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OPERATING PROCEDURES

SUBJECT: GENERAL OFFICE PROCEDURES IN HUMAN RESOURCES

- Greet visitors. Those visitors seeking another department are directed to the appropriate office.
- Screen calls, respond to routine inquiries and answer inquiries concerning job vacancies or general information. Refer calls requiring detail to the HR Specialist or HR Director.
- Assist departments with questions about applications.
- Date stamp all incoming correspondence. Attach envelope to the back of correspondence without inside return address.
- Enter appropriate data into application tracking system and maintain an "active" and "inactive" file of all applications/inquiries received. Applications may be updated to "active" upon written request from the applicant.
- Scan inactive employee personnel files.
- Type letters of employment confirmation for full-time employees.
- Review, process, and forward part-time contracts & instructional contracts.
- Maintain all college leave records.
- Maintain personnel files.
- Finger print college employees; distribute employee parking decals; temporary passes; and process employee ID cards.
- Coordinate interviews for departments.
- Stock and maintain office supplies and forms. Generate requisitions and check orders filled for accuracy and completeness.
- Prepare TDY requests and reimbursements; make travel arrangements; and prepare itinerary for business trips.
- Assist employees with benefits and employment questions.

Delegation of authority is assigned to the Human Resources Specialist when the Executive Director of Human Resources cannot be reached.



OPERATING PROCEDURES

SUBJECT: PERSONNEL RECORDS

Human Resources is responsible for seeing that the file of each employee is complete in every aspect, including a properly completed application form, reference checks where applicable, "official" college transcripts, verification of work experience, citizenship status, insurance forms, retirement information, etc.

Evaluations, fingerprinting results, worker's compensation records, medical information are kept in separately.

Employee files are to be maintained in an orderly fashion and in a chronological manner. All application materials to include resumes and transcripts are placed in the back of the file. The employee demographic information (data sheet) should be kept at the front of the file.

Files are maintained based on current status (i.e. full-time, part-time, retiree, active, inactive, etc.)

All student employees, to include College Work Study and Student Workers are assembled together in a folder for each semester rather than maintaining individual employee files on each student. AmeriCorps Members & Mentors are kept together in folders for each year.

See NWFSC Board Policy HR 8.00.



OPERATING PROCEDURES

SUBJECT: PUBLIC RECORDS

The College, as a public employer, must provide access to public records, unless such documents are exempt from disclosure in accordance with specific or general law.

Reference: Rule 6A-14.047(1), FAC
Section 1021.81, F.S.
Public Records Act, Section 119

If a proper request (either verbal, written, or made by any person) were made for an employee file, the College would be required to provide to the requesting individual the employee file, absent the information that is exempt as referenced above. College employee records shall contain the following information as public record and for efficient personnel administration:

- dates of employment;
- periods of employment;
- contract status;
- duties performed;
- absences from duty;
- evidence of each factor used to calculate salary; and
- Certifications from previous employers.

Florida Statutes Chapter 119.011 defines Public Records as:

- All documents, papers, letter, maps, books, tapes, photographs, films, sound recordings, data processing software, or other materials
- Regardless of physical form, characteristics or means or transmission
- Made or received pursuant to law or ordinance or in connection with transaction of official business by the agency.

General exemptions:

- Social Security numbers
- Medical information
- Personnel information prior to July 1, 1995
- Faculty academic evaluation of job performance
- Disciplinary records while discipline is in progress
- Student records under FERPA
- Foundation records regarding cultivation and solicitation of gifts, donor records and information regarding donors
- Home addresses of law enforcement officers

What is not required when a public records request is made:

- No requirement to create records
- No requirement to provide the records in the format requested
- No requirement to meet requestor's "timetable"
- No requirement to provide information not in the records
- No requirement to explain the records



OPERATING PROCEDURES

SUBJECT: EMPLOYMENT CLASSIFICATIONS GUIDELINES

- Full-time Faculty: Faculty positions are officially designated to perform instructional duties in degree or certificate granting programs. The primary duties of such positions involve direct instruction. The basic contractual obligation for a full-time, nine-month faculty member is thirty-four (34) hours per week in the fall and spring semesters (twenty-five (25) student contact hours; fifteen (15) instructional/classroom hours; nine (9) hours professional activities). Faculty positions are considered regular established budget positions. Faculty positions are eligible for continuing contracts. All benefits apply.
- Half-time Faculty: Half-time faculty positions are approved by the President. The basic contractual obligation for half-time faculty consists of seventeen (17) hours per week, of which at least eight (8) are in the classroom; the remaining hours shall be posted office hours available to students each week. All benefits apply with the exception of sick leave. Half-time faculty are not eligible for continuing contract status.
- Adjunct Instructor (part-time): An Adjunct instructor position is a temporary, part-time position established for the purpose of direct instruction. There is no expectation the position will continue in the future. Adjunct instructors shall be limited to twelve (12) semester hours including semester hour equivalents, 360 non-credit hours, or equivalent combination. Adjunct instructors shall be obligated to set up appointments to meet with students outside of class time. Positions are ineligible for benefits.
- Executive /Administrative/ Managerial (Pay Grades 12-15): The primary duties involve college wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies, to customarily and regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions: President, Vice-president; Provost; Dean.
- Professional (Pay Grades 9-11): The primary duties provide oversight of specific operations of the College or provide services of a highly specialized or technical nature. Individuals employed for the purpose of performing academic support, student service and institutional support activities. Examples of positions: Director, Coordinator, Manager, Programmer/Analyst.
- Career Service (Pay Grades 1-4): The primary duties involve performance of support functions essential for the effective operation of the College. Some Career Service employees may supervise other employees. Career Service positions may be further designated as administrative, instructional, student services, technical, facilities support in accordance with the Florida State Accounting Manual.
- Grant Funded (May be exempt or non-exempt positions): Grant funded positions are established through a grant and may be eliminated if the grant funding ends. Individuals employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant.
- Part-time hourly: These positions are non-instructional temporary, Other Personal Services (OPS) personnel. Positions are established to meet a workload of a temporary, casual or seasonal nature and may not work more than 29 hours per week. Positions may be established for a period not to exceed a total of 2080 hours. Employees in OPS positions do not receive benefits except those required by statute or regulation.



OPERATING PROCEDURES

SUBJECT: EMPLOYMENT CLASSIFICATIONS GUIDELINES

- Student Workers: The primary duties vary greatly and will depend on the needs in the employing department. Individuals holding these positions must currently be enrolled. Availability of positions, and funds, may vary from semester to semester. The Federal Work-Study Program is administered by the Financial Aid Office.



OPERATING PROCEDURES

SUBJECT: APPLICATION PROCEDURES

Every individual applying for employment at NWF State College is required to complete the employment application form and should the Equal Access/Equal Opportunity (EA/EO) Summary Data Sheet through the College website.

At the time of application, the EA/EO Summary Data Sheet will be filed separately until the application becomes inactive. The EA/EO Summary Data Sheet will not be attached to the employment application when the employment application is reviewed by the screening committee.

When the application is received in Human Resources, the appropriate data will be entered into the Applicant Tracking System. Applications will be updated as necessary. The applicant is responsible for requesting in writing any new entries (i.e. changes, corrections) needed for employment applications to be updated.

All employment applications and employment procedures will comply with Section 504 of the Rehabilitative Act and the Americans with Disabilities Act (ADA) issued by the Equal Employment Opportunity Commission.

NWFSC 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, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

The President is authorized to designate a Coordinator of Equal Access/Equal Opportunity and for the Educational Equity Act.

Any applicant grievance should be addressed to the Executive Director of Human Resources.



OPERATING PROCEDURES

SUBJECT: EMPLOYMENT PROCEDURES - PART-TIME EMPLOYEES

All potential employees are required to complete a Northwest Florida State College employment application. Applications may be obtained in person at the Human Resources office or online at www.nwfsc.edu. Human Resources only accepts full-time applications for currently advertised and open positions. Applications are accepted on a regular basis for part-time clerical and adjunct faculty to establish a "resource pool". These personnel will be selected on an "as needed" basis.

