



personnel handbook

2012-2014



NORTHWEST FLORIDA
STATE COLLEGE

Foreword

The material in this handbook is for the convenience of full-time and part-time personnel and adjunct faculty employed by Northwest Florida State College. The Personnel Handbook does not represent a contract with employees of the college.

Each person employed by the college is responsible for being familiar with the information contained in this handbook, the college catalog, and supplementing official publications of the college. The Board Policy Manual, upon which the information in this booklet is based, is available on reserve in the Learning Resources Center, in the Human Resources Office, in the Office of the President and on the Internet as an NWFSC Intranet document, should further information be desired.

Questions relative to the procedures contained herein should be directed to your supervisor or the Human Resources Office.

Educational Equity and Equal Access/Equal Opportunity

“Northwest Florida State College is dedicated to the concept of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs and activities.”

The Northwest Florida State College Equity Coordinator may be contacted through the office of the Director of Human Resources, Niceville Campus, (729-5365). The Equity Coordinator is also coordinator of Title IX of the Education Amendment of 1972.

NWF State College Equity Coordinator:

Nancy Murphy
Director, Human Resources, Equity Coordinator
100 College Blvd.
Niceville, FL 32578
850-729-5365

Administration Building, Human Resources

NWFSC is a Drug Free Workplace.

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I

College Mission and Values— Vision 2020

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Southern Association of Colleges and Schools, at www.sacscoc.org, for questions about the accreditation of NWF State College.

NWFSC Mission Statement

Northwest Florida State College improves lives. We deliver outstanding educational programs that are relevant, accessible, and engaging for students of all ages and provide exceptional cultural, athletic, and economic development activities for the communities served. We commit to excellence, creativity, integrity, and service.

NWFSC Values

Opportunity – meeting each student’s educational need at his or her level of ability

Excellence – achieving the highest standards

Learning – acquiring new skills, insights, and ideas

Success – preparing students for the future

Creativity – finding innovative ways to accomplish our objectives

Community – listening and responding to community needs

Teamwork – supporting and respecting each other and those we serve

2020 Vision

Vision One: A Learning-Centered Community

Northwest Florida State College will be a college that places the teaching-learning process at the core of our existence and seeks to improve student success.

Vision Two: Access to Opportunity

Northwest Florida State College will be the gateway to higher education opportunity for students in areas we serve.

Vision Three: Community Engagement

Northwest Florida State College will be recognized as a critical community resource and a valuable partner in advancing cultural, economic, and educational aspirations.

Vision Four: Institutional Growth

Northwest Florida State College will seek to grow strategically in areas that increase our impact on the communities we serve.

Vision Five: Financial Stewardship

Northwest Florida State College will be financially secure and will practice wise financial stewardship.

Vision Six: A Great Place to Work

Northwest Florida State College will be one of the leading employers in our service area by offering competitive compensation packages and investments in personal and professional development programs and will place an emphasis on job security.

Statement of Philosophy and Academic Freedom of NWFSC Professional Personnel

All professions are characterized by special, rigorous educational and experiential preparation that is objectively documented, dedication to the wider purposes of the profession, standards of honor, and a continuing curiosity about the profession.

Given these qualifications, the professional educator is a member of a profession distinguished by several unique characteristics, including stringent educational preparation and frequent updating; expertise in a specific discipline encompassed by the profession; unswerving loyalty to the profession; a commitment to lifelong learning and development; adherence to self-imposed high standards in intellectual, moral, and social matters; and a sense of responsibility to the profession, to those served by the profession, and to society as a whole. Professionalism thus entails behavior and attitudes characterized by pride in one's self and one's chosen career, respect for the people served, and commitment to the continuing development of skills in the pursuit of excellence. Standards provide the framework within which professionals carry out their obligations to each other, to the people they serve, and to society in general.

NWFSC personnel recognize that the best way to put this philosophy into action is through the leadership of professional educators and support personnel, working together with students, in a collegiate environment that is challenging, nurturing, and free from intimidation and coercion. Essential to this environment are the freedom to exercise professional judgment, cooperation, broad-based participation in decision-making that includes all levels of professionals, open and honest communication, trust, a harmonious atmosphere, and attitudes that both promote and cultivate the development of potential in students, in faculty and staff, and in the community. In the thoughtful and reasoned search for truth, the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and

scholarly criticism and to express ideas and beliefs in an atmosphere of openness and respect tempered with professional responsibility.

NWFSC personnel are committed to the highest ideals of professionalism as practiced within the legal framework of Florida Statutes, State Board of Education Rules, and policies established by the college's Board of Trustees.

II

Governance and Policy Formulation

The Board of Trustees is the policy making body of the Institution. the Executive Council, the Curriculum Committee, the Faculty Assembly, the Administrative, Supervisors, and Professional Services Council, and the Staff Council are the key internal organizations of the college that enables college employees to participate in the creation of the college mission and goals, college policies, curriculum development, and other institution-wide planning activities. All of the college's standing committees participate in the development of institutional procedures and provide on-going input into the college's planning process.

Board of Trustees

All employees of Northwest Florida State College are governed by the Board of Trustees Policy Manual. These rules are all based on higher legal authority, usually State Board of Education Rules. In turn, State Board of Education Rules are derived from authority given by Florida Statutes, General Laws and Special Laws that have been approved by the State Legislature and the Governor. Each of the twenty-eight community/junior colleges of Florida has a local Board of Trustees and set of board rules which have the force of law.

All proposed policies and revisions are placed on the board agenda, which is prepared one week before every board meeting. Copies of the agenda for any meeting may be obtained from the President's Office on the second Tuesday of the month of board meeting. The board meets on the third Tuesday of each month except December unless a different date has been approved at a prior meeting. The Board Policy Manual is posted on the College's Website (College Info – Board of Trustees – Board Policy Manual; however, if you have difficulty finding a specific rule or just want to know if there is a rule concerning something being prohibited, permitted or limited, you may call the Human Resources Office.

Councils & Assemblies

Administrators, Supervisors & Professionals (ASP) Council

The mission of the ASP Council is to provide a forum whereby administrators, supervisors, and professional employees have an interactive role in creating and maintaining a cohesive work environment for all college employees. Through open communication, the Council will strive to promote quality services and programs for employees, students, and the community while supporting the college mission and values. The Council will serve in an advisory capacity to the College president and administration and is committed to promoting and encouraging communications with the College president, administration, faculty, staff and students. Membership of the Council shall include the SGA president or his/her representative and all full-time employees who are not members of the Staff Council, Faculty Assembly or the president's Executive Council. The leadership of the Council shall be elected by the membership at the annual meeting.

Curriculum Committee

The Curriculum Committee is the internal body charged with the primary responsibility for the review and approval of the college curriculum. The committee is responsible for ensuring courses and programs are consistent with the college mission and goals; are commensurate with community needs; adhere to established state, local, and regional/national accreditation requirements; and meet the college's usual standards of quality. In addition, the committee reviews and approves routine academic and student services guidelines, standards and procedures; recommends policy changes; and serves as a forum for the discussion and assessment of student success. Membership includes faculty representatives, all of who are voting members, and instruction and student services administrators, some of whom are voting members and some of whom are non-voting members. The committee is facilitated by the academic vice president.

Executive Council

The Executive Council is composed of the senior college administrative staff and serves as the primary advisory body to the president regarding college operations and implementation of policy. The group reviews recommendations and considers issues identified by the Council members or by various committees, councils and administrative groups. The Council provides operational guidelines and policy interpretations as needed.

Faculty Assembly

The Faculty Assembly was formed to enable communication and collaboration among faculty, the College President, and the Board of Trustees in a climate of trust and confidence. The Assembly's goal is to encourage, develop and maintain an environment of openness and inclusion that will enhance the guidance and educational opportunities for the students of the college. The Assembly pledges to promote excellence in teaching and learning, while fostering academic

freedom, professional responsibility, and high ethical standards. The Assembly will elect a Steering Committee, chair and associate chair.

Staff Council

The Staff Council provides an opportunity for all staff members at the College to have a role in defining and maintaining a workplace that encourages input from all staff in creating a harmonious environment in which to work, while collaboratively supporting the College’s quest to provide a “premiere education” for its students. The Council strives to stimulate a positive and supportive esprit de corps among staff and serves in an advisory capacity to the President and administration of the College. The Council is committed to promoting communication across the College. The membership of the Council shall represent all support staff of the College. The leadership of the Council shall be elected by the membership at the annual meeting.

Standing Committees

Committee	Function
Admissions	Reviews petitions from students for readmission after academic probation.
Calendar	Prepares and reviews the annual college academic calendar.
Catalog	Prepares and reviews the annual college catalog.
Co-curricular/Student Activities	Reviews and monitors co-curricular and student activity programs.
Course Substitution	Reviews student course substitutions and student special needs requests.
Distance Learning	Provides leadership in distance learning and recommends enhancements for the distance learning program.
Employee Benefits	Reviews the benefits provided to college employees.
Equity	Prepares and reviews the Annual Equity Plan of the college.

Financial Aid	Reviews appeals for students suspended from financial aid for failing to comply with Standards of Progress; serves as a selection committee for scholarship applicants.
Graduation	Provides leadership and planning for the college's annual commencement ceremony.
Institutional Research	Reviews measures of effectiveness and assists in the development and implementation of research and evaluation activities.
Learning Resources & Copyright	Assists LRC Director, formulates LRC goals, implements LRC programs and the college copyright policy and procedures.
Recruitment, Marketing, and Retention	Develop long-term marketing plans for the college and monitors the college's efforts in recruiting, marketing, and student retention.
Residency Appeal	Reviews residency exceptions, appeals, and reclassifications and makes determinations.
Safety/Campus Security/Emergency Response	Helps ensure the safety of students, faculty, staff, and visitors to the campuses and centers of NWFSC. Identifies safety violations and makes recommendations.
Staff & Program Development (S&PD)	Develops and makes recommendations for the college's Staff and Program Development Plan.
Student Success	Reviews the college's learning support services, success and retention strategies, and related issues to enhance student outcomes.
Technology Advisory	Develops and reviews the college-wide technology plan, including prioritization of strategic initiatives affecting the broad areas of information technology (i.e., electronic communication, telephones, mainframe/server functions, and administrative software.
Traffic Court	Convenes to adjudicate written appeals of parking violations for students and forwards results to the Dean of Students with the court's recommendation.

III

Human Resources

Equal Opportunity

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

General Employment Procedures – Full-Time

The President of the college is authorized to employ administrative, instructional, and support personnel within the provisions of the budget in any given year. Such appointments are submitted to the Board of Trustees for final approval.

