

FLORIDA COMMUNITY COLLEGE

Administrative, Professional and Career Employee

Handbook

Revised: January 2009

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OVERVIEW

MISSION, VALUES, GOALS AND VISION OF THE COLLEGE

Mission

We are dedicated to meaningful learning and excellent teaching, enabling individuals to achieve their hopes, dreams and full potential, and to being a leading partner in creating a dynamic, prosperous community of enlightened leaders and thoughtful, effective, global citizens.

Values

To effectively demonstrate our mission in all we do, the institution is committed to six College-wide values:

- **Meaningful Learning** that is student centered, comprehensive and responsive to the student and the community.
- **Excellent Teaching** that is inspiring committed to a partnership for learning with the student, sensitive to diversity, and expert in the development of sound educational experiences.
- **A Collegial Community** built upon effective teamwork and commitment which reaches out to the greater community to foster civic, cultural, social and economic development.
- **Leadership** that provides the vision for the College and enables faculty, students and staff to reach their full potential in a supportive environment.
- **Universal Access** that provides equal opportunities for all who seek to better their lives through education.
- **Quality Service** which provides responsive, efficient, and effective support from every person at the College to each person who seeks assistance from the College.

Collegewide Goals

The mission of Florida Community College will be fulfilled, in part, through achievement of the following Collegewide goals:

- **Prepare students for distinctive success, and as outstanding citizens, in the global knowledge economy**
Faculty, curricula, teaching methods, technology, learning environments and academic resources will provide students with relevant and rigorous preparation for success in a global knowledge economy. This preparation will enhance the capacity of students for effective citizenship through understanding of the governance and economic foundations of a democratic society. In pursuit of this goal the College will provide a comprehensive array of high-quality liberal arts and technical courses. The College will be recognized for exceptional collaboration, innovation and excellence in the pursuit of this goal.
- **Optimize access to and participation in College programs and services**
College programs and services will be accessible, in an affordable and convenient form, to every adult in the College's service area. An ever-increasing number of students will elect to become active members of the College community.

- **Ensure that every student has an extraordinarily positive experience in every engagement with the College**

The summative experience of students will be that the College provided a superior experience in every service interaction and academic encounter. Innovation, particularly involving advanced technology, will combine with exceptional customer service and instructional excellence to invariably produce this result.

- **Contribute significantly to the ongoing economic development of the College's service area**

The College will play a major role in economic development through rapid, relevant and high quality responses to the human resource requirements of employers. Effective processes for the identification and rapid response to workforce development needs of employers will be improved continuously. Employers will receive the highest order of service and professionalism in interactions with College personnel. The College's economic development initiatives will contribute to an elevation of per capita income, quality of life and community prosperity.

- **Enhance institutional performance and accountability and investment capital**

Standards of performance for individual employees, organizational units, students and the College as a whole will be continued at an unsurpassed level. Outcomes will be continuously monitored and reported, and the information derived will be applied effectively to improve institutional performance. High performance will be recognized and rewarded. The College will secure and invest the requisite fiscal, intellectual, human, and technical and fiscal resources to fulfill its mission and to achieve its goals. New investment capital will be derived increasingly from earned revenue.

The Vision Within Our Collegewide Goals

Our collegewide goals envision Florida Community College as a nationally prominent comprehensive community college of exceptional quality where students:

- Are extraordinarily well prepared for the challenges and opportunities of the emerging global knowledge economy. Our students will develop the ideal balance of discipline expertise and academic skills to learn quickly and adapt to change over their lifetime. They will be skilled in communication, critical and creative thinking, and the use of technology. They will be uniquely prepared for success in contemporary organizations and as involved and effective citizens.
- Have access to College programs and services through a broad array of personal and electronic opportunities. They will find an excellent correlation between their lifestyle and the College's locations, operating hours, policies and technology-based resources. Virtually every eligible citizen will be able to connect with the College in a timely and convenient manner, and they will do so in continuously increasing numbers. Current and prospective members of the College community will be well informed of the College's programs and services and will not be denied the opportunity to enroll due to financial limitations.
- Have an extraordinarily positive experience in every interaction with the College. Accordingly, they will be treated exceptionally well by College personnel who work collaboratively in the interests of students and the College. Innovation and skilled use of

advanced technology will contribute significantly to the quality of instruction and services which will be maintained at the highest levels. Employers and community members will also encounter unsurpassed levels of service and respect.

- Achieve significant career advantage as a result of the College's highly effective relationships with, and responsiveness to, employers. Strong partnerships between the College and employers will result in relevant and continuously improved curriculum and create opportunities for graduates. The College's exceptional performance in its central and essential role in economic development, in partnership with community and governmental entities, will elevate prosperity and quality of life for our citizens of the College's service area.
- Benefit directly from the College's distinctive capacity for responsiveness, innovation and accountability. The College will be recognized for its exceptional professional development program and high standards of performance for all personnel. Accountability will be ensured through continuous evaluation and reporting of performance and outcomes. College resources will be invested effectively to support vital strategic initiatives and the advancement of the College. The College will be uncommonly resourceful in capitalizing its strategic initiatives and particularly effective in doing so through earned revenue.

HISTORY AND SCOPE

Florida Community College is a political subdivision of the State of Florida and a member of Florida's Community College System serving Duval and Nassau counties. It was established by legislative act in 1963 as Florida Junior College (FJC) and admitted its charter class of 2,160 students in 1966. According to The Florida Times-Union, FJC's charter class was reported to be the largest beginning class for any institution in the nation.

- Two temporary facilities -- Cumberland Campus (now Kent Campus) on Roosevelt Boulevard and Southside Campus on Flagler Street – served students that first term. By the next August, the number of students enrolled doubled, and the College was pronounced a success.
- Three years later the College was accredited by the Southern Association of Colleges and Schools (SACS) for the Southern Region.
- In 1968, FJC continued to make history, expanding its mission with the addition of vocational and adult education programs, which were previously administered by the Duval County School Board. In May of that year, the College held its first commencement.
- In 1987 Florida Junior College (FJC) was renamed Florida Community College at Jacksonville (FCCJ) reflecting the myriad of educational opportunities available to all segments of the community.

Florida Community College is a comprehensive urban, suburban, virtual and global community college operating five campuses and six centers strategically located in Duval and Nassau counties and with a student population of about 80,000. Yet, Florida Community College keeps class sizes small, while providing abundant learning assistance and support services. And students save thousands of dollars by choosing Florida Community College over other educational options.

Florida Community College offers more than 200 programs of study for students and their diverse course requirements. Day, evening, weekend classes, accelerated learning opportunities, and an expansive array of online courses afford students the opportunity to pursue degrees on-site, via television and from the nearest Internet connection.