Part-time personnel: (other than executive/administrative personnel):

Supervisors review the part-time resource pool for qualified applicants to fill vacant part-time clerical positions. Supervisors will interview applicant(s) and check references. If no selection is made, Human Resources will advertise for the position. The hiring supervisor is responsible for generating a part-time personnel employment approval form. Upon approval of a recommendation for part-time employment by the immediate supervisor, Human Resources, Vice-President/Dean and Comptroller's Office, the approval form is forwarded to the President for approval.

Part-time Students (Federal Work-Study Program & Student Employee Program):

This program is a "campus-based" program administered by the Financial Aid Office.

The Federal Work-Study Program is a "campus-based" program administered by the Financial Aid Office. These positions include typical Work-Study employees available in various departments. Once it has been determined that a student meets the eligibility requirements for these programs, the Financial Aid Office is responsible for generating a Student Employment Approval Form. Upon approval by the immediate supervisor, department/division chair, and the Director of Financial Aid, the approval form is forwarded for the President's signature. A copy of the approval form will be mailed or delivered to the new employee with all forms that are to be completed for Human Resources. Returning employees will receive the new approval form only.

The Student Employee Program is a College funded program in which Departments may employ student workers. Once again the Financial Aid Office verifies the student eligibility based on applicable guidelines but it is the department that generates the Student Employment Approval Form. The rest of the process is much the same as above.

All student employee approval forms along with any required new employee documentation in the above mentioned categories are assembled together in a folder for each semester rather than maintaining individual employee files.

Adjunct Instructor:

Department chairs review the part-time resource pool for qualified applicants to fill vacant adjunct positions. Department Chairs interview applicant(s) and checks references. If no selection is made, Human Resources will advertise for the position. The department chair/division director/dean completes the Instructor Qualification form. Upon approval of a recommendation by the Department Chair, Division Director/Dean, and the Vice President of Instruction the Instructor Qualification form is forwarded to the President for approval.



OPERATING PROCEDURES

SUBJECT: EMPLOYMENT PROCEDURES - PART-TIME EMPLOYEEES

Part-time Executive/Administrative Personnel:

Procedures for hiring full-time personnel will be followed when a part-time executive/administrative vacancy occurs.

AmeriCorps

The AmeriCorps employees are employed based on AmeriCorps guidelines. The Coordinator of each program is responsible for completing the necessary paperwork and obtaining the necessary backup to hire these employees. Approval by the immediate supervisor and the comptroller's office is indicated on a memorandum forwarded along with all the necessary forms to Human Resources. These employees are assembled together in a folder for each year rather than maintaining individual employee files. Since these employees do not receive individual contracts/approval forms, there is nothing to be mailed or delivered from Human Resources.

The hiring supervisor is responsible for generating a Personnel Action Form. Upon approval of a recommendation for part-time employment by the immediate supervisor, comptroller's office, Vice-President/Dean, and Human Resources, the personnel action form is forwarded for the President's signature. A copy of the form will be mailed or delivered to the supervisor with all forms that are to be completed for the personnel file. Returning part-time hourly employees will receive the new approval form only.

Immediate family members such as spouse, parents, siblings, or children will not be employed in the same department or in an administration situation where immediate supervision, promotion, or evaluation decisions occur between two relatives or in any situation where college funds are handled.

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).

All applications and employment procedures will comply with Section 504 of the Rehabilitative Act and the American with Disabilities Act (ADA) issued by the Equal Employment Opportunity Commission.

NWFSC 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, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

The President is authorized to designate a Coordinator of Equal Access/Equal Opportunity and for the Educational Equity Act.

Any applicant grievance should be addressed to the Executive Director of Human Resources.



OPERATING PROCEDURES

SUBJECT: EMPLOYMENT PROCEDURES – ADJUNCT INSTRUCTORS

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

Adjunct instructors must meet the minimum criteria established by SACS standards. Additionally, vocational instructors with less than baccalaureate degrees must have at least 6 years of verified experience in the field in which they are to teach, or must possess degrees specified by certification standards. Vocational teachers with degree in relevant subject fields should have at least 3 years in field work experience.

Prospective adjunct instructors must complete an NWF State College application and provide applicable transcripts. Applicants for occupational courses must also provide documentation verifying experience. The chair or director forwards the application and related documents to the appropriate dean, along with a recommendation relative to employment and identifies the courses for which the applicant is qualified to teach. Recommendations for approval to teach are prepared in the Office of the Vice President for Academic Affairs and forwarded to the President for approval. Approved applications are filed in Human Resources.

Once approved by the President for placement in the resource pool, an adjunct instructor is available for a one-time 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.

If the department chair has a need of an adjunct instructor and if the need cannot be filled from the approved resource pool, Human Resources may advertise through local media for a person to fill the position.

Immediate family members such as spouse, mother, father, siblings, or children will not be employed in the same department or in an administrative situation where immediate supervision, promotion, or evaluation decisions occur between two relatives or in any situation where college funds are handled.

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).

All applications and employment procedures will comply with Section 504 of the Rehabilitative Act and the Americans with Disabilities Act (ADA) issued by the Equal Employment Opportunity Commission.

NWFSC 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, genetic information, or gender or pregnancy, in its employment practices or in the admission and treatment of students in its programs or activities.

The President is authorized to designate a Coordinator of Equal Access/Equal Opportunity and for the Educational Equity Act.



OPERATING PROCEDURES

SUBJECT: PART-TIME HOURLY & ADJUNCT PERSONNEL – MAXIMUM HOUR RULE

When calculating maximum part time employment hours, the following rules should be applied:

- 1) A part time employee can teach as an adjunct at most 12 credit hours in a given semester. Exceptions must be approved by the Vice President of Academic Affairs.
- 2) A part time employee can work a maximum of 29 hours per week.
- 3) When a part time employee also teaches, one credit hour will be counted as 2.25 hours per week.

CREDITS TAUGHT	PART-TIME HOURS
0	29
1	26.75
2	24.50
3	22.25
4	20.00
5	17.75
6	15.50
7	13.25
8	11.00
9	8.75
10	6.50
11	4.25
12	2.00

FORMULA

$1 \times 2.25 = 2.25; 29 \text{ hours} - 2.25 = 26.75$

- 4) When a part time employee is assigned a contract that list total hours only (see sample contract/example on next page), **insert the known values** into the following formula:

Total Cost/Rate of Pay=Total Hours/Number of Work Days=Hours per Day x 5 days a week=Hours per Week

A part time employee may fall into combination situations where they may be teaching, working on special projects, providing professional services (i.e. choreography, mentoring, clinical programs, etc.) and/or employed in the typical hourly support capacity. Regardless of the mixture, employees cannot exceed 29 hours per week and it is the **“joint” responsibility** of the employee and hiring supervisor(s) to ensure they stay within the maximum hour rule.



**NORTHWEST FLORIDA
STATE COLLEGE**

Procedure No. **HR-4.2005**
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OPERATING PROCEDURES

SUBJECT: EMPLOYMENT PROCEDURES - FULL-TIME EMPLOYEES

See Vacancy Announcements.



OPERATING PROCEDURES

SUBJECT: NEW EMPLOYEE ORIENTATION/ON-BOARDING

1. Objectives

The objectives of the New Employee Orientation are to learn job procedures, establish relationships with co-workers, and gain a feeling of belonging. NWF State College New Employee Orientation will give new employees exposure to three different types of information: organizational information, policies and procedures, and general. Properly trained new employees will contribute to high morale, high performance and retention.

2. Responsibilities of Human Resources

Orientation provides an opportunity for new employees to get acquainted with the College's policies and procedures so that employees know what is expected of them and what to expect from the College. Policies and procedures outline some of the new employee's initial instructions so that they can stay in step with the rest of the organization. Human Resources will assume responsibility for these areas, along with benefits, so that the new employees understand what the benefits provide. To welcome and answer questions of immediate concern to new employees as well as completing employment forms as soon as practicable on or after the first day of work is high priority to Human Resources.