The following procedures shall also apply:

- Until such time as personnel employment is approved by the Board, any such person may be summarily dismissed from employment with or without cause and said person shall have no rights established by virtue of reporting for duty prior to Board approval.
- No full-time employee of the college shall begin employment prior to approval of such appointment by appropriate dean/vice president and/or the President of the college.
- Employment of personnel shall be in accordance with pertinent college salary schedules. Provisions of the salary schedules are binding; thus each employee is expected to become familiar with the schedule under which he/she is employed.
- An appointment letter, once acknowledged affirmatively, is considered a binding agreement between the individual and the college with final contract details dependent upon necessary verification of experience, educational background, and similar details.
- Career Service personnel are employed on a probationary status during the first six months of employment in any career service position. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation. Successful completion of the probationary period shall be approved by the immediate supervisor and the appropriate dean/vice president or the President.
- A relative of a board member may not be employed or promoted except upon prior approval of the Board of Trustees based on a recommendation by the President and only after disclosure of the relationship of the employee to the board member(s).

- Job descriptions for each position will be developed and maintained in the Human Resources Office. Job descriptions may be reviewed annually.
- Immediate family members such as spouse, father, mother, siblings, or children will not be employed where supervision, promotion, or evaluation decisions occur between two relatives or in situations in which the receiving and receipting of funds occur.

To fill a vacancy:

For vacancy procedures regarding faculty, professional, administrative, and career service positions, please see Human Resources for the Employment Process packet.

Adjunct Faculty –

Adjunct faculty shall be employed part-time to meet specialized instructional needs and/or to provide instruction at times when course enrollments exceed the load capacities of full-time instructors.

Adjunct faculty shall meet the same minimum criteria established for their full-time counterparts. Specifically, adjunct instructors must meet minimum qualification criteria established by the Southern Association of Colleges and Schools (SACS) Commission on Colleges, NWFSC minimum qualifications, and any program-specific specialized state or professional accreditation standards (e.g. professional licensure).

Adjunct faculty may be employed for teaching a specific course, or they may be pre-qualified and approved for the adjunct resource pool – to be utilized as needed for instruction of courses for which they have been pre-qualified.

Prospective adjunct faculty must complete, as a minimum, an NWFSC application form and provide applicable transcripts. The Human Resources Office reviews the application for completeness and forwards it to the appropriate department chair or division director for review. The chair or director forwards the application and related documents to the appropriate dean/vice president, along with a recommendation relative to employment and courses for which the applicant is qualified. Recommendations for approval to teach are prepared in the Office of Academic Affairs and forwarded to the President for approval.

Once approved by the President for placement in the resource pool, an adjunct instructor is available for a onetime use as needed, pending confirmation by the Board of Trustees at their next regularly scheduled meeting; thereafter, the instructor is available as needed to teach on a part-time basis. The Human Resources Office periodically reviews the resource pool, deleting instructors who no longer reside in this area or who are otherwise no longer available to teach on a part-time basis.

Should the department chair or division director have need for an adjunct instructor and the need cannot be filled from the approved resource pool, the Human Resources Office advertises through local media for a person to fill the position. Persons responding will be required to complete

application processing and approvals as indicated above.

Fingerprints and Criminal Background Checks

Fingerprints of all new employees employed after 7/1/2000 (full-time, part-time, adjunct faculty), and adult volunteers who work in athletics, child development, Collegiate High School, Kids on Campus or in other programs as required by the President are required for the purpose of providing a safe and secure student and employee environment. The fingerprinting process will be done by an authorized law enforcement officer or an employee of the college who is trained to take fingerprints. The cost will be borne by the college.

College Orchestra or chorale performers who are paid through the college payroll system as intermittent employees are exempt from the fingerprinting requirement.

New employees shall be on probationary status pending fingerprint processing.

Probationary employees terminated because of their criminal record shall have the right to appeal such decision.

Current administrators, counselors, librarians, educational advisors, faculty and staff members, who teach or serve students in the Collegiate High School of NWFSC, are required to be fingerprinted for a criminal background check as required by FS 1002.

Determination of the status of a current employee whose fingerprint results disclose a criminal record, not formally disclosed on the application of the employee, will be made by the President based upon information and research from the Director of Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.

Employee Orientation and In-Service

The college provides for departmental, in-service, and orientation sessions as a means of enhancing the effectiveness of personnel. It is expected that employees will participate in all such scheduled activities and meetings. Employee orientation includes information on policies, procedures, benefits, professional expectations and the purpose of the institution. Opportunities for professional development and participation in academic affairs are explained in these sessions.

Employee Benefits - Full- and Part-Time

Cultural Events

All college personnel are invited to attend cultural activities sponsored by the college. Most activities are free (employee plus one guest), but occasionally a particular function may be presented for which a nominal charge is made.

I.D. Cards

I.D. Cards are available for all full-time and part-time employees. The Raider Card is an official NWFSC identification card. It is necessary to check out books and other materials from the NWFSC Learning Resources Center and for admission to various events and performances sponsored by NWFSC.

Parking

Parking is available to all full-time and part-time personnel displaying a parking permit. The parking permits are free and are available in the Human Resources Office. The permit authorizes parking in yellow-lined, reserved spaces. Blue-lined spaces are reserved for handicapped parking and white-lined spaces are for students.

Use of Facilities

The tennis courts, handball courts, golf course, and jogging trail are available to all personnel, college retirees, and their guests during times when the facilities are not needed for the educational activities of the college.

Wellness Center

All full-time and part-time employees have access to the Wellness Center. Employees must have a valid NWF State College ID and a signed Waiver of Liability Notice Form on file in Human Resources. All participants recognize and understand that NWF State College has had no opportunity to evaluate their physical condition or ability to undertake the rigors of the activity, and therefore all participants should consult with a qualified physician before undertaking such activities. Please see Human Resources for more information.

Employee Benefits - Full-Time Employees, Only

NOTE: The following benefits apply only to full-time personnel who are actively employed. Personnel employed on a 9-month basis and who have been approved for a contract for the coming year are considered to be, during the 3-month summer period, actively employed and fit this category for benefit purposes. Should termination occur, adjustments in benefits such as reimbursement for Staff and Program Development (S&PD) course enrollments will be on a pro-rata basis.

Annuity Programs/Credit Union Membership

Tax sheltered annuities are available, as well as salary protection insurance. Detailed information and arrangements for enrollment in these programs are available in the Human Resources Office. NWFSC employees are eligible for participation in the Okaloosa Teachers Federal Credit Union and Egin Federal Credit Union. Membership forms and additional information are available in the Human Resources Office.

Employee Assistance Program (EAP)

The college's Employee Assistance Program is designed to provide confidential, professional help for employees with personal problems which affect job performance. The EAP encourages college employees to seek prompt, professional help to resolve personal problems before job performance becomes impaired. Details of the program are available in the Human Resources Office or at www.nwfsc.edu/HR.

Health and Life Insurance Benefit Program

Employees are encouraged to participate in the Health Insurance Program of the college. The premium for single-rate coverage for any full-time employee of the college who choose to participate in the college group health plan will be paid by the college.

The college pays Life Insurance and Accidental Death and Dismemberment (AD&D) premiums for each full-time college employee. Insurance coverage is for two times the employee's annual salary rounded to the highest thousand.

Miscellaneous Payroll Deductions

Employees may purchase dental, vision, and disability insurance through payroll deduction. The college's Section 125 Cafeteria Plan includes unreimbursed medical expenses, dependent care, and premium only plans. In addition, computer purchases are also available through payroll deduction.

Payroll Deductions/Deposits

Direct deposit of full-time employee payroll checks is encouraged and forms are available in the Human Resources Office. Payroll deductions shall be made from the salary of a college employee only when such deductions are authorized by board policy or college procedure and agreed to in writing by the employee or when required by law. Only deductions required by law or authorized by Board policies shall be made from the salary of part-time personnel.

Retirement Planning/Options

There are three (3) retirement systems in effect at NWFSC:

1. The **Community College Optional Retirement Program (CCORP)**, whereby certain employees (faculty and administrators) may elect to participate in the CCORP. This is in lieu of membership in the Florida Retirement System. A percentage of your salary (paid by the college and the employee) will be sent to an annuity company approved by the college. Members of CCORP will be fully and immediately vested in the program.

The Florida Retirement System (FRS) has two plans to choose from:

2. The **FRS Pension Plan**: This defined benefit plan provides a fixed benefit at retirement.

That benefit is based on your years of service, salary and FRS membership class. The college and the employee make monthly contributions to pay for this benefit. Under the FRS Pension Plan, if you enrolled *prior* to July 1, 2011, you will qualify for normal retirement when you have at least 6 years of creditable service and are age 62 or you have 30 years of creditable service regardless of age (this can include credit for military service). If you enrolled in FRS *after* July 1, 2011, you will qualify for normal retirement when you have at least 8 years of creditable service and are age 65, or you have 33 years of creditable service regardless of age. You may retire early after vesting, with a reduction in benefits.

3. The **FRS Investment Plan**: This defined contribution plan allows you to decide how to invest your retirement funds. The Investment Plan direct contributions to individual member accounts and employees allocate contributions and account balances among various investment funds. Your retirement benefit will be based on those contributions AND how well they grow when invested. The college and the employee will make monthly contributions to the individuals account. Employees are vested after one year of service.

Other retirement options through NWFSC are:

1. The **NWFSC Retirement Incentive Plan** is available for eligible employees. Incentives include up to 100% sick leave payout and 10% of annual salary. Contact the Human Resources Office for further details on the Plan.
2. The **Deferred Retirement Option Program (DROP)** is a program which became effective July 1, 1998, and allows you to retire and begin accumulating your retirement benefits, without terminating employment, for up to 60 months from the date you first reach normal retirement. While participating in DROP, your monthly retirement benefits remain in the FRS Trust Fund, earning tax-deferred interest, while you continue to work. When the DROP period ends, you must terminate all employment with FRS employers. At that time, you will receive payment of the accumulated DROP benefits, and begin receiving your monthly retirement benefit. Community College Optional Retirement Program (CCORP) and FRS Investment Plan members are not eligible to participate in DROP. Contact the Human Resources Office for further details on the Plan.

Retirement Planning Steps:

1. Contact the Human Resources Office or visit their website at www.myfrs.com.
2. When a final decision is made to retire, an official application for retirement must be made giving the specific date. The Human Resources Office will assist you in your retirement planning.

Sick Leave Pool

The college has established a voluntary sick leave pool. Any full-time employee shall be eligible for participation in the pool during the next enrollment period following one year of employment

with the college provided that the employee has accrued at least ten days of accumulated sick leave for those employees on twelve-month contracts and eight days for those employees on nine-month contracts. Personnel under grant contracts may not participate in the NWFSC Sick Leave Pool.

