, a Career Service employee may be returned to probationary status for a period of up to six months.

## **Dismissal after Probationary Period**

The college has the right to discipline or ultimately discharge an employee. Normally, the following steps will be followed when addressing disciplinary problems with an employee:

1. The employee will first be counseled by his or her immediate supervisor and given an oral warning of reprimand. At that time a special evaluation may be given, using the appropriate evaluation form.
2. If the employee does not correct the conduct or deficiency in performance, the next step is a written reprimand. A copy of the reprimand must be sent to the Human Resources office. The employee will be asked to sign the written reprimand and may make comments regarding the contents of the reprimand. The employee should be advised that his or her signature shows that a copy of the reprimand was received, not necessarily that he or she agrees with the contents of the reprimand.
3. If the employee's conduct or performance deficiency continues after the written reprimand, the next step may be suspension without pay, not to exceed one week.
4. Finally, if the employee's conduct or performance deficiency continues after suspension, the employee may be dismissed.

The action set forth above may be modified depending on the circumstances, on a case-by-case basis. The steps in the college's disciplinary procedure may or may not be administered in a sequential manner. Some offenses may result in immediate termination without prior warning. The appropriate Cabinet member and the Human Resources office must approve a dismissal before the employee is officially notified. Any time an

employee feels that any of the above steps are not justified, he/she may follow current grievance procedures.

## **Grievance Procedures for Career Service Employee (College Rule 3.24)**

[https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule\\_3/3\\_24.pdf](https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_24.pdf)

The purpose of college Rule 3.24 is to establish procedures that will provide Career Service employees with the fullest opportunity to bring forth problems and have those problems resolved. These procedures are intended to ensure Career Service employees receive fair consideration and due process in matters concerning employment and to provide, if needed, a hearing. It is the right of every Career Service employee to express a problem and have it considered without fear of reprisal. For more information, please refer to college Rule 3.24.