3. Department (Work Environment)

Department orientation information prepares the new employee by introducing him/her to the work environment, co-workers, and formal & informal work rules. The supervisor will conduct this portion of the orientation. The supervisor will also be responsible for briefing the new employee and implementing the following:

- Welcome
- Introductions to co-workers; assignment of trainer/sponsor
- Department orientation tour
- Information concerning work hours, department rules
- Explanation of departmental organizational chart structure
- Detailed explanation of department objectives, new employee's duties, standards of performance and conduct
- Procedures of performance appraisal and feedback
- Explanation of policies and procedures
- Employee's responsibilities for work attitude, attendance and conduct
- Discuss all items of interest and concern of new employee

Supervisors are encouraged to assign a trainer and maintain a training timeline in coordination with new employee's probationary period, if applicable. Taking time to conduct orientation the first day and week is highly recommended. Effective new employee orientation will help increase retention, reduce costs and reduce liability by ensuring new employees get the information they need upon arrival.

4. Probation

New career service employees will be on probation for six months. Supervisors will be requested to forward appropriate evaluations to Human Resources.



**NORTHWEST FLORIDA
STATE COLLEGE**

Procedure No. **HR-4.2007**
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OPERATING PROCEDURES

SUBJECT: NEW EMPLOYEE ORIENTATION CHECKLIST

See attachment.

NEW EMPLOYEE CHECKLIST

Handout Materials:

- | | |
|--|---|
| <p>_____ Annuity Listing (available online)</p> <p>_____ EA/EO Plan of College</p> <p>_____ EAP Handout</p> <p>_____ Florida Retirement System Information</p> <p>_____ Florida Right to Know</p> <p>_____ Fringe Benefit Sheet</p> <p>_____ Job Description</p> | <p>_____ Personnel Handbook (available online)</p> <p>_____ RAIDERNET View Paystub Inst.</p> <p>_____ S & PD Plan (available upon request)</p> <p>_____ Salary Schedule</p> <p>_____ Sick Leave Pool Procedures</p> <p>_____ Social Security Notification</p> <p>_____ Worker's Compensation Memo</p> |
|--|---|

Forms for Employee Signature:

- _____ Personnel Data Sheet
- _____ Acknowledgement of Receipt of College Documents
- _____ Antidrug Policy Statement
- _____ Beneficiary Designation Form
- _____ Direct Deposit Agreement
- _____ Employee Tuition Benefit Course Request
- _____ Loyalty Oath
- _____ Probationary Statement (if applicable)
- _____ System Security Affirmation
- _____ Vehicle Operation & Use Affidavit
- _____ Waiver of Liability Notice
- _____ Records Exemption Identification Form
- _____ W-4 Form
- _____ Employment Eligibility Form (I-9)
- _____ Retirement
- _____ ORP (Enrollment & FRS Opt out)
- _____ Investment Plan Form
- _____ Pension Plan Form
- _____ Number of faculty pays (10 or 11)
- _____ New Employee Certification Form

Effective Date of Insurance Coverage

- _____ Major Medical Insurance Form
- _____ Marriage and/or Birth Certificate(s) & Social Security Cards
- _____ Cancer/Intensive Care Insurance (AFLAC)
- _____ Life Insurance Form
- _____ FCL Voluntary Dependent Life Insurance
- _____ Dental Insurance (Sun Life Financial Dental)
- _____ Dental Card
- _____ Vision Insurance (Humana Vision)
- _____ Flexible Benefit Plan (FSA)
- _____ DV Handouts (Plan C)
- _____ Delta Dental Form
- _____ VSP Form
- _____ Marriage and/or Birth Certificate(s)
- _____ Fingerprint Process
- _____ I.D. Card
- _____ Parking Permit
- _____ Contract/Letter of Hire
- _____ Official Transcripts (if applicable)
- _____ NWF State College Organizations (i.e. AFC; President's Club; Foundation; Arts; etc.)

Action HR should take to complete process:

- _____ Banner General Access Request Form
- _____ Enter salary and budget information on position
- _____ Contact IT to add new full-time employee to the **ALL_NWF** and **NWF_FT** e-mail lists.
- _____ Notify head of appropriate staff council
- _____ Notify Leann Jordan to be added to appropriate staff council listing
- _____ Extension Number _____
- _____ Location _____
- _____ PDABCOV/PDAHIOC Update

Also Included in Employee Personnel File:

- _____ NWF State College Application
- _____ Official Transcripts (if applicable)
- _____ Vacancy Announcement
- _____ Personnel Action Form
- _____ Driver's License Check



OPERATING PROCEDURES

**SUBJECT: VETERAN'S PREFERENCE GUIDELINES/PROCEDURES (IN LIEU OF NUMERICALLY
BASED SELECTION)**

Veteran's Preference applies to Career Service positions only. Those who provide a copy of their DD214 form will be given special consideration for an interview if those claiming Veteran's preference meet the minimum qualifications, and provide the required documents, by forwarding their application for a second review to the hiring supervisor/committee.



OPERATING PROCEDURES

SUBJECT: FACULTY LOAD AND COMPENSATION (FLAC)

The Faculty Load and Compensation (FLAC) Process is generated through the academic side of the college but is the means by which Adjuncts and Overload assignments are assigned, approved and paid.

- Prior to running the FLAC Process, the Department Chair/designee and/or Academic Affairs designee informs Human Resources of any newly hired faculty the department intends to start in the next payroll process. HR enters the basic information necessary to activate the employee status.
- Each Department Chair or designee is then required to assign the faculty member (or members in some cases) to each course. They are responsible for assigning the pay type (i.e. in-load, per credit, per contact hour, etc.); number of pays; the position number; pay calculations; etc. All of this data is entered in the Internet Native Banner (INB) prior to their meeting with the Dean and Academic Affairs designee.
- The Department Chairs or designees participate in a meeting with the Dean and Academic Affairs designee after the drop/add period has ended for each term as well as monthly for those courses that run fast track. The Dean (or Academic Affairs designee) then runs the FLAC process which takes the data elements entered in INB to Self Service Banner (SSB). The information is reviewed, discussed, questions answered, and joint approval is made to complete the process in readiness for Human Resources.
- Once Human Resources is notified the information has been approved and is available to load into HR/Payroll module, the Faculty Compensation Upload submission is run in edit mode. HR reviews the output and works with the Dean (or Academic Affairs designee) on any discrepancies. The process is run again in update mode which feeds the information for payroll.
- Faculty members (adjunct and full-time) are then instructed to log in and acknowledge the courses they've been assigned. Any questions on salary should be submitted to their appropriate Department Chair or designee. Revisions can be made on a manual contract and will require actual signatures. Adjustments will be made in the next monthly payroll.
- The electronic record for each term indicating the assigned instructors, course(s) taught, compensation, and date instructor acknowledged (i.e. signed) can be viewed and/or downloaded as back-up for payroll. Further approval by the appropriate supervisor is indicated on payroll certification.



OPERATING PROCEDURES

SUBJECT: VACANCY ANNOUNCEMENTS

Vacancy announcements will be prepared upon request by the appropriate Director and approved by Vice President, and the President. Minimum qualifications and specifications will be extracted from the job description of the position to be advertised.

Vacancy notices may be distributed to the following persons and agencies depending on level of position:

- All NWF State College employees
- Employ Florida website
- NWF State College center locations
- Local newspapers
- Chronicle of Higher Education
- Indeed
- Hispanic Outlook
- NWF State College Web Page
- Any other agency/college/university designated by the Vice President

After the position is filled, the following items are clipped together and filed in the Position Vacancy File:

- Request to advertise vacancy approved by President
- Job description
- Announcement of vacancy
- Vacancy checklist
- Copies of purchase orders, where applicable
- List of all applicants selected for interviews and person selected to fill vacancy
- Any other pertinent information

VACANCY PROCEDURES- ADMINISTRATIVE & PROFESSIONAL

Administrative and Professional Search Process

- The makeup of the Screening Committees must have the approval of Human Resources with the final approval of the President. Human Resources reserves the right to observe how the Screening Committees work and interview to ensure proper procedures are being followed. Furthermore, Human Resources may advise Screening Committees on approved proper procedures and protocols.
- The Screening Committee chair will meet with the committee to outline expectations and give the members a "vision" of the position the college is attempting to fill, including the skills, talents and experience desired of the successful candidate. In certain cases, the President or a Vice President may provide the "charge" to the committee in regard to specific needs of the position and/or the impact of that position on the overall operation of a functional area of the College.
- When arranging the initial meeting, the chair should ask for members to bring their calendars to avoid scheduling delays.