- Students who receive an associate in arts (A.A.) degree at Florida Community College are readily accepted at any state university in Florida. Recent studies have shown that Florida Community College graduates rank among the top transfer students from the state's community colleges.
- The College offers associate in science (A.S.) degree programs to prepare students for employment after two years of study. Some A.S. degrees are also transferable to state universities.
- The associate in applied science (A.A.S) degree is offered but is not transferable to a university.
- The technical certificate is a series of courses that comprise all of the training required for a certain occupation. Workforce certificate programs are for career areas that do not require college level work.
- In the area of adult education, the College offers adult basic education and courses leading to the high school diploma or the GED diploma at all campuses and at many off-campus locations.
- The College offers bachelor degrees in Nursing, Supervision and Management, Computer Systems Networking and Telecommunications and Fire Science Management. The Bachelor of Applied Science (B.A.S.) degree is an upper level degree for community college students who have earned an Associate in Science degree and wish to pursue further education. This program meets the Florida Department of Education requirements for the baccalaureate degree and respects the content of the Associate in Science (A.S.) degree through the appropriate transfer of both occupational and general education credit. The B.A.S. degree enhances the student's technical education and experience while providing the management, leadership, critical thinking and communication skills which will both promote their ability to progress in their careers and enrich their personal and civic life.
- It is anticipated that Florida Community College will become a 4 year State College in the Fall of 2009.

CAMPUSES, CENTERS AND ADMINISTRATIVE OFFICES

Downtown Campus (DNT)

101 W. State Street, Jacksonville, FL 32202, (904) 633-8100

Downtown Campus is just a few blocks from the Jacksonville Landing, the heart of urban Jacksonville. The campus, which opened in 1977, is located at 101 W. State St. between Main and Jefferson streets.

At Downtown Campus, special emphasis is placed on college credit, continuing education and occupational skills training programs. The campus includes classrooms and laboratories for instruction in such programs as building trades, engineering technology, automotive technology, electrical and metal trades, and English as a second language.

Downtown Campus reaches out to many different segments of the community through programs for widowed persons, senior adults, displaced homemakers and visually impaired adults. Major

adult basic education, adult high school and GED offerings are available too. The business and industry outreach program offers customized training programs on campus and in-house to local employers.

The Downtown Campus includes the Advanced Technology Center described below.

Advanced Technology Center (ATC)

401 W. State Street, Jacksonville, FL 32202, (904) 598-5600

The Advanced Technology Center is located on the Downtown Campus and is designed to provide area employers with an optimal environment for pre-service and in-service employee training and to provide a technology-rich atmosphere for the College's expanding program inventory in information technology, biotechnology, advanced manufacturing and transportation technology. The Center was conceived to meet the sophisticated training and technology requirements of these emerging-economy career fields—each identified as a targeted industry objective by the Jacksonville Economic Development Commission. In developing a center to serve the workforce training needs of these employers, Florida Community College has created a training venue for all employers with facilities, resources and services unmatched in the First Coast area. State-of-the-art technology and contemporary instructional facilities are readily available at Florida Community College for employer training programs. The Advanced Technology Center can adapt and accommodate if a company has its own trainers, curriculum or equipment. The ATC provides the ultimate environment for collaboration with the College and for cost-effective access to an exceptional array of training resources.

Kent Campus (KNT)

3939 Roosevelt Boulevard, Jacksonville, FL 32205, (904) 381-3400

Kent Campus opened in 1966 on Roosevelt Boulevard at Park Street. Formerly called Cumberland Campus, Kent Campus was renamed Kent Campus to honor Fred H. Kent, a prominent Jacksonville attorney who was the first Chairman of the Florida Community College District Board of Trustees. The campus originally included nearly 100 World War II duplex housing units. It was rebuilt into a beautiful collegiate setting in 1979.

Kent Campus offers general education, freshman and sophomore courses in a wide variety of academic disciplines leading to associate in arts degrees. Students can choose an academic major which will transfer directly to any of Florida's public universities where they can complete their bachelor's degree. Courses are also offered toward associate in science degrees or technical/vocational certificates in a variety of special emphasis areas including real estate, banking, marketing, insurance, computer science, office systems, legal assisting and general business.

Kent Campus is the home of Florida Community College's department of professional studies where modern state-of-the-art labs enhance the student's knowledge of clothing construction, interior design, retail/fashion marketing, culinary production and management. The floral design and marketing program is also based at Kent Campus. New programs are being offered for teachers' aides, computer technology and e-commerce development.

Kent Campus houses Florida Community College's Honor's Program, Center for Academic Excellence and Leadership, and the nationally top-ranked Upsilon Eta Chapter of the Phi Theta

Kappa International Honor Society. The Campus' Gallery exhibits work by local, regional and national artists and craftsmen and is open to the public.

Kent Campus includes the Cecil Center South/Aviation Center of Excellence, and the Cecil Center North described below.

Cecil Center South/ Aviation Center of Excellence (ACE)
13450 Lake Fretwell Street, Jacksonville, FL 32221, (904) 317-3800

Cecil Center South, the Aviation Center of Excellence (ACE), is located off Normandy Boulevard on the Westside and offers a complete range of programs to prepare students for a multitude of jobs in the aviation industry. America is facing a serious industry shortage for aviation technicians, managers, administrators, air traffic controllers and pilots. Projections show that employment will have grown by 14 percent from 1998 to 2008. As a Federal Aviation Administration (FAA) certified part 147 school, the Aviation Center of Excellence trains aviation technicians prepared to take the FAA exams leading to Airframe and Powerplant Certification.

Cecil Center North
5640 New World Avenue, Jacksonville, FL 32221 (904) 779-4200

The Cecil Center North is located off Normandy Boulevard, about 1.5 miles north of the Aviation Center of Excellence and provides residents of Jacksonville's Westside, to include Orange Park, Baldwin, Middleburg and surrounding areas, with a convenient and comprehensive higher educational facility where students can earn an associate degree, upgrade their work-related skills, and enrich their lives through life-long learning. Additionally, the Center serves the needs of Westside business and industry, enhances the opportunities of community members for professional and personal development, and serves as a center for cultural events.

North Campus (NTH)
4501 Capper Road, Jacksonville, FL 32218, (904) 766-6500

North Campus is located just eight miles north of downtown Jacksonville on Capper Road between Lem Turner and Interstate 295.

Built in 1970, North Campus is Florida Community College's primary center for health-related programs such as nursing, dental hygiene, and emergency medical services. North Campus is unique in its "cradle-to-grave" programming, offering such diverse program options as early childhood management and funeral services. Also unique to the North Campus is the Culinary Institute of the South, with its incomparable student-managed fine-dining restaurant, the Mallard Room. North Campus is also home to a state-of-the-art cosmetology program. At its far east end is the Criminal Justice Center, built in partnership with the Jacksonville Sheriff's Office, which offers academy track, police officer track, and correctional officer track programs.

A major sports center for the College, North Campus includes the Women's Softball complex, Howard Roey Field, home of the Florida Community College "Stars" baseball team, a soccer field and an all-weather track.