Each employee shall make an initial contribution of two days to the pool upon enrollment. Any sick leave time drawn from the pool by a member must be used for the member's own personal illness, accident, or injury. Any illness or injury covered by Worker's Compensation is not eligible for sick leave pool benefits until all worker's compensation leave benefits and college sick leave have been used.

Tuition Assistance

Six semester hours or equivalent tuition credit are available each semester to all full-time employees, their spouses, and dependents for courses offered through NWFSC. The same benefit is available to college retirees, but does not include spouses or children of retirees. Details of the program are available in the Financial Aid Office. Additionally, full-time college personnel may, through use of S&PD funds, enroll in courses offered by any regionally accredited institution. Procedures for such enrollments are detailed in the S&PD Annual Plan. Copies of the Plan are available in the Human Resources Office.

Retiree Benefits

All retirees of NWFSC are eligible for the following benefits:

1. Use of the college Learning Resources Center;
2. Complimentary admission to college events on the same basis as currently employed personnel;
3. Use of college recreational facilities;
4. Use of food services;
5. Participation in group insurance plan; and
6. Tuition assistance for courses offered through NWFSC (for the retiree only).

General Employee Information and Policies

Consulting Fees, Honoraria, Stipends

No employee of the college may use his/her regular work hours or supplemental contract hours to earn compensation (including honoraria or educational stipends) from sources other than the Board of Trustees. Services for which honoraria or educational stipends are to be received, including travel time, may be performed only at times other than those hours obligated to the college.

Emergency Address and Phone Listing

An emergency contact address and phone listing should be provided by each employee to the

Human Resources Office and to immediate supervisors.

Gratuities; Monetary Benefits; Gifts

No college employee shall accept a gratuity of any value or any proceeds from any merchandise sold on campus or on college time. No proceeds shall accrue to any college employee or member of their family from the sale to college personnel or students of any commodity required in fulfillment of their employment or scholastic obligations. Acceptance of gratuities or proceeds shall, upon substantiation, be a basis for termination of employment and the termination of any business relationship with such person, agency, or organization that may be involved.

Grievance Procedures

Northwest Florida State College's grievance procedures are designed to provide an effective process to resolve legitimate issues which are subject to the Grievance Procedure. State Board Rules and College Policies are not grievable. It is only the application or interpretation of College Rules or procedures which may be grieved. Copies of the Personnel Grievance Procedure are available in the Human Resources Office, and is included in the Board Policy Manual.

Job Descriptions

Job descriptions for each position are maintained in the Human Resources Office. Job descriptions may be reviewed annually.

Legal Counsel

The Board may provide legal counsel to college personnel for actions which occur in normal performance of their assigned duties, upon recommendation by the President.

Nepotism

Immediate family members such as spouse, father, mother, siblings, or children will not be employed where supervision, promotion, or evaluation decisions occur between two relatives or in situations in which the receiving and receipting of funds occur.

Outside Employment

Full-time employees of Northwest Florida State College are expected to consider employment at the college as their primary vocational/professional pursuit. Employment outside the college should not infringe on the ability of the full-time employee to adequately perform his/her duties at the college. Full-time employees are precluded from teaching courses at the freshman and sophomore level at other colleges in the area. Employment of any employee of Northwest Florida State College shall in no way involve or border upon conflict of interest, shall in all respects be compatible with his/her responsibilities and obligations to the college, and shall in no way tend to bring discredit upon the college.

Payment of Organizational Memberships

Institutional memberships in organizations and professional societies are paid from college funds. Institutional memberships in professional organizations and professional societies whose books are open for public inspection shall be paid from College funds. Individual memberships in professional organizations, clubs, or any other memberships shall be the responsibility of the employee. Payroll deduction may be made for organizations in which the College holds institutional membership. The President may approve exceptions to this when it is in the best interest of the College for an exception to be made. However, the Board Chair shall approve any individual memberships held by the President and paid from college funds.

Personal Business

Supplies, equipment, or personnel (on college premises or time) of the college shall not be utilized or employed by college personnel to conduct personal business.

Personnel Files

The Human Resources Office is responsible to insure that the file of each employee is complete. Each file should include a properly completed application form, reference checks, official college transcripts, verification of work experience, and certification that the employee meets the prescribed qualifications for the position. Adjunct instructors whose files are incomplete will not be permitted a second period of instruction until all required forms and information are received by the Human Resources Office.

Political Involvement

No employee of the college shall solicit support for, be solicited, or be involved in preparation, production, or dissemination of political materials of any candidate during assigned work hours at the college.

Any personnel of the college who may wish to seek an elected public office shall establish a specific agreement approved by the President of the college and the Board of Trustees relative to his/her activities in campaigning for that office.

No college work time, facilities, or equipment shall be utilized in preparation and dissemination of any political literature or materials.

Resignations/Terminations/Disciplinary Actions

The President is authorized to accept voluntary resignations of college personnel and shall report such resignations to the Board of Trustees. Resignations should be submitted a minimum of two weeks in advance depending upon the employee's position at the college. All employees will receive pay for any accrued annual leave upon termination, in accordance with Board policy.

A contract employee who resigns within the contract period shall file his/her resignation on a

timely basis with the College President and such resignations shall be reported to the Board of Trustees.

Involuntary personnel terminations or a return to annual contract status shall require action by the Board of Trustees based on the recommendation of the President. The President is authorized to suspend any employee with or without pay pending final action by the Board of Trustees.

Career Service employees are expected to perform their assigned jobs in a professional manner. In situations where employees' job behavior is inappropriate, disciplinary measures are authorized according to Board of Trustees Policy No. 6Hx17-5.022.

Right-to-Know Law

NWFSC employees are covered by Florida's Right-to-Know Law which provides that employees have a right to know of any toxic substances present in their workplace, the right to refuse to work with a toxic substance under certain conditions, and the right to instruction in the adverse health effects of such toxic substances, how to use them safely and what to do in case of an emergency. Further information about this law is available from the Director of Physical Plant.

Service for Work Credit

Except for retirement purposes, a year of service is full-time actual service, including professional leave with pay when authorized by the Board of Trustees, but excluding overtime work. Such year is one day more than one-half the days in the normal contract period for the position in a fiscal year, or the equivalent as defined by the Board of Trustees, and is limited to one per fiscal year. A normal work day and work week for each position shall be established by the employee's supervisor and approved by the appropriate dean/vice president and/or the president.

Social Security (FICA) Alternate Plan – Adjunct Faculty

The Social Security (FICA) Alternate Plan is a retirement plan for those employees not covered by the state retirement system. Participation is automatic and mandatory but will benefit the employee. The contribution is made on a pre-tax basis and allows the employee to permanently save the 6.2% Social Security tax. The employee's individual account will earn interest and benefits earned under any other retirement plan (or Social Security) will not be reduced by participating in this plan. Contact the Human Resources Office for further details.

Working Time

Working time shall be defined as that time in which an employee has any scheduled obligations to perform with respect to his/her position at the college. Administrative or exempt employees who are required to work on a college holiday will be given an equivalent holiday within the same week or as soon as possible. NWFSC non-exempt employees shall be entitled to compensatory or overtime pay in accordance with the provisions of the Fair Labor Standards Act (i.e. 1-1/2 times the non-exempt employee's regular rate of pay for each hour

worked in a work week in excess of 40 hours). The work week shall begin immediately after midnight on Monday mornings and continue through/until midnight on the following Sunday. The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested in advance by the employee's supervisor(s) and approved by the appropriate Dean, Vice President, and/or President of the college.

In Section V. Instructional Obligations and Office Hours are discussed in more detail.

Evaluations

NWFSC is committed to the enhancement of its mission and to the development of its faculty and staff. To that end, the college has developed a systematic performance appraisal process with both formative and summative components.

A. Evaluation of Full-time Employees

All full-time personnel may be evaluated annually, on forms and on a timetable prescribed by the college administration. Should the appropriate supervisor feel that a special evaluation is warranted due to problems or concerns regarding the employee's performance, such special evaluations may be conducted at any time. A special evaluation, if conducted, shall deal only with the problem or concerns which necessitated the evaluation.

B. Evaluation of Full-time Instructional Personnel

All full-time instructors shall be evaluated annually by their students and by the appropriate supervisor, using forms and procedures which are consistent college-wide. Continuing-contract instructors shall be evaluated each fall by their students at fall and spring term, and each spring by their supervisor. Half-time and full-time probationary instructors shall be evaluated by their students and supervisor each fall and spring term. The results of the student evaluations will be shared with the instructor and discussed at the supervisor evaluation. Results of student evaluations will be used to guide professional development activities on an individual and college-wide basis.

C. Evaluation of Adjunct Instructional Personnel

All adjunct instructors shall be evaluated by their students each term of employment (summers as appropriate) using forms and procedures that are consistent college-wide. (See Instructional Services Faculty Handbook)

D. Evaluation of Immediate Supervisors

The evaluation of immediate supervisors shall be forwarded by the employee to the principal administrator unsigned. The principal administrator will summarize the data from all forms and discuss the summary with the evaluated supervisor. The individual evaluations will not be discussed. Confidentiality will be maintained and retribution by supervisors to any employee for having participated in the process will not be tolerated. Copies of the Evaluation Procedure are

available in the Human Resources Office.

Leave Policies and Procedures

A. Full-Time Personnel

Leave policies of Northwest Florida State College are designed to facilitate effective functioning of college personnel in relationship to professional obligations, to the welfare of other college personnel, and to the general welfare and good of the college. Leave, other than for sickness, should be granted only in advance.

The President of the college or his/her designated representative(s) is authorized to approve annual leave, sick leave, personal leave, and temporary-duty-elsewhere leave according to statutory provisions and the approved policies of the Board relative to such leave.

Professional leave, military leave, or any other such extended leave shall be submitted by the President to the Board in advance of such leave as prescribed by policies of the Board. Such leaves will be authorized as provided by pertinent statutes and specific Board Policies.

Employees absent without leave shall forfeit compensation for the time of such absence and upon willful absence shall additionally be subject to discharge and forfeiture of tenure and all other rights and privileges, violation of terms of employment or of contract having been properly established.

The employment of persons who fail to return to duty as of the ending date of approved leave shall be subject to termination. Extended leave, when granted, shall specify the date of resumption of responsibilities with the college or the nearest approximation of that date. Should a person on extended leave have a necessary change in circumstances or plans to amend the date of resumption of responsibilities, he/she should notify the college immediately.

All personnel are expected to leave emergency telephone numbers and addresses with their immediate supervisor(s).

Annual leave will be used if all sick leave is exhausted.