OPERATING PROCEDURES

SUBJECT: VACANCY ANNOUNCEMENTS

- The Screening Committee chair develops the following items:
 - Timetables for screening and interviewing
 - Screening tool
 - Interview questions
 - Parameters for teaching presentations
 - Uniform rating tool
- Human Resources completes the initial screening of applications for minimum qualifications.
- The Screening Committee reviews the applicant's written application and other submitted materials, and recommends a list of applicants for interviews to the Human Resources.
- Once the list of interviews has been approved, the committee will submit a schedule with specific times/dates for the interviews to Human Resources to arrange the interviews.
- The Screening Committee conducts interviews. Required presentations shall demonstrate the applicant's oral communication proficiency, if applicable.
- The President and/or Vice President of Academic Affairs may request to interview all candidates interviewed by the Screening Committee.
- The Screening Committee submits a list of recommendations for hiring to the appropriate dean/vice president. (Recommendations should be unranked and should include only those individuals the Search Committee would be willing to hire.)
- Human Resources prior to job offer check references on full time candidates.
- Final selections are made by the appropriate Dean/Vice President and approved by the President.

Once approved, the Executive Director of Human Resources calls the finalist and makes an offer. Once the finalist accepts, Human Resources emails the other interviewees to inform them that they were not selected. An email will be sent to all other applicants that the position has been filled. The Board of Trustees approves all recommendations for employment.

VACANCY PROCEDURES- CAREER SERVICE

Career Service Search Process

- The college will advertise internally for one week to determine if any full-time qualified applicants can be selected. If no selection is made, the position will be advertised externally for 10 days. Selected positions may be advertised internally and externally simultaneously, upon administrative approval.
- The makeup of the Screening Committees must have the approval of Human Resources with the final approval of the President. Human Resources reserves the right to observe how the Screening Committees work and interview to ensure proper procedures are being followed. Furthermore, Human Resources may advise Screening Committees on approved proper procedures and protocols.



OPERATING PROCEDURES

SUBJECT: VACANCY ANNOUNCEMENTS

- The Screening Committee chair will meet with the committee to outline expectations and give the members a “vision” of the position the college is attempting to fill, including the skills, talents and experience desired of the successful candidate. In certain cases, the President or a Vice President may provide the “charge” to the committee in regard to specific needs of the position and/or the impact of that position on the overall operation of a functional area of the College.
- When arranging the initial meeting, the chair should ask for members to bring their calendars to avoid scheduling delays.
- Human Resources shall review all applications and forward only those applications that meet minimum advertised qualifications to the designated hiring supervisor.
- The hiring supervisor will:
 - a. Develop a screening tool to review applications and determine which applicants are to be interviewed.
 - b. Develop questions for interviewing and send to Human Resources.
- The applications will be reviewed and the committee will select candidates who best qualify with preferable job skills and/or experience for interviews.
 - The hiring supervisor will submit a timetable/schedule with dates and times to Human Resources to help schedule the interviews.
 - The committee conducts interviews.
 - Human Resources prior to job offer check references for all full time candidates.
 - With the approval of Human Resources, recommendations for hiring shall be forwarded to the appropriate Dean/Vice President and the President for approval.

Once approved, the Executive Director of Human Resources calls the finalist and makes an offer. Once the finalist accepts, Human Resources emails the other interviewees to inform them that they were not selected. An email will be sent to all other applicants that the position has been filled. The Board of Trustees approves all recommendations for employment.

For more in-depth information and process reference the Employment Process.



OPERATING PROCEDURES

SUBJECT: JOB DESCRIPTIONS

- Job descriptions for each position will be developed by the appropriate director/dean/immediate supervisor and shall be maintained in Human Resources.
- Job descriptions should be revised whenever an employee is transferred, promoted, demoted, or when the position itself is revised (change in duties, responsibilities, educational qualifications, or any other pertinent factors). It is up to the supervisor to submit these changes.
- Job descriptions are on the common drive for all employees/supervisors to review and update as needed. Revised job description will require appropriate approvals and sent to Human Resources.



OPERATING PROCEDURES

SUBJECT: POLITICAL INVOLVEMENTS

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 will (within guidelines available in the Human Resources Office) establish a specific agreement approved by the President 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.

(See NWFSC Board Policy HR 14.00.)

Attached form

GUIDELINES FOR POLITICAL INVOLVEMENTS

I understand that I cannot solicit support for, be solicited, or be involved in preparation, production, or dissemination of political materials of any candidate for public office during assigned work hours at the college.

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

I have the President's approval and the Board of Trustees is aware of my involvement.

Employee's Signature

Date

Cc: President
 Board of Trustees
 Human Resources



OPERATING PROCEDURES

SUBJECT: FAMILY AND MEDICAL LEAVE ACT OF 1993 PROCEDURE

PURPOSE

The Family and Medical Leave Act requires Northwest Florida State 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 for the College for 1,250 hours over the previous 12 months. The 12-month period for NWFSC employees began on August 5, 1993. Succeeding 12-month periods will be a rolling twelve-month period measured backward from the date an employee uses FMLA leave.

REASONS FOR TAKING LEAVE

The College must grant unpaid leave to an eligible employee for one or more of the following reasons:

- for the care of the employee's child (birth, or placement for adoption or foster care); leave must conclude within 12 months of birth and may be taken by either parent.
- for care of the employee's spouse, son or daughter, stepchildren, or parent, who has a serious health condition.
- for a serious health condition that makes the employee unable to perform his/her job. A "serious health condition" means illness, injury, impairment or a physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
- for qualifying exigency leave entitlements arising out of foreign deployment of the employee's spouse, son, daughter, or parent.

SUBSTITUTION OF PAID LEAVE

FMLA leave is generally unpaid leave. However, substitution of paid accrued annual or sick leave **MUST** be made for all or part of any unpaid leave. Accrued sick leave must be used for the employee's own serious health condition or to care for a seriously-ill immediate family member. An immediate family member is a spouse, father, mother, siblings, or children. When an employee's leave is exhausted, the College is required to provide enough unpaid leave to total 12 weeks. For example, sick leave for the birth of a child would be considered FMLA leave and counted in the 12 weeks of leave permitted under FMLA. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the 12 weeks of FMLA leave entitlement.

SPOUSE'S JOINT LEAVE

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.



OPERATING PROCEDURES

SUBJECT: FAMILY AND MEDICAL LEAVE ACT OF 1993 PROCEDURE

ADVANCE NOTICE AND MEDICAL CERTIFICATION.

The employee will be required to provide advance leave notice and medical certification.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- The College will require medical certification to support a request for leave because of a serious health condition.
- The College will require medical certification if the employee is unable to return from leave because of a serious health condition.
- A request for Family and Medical Leave of Absence Form must be signed by the employee, supervisor, department head, and appropriate Vice President, and forwarded to the Human Resources Office. The minimum amount of time increment provided for FMLA leave is one hour, and FMLA time used should be recorded on the time sheet for non-exempt personnel. Employees must keep their supervisor informed of their leave status and expected date of return to work. Automatic renewal of FMLA leave is not permitted. A "fitness for duty" certification from the health care provider/physician is required before an employee is reinstated. Leave may be denied if requirements are not met.
- Employees are required to submit a Medical Certification Form supporting the need for leave due to a serious health condition affecting the employee or employee's spouse, child, or parent. NWFSC may request second or third medical opinions and periodic recertification (at NWFSC's expense), as appropriate. The third opinion is final and binding.

INTERMITTENT OR REDUCED LEAVE

The employee is encouraged to coordinate intermittent or reduced leave with immediate supervisors prior to effective date.

- An employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week.
- Intermittent or reduced leave schedules are subject to employer approval unless medically necessary.

JOBS AND BENEFIT PROTECTION

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- The use of unpaid FMLA leave cannot affect the exempt status of bona fide executive, administrative and professional employees under the Fair Labor Standards Act.
- The employee will not accrue vacation and sick leave during unpaid family leave.