North Campus is also the home of the First Coast Community Music School, a program which provides professional music instruction to community members of all ages, abilities, and experience. The North Campus Art Gallery features numerous local, regional, and national artists on a rotating basis.

The North Campus includes the Betty P. Cook Nassau County Center described below.

Betty P. Cook Nassau County Center (NCC)
76346 William Burgess Boulevard, Yulee, FL 32097, (904) 548-4400

The Betty P. Cook Nassau Center is located in Yulee on 102 acres, .6 miles east of the Interstate 95/AIA intersection in Nassau County. The centralized location of the Center gives local residents convenient access to the classes and programs offered within the county.

The state-of-the-art 45,000 square foot facility opened in August 2000 and is fully equipped with four computer labs, and instructional television classroom, library, science lab, student support offices, student lounge/vending areas, a garden like interior courtyard, and excellent classroom spaces. Current offerings include A.A. and A.S. college credit classes, customized workforce education classes, Cisco Networking classes and practical nursing. Programs at the Nassau Center are constantly evolving to meet community and industry needs. A 16-acre portion of the campus is dedicated to the College's Outdoor Education Center.

The Outdoor Education Center is located in a pristine wooded corner of the College property. The outdoor education program offers team building, leadership, and environmental education programs to corporations and businesses, non-profit organizations, and educational institutions at all levels. College credit adventure classes are also offered in selected areas.

Open Campus (OC)
601 W. State Street, Jacksonville, FL 32202, (904) 646-2300

Open Campus is located in Downtown Jacksonville and is proud to be a “campus without walls”. It encompasses SACS accredited programs that are not limited to one physical location but are positioned within the College, businesses, military installations, and across the globe via the internet. The Open Campus offers credit and noncredit programs and courses onsite and online, locally and around the world to over 30,000 students.

South Campus (STH)
11901 Beach Boulevard, Jacksonville, FL 32246, (904) 646-2111

The South Campus is located near the intersection of 9A and Beach Boulevard. This Campus offers a full spectrum of college credit, community education and adult education classes. One of five Florida Community College campuses, South Campus can meet the needs of students seeking personal enrichment, professional development, high school diploma, GED, technical certification, A.S. technical degrees and liberal arts A.A. degrees. South Campus students can complete the first two years of a bachelor's degree and then transfer to a university.

South Campus is home of the art, music and theater programs for Florida Community College. These programs are housed in the Nathan H. Wilson Center for the Arts, a four-building complex consisting of a 530-seat proscenium theatre, a studio theater, an art gallery, a conference center, music studios, visual arts labs, media-arts computer labs and graphic design technology labs. In addition, South Campus is the site of the Jacksonville Regional Fire/Rescue Training and Education Center, which trains firefighters and related personnel.

A 2,000-seat Sports Center is home to the athletic teams in men's and women's basketball, women's volleyball and women's tennis.

The South Campus includes the Deerwood Center described below.

Deerwood Center (DWC)

9911 Old Baymeadows Road, Jacksonville, FL 32256, (904) 997-2500

Florida Community College reaches out to the growing Southside area with the College's Deerwood Center, located at Southside Boulevard and Old Baymeadows Road. The Center contains classrooms, computer and science labs, and offers credit classes of interest to both degree seeking and non-degree seeking students. Day, evening and Saturday classes are taught by certified faculty who enjoy teaching all students in this unique setting. Enrollment, counseling, academic advising, business office and library services are also available at this center.

Donald T. Martin Center for College Services (MCCS)

501 W. State Street, Jacksonville, FL 32202, (904) 633-8100

Most administrative offices of the College are located in the Martin Center which is adjacent to the Downtown Campus. Florida Community College chose to build in this area to lend its support to Jacksonville's downtown redevelopment. The building opened in March 1982 and was designed so that areas generating the greatest traffic flow are easily assessable to the public. Housed in the four-story building are the District Board of Trustees meeting room, Office of the College President, Florida Community College Foundation, Artist Series, Financial Aid, Finance, Human Resources, Instructional Affairs, Office of the General Counsel and Veteran Affairs.

ORGANIZATION AND GOVERNANCE

ORGANIZATIONAL STRUCTURE

District Board of Trustees

Florida Community College is governed by the District Board of Trustees made up of nine members as appointed by the Governor of Florida. The Board is vested with the responsibility and authority for the proper operation of the College (which includes responsibility for the resources, property and welfare of the College) as provided by Florida Statutes, Division of Community Colleges regulations and Board Rules.

- Policies and procedures related to the District Board of Trustees can be found on the College's website at: www.fccj.edu/friends/president/policies
- Current membership of the District Board of Trustees can be found on the College's website at: www.fccj.edu/friends/president/boardbios

College President and President's Cabinet

The College President is employed directly by the Florida Community College District Board of Trustees and all other employees of the College ultimately report to the College President. The President's Cabinet is a general advisory council to the College President regarding planning, resource management, administrative procedures, programs and services, and College Operations. The President's Cabinet is made up of all Campus Presidents, the Executive Vice President of Instruction and Student Services, the General Counsel and all departmental Vice Presidents. Organizational charts can be found on the College's website at: <https://artemis.fccj.edu/employee/Vancouver/EmployeeHierarchyView.aspx>

GOVERNANCE MODEL

Participatory Governance Model

The timely and meaningful participation of College constituencies in decision-making processes is essential to the advancement of the College. Further, the administration of the College is committed to a participatory governance model designed to ensure bi-directional communication, input in policy development, and broad collaboration in the continuous improvement of programs and services.

The participation of College personnel, students and community members occurs through organized governance groups, each with its own leadership. The governance model functions primarily through the fully expressed role of governance group leaders. The model calls for each governance group to perform some or all of the following functions:

- Organize and facilitate the requisite level of communication among all members of the group, both full-time and part-time. This includes serving as a liaison and representative of the group relative to interactions with the College administration and other governance groups of the College to ensure an effective bi-directional flow of information. (See Exchange of Views (EOV) at the link below)

- Facilitate the appropriate representation of group interests in the decision-making process of the College through coordination of the group's participation in issue analysis and input.
- Coordinate and communicate the resource requirements (e.g., human, financial, facility and technical resources) and professional development needs of the group, as a participant in the College's planning and resource allocation processes.
- Coordinate the efforts of the group to promote and assist the continuous improvement of the programs and services of the College.
- Recommend appointments to committees, task forces and design teams upon the request of the administration.

The College currently has the following governance groups

- District Board of Trustees
- College President's Cabinet
- Faculty Senate
- Career Employees Council (CEC)
- Administrative and Professional Collaborative (APC)
- Student Government Association (SGA)
- Campus Governance Councils (CGC)
- Curriculum Committee
- Academic Leadership Council (formerly Instructional Affairs Council)
- Strategic Planning Council
- Student Success Council

A brief description of each governance group can be found on the College's website at: <http://www.fccj.org/friends/president/partgovmodel.html>

HUMAN RESOURCES

PURPOSE

The mission of the Human Resources Department is to create value for the College as a whole by serving as a strategic business partner to the campuses and departments in securing, developing, and supporting its human capital. We provide quality HR services to attract, develop, motivate and retain a diverse workforce within an inclusive work environment. We judge ourselves according to three criteria: excellence (ensure state of the art staff practices), customer focus (increase customer satisfaction with staff support), and cost leadership (reduce the cost of operations while maintaining a high quality service). It is the responsibility of the Human Resources Department to assist each employee in understanding the rights and responsibilities of employment with the College.