B. Part-Time Personnel

The college does not grant leave to part-time personnel. Personnel employed full-time by any business, industry, or institution, will handle leave procedures through normal channels, coordinating with the college in terms of any affect of such leave plans upon obligations at the college. Again, under no circumstances does the college have the authority nor will the college grant leave from regular contracted employment to part-time employees.

C. Types of Leave

Administrative Leave

Administrative leave is time allowed by the college which does not affect an employee's accrued or earned leave. Administrative leave includes leave to vote, therapy sessions for job-related injuries, and time off due to a natural disaster. Granting of administrative leave shall be determined on the basis of policies designed to protect the operations of the college against undue interruption.

Annual Leave

Only personnel employed full-time on a twelve-month basis shall be entitled to annual leave. Leave shall be scheduled at the convenience of the college, as well as the employee, so that there will be minimum disruption of the operation of the college. Annual leave must be approved by the immediate supervisor before taken. Annual leave will not be approved to teach during normal working hours.

Annual leave (exclusive of days when the college is officially closed) shall be earned at the rate of eight hours per month of service in a 12-month position up to five years; 10 hours, from six through ten years; and 12 hours, over ten years in any Florida public junior/community college. The minimum annual leave period shall be half-hour increments. As of January 1 each year the annual leave balance in excess of 352 hours will be transferred to sick leave and designated "carryover leave." Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

Annual leave shall be calculated according to the employee's work obligation. For personnel working a 5-day week, 8 hours of annual leave will be deducted for each day an individual is on leave; for personnel working a 4-day week, 10 hours annual leave will be deducted for each day an individual is on annual leave; etc.

During leave of absence with pay, employees continue to earn sick and annual leave, if applicable. Exceptions are employees on extended professional leave, including sabbaticals, or when an employee is granted annual leave immediately prior to termination of employment. Upon termination of employment with the Board, the employee may be paid for unused annual leave at the employee's current rate of pay in accordance with Board Policy.

In the case of death of the employee, payment of his/her unused annual leave at the time of death shall be made payable to the employee's beneficiary or estate, as provided by law.

Annual leave accrued during a grant contract period must be used by the employee prior to the contract ending date. Grant funds are not authorized for payment after the end of the grant period.

Cancellation

All leave cancellations should be accomplished by submitting a leave form on-line indicating the canceled date and distributed as indicated on the form.

Court Purposes Leave

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, college personnel shall receive court related leave with pay, shall retain any fees earned, and shall not be paid by the college for meals, lodging, or travel.

When a principal in personal litigation, an employee shall not receive court related leave.

When involved in litigation on behalf of the college or due to action in line of duty as an employee, college personnel shall be considered on duty and shall turn over to the college any fees received from the court.

Family Medical Leave (FLMA)

The Family and Medical Leave Act of 1993 requires the college to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked 1,250 hours over the previous 12 months. Contact the Human Resources Office for additional information.

Illness-in-line of Duty Leave

Any full-time employee shall be entitled to illness-in-line-of-duty leave (maximum 96 hours per calendar year) when absent from duties because of a personal injury received in the discharge of duty. Such personal injury must be reported immediately to the employee's immediate supervisor and proper injury report forms must be completed.

Personnel who are being paid by Worker's Compensation because of an on-the-job injury are not authorized to use sick or annual leave to cover such absences.

Internal Administrative Leave

Persons currently on continuing contract (faculty) who wish to serve or continue in an administrative assignment shall be granted internal "administrative leave" from continuing contract status and shall be placed on annual contract status during the period of the administrative assignment.

Internal administrative leave shall be an interim, annual status applicable automatically to persons who have previously been on continuing contract who accept or continue in such position(s) as may be categorically designated by the Board as administrative.

A person on administrative leave may request return to or may be assigned to prior continuing contract status by approval of the Board on recommendation of the President.

Leaves of Absence – General

Absence From Duty: Rules of the Board of Trustees shall provide for the absence of college personnel from duty. Such rules shall assure continuation of efficient service and uniform treatment of employees within the same classifications.

Leave of Absence: Leave of absence is the Board of Trustees' authorization for an employee to be absent from duty for a specified time without prejudice. Leave shall be authorized for a specific purpose in advance, except that leave for sickness or other emergencies may be approved if reported promptly to the proper authority. Leave shall be used for authorized purpose or revoked. Leave may be with or without pay.

Leave Credit: College personnel shall earn leave credit while on leave with pay, except for professional leave beyond thirty (30) days, and for vacation leave associated with termination of employment.

Absence Without Leave: College personnel willfully absent from duty without leave shall forfeit compensation for the time of absence and shall be subject to dismissal. All personnel shall be obligated to be on duty throughout their scheduled and/or obligated hours of service, unless specifically on proper, authorized leave of absence.

The minimum leave period shall be half-hour increments.

Extension or renewal for a period beyond one year of any leave shall be by action of the Board of Trustees on recommendation of the President.

Military Leave

Leave shall be granted to full-time employees who are ordered to Federal active or inactive duty training due to membership in military reserves including the National Guard. The first seventeen (17) days shall be with pay. Leave beyond seventeen (17) days shall be without pay.

Full-time NWFSC employees called to extended active military service shall be granted leave of absence from assigned duties. The first thirty (30) days of such leave shall be with full pay. Beginning on the thirty-first (31st) work day, college pay to employees on extended active military service, will supplement the base military pay to an amount equal to the level of salary earned by the employee at the time of being called to active military duty. All other existing benefits will be provided to the employee if the employee desires. Employee pay raises given across the board will be provided to employees on extended active military service for determining the supplement to military base pay.

Personal Leave Without Pay

The President of the college shall grant personal leave without pay to college employees when, in his/her estimation, such leave is justified, and mutually feasible in the best interests of the college and of the employee.

Personal leave without pay shall be submitted in advance, except for documented emergencies.

Personal leave without pay may be utilized for maternity leave purposes upon approval of the Board of Trustees on recommendation of the President.

Professional Leave

Upon recommendation of the President, and approval by the Board, professional leave shall be granted in accordance with the College S&PD Plan to an employee to engage in activities which will result in his/her professional benefit or advancement, contribute to the profession of teaching or to the benefit of the college.

Determination of compensation for such leave shall be by action of the Board upon recommendation of the President in accordance with the Staff and Program Development Plan approved as a part of the annual budget of the college; such plan being separate from the employee's fringe benefits in accordance with the intent of the legislation.

Approved professional leave under S&PD may count as a year of service if approved by the College President.

Requests shall be on file in the President's Office with all endorsements sufficiently in advance—normally at least 10 days prior to the board meetings to assure timely Board action.

Sick Leave

Leave of absence for sickness shall be granted by the President of the college or his/her designated representative(s), within the limits of available sick leave entitlement, to any full-time employee who is unable to perform his/her duty at the college because of personal illness or illness or death of a family member. Such leave shall be filed immediately after illness.

Each full-time employee shall earn 8 hours of sick leave with pay for each calendar month, or major fraction (51% of the work days) of a calendar month, of full-time service within each fiscal year.

Sick leave shall be calculated according to the employee's work obligations. For personnel working a 5-day week, 8 hours of sick leave will be deducted for each day an individual is on sick leave. Minimum leave time will be in half-hour increments of the individual's obligation for the day; for personnel working a 4-day week, 10 hours sick leave will be deducted for each day an individual is on sick leave; etc.

Sick leave shall be cumulative from year to year with no maximum. However, sick leave transferred in will be credited at the rate of earning per month until the total hours are added to the leave record.

Each employee may use up to 32 hours of accumulated sick leave for personal reasons during each fiscal year. Sick leave for personal reasons shall be non-cumulative.

An employee of the college may request to draw upon the potential sick leave entitlement which he/she reasonably anticipates may be earned under his/her current contract (or employment agreement) at such time as an illness or accident causes his/her accumulated sick leave to become over-extended, not to exceed maximum entitlement upon fulfillment of his/her contract for the given fiscal/academic year involved.

Terminal pay for sick leave at the time of retirement or death shall be granted in accordance with Board Policy.

In the case of sick leave or personal reasons leave, in accordance with FAC Rules, an employee shall advise the appropriate supervisor before the opening of the college on the day on which he/she must be absent or promptly upon onset of illness or emergency unless fortuitous circumstances preclude such notification prior to anticipated presence for duty. The President, or his/her designated representative(s) may, at his/her/their discretion, require at any time a physician's statement or other appropriate documentation for any illness of more than three days duration, and may require such documentation of any emergency leave declaration as is deemed appropriate.

When all sick leave has been utilized the employees annual leave must be utilized before leave without pay.

IV

General College Policies and Procedures

A.I.D.S. Information

AIDS information and referral to community counseling services will be provided by a qualified counselor in the Student Services areas on the Niceville and Fort Walton Beach campuses. Contact with the counselor is confidential. Please call 729-6075 for the Niceville Campus and 863-6508 for the FWB Campus.

Child Development & Education Center

The Child Development & Education Center (CDEC) is a comprehensive early childhood program for children 2 ½ -5 years of age. The center is open Monday through Friday, 7:00 a.m. – 5:30 p.m. The cost is \$25 per day. The center is located on the Niceville campus. Call the Child Development & Education Center at 729-5386 for further information.

Children on Campus

Northwest Florida State College values family life and has worked to develop policies that are supportive of families. However, it is the policy of NWFSC that employees, students and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or other visitors may be on campus only under the special circumstances outlined below. Faculty members are encouraged to reference this policy in their course handouts.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. Kids on Campus, Children's Fine Arts Series, Child Development Center).
2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college (e.g. registration, student conference in faculty member's office).
3. **In no case** are minor children permitted where potential hazards exist, including labs, shops, construction/repair sites, classrooms, and offices, unless enrolled in classes or activities scheduled at the site.
4. In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided advance approval is obtained from the appropriate administrator. In such cases, the children must be directly supervised by the parent/ adult and must not disrupt or distract the flow of college work, services or instruction.
5. Minor children on campus must be directly supervised at all times. Individuals who bring minor children to campus are responsible for their supervision; leaving children unattended in the LRC, College Mall or other public area does not meet this standard.

Clerical and Copying Services

Typing, duplicating, and other necessary clerical services are provided by the college in direct support of classroom and other official college responsibilities. Personnel may submit in a timely fashion required test materials and other classroom items to the designated departmental staff assistant on the Niceville campus. However, when the principal teaching location is at one of the off-campus locations, required classroom clerical services may be submitted to the staff assistant at that site for processing.

Collection of Monies

Monies shall be collected only by employees of NWFSC. Any monies collected at an approved location other than the Business Office, will be transmitted promptly to the Cashier Supervisor or designated representative. The amount of money so transmitted must be certified by both the person collecting the money and the Cashier Supervisor or designee, who will issue proper receipt(s) for the monies received.