OPERATING PROCEDURES

SUBJECT: FAMILY AND MEDICAL LEAVE ACT OF 1993 PROCEDURE

MEDICAL INSURANCE COVERAGE

- For the duration of the FMLA leave, the College must maintain the employee's medical insurance coverage under any "group health plan" with the conditions that, if the employee had continued working, coverage would have been provided. NWFSC will maintain the employee's portion of health insurance coverage. Employees will be responsible for dependent health insurance.
- The College will recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave.

QUALIFYING EXIGENCY REQUIREMENTS

- The College may require appropriate certification such as the military member's active duty orders.
- The College may also require the employee submit certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought. For example, if the employee is taking leave to meet with an alternate childcare provider or a financial consultant, the College may require the employee provide the contact information of the third party with whom the employee is meeting.
- See FMLA Fact Sheet #28M(c) for more details.

UNLAWFUL ACTS

- The FMLA makes it unlawful for the College to:
- interfere with, restrain or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA; and
- discharge or discriminate against any person because of involvement in any proceeding under, or related to, FMLA.

RESTRICTIONS

- Employees are not eligible to draw unemployment compensation benefits while on family leave.
- Employees are not eligible to use the sick leave pool as part of the family leave.
- The FMLA Act is not intended to cover short-term conditions for which treatment and recovery are very brief.



OPERATING PROCEDURES

SUBJECT: SICK LEAVE TRANSFER

According to Florida Statute 1012.865 (2)a "Accumulated sick leave may be transferred from another Florida College System institution, the Florida Department of Education, a state university, a Florida district school board, or a state agency, provided that at least one-half of the sick leave accumulated at any time must have been established in the college in which such employee is currently employed".

The College will transfer 8 hours a month into the employee balance any month the employee accrues sick leave (i.e. faculty members do not accrue in the summer months so no hours are transferred to their balance during those months).

Please note: Most State Universities have policies that they will not accept a sick leave transfer.



OPERATING PROCEDURES

SUBJECT: LEAVE REQUEST

- To request leave eligible employees must sign in to the RaiderNet Portal and under the Forms tab in the Human Resources Subject area click on the Leave Request button.
- Form 0041 – Leave of Absence Request will open up and the employee enters the required data as requested. Once complete, click on the Next Button at bottom of form.
- The data entered will appear for the employee to review for accuracy. If information is correct as is, hit the Send Now button. If not, scroll down, enter any changes needed and then hit Next as done previously.
- The form will indicate sent with a notice the employee will be receiving an email confirmation that the request has been routed to the supervisor for approval.
- The supervisor should open the Form 0041 – Leave of Absence Request in their Outlook email and click the forward button at the top, sign & date the bottom of the form, then click on the leave link at the bottom.
- Once the supervisor clicks on the leave link it is forwarded to Human Resources where it is printed off, logged in manual ledgers maintained on each eligible employee, and then entered in Internet Native Banner (INB).
- Leave accrual and usage is updated in Banner each month and balances are compared to the manual ledgers. Any discrepancies are resolved and posted accordingly.
- Leave slips are kept on file for 2 fiscal years. Ledgers are kept in accordance with the General Records Schedule (State of Florida).
- It is the employees responsibility to ensure that they do not go into a leave without pay status.



OPERATING PROCEDURES

SUBJECT: EMPLOYEE EVALUATIONS

All full-time employees shall 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 evaluation may be conducted at any time. A special evaluation, if conducted, may deal only with the problems or concerns that necessitated the evaluation.

Newly hired career service employees and current career service employees promoted to a different position will be placed on mandatory six-month probationary status and shall be subject to termination without recourse, at any time during that period of service. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation. Any employee in probationary status who receives less than a satisfactory six-month evaluation may be terminated without recourse.

Faculty who have yet to earn continuing contract are reviewed annually and evaluated in their 5th year. Those who have earned continuing contract are then reviewed every two years with a post continuing contract evaluation occurring every 5th year. More information is available in the Office of Academic Affairs.



OPERATING PROCEDURES

SUBJECT: GRIEVANCE PROCEDURES

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, pregnancy, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

The Northwest Florida State College Grievance Procedure is designed to provide an effective process to resolve legitimate issues to register complaints or problems concerning discrimination. State Board Rules and College Policies cannot be grieved. It is only the application or interpretation of College rules or procedures which may be grieved by employees.

Any person who believes that he/she has been discriminated against should discuss the issue with:

Employees/Public Complaints

Roberta Mackey
Executive Director of Human Resources
Title IX and Equity Coordinator
Niceville Campus
Administration Building (320)
Room A120
Phone 850-729-5365
mackeyr@nwfsc.edu
(see also policy HR 22.00)

Student Complaints regarding grades, etc.

Dr. Nate Slayton
VP of Student Success
Niceville Campus
Student Services Building (400)
Phone 850-729-6459
slatonn@nwfsc.edu
(See policy SS 3.00)

Resolution of Grievance – Public Community

Individuals should meet with the Executive Director of Human Resources/Equity Coordinator to discuss the issue. If the individual is not satisfied with the resolution, then the individual should proceed to the next level of administration. After dealing with the next level of administration, the individual is welcome to meet with the President of the College for a resolution.

Informal Resolution of Grievance - Employees

Ideally, grievances will be informally resolved. In this process the aggrieved employee meets with the immediate supervisor and discusses the issue. (If the complaint is against the immediate supervisor, the complainant may discuss the problem with either the next level supervisor or the Equity Coordinator). If the employee does not feel satisfied with the resolution, then the employee should proceed to the next level of administration. If this process is unsuccessful, the Equity Coordinator may suggest that the formal grievance procedure process be used.



OPERATING PROCEDURES

SUBJECT: GRIEVANCE PROCEDURES

Formal Grievance Process - Employees

The formal process involves the employee completing the form in the Maxient System, which can be found on Raidernet. Employees must clearly state the nature of the grievance, the policy or procedure involved, the personnel involved, and the resolution desired. The Executive Director of Human Resources will review the grievance and determine if a Grievance committee should be appointed. If a committee is appointed it will include one College employee appointed by the employee bringing the grievance, one College employee appointed by the immediate supervisor of the employee, and a third member appointed by the two previous members. If the two previous members cannot agree on a third member then the President of the College appoints the member. The third member of the committee serves as the chairman.

Within ten (10) working days of constituting the grievance committee, a hearing will be held with the individual bringing the grievance, the respondent and other employees as requested by the grievance committee. The Grievance Procedure involves only College personnel and individuals from outside the institution are prohibited from participating unless they are called as witnesses. Witnesses may only remain in the hearing for the duration of their testimony. The grievance committee hears the grievance and makes a recommendation directly to the President (within five (5) working days of hearing the grievance).

The President, within ten (10) working days of receiving the recommendation from the grievance committee, informs the employee of the decision. The decision of the President is final.

Exceptions

Faculty members on Continuing Contracts may not use the Grievance Process for termination decisions, since Florida Statutes and/or State Board Rules establishes a clear procedure for continuing contract faculty members to utilize in case of terminations.

Time Limits

If an individual is filing a grievance it must involve a specific event or incident within thirty (30) working days prior to filing the grievance. Complaints must be filed through the Maxient Systems in writing.

Confidentiality

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

Retaliation



OPERATING PROCEDURES

SUBJECT: GRIEVANCE PROCEDURES

Retaliation against employees who have filed a grievance or participated in an investigation or opposed any unlawful practice is prohibited.

Summary

The College will take prompt action against individuals, including third parties, who engage in actions that violate this procedure. NWFSC is committed to providing an environment that is free from all forms of discrimination. Nothing in this procedure is intended to create any due process rights nor does it entitle the individual to seek redress in any court or administrative proceeding.



OPERATING PROCEDURES

SUBJECT: VULNERABLE PERSONS
(See Board Policy HR 22.00)

The "Protection of Vulnerable Persons" law gives Florida the toughest mandatory reporting requirements in the nation for child abuse violations on school campuses.

Failure to report such incidents is a felony violation of state law.