HUMAN RESOURCES DISTRICT BOARD OF TRUSTEES RULES AND PROCEDURES

All Human Resources District Board of Trustees rules and procedures are located at the following College website and are maintained by the Office of the General Counsel.

<http://www.fccj.org/friends/president/policies/index.html>

Equal Employment Opportunity (EEO) Policy Statement

Florida Community College affirms its commitment to ensure that each member of the College community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, color, religion, age, disability, sex, national origin, marital status, or veteran status. The College recognizes its obligation to work toward a community in which diversity is respected and appreciated and equal access and equal opportunity is provided. The College also affirms its commitment to ensure that employees who complain about discrimination or harassment are protected from retaliation based upon their good faith opposition to alleged discriminatory conduct.

Drug-Free Workplace

Florida Community College strives to provide and maintain a drug-free environment for employees and students. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol while on College property or as part of its activities except as approved and required by curriculum related activities.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for employment, contract and/or academic decisions affecting the individual, or (2) unreasonably interferes with the individual's employment, contractual relationship, or academic performance by creating an intimidating, hostile, or offensive environment. Harassment in any form based on sex, race, color, religion, national origin, age, and/or disability is hereby expressly prohibited. Said prohibition shall apply to every facet of the College's operations, including, but not limited to, employment and student environments. Any

violation hereof shall result in disciplinary action, as appropriate, which may include termination. An online training course titled “*Preventing Sexual Harassment*” is now available to all employees of Florida Community College. This online tool provides information every member of the College community should know, understand and let guide their personal actions. The course may be accessed directly via <http://training.newmedialearning.com/psh/flccjacksonville> or through the FCCU catalog.

- **Sexual Harassment/Civil Rights Discrimination Grievance Procedure:**
An employee who feels he or she has been the victim of sexual harassment or any other type of civil rights discrimination/harassment, should immediately discuss the situation with the Employee Services Director and College Equity Officer at 632-3221. If the complaint cannot be resolved informally, a formal complaint may be filed and an investigation will be conducted to determine the appropriate action to be taken by the College.
- **Concerns other than Sexual Harassment/Civil Rights Discrimination:**
Employees have the opportunity to bring complaints/grievances to the attention of administration with the assurance that they will receive appropriate attention.

Complaint/Grievance

A complaint is defined as any dispute or controversy between the College and its employee which is not related to the application or alleged violation of an express Board Rule(s) or Procedure(s) subject to the grievance procedure. Employees who believe a condition affecting the employee’s terms and/or conditions of employment (not related to Board Rule(s) or Procedure(s)) is unjust or creates a problem should contact the Director of Employee Services/College Equity Officer at 632-3254 or 632-3221 for assistance in resolving the complaint.

A grievance is defined as a dispute between the College and its employee involving the application or alleged violation of some express Board Rule(s) or Procedure(s) subject to the grievance procedure. Any employee who believes that he/she has a basis for a grievance shall first informally discuss the matter with their immediate supervisor. It is the supervisor’s responsibility to make every reasonable effort to resolve the employee’s concern. If resolution cannot be reached, the employee should contact the Office of the General Counsel at 632-3298 for procedures to file a grievance.

Compliance with Rules and Procedures

Each Florida Community College employee has the responsibility to know, understand and comply with all Federal and State Statutes, State Board Rules and the rules approved by the District Board of Trustees. The compliance requirement by Board Rule is extended to cover proper implementing procedures, memoranda, bulletins and handbooks as they pertain to the operation of the College. If you have a question regarding a rule or procedure, please consult with your supervisor.

EMPLOYMENT POLICIES AND GUIDELINES

Employment

The appointment, promotion, transfer, suspension and dismissal of all employees, including temporary and contingent employees, shall be by Board approval upon recommendation of the College President. The College President shall establish procedures in furtherance of this rule as appropriate.

Term employment positions may be classified as full- or part-time career, professional or administrative positions and are restricted to the term of employment identified in the contract or grant. The availability of benefits is conditioned upon the position classification.

The College's Criminal History Records Review requires primary candidates for all full-time, regular part-time and specified adjunct instructor positions to submit to being fingerprinted and to having the criminal history records review results evaluated prior to beginning employment. Current employees with an original hire date prior to March 2001 who apply for transfers or advancement opportunities shall meet the same requirements as external applicants for employment.

The College's Drug Free Workplace policy requires the primary candidate for any full-time or regular part-time position to receive negative results on a pre-employment drug/alcohol test prior to beginning employment.

Florida Community College is an equal access/equal opportunity employer that makes employment decisions without regard to race, color, religion, national origin, sex, age, disability or marital status.

New Employee Orientation Period

Newly hired full-time and regular part-time employees in a career employment classification shall be in a new position orientation period (probationary period) for not less than one year and will receive written evaluations at four month intervals. In extraordinary circumstances, the new position orientation period may be extended for up to four additional months by the Vice President of Human Resources as the College President's designee. A supervising administrator who determines that an employee should be released from employment during the new position orientation period may do so after consultation with the Vice President of Human Resources or designee. During the probationary period, the employment of new full-time and regular part-time career personnel shall create no expectation of continued employment. As such, no reason need be given for discontinuance of employment except a five (5) day written notice. Such discontinuance shall not be considered position abandonment or dismissal for cause for any employment purposes.

Full-time continuing employees who move to a new position after more than one year of full-time service at the College shall serve an eight month new position orientation period with no loss of due process rights. These employees shall receive a formal evaluation at a minimum of every four months during this orientation period.

Performance Evaluation

Most employees of the College are evaluated annually in May and given valuable information on how he or she is performing a job. The purposes for conducting a performance appraisal for

employees are to: 1) insure that employee's are provided a regular opportunity to discuss their performance, achievements and difficulties, and goals; 2) provide a regular opportunity for a supervisor to discuss his/her view of an employee's performance; 3) establish goals or performance standards to be followed until the next evaluation; 4) identify training and staff development needs; 5) discuss suggestions for improving methods and procedures as well as morale; and 6) identify employees with potential for advancement. More information can be found regarding performance evaluation schedules on the College's website at:

http://www.fccj.org/friends/president/policies/apms/vol_III/

Work Schedules

All administrative, professional and career employees of the College are required to complete an appropriate Work Schedule form at the time of employment. The approved and completed Work Schedule form shall be received in the Human Resources Department within five days of the employee's first day of employment. The employee's supervisor is responsible for submitting a revised work schedule form to the Human Resources Department at such time as that employee's work schedule changes. The official Work Schedule can be found on the College's website at:

<http://www.fccj.org/campuses/mccs/HumanResources/forms.html>

Personnel Records

The official personnel record of a College employee is maintained in the Human Resources Office. Access to this official record shall be limited, except as provided herein, to the employee and those administrators, supervisors and managers with administrative purview and direct responsibility for the subject employee. Access to these records shall be provided only in the Human Resources Office with the exception of the President, Executive Assistant to the President, General Counsel, and Internal Auditor. Each employee is encouraged to review his/her official personnel record annually.