College Facilities

NWFSC normally shall be in operation from 7:00 a.m. through 11:00 p.m., Monday through Friday. Facilities shall be used from Friday at 3:00 p.m. through Monday at 7:00 a.m. only for special, approved, scheduled activities and for individual office use. Public events and special use of college facilities shall require the approval of the college President or his/her designee(s).

Assignment of space utilization shall be by the Facilities Coordinator or by the President, as may be appropriate. Use of assigned on-campus instructional facilities shall be scheduled by the Senior Vice President for Instruction and in cooperation with the Facilities Coordinator. Individuals wanting to rent Arts Center facilities should contact the Associate Director – Mattie Kelly Arts Center at extension 6004.

Computer and Network Use

Northwest Florida State College provides a wide variety of computing and network resources for college students, faculty, and staff. Those resources are intended for the legitimate business of the college. Appropriate use of information resources includes instruction; research; and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the college. Members of the college community should be familiar with the “College Computer Use Policy” and use information resources responsibly and considerately.

Custodial Services

Custodial services are provided by the college. Additional non-routine services which require extra time shall be requested through the Physical Plant Director.

Disposal of College Property

Disposal of any properties belonging to the college shall be accomplished through recommendation of the President to the Board and shall be in accordance with Board policy, Statutes and Rules pertaining to such disposals.

Drug-Free Workplace Policy

The consumption, use, distribution, sale or possession of alcoholic beverages by any college personnel (full-time or part-time) on college facilities shall be regarded and acted upon as professionally unethical behavior thereby making the person subject to disciplinary action.

Use or possession of psychedelic drugs, hallucinogenic drugs, marijuana – or their equivalents – or use of narcotics (except by documentable medical prescription) by any personnel at any time shall, upon proof, be regarded and acted upon as unethical behavior sufficient to warrant immediate termination of contract under Board Policies and FAC Rules.

In keeping with the Drug-Free Work Place Act of 1988, NWFSC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs in the work place. The college reserves the right to search, without employee consent, all areas and property over which the college maintains complete control or joint control with the employee; or may notify the appropriate law enforcement agency if an employee is suspected of having illegal drugs in his/her possession in an area not jointly or fully controlled by the college. Effective January 1, 1991, an employee will be required to have blood and/or urine tests for drugs and/or alcohol if he/ she sustains an on-the-job injury which requires medical attention. Details of this program are available from the Human Resources Office.

Emergency Procedures

The **NWFSC ALERT** contains information on general safety practices and specific procedures for NWFSC faculty and staff. The **NWFSC ALERT** is available on line to all NWFSC employees and is updated regularly.

Equipment

Inventory items should not be removed from the campus or permanently moved to another campus location without specific clearance, in writing, from the appropriate dean/vice president. In such instance, notification must be made to Physical Plant for inventory accountability.

Firearms/Weapons

Possession or use of firearms or other dangerous weapons at any college location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to disciplinary procedures as well as appropriate action by civil authorities.

Florida Clean Indoor Air Act

In accordance with provision of the Florida Clean Indoor Air Act, smoking and tobacco use are prohibited in all College owned or leased buildings including common areas and in College vehicles. Common area means any hallway, corridor, aisle, water fountain area, restroom, stairwell, entryway, or breezeway. Smoking and tobacco use including tobacco products are prohibited within 30 feet of entryways.

A smoking area **may not** be designated in any College owned or leased building or common area. Smoking and tobacco products are allowed in non-enclosed outdoor areas such as the picnic tables and patio areas.

Harassment

Harassment of College employees is prohibited. Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation,

interferes with the recipient's job performance, employment opportunities or creates a hostile working environment.

Harassment related to an employee's age, color, ethnicity, disability, marital status, national origin, race, religion, or gender is a violation of this policy.

Racial harassment consists of oral, nonverbal, graphic, written, or physical conduct that shows hostility toward any employee based upon race.

Disability harassment consists of any oral, written, graphic, physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from programs or activities.

Unwelcome sexual harassment such as advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

Complaint Procedures

- The complainant initiates the complaint in writing within sixty (60) working days to the supervisor or division director of the department where the violation is alleged to have occurred. If the complainant believes it is inappropriate to discuss with the supervisor, or the director or supervisor is party to the complaint, the complainant may discuss the problem with the Director of Human Resources or the Vice President of Administrative Services. If a mutually satisfactory solution is not reached within ten (10) working days, the complaint will be forwarded to the President.
- The President may act directly or through a designee who will investigate the harassment claim and report findings within ten (10) working days of receiving the complaint.

Confidentiality

The college assures prompt and impartial consideration of complaints of harassment. Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

Retaliation

Retaliation against employees who have filed a charge or participated in an investigation or

opposed any unlawful practice is prohibited.

Decision

The President's decision shall be final for all other college employees.

Mail

Central Services is located in the Maintenance/Receiving Building. Mail pick-up and distribution will be performed according to an established schedule.

NWFSC News You Can Use

The *NWFSC News You Can Use* is published weekly each Monday (or Tuesday, if a holiday) to make important announcements to the NWFSC staff and students.

Announcements should be cleared through the respective division director, department chair or key administrator to the Office of Marketing & Public Relations to arrive by 12 noon on the Thursday preceding publication date. Questions should be directed to the Office of Marketing & Public Relations at ext. 5362.

Ownership of Publications

Any publication by an employee of the college for which college resources, including but not limited to reassign time, were used may be used by the college without further compensation for its use. No college time, equipment, facilities, or personnel shall be involved in generation of any publication or works from which any employee shall receive any personal benefit, including royalties.

Petty Cash

Employees requesting petty cash must obtain pre-authorization for such expenditures not to exceed \$50. Employees may only request petty cash reimbursement if they are on file as an approved petty cash recipient and follow established purchasing procedures as outlined in Board Policy 6Hx 17-4.14 and Procedure FS2.2001. General guidelines include normal purchases from approved vendors for immediate needs that would not otherwise be available through normal purchasing channels. Also remember that the College does not pay, nor reimburse, for sales tax.

Purchases

All requisitions for supplies, materials, equipment and services shall be submitted directly to the appropriate dean/vice president by the department head or director for approval prior to being forwarded to Purchasing for processing. Purchases, of any kind that require expenditure of college funds, shall be made with a properly authorized college purchase order approved by the Coordinator of Purchasing. Reimbursement will be provided for proper petty cash purchases through a disbursement request.

Any contract for materials or services drawn in the name of Northwest Florida State College or any of its organizational components that obligates college funds (including grant and contract funds) or facilities must be processed through Purchasing. Commitments shall not be considered firm, binding, or valid until such contracts are signed by the President or the Coordinator of Purchasing as the persons authorized by the Board to commit college funds and/or facilities.

Board policy states that the college is not authorized to purchase items or services of any kind from board members or employees of the college. This policy includes rentals and purchases of goods and/or services.

Receipt of Purchased Goods

All goods received on standard or credit card funded purchase orders will be inspected by the Central Services Department upon delivery for completeness and damage control. When purchased items are delivered by vendors to outlying locations/departments, or picked up by campus personnel, it will be their responsibility to inspect for completeness and damage prior to signing receipt documents.

Central Services and the Purchasing Department must also be notified of these latter deliveries/pickups for purchase order accountability.

Blanket purchase order items and credit card items received by the Central Services Department will be forwarded to the ordering department for inspection, receipt and NEXUS updates. The receiving department will coordinate with the vendor on damaged or incomplete orders. Damaged items will be returned along with appropriate paperwork to Central Services for shipment back to the vendor. The vendor will pay for all returned shipments.

Any damage claims should be filed within 2 work days of receipt of shipment, and no damaged shipment should ever be accepted without the signature of carrier acknowledging his/her awareness of damage.

Reporting Suspected Fraud or Theft

Fraud can be detected at any level within the college and the following general principles should apply in the reporting of suspected fraud:

- A person who suspects that fraudulent practices may be occurring should, in the first instance, report the matter to his/her immediate supervisor or principal administrator. Should the employee not feel comfortable reporting the suspicion of fraud to a supervisor, then the employee should report the matter directly to the college president or to the Chair of the Board of Trustees.
- Once a report of suspected fraud is made to a supervisor, the supervisor must report the suspected fraud directly to a principal administrator who will report to a Vice President or the President.

The person reporting suspected fraud should complete a Fraud Incident Report. Please see Appendix S of the NWFSC Board Policy Manual which is available in the Learning Resources Center, Human Resources, and Office of the President and on the Internet as an NWFSC Intranet document.

Sales Tax

The college is not subject to the State Sales Tax and cannot pay it or reimburse anyone for paying it, except as noted under "Travel Reimbursements." The college tax exemption number shall be placed on each purchase order. The tax exemption number is 56-09-019060-57C. Copies of the College's tax exempt certificate for Petty Cash purchases are available in the Purchasing Department or at the Business Office. Personnel who fail to utilize this number shall be personally accountable for the payment of such taxes. Airline tickets are by law an exception to this stipulation.

Security Services

Campus instructional facilities are opened and secured by the in-house or contract security service. Specialized labs/classrooms are opened and secured by the security service when coordinated by Division Director or Department Chair with Physical Plant (729-5380/5380).

The in-house or contract security service is available to secure facilities and assist in emergency situations. The security service may be reached for emergency or assistance requests by dialing ext. 5335 on-campus, 729-5335 direct dial access, or 582-9119 cellular phone.

The Evening Coordinator may be contacted at 6348 on-campus or 729-5348 direct dial access.

A public access phone is located in the NWFSC/UWF FWB Campus Student Center. The NWFSC ALERT contains information on general safety procedures and college specific information and is provided to every full-time employee annually. More information on specific emergency procedures can be found in the NWFSC ALERT.

Solicitation

Solicitation for sale of merchandise or services to students or personnel of the college by Board members, students, or employees of the college is prohibited, according to Board Policy 6Hx17-5.16 and NWFSC Catalog covering solicitation/promotions.

Solicitation of college employees may take place through Board-approved agents or organizations in which the college holds institutional membership. Such solicitation must be arranged through and approved by the College President.

No employee or official representative of NWFSC shall give written or oral endorsement to any company representative regarding preferential selection or use at NWFSC for any periodical, book, or product that is offered for sale to or through the college. (Such recommendations shall be endorsed by individual departments.)

Telephone Usage

All official long distance calls on college telephone systems will be made from approved telephone extensions. Personal long distance and toll calls shall not be made on college phone systems. Should any such charges occur, the individual will be required to reimburse the college for the call. A copy of the charges should be presented to the Business Office for payment.

A billing system will charge all billable long distance calls to the department from which the call was made. An appropriate telephone budget must be approved in order for long distance service to be authorized on any phone.