SOME DEFINITIONS

- "Abuse" means any willful act or threatened act that results in any *physical, mental, or sexual abuse, injury, or harm* that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.
- "Child" is a person under the age of 18 years.
- "Juvenile Sexual Offender" is a child who exhibits direct sexual contact behavior or varying degrees of noncontact sexual behavior, such as making obscene phone calls, exhibitionism, voyeurism, and the showing or taking of lewd photographs.

WHAT YOU NEED TO KNOW

- If you know or have a reasonable belief to:
 - suspect that a child is abused by an adult or
 - is the victim of childhood sexual abuse or
 - is the victim of a juvenile sexual offender.
- You must immediately notify the Department of Children and Families (DCF) Abuse Hotline.
- A violation of the law is a 3rd Degree Felony

NWFSC RESPONSIBILITIES

- Administrators (Executive Council) must:
 - Report known or suspected child abuse, abandonment and neglect when notified by faculty and staff
 - That such Incidents have occurred on school property or during school sponsored events or functions,
 - And, administrators may not prevent others from reporting such incidents.
- A violation will result in a \$1 million dollar fine to the College

HOW TO REPORT INCIDENTS

Notification will be made by calling or e-Mailing the Florida DCF Abuse Hotline at (800) 962-2873 or Florida DCF Abuse Reporting Website (www.myflfamilies.com)



OPERATING PROCEDURES

SUBJECT: DRUG FREE WORK PLACE TESTING PROCEDURES

Purpose

The purpose of drug free workplace procedures at Northwest Florida State College is to provide a safe setting for learning and for work. The college complies with federal and state laws concerning a drug free workplace. It is a condition of employment to refrain from taking drugs on or off the job. If an injured worker refuses to submit to a test for drugs or alcohol, eligibility for medical and indemnity benefits may be lost.

Employment Procedures

1. Job announcements will state that NWFSC is a Drug Free Workplace. Safety sensitive and specialized risk jobs will require a satisfactory drug test before employment. Safety sensitive jobs are defined as bus/van drivers or other employees who operate vehicles that transport students. Special risk jobs are defined as safety inspectors and fire control inspectors.
2. Supervisors with authority to recommend individuals for employment in safety sensitive or specialized risk jobs will
 - a. Advise the primary candidate for the position that college policy requires satisfactory results on a pre-employment drug/alcohol test as a condition of employment.
 - b. The Human Resources Office will contact the candidate with instructions to arrange drug testing.
3. Supervisors are responsible for notifying the Executive Director of Human Resources of the name of the primary candidate.
4. The Human Resources Office will contact the primary candidate to arrange pre-employment drug/alcohol testing. The College President will be notified of the results.

a. Satisfactory Test Results

When advised of satisfactory results, the president or designee will advise the candidate that NWFSC employment criteria has been met and the candidate may be considered for employment.

b. Unsatisfactory Test Results

Upon receipt of a confirmed unsatisfactory test result by the testing laboratory's Medical Review Officer, the Executive Director of Human Resources will notify the President that the candidate did not meet the NWFSC hiring criteria. The President or the Executive Director of Human Resources will notify the candidate. Candidates who fail to pass a drug test are not eligible to apply for positions at the College for a minimum of six months from the date the test results were received by the College.



OPERATING PROCEDURES

SUBJECT: DRUG FREE WORK PLACE TESTING PROCEDURES

5. Current part-time employees whose screening reports are unsatisfactory when applying for safety sensitive positions will be recommended for termination from current employment. They will be ineligible to apply for employment at the College for a minimum of six months from the date the test results were received by the College.

Post-Accident Testing Procedures

1. If an employee causes or contributes to an accident at work in which there is injury or property damage, or if an employee suffers an injury during and in the scope of his or her employment and there is reasonable suspicion that the employee has caused or contributed to the injury or accident, then the employee may be tested for the presence of alcohol or drugs in his or her system following the applicable provisions of this procedure statement and College policy.

2. Supervisors will inform the Human Resources Office of any incident involving an injury or property damage. In such cases and upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the employee in question (except where the employee's immediate supervisor is the President of the College, in which case the President shall make the recommendation, if any), the Director of Human Resources shall inform the individual to be tested of where they should go to provide the specimen.

Reasonable Suspicion of Drug/Alcohol Abuse Procedures

1. Reasonable suspicion drug testing may be based on, among other things, the following:

- Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance over a period of time.
- A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
- Evidence that an individual has tampered with a drug test during his employment with the current employer.
- Information that an employee has caused, or contributed to, an accident while at work.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

2. An employee whose behavior or performance shows a reasonable concern as to ability to perform the duties of regularly assigned work in a safe manner is subject to testing.

3. The refusal by an employee to submit to drug testing shall result in disciplinary action as though it were an unsatisfactory test result. The disciplinary action shall be recorded in the personnel file of the employee.

4. Supervisors will discuss questionable behavior patterns with employees. If a satisfactory explanation is not provided, the employee must submit to drug testing if recommended by the supervising Vice President, or Dean. For the Drug Free Workplace Act, the President is the highest level of supervision. Administrators also may contact the College Employment Assistance Program (EAP) counselor for help in understanding the behavior.



OPERATING PROCEDURES

SUBJECT: DRUG FREE WORK PLACE TESTING PROCEDURES

5. A full-time employee who requests help in overcoming an alcohol/drug problem may volunteer for help through the College Employee Assistance Program. The employee will not be subject to disciplinary action solely on the basis of admission to the EAP.

6. If the President or designee approves a request to require the employee to submit to a drug screening, the employee will be informed. The Director of Human Resources will be instructed to arrange drug testing within 24 hours of the request.

a. The employee must present a photo identification (drivers license, military identification, etc.) at the drug testing laboratory.

b. The college will arrange transportation for the employee to the drug testing laboratory.

7. If the test result is satisfactory, the employee will return to work without prejudice. Continued performance problems will be handled by established employee procedures.

8. If the result is unsatisfactory, the employee will be requested to get drug rehabilitation treatment through the College Employee Assistance Program. If the employee is a special risk employee, this paragraph will not apply. The EAP or personal physician will report the employee's attendance at the required programs to the Director of Human Resources. If the employee participates in the programs prescribed by the EAP, he/she will be permitted to continue in his/her college position. The employee will be subject to existing policies for continued employment and satisfactory results on drug tests that shall be required at least each six months on a random basis, to be determined by the President or designee. A second unsatisfactory test result will be considered grounds for termination.

9. Refusal to accept drug rehabilitation treatment through the EAP or a personal physician shall be considered a violation of the College Policy HR 4.00 and the employee will be subject to suspension, termination, and/or such other action the College considers appropriate.

10. Any employee who witnesses the use, possession or sale of an illegal substance by another employee on College property should immediately report that information to a supervisor or the Human Resources Office as a violation of College Policy HR 4.00.

Employee and Job Applicant Rights

1. An employee or job applicant will be provided a copy of the drug test results upon his/her written request to the Director of Human Resources.

2. Within five (5) working days after receiving notice of an unsatisfactory, confirmed test result, an employee or applicant for employment may submit written information explaining or contesting the test results and explaining why the test results do not constitute a violation of college policy. The information will be addressed to the Director of Human Resources.



OPERATING PROCEDURES

SUBJECT: DRUG FREE WORK PLACE TESTING PROCEDURES

3. If an employee or job applicant's explanation or challenge of the unsatisfactory test results is unacceptable to the college, a written explanation why the employee or job applicant's explanation is unsatisfactory, with the report of unsatisfactory results shall be provided by the employer to the employee or job applicant.

In evaluating the employee's explanation or challenge, the Director of Human Resources shall consider the report of the medical review officer; the employee's or job applicant's written explanation or challenge; the written report of circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing, if applicable; matters contained in the employee's personnel file that are relevant to the employee's written explanation or challenge; and any other information deemed relevant by the President or his designee provided all such information is described and identified in the written evaluation of the employee's explanation or challenge.

4. Within 180 calendar days after receiving written notice of an unsatisfactory drug test, an employee can require that a portion or the original specimen be retested at personal expense at another laboratory licensed and approved by the Florida Department of Health and Rehabilitative Services. The second laboratory must test the specimen at the same or greater sensitivity for the drug in question.