Payroll and Pay Periods

Administrative, professional and career positions are assigned to a pay grade within the College's Pay Plan based on duties and responsibilities of the position. Pay grades are attached to a salary index that provides step placement for initial salary placement and provides a minimum and maximum salary for each pay grade. The salary indexes can be viewed on the College's website at:

<http://www.fccj.org/campuses/mccs/HumanResources/salary.html>

Pay periods for all full-time, regular part-time and temporary part-time administrative, professional and career employees are from the first day of the month to the 15th day of the month and from the 16th day of the month to the end of the month. Paychecks are issued on the 8th and 23rd of the month for the period preceding the paycheck. If you do not receive a paycheck, contact your immediate supervisor. Other questions regarding your paycheck should be referred to the Payroll Department.

<i>Pay Period</i>	<i>Paycheck Issued</i>
1 st day of month to 15th day of month	23 rd day of month
16 th day of month to end of month	8 th day of next month

Banking and Direct Deposit

For all full-time and regular part-time employees, the College will automatically initiate direct deposit for payroll checks by wire transfer. Employees will be responsible for completing an Authorization Agreement for Direct Deposit, identifying the Financial Institution of choice to credit the net amount of the employee's payroll checks. Bank pre-notification is required to test the accuracy of the data submitted by the employee; therefore it takes approximately one month for the automatic deposit into the employee's bank account. For that reason, the first check will be paper. It is the employee's responsibility to contact their financial institution to verify the first payroll deposit.

If the bank account is closed by the employee, the College must be notified by the employee immediately. The employee will be required to complete a new Authorization agreement identifying a new Financial Institution for future payroll deposits within five (5) working days of closing the previous account. Failure to notify the Payroll Office could result in a delay of receiving a replacement check.

LEAVE TIME AND COLLEGE CLOSURES

Occasionally employees will need to be absent from work. Various types of leave are provided by the College for full-time employees and are subject to approval. Additional leave information can be found on the College's website at:

<http://www.fccj.org/friends/president/policies/boardrules/index.html#section3>

Annual Leave

- **Full-time Career Employees** earns annual leave time as follows:

First five years:	12 days per year
The 1 st month following completion of five years of service:	15 days per year
The 1 st month following completion of ten years of service:	18 days per year

Employees may carry annual leave into the next calendar year with a cap of 44 days (352 hours).
- **Full-time Administrative and Professional Employees** earns annual leave time as follows:

First five years:	16 days per year
The 1 st month following completion of five years of service	19 days per year
The 1 st month following completion of ten years of service	22 days per year

Employees may carry annual leave into the next calendar year with a cap of 44 days (352 hours).
- **Senior Management Employees** earns annual leave time as follows:

First five years:	20 days per year
The 1 st month following completion of five years of service	22 days per year
The 1 st month following completion of ten years of service	24 days per year

Employees may carry annual leave into the next calendar year with a cap of 60 days (480 hours).

Sick Leave/Personal Leave

Full-time employees earn eight hours of sick leave per month after working a majority of the month. Employees have the option of using 32 hours of their sick leave per calendar year as personal leave. Employees may carry over unused sick leave into the next calendar year.

Additionally, a full-time employee who has an earned sick leave balance at any public educational institution in the state of Florida (public school system, community college, university system), Florida Department of Education or a state agency may transfer previously accumulated sick leave to Florida Community College; however, at least one-half (1/2) of accumulated sick leave at any time must have been earned at Florida Community College.

When sick leave exceeds five (5) consecutive days a doctor's statement attesting to the employee's illness must be filed with the leave form. Employees who have been on sick leave for five (5) days and return to work must work one (1) full day before qualifying for another five (5) days of sick leave that would not require a doctor's certificate. When the sick leave exceeds ten (10) consecutive days, a doctor's statement attesting to the employee's ability to return to full-time work and to resume assigned activities must be filed with the leave form.

Holidays and Other Non-Work Periods

Full-time employees will be paid their regular hourly rate for observed holidays. The official College holidays are:

New Year's Day Martin Luther King Day Presidents' Day Good Friday	Memorial Day Independence Day Labor Day Veterans Day	Thanksgiving Day Christmas Day
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The College also offers a 15 week reduced work schedule during the summer term. During this 15 week period, employees are required to work 36 hours per week. The supervisor must approve the revised schedule and a new work schedule must be completed and submitted to Human Resources. In addition to official College holidays, other non-work periods of time are scheduled during the Winter and Spring breaks. The approved College operating calendar can be found on the College's website at <http://www.fccj.org/campuses/mccs/HumanResources/index.html>

EMPLOYEE BENEFITS, SERVICES AND POLICIES

Insurance Benefits

Insurance benefits for full-time employees (health, dental, vision, life insurance and the employee assistance program) are effective the first day of the first month after employment. Dependent coverage is effective the first day of the second month after employment. The College pays 100% of the insurance premiums for full-time employees; supplemental life insurance and dependent insurance is available for purchase by employees. Dependent premiums are collected a month in advance of coverage. Employees with health insurance through another source may opt out of the College's health insurance plan. In such cases, employees will receive a contribution to their medical Flexible Spending Account (FSA).

Benefit Election Changes

Full-time employees may change any of their health insurance benefit options or their Flexible Spending Account (FSA) investments during the designated open enrollment period. This event usually occurs in the months of October and November. Changes become effective January 1 of the following year. Employees may also make changes to their health, dental and vision plans (i.e., add/drop dependents) as well as modify their Flexible Spending Account deductions within 30 days of a qualifying event. Such events include marriage, divorce, birth, adoption, death, and loss of other coverage. For changes made due to any qualifying event, supporting documentation is required.

COBRA

Upon termination from the College, an employee, spouse and/or dependent of an employee has the option to continue his or her health, dental, vision and EAP insurance coverage up to a period of 18 months, at their cost, plus a two percent administrative fee. A 36-month option may apply under certain circumstances.

Sick Leave Pool

Full-time employees are eligible to enroll in the sick leave pool after they have been employed for one year and have a sick leave balance of at least 72 hours. Enrollment is open during the benefits open enrollment period with an effective date of January 1 of the following year. To enroll, an employee voluntarily contributes 16 hours of sick leave to the pool. If the employee has a catastrophic illness or injury and has depleted all of his or her own sick leave, they may apply for additional hours from the pool. The decision to grant hours is made by the Sick Leave Pool Committee.