College cell phone service is governed by Administrative Services Procedure titled "Operating Procedures for use of College Cellular Telephones."

Problems relating to telephone services should be reported to the Information Technology Helpdesk at extension 5396, or helpdesk@nwfsc.edu.

Travel

College Vehicles

Use of college vehicles shall be within policies approved by the Board of Trustees.

All college-owned vehicles shall be parked on campus overnight and be in the custody of the Physical Plant Director except for those occasions where use of overnight and out-of-district travel has been authorized by the President or his/her designee(s) in connection with approved Temporary Duty Assignments, for temporary assignments to the Chautauqua Center, NWFSC-UWF Center, or Eglin-Hurlburt, or for unique circumstances approved by the President or his/her designee(s).

College-owned vehicles shall be for official college use in facilitating the coordination of off-campus teaching locations and activities, also for official approved travel of college personnel.

The NWFSC vehicles used for general administrative and faculty travel will be reserved and issued for use using a priority system. The order of priorities will be:

1. Vehicles traveling out of district will be reserved and/or assigned first priority.
2. Vehicles traveling within the two county area will be reserved and/or assigned second priority.
3. Vehicles traveling within the local areas will be assigned third priority.

College-owned trucks shall be used solely for such official college business and travel as authorized by the Director of Physical Plant.

College vehicles shall be released for use only to employees of the college who are in

possession of a current, valid operator's license verified through the Physical Plant Office with the provision that full responsibility for operation of the vehicle shall be that of the employee who signs for the car.

The Director of Physical Plant shall arrange for properly scheduled maintenance of vehicles.

Any deficiency noted during operation of college vehicle should be reported immediately to the Director of Physical Plant. If a vehicle should need emergency repairs on a trip, such repairs should be made by a legitimate dealer or at a legitimate garage. The repair bills should be charged to the college, if possible. If not, then a certified copy of the repair bill should be brought back to the Director of Physical Plant to make reimbursement possible. No reimbursement can be made without such receipt(s).

When personnel of the college are traveling in college-owned vehicles, gasoline should be purchased by use of a college credit card available from Physical Plant. Authorized use of credit cards will be verified at Business Office by checking Temporary Duty Orders prior to being signed out by Physical Plant. College credit cards for petroleum products and related vehicle supply purchases are never to be used for any vehicle other than an NWFSC owned vehicle.

Any accident involving a college vehicle must be reported immediately to the proper law enforcement authorities in the area where the accident has occurred and immediately to Administrative Services or Physical Plant. The authorized driver of the college vehicle at the time of such accident will be responsible for getting a complete report from the law officers at the accident, and for complying with legal requirements pertaining to property damage and/or personal injuries related to the accident. A College Accident Report Form will be filed upon returning to the college campus.

Insurance on college vehicles is carried by the college.

All full-time and part-time employees may be authorized to drive college vehicles only after a drivers license check by the Physical Plant Department.

Government Discount Car Rental Rates

The State of Florida annually negotiates a contract for rental vehicles. The purpose of this contract is to provide maximum economies in the rental of automobiles for official business. All rentals must be made under the terms, prices, and conditions of this contract. Rental reservations with the state contract vendor may be made through the college's contracted travel agent. In addition, the college has been issued special credit cards that are to be used when executing a rental agreement. A credit card should be obtained from the Comptroller's Office prior to leaving for a temporary duty assignment that involves a rental car. The state contract is with AVIS; however, Enterprise may be used as an alternate.

Class B-compact vehicles are to be used except when the number of passengers or the amount of materials being transported make use of a compacted vehicle impractical.

Government Discount Hotel-Motel Rates

NWFSC is provided with a list of hotels and motels offering discounts for all employees requiring lodging on business trips.

Use of the establishments identified is not mandatory if the traveler is on per diem, if their geographical location is not convenient or if the traveler has a documented better price for lodging.

Travel by College Employees

Official travel and subsistence for college personnel shall be for the benefit of the educational program of the college and shall be authorized at the discretion of the President or his/her designee. The official travel policy, 6HX17-4.63, is contained in the Board Policy Manual.

Travel beyond the combined boundaries of Okaloosa and Walton Counties during official working hours must be authorized by an approved travel authorization form. Travel expenses shall be reimbursed only when there is prior approval by the President or his/her designee when the traveler is on official business within the District or on a properly approved temporary duty assignment. Improper travel outside the two-county District subjects the traveler to loss of contract rights, contract-related insurance coverage, retirement benefits, and incurred expenditures in connection with the travel. The college has no option for setting aside the liabilities involved in improper travel arrangements or procedures.

Reimbursement shall be at the standard, approved rate as follows:

Mileage: 44.5 cents per mile for authorized official travel using a private vehicle. Approved travel within the District shall be conducted in college vehicles.

Meals: If a traveler is out-of-district or out-of-state overnight, reimbursement for meals shall be authorized not to exceed the following rates.

Breakfast: \$ 6.00 – when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch: \$11.00 – when travel begins before 12 noon and extends beyond 2 p.m.

Dinner: \$19.00 – when travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during the nighttime due to special assignment. Meal receipts are not required.

Meals for Class C Out-of-District Travel, meal allowance will be paid at the following rates:

Breakfast: \$5.00 travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch: \$8.00 travel begins before 12 noon and extends beyond 2 p.m.

Dinner: \$12.00 travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during the nighttime due to special assignment. Meal receipts for faculty and staff are not required.

Moneys appropriated from the State Treasury may not be used to pay meals for Class C travel.

1. Athletics faculty and staff will be reimbursed for meals with Raider Club Funds.
2. Arts faculty and staff will be reimbursed for meals with Foundation Contributed Funds.
3. All other faculty and staff will be reimbursed for meals with other non-appropriated funds.

Other Expenses: Authorized in connection with overnight travel outside of the District – includes common carrier travel, taxi fare, tolls, official communication expenses, appropriate conference registration fees, etc. Such expenses must be substantiated by appropriate receipts or a certification acceptable to the Comptroller. Gratuities, except for baggage handling while traveling, are not reimbursable expenses. Baggage handling may be reimbursed at an amount not to exceed \$3.00 per bag per trip.

Per Diem: \$80.00 per full day (24 hours – or a pro-rata portion thereof) if in-state and away from official headquarters overnight. If the travel is performed within 24 clock hours, the traveler may not be paid in excess of four quarters of per diem. Per diem cannot be paid for out-of-state travel.

Actual Expenses: Upon approval of the President, personnel of the college shall, because of unique unavoidable high costs of lodging be permitted “Actual Expenses” (as provided for in FS 112.061(6), (a), (2) reimbursement: (1) for any one “professional meeting” or “training session” per year funded from and within the limits set by the Staff and Program Development (S&PD) Plan of the college, and (2) for meetings authorized by the President in which the person is designated in advance to be serving as an official representative of the college.

“Actual expenses” shall be governed by and may include only the following:

(1) Mileage, other expenses, and meals, as stipulated above.

(2) Lodging at a single occupancy rate justified and documented (from such materials as conference and meeting pre-registration announcements) along with the actual receipts for payment of lodging bills, as being no greater than the average rates available to persons attending the meeting.

All out-of-state travel expenses, except meals, shall be reimbursed on an actual expense(s) basis. No per diem may be paid in connection with out-of-state travel.

Travel Reimbursements

Travel reimbursements shall be on a tax-exempt basis insofar as allowable by law. Since Statutes prohibit payment for such expenditures by the college, tax charges (except for airline travel and hotels that will not accept the college’s tax-exempt certificate) as required by law become the obligation of the traveler. Receipts are required for all costs except mileage, per diem, and meals. Certification of costs for which receipts were unattainable may serve in lieu of receipts, only at the discretion of the Vice President for

Administrative Services, the Comptroller, or the President.

Travel reimbursement requests should be submitted within seven working days following the temporary duty assignment. In-district mileage reimbursement requests for employees whose assignments require frequent travel should be submitted within seven working days following the month in which the travel took place and no later than sixty (60) days to comply with the IRS reimbursement rules.

Reimbursement is obtained by filing an NWFSC Travel Reimbursement Request upon return from an authorized trip.

- a. Official mileage will be confirmed by the Comptroller's Office from the Florida Official Road Map and official out-of-state mileage calculations. Odometer mileage is not acceptable.
- b. Payment of mileage for use of a privately-owned vehicle is authorized only if prior approval has been given for such use.
- c. Unless specifically authorized by the President for unique, necessary circumstances, reimbursement for mileage and per diem for such use of a privately-owned vehicle shall not exceed the airline coach rate and related costs (taxi, limousine, etc.), plus per diem for the shortest elapsed time which would have been required for air travel to and from the destination involved, including the time required for attendance at the meeting which is the purpose of the travel.

Travel for or in connection with activities supported by student activity funds shall be paid from those funds, not to exceed standard rates for travel and per diem, and shall be expended only upon joint signatures of the student treasurer involved and the authorized advisor of that activity.

Travel Requests

(Shall be approved in advance.)

The President of the College may, upon mutual agreement of the appropriate dean/vice president, supervisor and employee, temporarily assign an employee to be absent from their regular duties for the purpose of representing the college and for performing other educational services for the benefit of the college.

Employees on travel status shall receive their regular pay, as well as pertinent travel reimbursements (or their equivalent from Staff and Program Development Funds, when appropriate) as authorized by Board policies.

Student Travel Provisions

Students approved for travel to represent the College at functions such as student activity and organization meetings and athletic events shall be governed by the terms of Board of Trustees policies. Travel advances for student travel will be disbursed to the faculty/staff advisor traveling with the student group. (See Policy 6Hx174.63 for details.)

V

Instructional Services Policies and Procedures

Academic Advising of Students

Academic advising by instructional personnel is an extremely important service to students. The college offers an orientation program to all students, but many students still rely on instructors for planning advice. Therefore, each instructor is expected to become familiar with all program sections of the current College Catalog used to provide effective guidance to students in planning programs of study at NWFSC. Instructors may seek any needed assistance with this process from their department chair, the Director of Counseling, the Educational Advisors, the Vice President for Academic Affairs, or the appropriate dean. For assistance call Student Services at 729-4922.

Attendance

The student attendance policy is published in the college catalog. Students are expected to attend all scheduled classes. The effect of absences on course grades is determined by the instructor and detailed in the instructor's written course policies distributed to all students. In general three consecutive day class absences, two evening class absences, three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Office of Enrollment Services as excessive absences. Excessive absences for Fast-Track, weekend, blended classes and similar formats are determined on a proportionate basis. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing distance learning coursework. Further, each time a student has been tardy three times to a class, it will count as one absence. Certain career/professional programs (e.g. Law Enforcement, Corrections, Dual Enrollment, Collegiate High School, Nursing) and certain funding sources (e.g. Federal Financial Aid, Veteran's Affairs) may carry more stringent attendance requirements. Instructors report excessive student absences on the "Excessive Absence Form" available in the Office of Enrollment Services. See the "instructional Record Keeping" section for instructor responsibilities in recording student attendance.