5. If a drug test is conducted on the basis of reasonable suspicion, the President or designee requiring the test must, promptly, provide the Director of Human Resources with the details of the circumstances that formed the basis to determine reasonable suspicion. The Director of Human Resources must provide a copy of this information to the employee upon receipt of his or her written request.



OPERATING PROCEDURES

SUBJECT: TERMINAL PAYOUT (BENCOR)

All employees eligible for terminal leave benefits are required to send their terminal payout to BENCOR.

ELIGIBILITY:

- Must be full-time.
- Must have 10 years of service with FRS (Florida Retirement System).
- Must be eligible for terminal leave payout.
- Must be eligible for retirement from NWF State College.

BENEFITS TO EMPLOYEE/PARTICIPANT:

- Permanent savings of 7.65% Social Security and Medicare tax.
- Contributions are made on a pre-tax basis. Deferral of Federal and any state and local income taxes on this compensation until distributions are taken.

CONTRIBUTION LIMITS:

- The Maximum Plan Contribution is calculated each year based on current tax provisions.
- Plan Year Compensation – Wages plus Terminal Sick Leave Pay plus Annual Leave Pay (plus “Special Pay” if applicable) for the fiscal year (07/01 – 06/30).

GUIDELINES:

- Human Resources will complete a worksheet (see Annual Leave & Sick Leave Payouts attachment) indicating the employee’s maximum plan contribution. A copy will be forwarded to the Payroll Office.
- Annual Leave payout is subject to retirement. A deduction for the eligible contribution will be sent to BENCOR.
- Sick Leave payout will be received in a separate check. A deduction for the eligible sheltered amount will be sent to BENCOR. In some cases this will be the total Sick Leave payout. This may result in a “zero” net amount. In these instances, the employee will receive the stub as proof that the deduction amount was taken and sent to BENCOR. The Business Office will keep the actual “zero” check.

ADDITIONAL INFORMATION:

- All contributions are 100% vested.
- An enrollment package is given to the employee regarding investment options.
- All investments are employee directed. If the employee does not direct investments, the employee’s contribution will automatically be placed in the Stable Value Fund.
- BENCOR, Ins. provides a full range of administrative services to the NATIONAL PLAN and its participants.
- Annual statements will be provided to each participant.



OPERATING PROCEDURES

SUBJECT: TERMINAL PAYOUT (BENCOR)

- When an eligible participant terminates employment, the participant may choose to leave money in the Plan, self-directing future investments and taking distributions as desired in a tax deferred manner; elect to take a lump sum distribution; or roll the funds into an appropriate account. Periodic payments may be taken monthly, quarterly, semi-annually or annually. In addition to termination of employment, distributions will be made on account of death or total disability.
- Employees are encouraged to consult a tax advisor.



OPERATING PROCEDURES

SUBJECT: EMPLOYEE EXIT PROCEDURES

FULL-TIME EMPLOYEES:

All full-time employees should submit a written notice of resignation or retirement to their immediate supervisor via Human Resources.

The HR Office is will:

- Provide the Payroll Office with the information needed for salary pro-ration, payroll deduction instructions and possible leave payouts.
- Enter the end date on the current employee contract, demographics, and deductions in the personnel/payroll system.
- Advise resigning employees and/or their dependents of their COBRA rights.
- Notify Division of Retirement if applicable.
- Determine if retiring employees elect to continue certain current deductions (i.e. health and life insurance).
- Notify outside agencies of change in employment status (if applicable).
- Send the departing employee the Employee Exit Processing Form for mandatory completion. An Exit Interview Form is sent to the employee for optional completion.
- Confirm by phone any items not completed on the exit form and indicate who released the employee of any outstanding obligations.
- Complete a Request for Removal from Systems Form and submit to IT deleting the employee from all system profiles.
- Release the employee's final check.
- If employee is terminated for cause, different procedures will be followed upon direction of the President and/or Vice President.

PART-TIME EMPLOYEES:

All part-time employees should submit a written notice of resignation to their supervisor via HR. The supervisor must complete an Exit Form (see attached).

The HR Office will:

- Provide the Payroll Office with the information needed for salary pro-ration, payroll deduction instructions and possible leave payouts.
- Enter the end date on the current employee contract, demographics, and deductions in the personnel/payroll system.
- Notify Division of Retirement if applicable.
- Notify outside agencies of change in employment status (if applicable).
- Complete a Request for Removal from Systems Form and submit to IT deleting the employee from all system profiles.
- Release the employee's final check.
- If employee is terminated for cause, different procedures will be followed upon direction of the President and/or Vice President.



OPERATING PROCEDURES

SUBJECT: EMPLOYEE EXIT PROCEDURES

Should the employee/supervisor neglect to inform the Human Resources Office, a monthly report run by IT indicating part-time employees not paid is used to research if an employee has departed. When an employee is flagged as "no pay", the contract start date is checked to make sure a check is due. If it falls into the current pay period, the file is reviewed to insure a letter of resignation is not in evidence. If there is no letter, the supervisor is contacted to see if they know if the employee is returning.

If the employee is expected back, no action is taken. If the supervisor confirms that the employee has departed, the last day of worked is determined and the end date is entered on the current contract and demographics. A Request for Removal from Systems Form is completed and submitted to IT for deletion from all system profiles.

(See Attached)

**NORTHWEST FLORIDA STATE COLLEGE
Employee Exit Processing Form**

Employee Name _____ Phone: _____

Forwarding Address _____ Personal E-mail: _____
(For W-2 Purposes) (Optional)

PLEASE NOTE ACCESS TO COLLEGE E-MAIL STOPS LAST WORK DAY

Unless otherwise noted, the below listed signatures confirm that I have no outstanding obligations to NWF State College and have in my possession no public records* or equipment of NWF State College:

1. College Equipment (to include cell phone, laptop, etc.): _____
(Signature of Supervisor)

2. Library Books/AV Materials: _____
(Signature of Library Services)

3. Keys turned in and/or Equipment: _____
(Signature of Physical Plant)

4. Financial Obligation: _____
(Signature of Business Office)

5. College Credit Card: _____
(Signature of Purchasing Office)

6. Human Resources Actions:

IT Request for Removal from System		Website E-mail	
Retirement Record Completed		New Retiree Debit/ID Card	
Letter of Resignation Received		Debit/ID Card Returned	
Health Insurance		Life Insurance	
FRS Request for Refund		WageWorks Card Returned	
Payroll Notified		Foundation Notified	
Parking Decal		Financial Aid Notified	

Final Check: _____

Other: _____

(Signature of Human Resources)

(Date)

Acknowledged: _____

(Signature of Employee)

(Date)

(*) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characters, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.



OPERATING PROCEDURES

SUBJECT: REMOVAL OF SECURITY FOR TERMINATING EMPLOYEES

PURPOSE: The purpose of this procedure is to outline the processes associated with the removal of security of terminated employees.

PROCEDURE:

Supervisors are required to notify Human Resources (HR) when employees are terminating their employment with the College by sending the employees resignation letter to HR. Supervisors are also required to notify HR of any employee who will not be re-hired for the next fiscal year. HR will complete the "Access Removal Form" and send to the IT Department. This applies to full-time and part-time employees. IT will removed access upon receipt of the the "Access Removal Form".

Adjunct access to email and the Banner systems (instructor access to their individual college websites, which are used by students to obtain the course syllabus etc.) will remain active for 12 months. This extension is being allowed because instructional personnel need access to address incomplete grades and related class and reporting issues which may extend beyond the last day of a given term of employment. In addition, adjuncts are rehired on a frequent basis. Terminating their access to email and Banner is disruptive to providing services to students.

Employees without adjunct responsibilities and who are not current students will have access removed when IT receives the Access Removal form. If an employee is designated as a current student they will have the access to Banner restricted to just that access needed as a student, along with network access and associated email access.

Adjuncts will remain active for 12 months. IT will be responsible for terminating all access after 12 months of inactivity.

Employees terminated for cause will have all access disabled immediately. HR will notify IT either by telephone or email.

IT maintains records that show evidence of the timely inactivation of employee access to the information technology systems.