Long Term Disability

All full-time employees are eligible for long term disability insurance coverage on the first day of the month following employment. The College provides this coverage at no cost to full-time active employees. This insurance is a wage replacement policy that can begin payment after six months (180 days) of disability. Eligible employees are provided with an income of up to 60% of their monthly earnings. The monthly maximum benefit is \$7,000.

Florida Retirement System (FRS)

Full-time and regular part-time employees are automatically enrolled in the FRS on their first day of employment. The FRS has several types of retirement plans from which employees may choose. The College contributes 9.85% as defined by law, a percentage of an employee's monthly salary, to the employee's plan of choice. Employees are given a one-time, irrevocable choice to switch plans. These plans include:

- FRS Pension Plan – the traditional plan provides a formula-based income at retirement. This defined benefit plan also provides disability and death benefit. Vesting period is six (6) years.

Deferred Retirement Option Program (DROP) – this option, within the FRS Pension Plan, allows employees to retire and have their FRS benefits accumulate, earning interest, while they continue to work for an FRS employer and receive their regular pay. To be eligible, an employee must meet the FRS Retirement definition.

- FRS Investment Plan: Public Employee Optional Retirement Plan (PEORP) – this plan allows employees to control how their retirement contributions are invested. The law defines the employer contributions, but your ultimate benefit depends in part on the performance of your investment funds. The choice to participate must be made in 60 days or it defaults to the Pension Plan. Employees will have five (5) months after the month of hire to elect an FRS Plan. Vesting period is one (1) year.

Community College Optional Retirement Program – CCORP

Full-time faculty, administrative, and professional employees have the option to elect to participate in a 403(b) tax-sheltered annuity plan in lieu of the Florida Retirement System. Under this plan, the College contributes 10.43% as defined by law, of a participating employee's gross salary to any one of five plans elected by the employee. The choice to participate in the Optional Retirement Plan must be made within 90 days of employment. Vesting is immediate.

Senior Management Service Optional Annuity Program – OAP

The SMSOAP is a defined contribution plan that provides for full and immediate vesting of all contributions submitted on behalf of the participant. Employees in eligible positions may irrevocably elect to participate in the Optional Annuity Program rather than the Florida Retirement System. This program provides retirement and death benefits through contracts with designated insurance carriers. Disability and health subsidy payments may be payable to the insured. Death benefits may be payable to beneficiaries.

Flexible Spending Account (FSA)

A provision under Section 125 of the Internal Revenue Code allows employees to use pretax salary dollars to pay for certain qualified out-of-pocket medical expenses and dependent-care costs. Participation in the FSA plan allows this payroll deduction from an employee's salary before taxes are calculated thereby reducing taxable income.

Employees must enroll in the program each year during the benefits open enrollment period. Changes to the participation election are not allowed unless a qualifying event occurs. Contributions to this must be used before the end of the 12-month plan year (January 1 through December 31) or those contributions will be forfeited. An employee will have until March 31 of the following year to file claims for services during the previous 12-month period.

Voluntary 403(b) Plan

The College offers its employees the opportunity to participate in a tax-deferred retirement savings plan, provided for by Section 403(b) of the Internal Revenue Service (IRS) Code. Effective January 1, 2009, salary reduction contributions may only be made to the 403(b) vendors who meet the new IRS requirements and are authorized by the College's 403(b) Plan. A complete list of

authorized vendors may be obtained from Human Resources or can be found on the College's website at: <http://www.fccj.org/campuses/mccs/HumanResources/benefits.html>

Mandatory 403(b) Terminal Leave Plan

The TIAA-CREF Terminal Leave Plan is an Internal Revenue Code Section 403(b) qualified retirement plan that permits retiring College employees to take maximum advantage of Federal tax laws by deferring Federal withholding taxes and permanently avoiding Social Security and Medicare taxes on eligible accumulated sick and annual leave payments. The maximum Plan contribution limit is calculated each year. All Plan contributions are 100% vested when deposited. The 403(b) Terminal Leave Plan is:

- 1) Mandatory for employees who separate from the College and are due at least \$7,000 in terminal "payout" for their unused sick and annual leave from Florida Community College and
- 2) Mandatory for employees upon their entry into the Deferred Retirement Option Program, or DROP.

Employee Assistance Program (EAP)

The Employee Assistance Program through Corporate Care Works helps employees and their families resolve personal and work problems through professional assistance. EAP encourages voluntary participation. It's your choice to access the service. Just call 1-800-327-9757 to arrange a confidential appointment with an associate provider most convenient to you.

Family Medical Leave Act (FMLA)

The Family Medical Leave Act (FMLA) requires covered employers to provide eligible employees with up to 12 work weeks (480 hours) per revolving year of job-protected leave, with continued medical benefits, for the following reasons:

- For the birth of a child, or placement of a child with the employee for adoption or foster care;
- For the employee's own serious health condition;
- To care for the employee's spouse, child or parent due to his/her serious health condition;
- For a qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
- Because the employee is the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits an employer from discriminating against an individual because of his or her disability. The ADA also requires employers to provide reasonable accommodation to the known physical or mental disability of an employee, unless to do so would impose an undue hardship on the operation of the employer's business.

PROFESSIONAL DEVELOPMENT

Reimbursement/Prepaid Tuition for Coursework Taken At Florida Community College

Full-time employees and their eligible dependents and regular part-time employees shall be reimbursed for matriculation and tuition fees for course(s) taken at Florida Community College. An eligible dependent is considered to be a spouse or a dependent child under the age of 24 and living at the full-time employee's residence.

Eligible full-time employees and their eligible dependents and regular part-time employees may participate in the Payroll Deduction Authorization program. Employees must complete a Payroll Deduction Authorization in Lieu of Payment of Matriculation and Tuition Fees application for courses to be taken by the employee and/or their eligible dependent(s) at Florida Community College. Employees and/or eligible dependents who do not successfully complete their coursework and who have a Payroll Deduction Authorization application on file authorize the Payroll department to deduct from the employee's payroll check the amount of matriculation and tuition fees due in three (3) equal installments immediately following the term taken. More information can be found on the College's website at:

http://www.fccj.org/friends/president/policies/apms/vol_III/

Coursework Taken at an Accredited College or University

Only full-time and regular part-time employees are eligible for participation in the graduate/undergraduate program. Participation by regular part-time employees is limited to coursework requested by the employee's supervising administrator to facilitate the employee's performance of required job duties. Regular part-time employees must also be employed by the College for at least one year before participating in this program.

Participation in undergraduate and graduate level coursework taken at accredited institutions, other than Florida Community College, is limited to tuition reimbursement of \$2500 per fiscal year (July 1 through June 30th). More information can be found on the College's website at:

<http://www.fccj.org/friends/president/policies/index.html>

Florida Community College University (FCCU)

Florida Community College University (FCCU) offers workshops and training programs to all Florida Community College employees. These specially designed professional development opportunities are intended to enhance the job performance and career growth of all College employees.