Except for absences related to college-approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the

previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

Class Meetings/Dismissal of Classes

Classes are scheduled for the total hours listed in the course syllabus and are expected to meet for the full length of each class meeting as presented in the Class Schedule.

Classes will not be dismissed for the major portion of any period or shifted in location or number of meetings without prior approval of the Vice President for Academic Affairs and immediate notice to the Office of Enrollment Services of such approved action. In case of emergency or illness, the instructor should coordinate with his/her department head or division director.

Confidentiality of Student Records

Release of student information is governed by college policy as well as by state and federal law. Although “directory information” may be released at the discretion of the College, without the student’s consent, the college does not routinely release any information to third parties. Directory information includes the following items; city of residence, name, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, photographs, dates of attendance, enrollment status, degrees and awards received, the most previous education agency or institution attended. Many students ask that even directory information be withheld. **Therefore, individual employees should refer all requests for student information to the Dean of Enrollment Services/College Registrar, even if the request is from a seemingly appropriate source such as a doctor, pastor, parent, spouse, or law enforcement official.**

Of special concern is the release of social security or college ID numbers and PIN numbers. Faculty members should not post or share grades or other information using social security or college ID numbers. In no case should student information be released by telephone. Personal or private e-mails are not generally considered sufficiently private for the release of student information. The College does issue students a college assigned e-mail. These e-mails are safe.

Contracts – Overloads/Adjunct Instructors

Supplemental credit instructors are paid on a semester credit basis, and supplemental instructors of non-credit courses are paid on a contact hour basis. Certain vocational credit and college prep credit classes are paid on a contact hour basis at a rate equivalent to the semester hour basis. The pay rate when credit & non-credit class are combined is determined by recommendation of the Vice President of Academic Affairs to the Human Resources Office, and may be based on contact hours, credits or enrollment. Payment for Instructors meeting fewer

than the number of scheduled hours may be reduced appropriately. Low enrollment classes may be compensated at the distance learning or a percentage rate.

Adjunct faculty members are expected to meet regular class hours, as well as provide out-of-class access for students seeking assistance with coursework. Such assistance may be provided through a variety of strategies, but ideally the instructor will be available to students a few minutes prior and after class.

A signed contract, confirming the correctness of the instructional assignment, **MUST** be on file in the Human Resources Office before the Payroll Department is authorized to release payroll checks. Supplemental and part-time instructional contracts are generated electronically and every effort is made to ensure accurate and timely contract processes. Instructors should be aware, however, that classes which begin after the 17th of the month, or for which enrollments are not yet stable may be processed in the following month.

Copying and Graphic Services

Graphic Services, Bldg. "Q" provides copy services to all instructors and personnel with a normal 24-hour turn-around. Delivery of completed work is provided by work study students or through interoffice mail.

(Precautionary measures are taken for test security.)

Photocopies are charged at a lower rate when routed through Graphic Services than when produced on office copy machines. All employees are encouraged to utilize Graphic Services.

Digital copiers for office use are located throughout the Niceville and Ft. Walton Campuses, as well as the Chautauqua Center, Sikes Center, Eglin Center and Hurlburt Center. Copier access codes are required to make copies.

All college employees must comply with the U.S. Copyright Law when reproducing copyrighted works. Please see the copyright statement located on page 7 of the college catalog.

For all non-instructional materials produced by individual departments, the guidelines set forth in the NWFSC Graphic Standards and Style Guide should be followed. Copies of this guide may be obtained by contacting the Director of Marketing/Public Relations.

Copyright

The college copyright policy is that all personnel and students shall comply with U.S. Copyright Law which is displayed on photocopiers at all locations. Employees and students may use, perform, or reproduce copyrighted works when authorized by licenses or written permission from the copyright owner, the fair-use guidelines, the principle of fair use, and/or specific documented exemptions in the copyright law. Copyright items include print, video, electronic data, performances, music, and computer software. Employees and students who willfully disregard the college copyright policy are subject to state and federal penalties as well as college disciplinary action. The college will refuse to grant a request to copy material if fulfillment of the

request might lead to a violation of the copyright law. The College Copyright Committee implements the copyright policy, conducts training programs, and answers questions about the copyright law.

Course Syllabi and Class Policies Handout

The course syllabus includes the content description, goals, objectives, grading standards, assignments/activities and special requirements for each college credit, college preparatory, and vocational credit course currently offered by the college. A current official syllabus for each course is on file with the appropriate department/ division office and in the Office of the Vice President of Academic Affairs. The syllabus defines the minimum content and requirements for a given course. Instructors must adopt the official syllabus content as the minimum course requirements, but may enhance the course with additional content or activities and may define course policies (e.g. evaluation strategies, grading practices, etc.) individually. Instructors must provide all students in the class with notice of such course policies and expectations. The standard elements to be addressed in the course policies handout appear in the NWFSC Faculty Handbook and are distributed each term to the instructional departments. The most current guidelines are available in on the Curriculum Resources website.

Disruptive Student Behavior/Discipline

An instructor has the obligation to maintain order in the classroom and to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor or with the District Dean of Students or other appropriate administrator, who will also consult with the instructor. The instructor may have further consultation with the department chair, the District Dean of Students and/or the Vice President of Academic Affairs to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

If the disruptive student is a Collegiate High School student, the instructor should contact the Principal of the Collegiate High School as soon as possible.

The safety and well-being of students and staff comes first. If the student causes damage and/or threatens bodily harm on self or others, immediately contact Security, Extension 5335.

Field Trip Procedures

Field trips are considered to be valuable learning experiences when specifically designated as part of a course in a syllabus which is on file in the office of the appropriate dean/vice president. The nature and educational purpose of the field trip(s) must be included in the course syllabus.

All field trip and travel procedures must be submitted and approved in advance of the activity.

Field Trip Request forms, including transportation arrangements request data, are available in on-line format or from the office of the Vice President of Academic Affairs and should be submitted with sufficient lead time to assure availability of transportation and proper clearances.

Approximately ten days prior to the field trip, the list of students and of the faculty member(s) to accompany the group should be submitted to the appropriate supervisor for approval and advisement to appropriate personnel.

Non-students or other individuals are not permitted to accompany the field trip group. If additional individuals are to participate, volunteer forms or other appropriate procedures must be completed.

Prior to the field trip a "Travel Request" form should be filed for each faculty/staff member accompanying the field trip if the trip is to go outside of the "two-county" district. These forms are available on-line (IT website). These are filled out according to the procedures outlined in section IV General College Policies on Travel.

Grades

NWFSC uses a traditional "A, B, C, D, F" grading scale without pluses or minuses. Other grades, including "W", "P/F", "X", and "I" are detailed each year in the college catalog. A uniform grading scale is not mandated; however the following scale is used by many instructors and approximates a college-wide approach. Certain instructional programs (e.g. Nursing, Collegiate High School) may specify an alternate, uniform scale for selected program courses.

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
0 – 59%	F

In order to assure the timely release of grades to students, instructors are responsible for submitting both advisory (midterm) and final grades according to the established deadlines.

Instructional Obligations and Office Hours

Individual daily schedules shall be established each semester by each full-time faculty member in cooperation with his/her department chair or division the appropriate dean/vice president. Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week and such schedules shall contain a minimum combined total of 25 classroom contact hours and posted office hours available to students each week. The remaining weekly nine hours which relate to a basic teaching load may be devoted to any combination of other professional activities,

department meetings, etc.

During the hours which constitute a full-time obligation to the college, the instructor shall be conveniently and promptly accessible to students for assistance and advisement and to other college personnel for general conduct of college business. Adjunct faculty members are expected to meet regular class hours, as well as provide out-of-class access for students seeking assistance with coursework. Such assistance may be provided through a variety of strategies, but ideally the instructor will be available to students a few minutes prior to and after class.

Instructional Record Keeping

Each full-time and adjunct faculty member, except those who are teaching self-support/recreation and leisure classes, must maintain a written record of his/her students' course progress. The record may be a hard copy or electronic file. The specific format of the record may be determined by the individual teacher, however, it must be of sufficient detail to approximate a student's grade and last date of attendance, as well as meet any other program or departmental requirements.

Systematic daily attendance is encouraged; however, if a daily attendance record is not maintained, other grade or activity entries into the class record must be of a frequency sufficient to establish the student's last day of attendance. For asynchronous, non-traditional or distance learning classes, activity records are acceptable.

Instructional Supplies and Equipment

The instructional program has an annual budget with a certain amount set aside to cover the cost of expendable supplies. To order supplies, the instructor should work with the department staff assistant and his/her supervisor.

All supply requests must be made through appropriate departmental and college processes. Instructors may research prices and other purchase information, but must not commit college resources for purchases without appropriate approvals. When received, the materials will be delivered by Central Services to the department head that approved the requisition/request.

Instructional equipment must be planned for and budgeted once each year. When an instructor has the need for equipment in his/her program, the department head should be made aware of the need for inclusion in the annual budget process.

Learning Resources Center (LRC) Services

Personnel may check books and other materials out of the library using an active NWFSC ID card. The personnel number is the borrower ID used to access library digital resources. All materials checked out by part-time employees must be returned to the library no later than the last day of class each term. Materials in the collection or those owned by the professor may be placed on reserve for student use within the LRC. If a professor should need materials not in the collection,

library staff should be consulted about the best method to acquire the necessary materials. The Education Services Librarian, the Access Services Librarian and the Outreach Services Librarian are available to instruct students, faculty, staff and other groups on the use of library resources and services. The instruction can take place at any college location or via virtual conferencing, based on the professor's preference.

LRC (Niceville Campus) Hours of Operation are generally as follows:

Fall & Spring Terms

Monday – Thursday 7:30 a.m. - 9:00 p.m. Friday 7:30 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Summer Term

Monday – Thursday 7:30 a.m. - 8:00 p.m. Friday 7:30 a.m. - 4:00 p.m.

Saturday Closed

Audio-Visual Services

Numerous audio-visual equipment are available for instructors to check out for classroom use. Instructors are reminded to give a minimum of 24 hours advanced notice when requesting equipment to be checked out, delivered, or set up. And remember, equipment should not be removed from classrooms without consulting with AV Services personnel. Certain AV services are not available after 4:30 p.m. or on weekends without prior arrangements. If you have any questions about audio-visual resources or services, please contact the Media Services Manager at extension 5314. Selected equipment and materials are also available at each of the extended campus centers. Please check with the respective center office personnel for the availability of audio-visual equipment at the education centers.