Training offerings may vary by term, and include:

- Computer Software Application Workshops (Both Mac and PC)
- Soft Skills Training
- Pedagogy Workshops
- Cooperative Learning Workshops

- Blackboard and Online Teaching
- Faculty Certificate Programs
- SIRIUS Training
- Student Success Training

Workshops covering a wide variety of topics are offered throughout the year. For additional information, consult the Office of Learning Technologies and Professional Development Website at www.fccj.org/fccu or call (904) 633-8122.

One Step Salary Increase for Courses Taken At Florida Community College

Full-time Florida Community College Career, Administrative and Professional employees are eligible to receive a salary increase after the completion of eight (8) credit hours of coursework taken at Florida Community College with a grade of “C” or better or the equivalent (120 hours) of non-college credit hours of supplemental prescribed courses that have been approved. For a complete list of approved FCCU courses, please see the following College website: http://www.fccj.org/campuses/mccs/HumanResources/one_step_incen.html. The eight (8) credit hours of Florida Community College coursework and the non-credit courses may be combined in any way that equates to 8 credit hours. If you have additional questions, please contact FCCU by e-mail, FCCU@fccj.edu. Employees may receive no more than a single salary advancement every three years thru this process.

All questions regarding this program should be directed to Florida Community College University (FCCU), (904) 633-8122.

Employee Perks

The College provides opportunities for quality leisure time for its employees. The perks and discounts listed on the following website offer Florida Community College employees, their family and friends a wide range of recreational opportunities. For a list of employee perks please click on this link <http://www.fccj.org/campuses/mccs/HumanResources/perks.html>

RISK MANAGEMENT

The Florida Right-to-Know Law (OSHA)

Florida Community College employees have a right to a safe working environment and to know about the toxic substances or hazardous materials with which they work. The College provides training in safe handling practices of toxic substances, and emergency procedures. The offices of

Risk Management and Florida Community College University (FCCU) provide the requisite training.

The bloodborne pathogens standard outlines practices to help protect employees from getting infections caused by germs carried in blood. This standard applies to designated first aid providers as well as to healthcare employees and selected other employees. The College will provide training to those employees potentially exposed to bloodborne pathogens as part of their job duties, offer a hepatitis B vaccine, exposure evaluation, and follow-up.

Safety and Security

Each College department retains a Safety manual providing detailed information regarding safe work practices and safety rules, including toxic substances and hazardous materials. Please consult with your supervisor for further information regarding the application of safe working practices and you may contact the Office of Risk Management to request the OSHA Safety Training Handbook.

Workers' Compensation

Any full-time employee who is required to be absent as a result of personal injury by accident arising out of and in the course of employment may be granted Workers' Compensation/On the Job Injury (WCMP) leave during the first seven (7) calendar days after each such accident. Such absence must be for a qualified Workers' Compensation disability for which work accommodations cannot be made. The determination of disability shall be based on the report of the attending Workers' Compensation physician. Commencement of Workers' Compensation payments, duration of payments, and rates of compensation are determined in accordance with Florida Statutes.

Employees who are released from medical treatment and are approved to return to work with no restrictions shall return to work per the regular schedule and provide a copy of the doctor's release paperwork to their supervisor. In the event that an injured employee is released to return to work with restrictions, the employee shall provide a copy of the doctor's release to the Director, Employee Relations, and Human Resources but shall not report to work until contacted by Human Resources to do so.

Emergency Response

The College Emergency Procedures Quick Reference Guide can be accessed on the College's website at <http://www.fccj.edu/friends/foremployees/crisis/>

OTHER INFORMATION

Florida Community College Foundation

The Foundation is organized and operated exclusively for the support of Florida Community College. It is the vehicle by which individuals and corporations invest in the College's educational

programs and student scholarships. Through these private investments, the Foundation seeks to provide the margin of excellence that tuition and tax support alone cannot offer.

Florida Association of Community Colleges (FACC)

The FACC is a professional organization open to any community college employee. At the state level, FACC actively promotes legislation regarding Florida community colleges and their employees; actively lobbies the state legislature for increased funding and policies of benefit to community colleges employees; provides professional training; researches pertinent issues; enhances public awareness of the accomplishments of Florida's community colleges; recognizes and promotes exemplary practices and programs; and works to improve communication, cooperation and camaraderie among FACC members.

Artist Series

Originally developed as a vehicle for making the arts more accessible to students, the Florida Community College Artist Series has broadened its focus over the years. Forty years after making its debut at the local college, the Florida Community College Artist Series has become the primary source for national and international professional productions in Northeast Florida and Southeast Georgia. From Blockbuster Broadway shows to cultural programs from around the world, the Florida Community College Artist Series brings quality entertainment to individuals of all ages and all tastes. It's unique blend of musical and dramatic presentations attract one of the largest audiences in the Southeast.

Learner Support Center

The Learner Support Center is a nationally recognized call center providing the community with high-quality admission and registration assistance, technical services and academic advising as well as general collegewide information. To reach the helpdesk or assistance with registration or advising go to the following links: helpdesk@fccj.edu info@fccj.edu or advisor@fccj.edu

Libraries and Learning Commons

The Libraries' Website serves as a gateway to the full range of library resources and services, in addition to providing links to the Florida Community College Library Network (LINCC), Florida State University System libraries, local libraries, electronic databases, and other useful Websites. FCCJ students, faculty and staff may borrow materials from participating colleges in the Florida Community College System, State University System, St. Leo's College and Sumter County Public Library, with the presentation of an FCCJ identification card. Information regarding the libraries and learning commons can be found on the College's website at:

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

Athletics

A program of intercollegiate athletics is available at the College. Basketball (men's and women's), tennis (women's) and volleyball (women's) are sports activities based at the South Campus. North Campus is the location for baseball and softball.

Florida Community College is a member of the Mid-Florida Conference of the Florida Community College Activities Association and the National Junior College Athletic Association.

Both group and individualized intramural/recreational activities are provided by the College through the student activities office. Activities include flag football, volleyball, basketball, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards and golf. Special discount passes to a variety of community recreational facilities, including; bowling, golf, driving ranges, miniature golf and movies are also available at substantial savings from each campus student activities office.

Parking

Employee parking is provided at no charge to employees of the College. Employees are expected to comply with parking lot designations and to follow the reasonable and lawful directives of College Security personnel and members of the Jacksonville Sheriff's Office. Parking decals may be obtained from each campus or center security office during normal working hours.

TECHNOLOGY

Acceptable Use Policy

Employees with computers must respect all electronic communications and information of others by adhering to the College's rule on confidentiality of records and guidelines that govern accessing and altering records only with proper authorization. Please refer to the following link for further information. http://www.fccj.org/friends/president/policies/apms/vol_VII/

Computer users are given User ID's and passwords to access the system, which they have the responsibility to keep secure. ID's and passwords are assigned to single users, and must not be shared with anyone. Users are personally liable for all transactions conducted under their personal User ID's and/or passwords. Security violations must be reported to the Chief Information Officer.

Florida Community College at Jacksonville Computing Facilities Policies and User Agreement

Florida Community College computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of Florida Community College at Jacksonville.

A user of Florida Community College Computing Facilities will: Recognize that Florida Community College computing facilities are intended to support the academic mission and administrative functions of the college and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.

Recognize that authorized Florida Community College systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in Florida Community College computing facilities, including electronic mail.

Recognize that Florida Community College disclaims responsibility for loss of data, time delay, system performance, software performance or any other damages arising from the use of Florida Community College computing facilities.

Understand that some systems at Florida Community College are operated under license agreements with IBM, Microsoft, Novell and others. Under these agreements, the systems may be used for instructional and research-related purposes only.

Take all necessary steps to protect the integrity of Florida Community College computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

Respect the copyrights of all software and data available through Florida Community College computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

Use Florida Community College computing resources in a manner consistent with all Florida Community College general policies, rules and procedures regarding codes of conduct, academic integrity and the college environment.

Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at Florida Community College.

Respect the privacy of electronic mail and other user files transmitted and stored in Florida Community College computing facilities or at any other location accessible through a network.

Accept that a userid or program may be terminated, or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

Acceptable Use Policy - continued

Use only those facilities which are in the public domain, or for which they have obtained explicit authorization, at Florida Community College or any other location accessible through Florida Community College computing facilities.

Not use the Florida Community College computing facilities for conducting private business or for personal financial gain, that is not related to designated college programs or functions.

Not use Florida Community College computing facilities for any unauthorized or illegal purpose, such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at Florida Community College or elsewhere, unauthorized disruption of Florida Community College computing facilities, attempts to discover or alter passwords or to bypass security systems in Florida Community College computing facilities or in any other computing facility.

I understand that violation of these policies may result in temporary or permanent loss of my access to any or all Florida Community College computing facilities and other disciplinary actions as appropriate. I also understand that any use of Florida Community College facilities is not private and that data and/or transactions may be reviewed by system administrators as part of normal operations and that Florida Community College implies no privacy or secrecy for those using its computing facilities.

I further understand that by my acceptance of employment in any capacity with Florida Community College and/or registration for classes at Florida Community College and/or use of Florida Community College computing facilities that I have agreed to and entered into this agreement as it is incorporated into the applications for employment and admission.

Telephone Service

To access an outside line,

you must first dial “9”. To dial within the College, simply dial the last four digits of the number. For long distance calls, you must first dial “7”. For technical assistance on telephone service, contact the Learner Support Center at 632-3151. All other telephone problems should be reported to your campus Director of Administrative Services.

Web Pages Disclaimer

Florida Community College at Jacksonville provides computer accounts and access to technology resources for all faculty, students and employees for education purposes. The College assumes full responsibility for the accuracy and appropriateness of official College World Wide Web (WWW) pages.

Individual (personal) pages (as denoted by “username” in the URL) are provided as professional and educational work areas. These individual pages are reviewed for adherence to technical standards only. Individual page content is determined by the page owner, is not reviewed by the College, and is subject to review upon formal complaint by a responsible party.

Florida Community College assumes no responsibility for, nor does it endorse, the contents of any personal/individual WWW page. However, if you believe the content of a personal page is offensive, obscene, or inconsistent with the generally accepted norms for WWW page content, please register a formal complaint by contacting Webmaster@fccj.edu

All software, documentation, research data, and other materials (“Materials”) submitted for installation on the Florida Community College Internet Server will be deemed in the public domain, except for any express restrictions included in such Materials by the submitting party.

Florida Community College is not responsible for providing notice of or enforcing any such restrictions.

All parties submitting Materials to the Florida Community College Internet Server represent and warrant to Florida Community College that the submission, installation, copying, distribution, and use of such materials in connection with the Florida Community College Internet Server will not violate any other party's proprietary rights. Florida Community College is not responsible for any errors created in or damage to the Materials as a result of their installation or maintenance on the Internet Server, or their use by anyone accessing the Internet Server.

The Florida Community College Internet Server and all Materials maintained on the Server are provided "as is" with no warranties of any kind.

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Materials may not be used for any purpose requiring fail-safe performance, or as to which defects in or failure of Materials could cause death, personal injury, or property or environmental damage ("High Risk Activities").

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DEPARTMENTS TO CONTACT

NAME / DEPARTMENT	BUILDING / CAMPUS	TELEPHONE NUMBERS
Admissions, Records & Registration Registrar	Deerwood Center Downtown Campus Kent Campus North Campus South Campus	997-2500 633-8240 381-3559 766-5562 646-2303
Admissions and International	All Campuses	633-8413
Enrollment and Orion Student Systems Manager Asst Student Systems Mgr Support	All Campuses All Campuses All Campuses	632-5112 632-3185 632-3238
Graduation and Degree Audit	All Campuses	632-3194
Assessment and Certification Centers	Deerwood Center Downtown Campus Kent Campus North Campus Open Campus South Campus	997-2600 633-8388 381-3491 766-6708 632-5009 646-2040
Bookstores	Deerwood Center Downtown Campus Kent Campus North Campus South Campus	928-9973 356-9918 384-9431 766-6631 646-2000
Business Offices	Deerwood Center Downtown Campus Kent Campus Nassau Center North Campus Open Campus South Campus	928-9973 633-8340 381-3572 548-4400 766-6656 632-5036 646-2000
Directors of Administrative Services	Downtown Campus Kent Campus North Campus Open Campus South Campus	633-8171 381-3612 766-6725 633-5965 646-2308
Florida Community College University (FCCU)	All Campuses	633-8122

Finance Accounts Payable Accounts Receivable Payroll Purchasing	P-Card Vendors A-B & E-M Vendors C-D Vendors N-Z All Campuses All Campuses All Campuses Orion Questions	632-3340 632-3342 632-3349 632-3337 632-3330 632-3344 632-3301 632-3358
Foundation	All Campuses	632-3239
Human Resources Employment Apollo Assistance Information/Records EEO Officer Benefits Compensation	All Campuses All Campuses Dnt/Open/ATC/MCCS South/DWC North/Kent/Cecil/Nassau All Campuses All Campuses All Campuses All Campuses All Campuses	632-3210 632-3071 632-3208 632-3317 632-3167 632-3221 632-3316 632-3018 632-3319 632-3196
Learner Support Center Technical Helpdesk Support Distance Learner Advising Information Center Toll-Free	All Campuses All Campuses All Campuses All Campuses	632-3151 646-2300 646-2300 1-877-633-5950
Libraries	Deerwood Center Downtown Campus Kent Campus North Campus South Campus	997-2562 633-8368 381-3522 766-6717 646-2174