Office Space

In general, full-time faculty members are provided with individual office space in the department area of the campus designated as the primary duty station. Lack of office space limits the assignment of individual offices to adjunct instructors. Should space be available, the department chair will so advise the instructor and make arrangements for use. Most departments and sites provide a workroom, including computer access reserved for adjunct faculty.

Professional Development

NWFSC is committed to fostering an atmosphere of challenge and change to encourage professional growth and lifelong learning for the entire community. Opportunities for continued professional development are provided to all faculty and staff at the college through the Staff and Program Development Program and through departmental

travel/conference funds. In addition, special training workshops, speakers, and other college-wide development activities are offered annually as part of the college's "Opening Week" and at selected times throughout the remainder of the year. Topics are determined by employee suggestions, standing committee requests, discussions at College Planning Day and review of student feedback surveys.

Individual faculty members are responsible for their own growth as teachers, scholars and practitioners.

A review of the individual's professional development goals and activities, as well as planning for future growth and development, is incorporated into each faculty member's annual supervisor evaluation. In addition, a composite of aggregated student evaluation responses is reviewed each year for trends or other indications of areas for college-wide faculty development. Special orientation and development workshops are scheduled each year for adjunct faculty and new instructors.

Substitute Instructors

Substitute personnel are authorized for full-time faculty members on sick leave or professional leave. Substitute personnel must be approved by the President or his/her designated representative(s). A full-time instructor who is absent from the college for reasons other than sick leave, illness-in-the-line-of-duty leave, or professional leave of absence must work with his/her supervisor to ensure appropriate class coverage. Full-time personnel who teach during the summer terms on a part-time basis may have paid substitutes when the full-time faculty member takes appropriate leave. Regardless of the reason for the absence, the instructor must notify the department chair/ director if he/she will be absent from class.

Arrangements for substitutes for part-time instructional personnel must be approved by the department chair or division director and the Vice President of Academic Affairs. Part-time instructional personnel should notify the department chair or division director as far in advance of anticipated absences as possible for assistance in arranging for a substitute. If the College makes arrangements for a substitute teacher then the part-time faculty member's pay should be adjusted on a day-to-day basis to cover the substitute's pay. Other substitute arrangements must be approved in advance by the division director/department chair.

Tenure of Instructional Personnel

Personnel on annual contract may be terminated without recourse as of the end of any given annual contract by virtue of non-renewal of said contract.

Nine and twelve month teaching faculty, twelve-month counselors, librarians, and administrators, who are on annual contract, should not assume availability of contracts beyond each basic contract period unless specifically so advised in writing by the President of the College. Invitations to such personnel to accept appointments for each subsequent year (for persons on annual contract) will normally be made on or before April 1 of a current year.

Should the college know at any time prior to the end of the current contract period that it definitely plans not to renew the contract of a person, it has a responsibility to advise that person at the earliest feasible date and preferably by April 1. However, failure to so advise by April 1 shall not preclude a non-renewal of the contract.

Similarly, a person on annual contract has an obligation to advise the college of any intent to terminate employment at the end of a contract period or not to renew his/her contract for the subsequent year, if offered.

Teaching faculty, counselors and librarians who hold continuing contracts are not subject to annual renewal procedures. Involuntary termination occurs through proven charges that the person involved has violated one or more of the provisions of Florida Statutes, FAC Rules, or Board policies which are cause for termination of continuing contracts.

Full-time teaching faculty, librarians and counselors are eligible for consideration for continuing contract upon completion of three years of continuous service at NWFSC. Eligibility for continuing contract by virtue of years of service does not assure award of continuing contract status. Such status is awarded only by action of the Board of Trustees upon favorable recommendation by the President. Persons who have been on continuing contract in another public community college within the State of Florida immediately prior to appointment may, under extraordinary circumstances, be recommended to the Board for continuing contract after two years of service at NWFSC.

Eligibility for continuing contract shall be without regard to age, color, ethnicity, disability, marital status, national origin, race or gender.

Textbooks

Textbook selection is a faculty decision coordinated through the appropriate department/division. Every effort is made both to make textbook selection consistent across all sections of a given course and to minimize textbook changes from year to year. Unless no reasonable alternative exists, textbook changes are not made in the middle of an academic year. In order to ensure availability of textbooks in a timely manner, book order requests are due in the college bookstore according to the following schedule.

Term	Textbook Decisions Due to College Store
Fall	April 1
Spring	October 1
Summer	March 1

Each instructor shall use the approved textbook(s) listed in the current approved syllabus as a minimum for the course that he/she is teaching and shall require students to obtain such books for use in meeting course objectives. Additional materials may be used to enhance instructors, but should not supplant or replace the standard textbook.

Tutoring

Tutoring services are available to students through a variety of options. The Academic Success Center (ASC) and the Math Lab, with locations at the Niceville and Fort Walton Beach Campuses provide day and evening learning support services for all currently enrolled students. Limited ASC services are also available at the Sikes and Chautauqua Centers. The STAR Lab (Student Academic Resources Lab) provides learning support services for Collegiate High School students. Instructors may refer students to these locations with specific remediation tasks or for general review and test administration. Additional tutorial services are available through the college's website and at other specialized open labs at the Eglin, Hurlburt, Sikes and Chautauqua Centers. A flyer with learning support resources is published each year by the Office of Academic Affairs.

Full-time administrators and faculty members are not permitted to accept any form of payment for tutoring NWFSC students.

Web Pages

All content and outside links on faculty websites should be directly related to classes taught at NWFSC, should reflect the professionalism of the college without infringing on the creativity of the individual, and should observe the college acceptable computer use and copyright policies. It shall be understood that faculty websites represent the college and as such, the college reserves the right to request changes, modifications, or for faculty to utilize a standard template. Copies of the Web Use and Development Guidelines are available from the Vice President of Academic Affairs.

VI

College Groups and Associations

The American Association of Women in Community Colleges (AAWCC)

AAWCC was organized in 1973 and its mission is to create an awareness of the value of women as leaders in community colleges and to gain financial support for professional development of women as leaders.

Choctawhatchee Basin Alliance (CBA)

The Choctawhatchee Basin Alliance is an organization committed to sustaining and providing for optimum utilization of the Choctawhatchee watershed. CBA provides opportunities for citizens,

educators and technical experts to promote the health of the Choctawhatchee Basin. The CBA office is located at the South Walton Center.

Economic Development Council (EDC)

Both the Okaloosa and Walton County Economic Development Councils are located on college campuses. The Okaloosa County Economic Development Council is located at the NWFSC/UWF Joint Center in Fort Walton Beach.

Association of Florida Colleges (AFC)

The Association of Florida Colleges serves the common interest of the entire community college system. As a professional organization, AFC promotes growth and advancement of public community college education in Florida, provides legislative representation and leadership in matters of college concern, sponsors professional development activities at state conventions, local and regional meetings, and facilitates effective communication among all levels of education in the state and nation as well as the legislators and state officials. All NWFSC full-time and part-time employees are encouraged to become members of AFC. Annual dues can be paid through payroll deduction for full-time employees.

Applications for membership are available from the Human Resources Office or from the NWFSC/AFC Chapter President and/or Chapter Vice-President. For more information, visit the AFC website at www.myafchome.org.

ISP Overview

The Institute for Senior Professionals at NWFSC is an organization of retired senior professionals who are interested in an intellectual and stimulating service group where individuals can contribute their skills, talents, expertise and experiences in meaningful ways. Organized in 1991, the ISP operates with task forces and studies authorized by the Institute as a whole. The ISP provides opportunities for the college's faculty and students to meet and learn from distinguished individuals who work on community projects on behalf of the college.

NWFSC Alumni Association

College employees are eligible to join the NWFSC Alumni Association. Annual membership dues for the Alumni Association are five dollars (\$5.00) and are renewable on the yearly date specified on the card.

NWFSC Foundation, Inc./President's Club

The NWFSC Foundation, Inc., a Direct Support Organization, raises funds for student scholarships and college instructional programs. Gifts to the NWFSC Foundation, Inc. are tax deductible, and are used to support College initiatives. The Foundation's President's Club, with annual membership dues of \$50, was founded to support the NWFSC Foundation. President's Club dues and other Foundation contributions can be arranged through payroll

deduction by contacting the Foundation Office at extension 5357.

Costa Leadership Institute at NWFSC

The Costa Leadership Institute at Northwest Florida State College provides a variety of unique professional development opportunities and customized training options for individuals, businesses, government, military and not-for-profit organizations. The programs of the Costa Leadership Institute are specially designed to support the economic and workforce development of our region and our vital role in the state and global economy. The Costa Leadership Institute is committed to providing the highest standard of achievement for our participants and developing strong and ethical leaders to guide our community. Through the guidance of Costa Leadership Institute's highly trained, experienced instructors you will:

- Learn new skills
- Develop your expertise
- Achieve your professional goals and full potential
- Network with other emerging and established community leaders
- Earn professional certifications, continuing education credits and much more

NWFSC Raider Club

The NWFSC Raider Club is a support organization for intercollegiate athletics. The main purpose of the Raider Club is to raise funds in support of athletic scholarships. Also, this organization supports athletics through attendance at games and providing interaction with student-athletes in his/her pursuit of academic and athletic pursuits. All funds raised by the Raider Club are housed in the NWFSC Foundation and are distributed in accordance with policies of the Florida College System Activities Association, National Junior College Athletic Association, Northwest Florida State College and acceptable accounting procedures.

VII

Campuses and Centers

NICEVILLE CAMPUS

100 College Boulevard • Niceville, FL 32578
(850) 678-5111

FORTWALTON BEACH CAMPUS

1170 Martin Luther King Jr. Boulevard • Fort Walton Beach, FL 32547
(850) 863-6500

CHAUTAUQUACENTER

908 U.S. Highway 90 West • DeFuniak Springs, FL 32433
(850) 200-4100 or 892-8100

EGLINAIRFORCE BASE CENTER

Education Services Building 251, Room 127, AD/DPE • Eglin Air Force Base, FL 32542
(850) 200-4180 or 678-4180

HURLBURTFIELD CENTER

Education Services Building 90220 • Hurlburt Field, FL 32544
(850) 200-4190 or 884-6296

ROBERTL.F. SIKES EDUCATIONCENTER

805 E. Highway 90 • Crestview, FL 32539
(850) 200-4141 or 689-7911

SOUTHWALTON CENTER

109 Greenway Trail (off highway 331 South) • Santa Rosa Beach, FL 32459
(850) 200-4160 or 267-9901

<http://www.nwfsc.edu/campuses/maps.cfm>

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