See the "Request for Removal Form" on the next page.



Request for Removal from System(s)

PRINT ONLY

Name of Person for Complete OR Profile(s) Removal:

Last Name: [text box]

Official First Name: [text box]

Middle Initial: [text box]

Employee Type: Part-time Full-time

Faculty: Yes No

User ID: [text box]

(leave blank if unknown)

Department: [text box]

Supervisor/Sponsor Requesting Removal: [text box]

Extension: [text box]

Mark Remove Completely OR List System Profile(s) to be removed:

[text box]

Supervisor/Sponsor Signature: [text box]

Print Name: [text box]

Date: 1/9/20

IT Department Use Only:

Date Received: [text box]

Date Removed: [text box]

Application Security Administrator: [text box]

Database/Application Security Administrator: [text box]

UNIX Security Administrator: [text box]

Network Administrator: [text box]



OPERATING PROCEDURES

SUBJECT: CERTIFYING/VALIDATING FACULTY CREDENTIALS

Transcripts

SACSCOC require official transcripts to be on file in the Human Resources Office. All faculty members (full-time and part-time) must have the college/university submit official transcripts from all postsecondary institutions as they are also relied upon for determination of teaching fields/subject and/or used to establish a salary category.

Official transcripts are defined as follows.

1. The transcript is printed on institutional transcript paper with the college seal and is
 - a) received by the Office of Human Resources directly from the issuing college/university;
 - b) received at another NWFSC Office and delivered unopened to the Office of Human Resources; or
 - c) hand-delivered by the employee in an unopened envelope sealed by the issuing institution.
 - d) Electronic transcripts must be sent directly to Human Resources via email at humanresources@nwfsc.edu.
2. The transcript is from a Florida postsecondary institution participating in the state FASTER electronic transcript system and has been received by the NWFSC Registrar in the Office of Enrollment Services via the official online transmission process, is printed in the Enrollment Services Office, carries the raised seal of the NWFSC Registrar to attest official status, and is delivered directly to the Office of Human Resources.
3. Photocopies of transcripts or transcripts issued to the student or delivered by the employee (except as in 1(c) are not considered official.

To verify a faculty member's educational qualifications, the faculty member's transcripts are reviewed by the Department Chair and then forwarded to the Vice President and President for final approval by means of the completed Instructor Approval Form (see attached). Unofficial transcripts may be submitted at this step to allow the Vice President to certify the qualifications.

Once approved, the qualification form is forwarded to Human Resources; copies are also maintained in the program/department office and in the Office of Instructional Services, and appropriate entries are made into the NWFSC computer information system. If the only transcripts available at this point are unofficial, the Office of Human Resources notifies the employee that official transcripts are due immediately and that the individual should request such from all appropriate institutions, with instructions to send the transcripts directly to the NWFSC Office of Human Resources.

The college is aware that some institutions may take longer than expected to send transcripts. Human Resources sends out monthly reminders to employees to follow up with their institutions.

If official transcripts are not received, the department chair is notified, who in turn notifies the employee that he/she will not teach next semester unless transcripts are received.



OPERATING PROCEDURES

SUBJECT: CERTIFYING/VALIDATING FACULTY CREDENTIALS

Licensure/Certification

If licensure/certification is either requirement for the position (e.g. nursing faculty) or cited as part of a qualification exception, documentation is required. Documentation may be provided by the following methods:

- a) The individual presents an original of the license/certification to a staff member in the HR Office or to the appropriate instructional supervisor, who will photocopy the document, then initial and date the copy as verification that the original was presented.
- b) The appropriate instructional supervisor or staff member in the HR Office will verify online through the certifying agency that the individual is licensed/certified; if the online certification can be downloaded/copied, a hard copy will be made, initialed, and dated by the supervisor or HR staff member
- c) The appropriate instructional supervisor or staff member in the HR Office will verify online through the certifying agency that the individual is licensed/certified; if the online certification cannot be downloaded/copied, the supervisor or HR staff member will make a memo-to-the-record/notation of the verification for the file. The verification notation should include the agency title, description of the license/certification (title, dates, etc.), date the supervisor/staff member viewed the information and any other appropriate date.

Work Experience

If in-field work experience is either requirement for the position or cited as part of a qualification exception, documentation is required. Appropriate documentation is a original letter, on the employer's letterhead, including the following information: specific reference to the employee by name, nature of the person's work (and/or person's title if that is explanatory of the work), the term of employment and any other information to support the individual's expertise. If employer/organization is no longer in business, the HR Office may research the employer, contact former supervisors, or pursue other verification that the HR staff member will document in a memo-for-the-record.

In general, previous teaching experience is *not* considered applicable in-field work experience. Exceptions to this include certain teacher education courses, college preparatory classes, or other similar situations as stipulated on the NWFSC Chart of Minimum Faculty Qualifications.

Qualification by Exception

In certain teaching fields such as musical performance, theater, and physical education skills, as well as in subject areas where very limited graduate level programs and courses are available (e.g. American Sign Language, emerging technologies, etc.), exceptional achievements, teaching skills, non-credit professional development, in-field work experience, awards, and similar activities may be combined to verify the instructor's expertise in lieu of the appropriate graduate degree. The following items are typically acceptable to verify qualifications. Except in rare cases, items such as the following are used in combination, rather than as a single verification of qualifications. In all cases objective documentation/verification is required.



OPERATING PROCEDURES

SUBJECT: CERTIFYING/VALIDATING FACULTY CREDENTIALS

- Professional development/non-credit training through professional organizations or educational institutions
- Research/Writings (research projects, research grants, refereed articles, books, monographs, other published works, etc.)
- Prizes, awards, national/regional recognition for in-field accomplishments
- In-field coursework (preferably at the graduate level)
- National/regional leadership in the field (e.g. officer of professional organization, board member of organization/entity)
- Teaching excellence awards
- Presentations at national/regional conferences
- Letters of commendation for specific in-field accomplishments

(See Attached Forms)

**NORTHWEST FLORIDA STATE COLLEGE
INSTRUCTOR QUALIFICATION FORM**

- New - Anticipated Start Date:
- Change in Status/Qualifications
- Change In Course(s) Taught

Name: _____ Phone/Home: _____ Work: _____
 Address: _____ City/State/Zip: _____ E-Mail: _____

Full-time Faculty Teaching Non-credit A&P
 Full-time Non-Faculty Level(s) ABE/ESL/GED PSV
 Associate Faculty College Prep PSV-Dual
 PSAV Upper Div

Division/Department: _____

Educational level for compensation Bachelor's Master's Master's Plus Doctorate

Qualifications (attach copies of transcripts, application, and other relevant documentation)		Institution	Date
Associate <input type="checkbox"/> in	_____	_____	_____
Bachelor's <input type="checkbox"/> in	_____	_____	_____
Master's <input type="checkbox"/> in	_____	_____	_____
Master's Plus <input type="checkbox"/> in	_____	_____	_____
Doctorate <input type="checkbox"/> in	_____	_____	_____
Additional Degrees <input type="checkbox"/> in	_____	_____	_____

Is Master's/Doctorate in field? N/A Yes No Is Bachelor's in field (College Prep/PSAV)? N/A Yes No

PLEASE LIST COURSE INFORMATION BELOW ONLY IF MASTER'S/DOCTORATE IS NOT IN THE FIELD OR INSTRUCTOR HAS 18 GRADUATE SEMESTER HOURS IN ANOTHER FIELD.

<u>Course ID Number</u>	<u>Title</u>	<u>Credits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Years of in-field work experience (if applicable) - please attach documentation: _____
 Licenses or professional certifications (if applicable) - please attach documentation: _____
 Describe: _____

References checked by: _____ Satisfactory: Yes No

Meets minimum NWFSC/SACS qualifications: Yes No If no, special justification must be attached (Exception Form)
 Meets distance learning/blended class qualifications: Yes No

Teaching Area/Courses: List specific course numbers or prefix area(s) and level (0,1,2,3,4 or * for all courses within prefix area):

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

 Director/Chair Date _____ approved not approved

 Vice-President/Associate Dean/Division Director Date _____ approved not approved

 Vice President of Academic Affairs Date _____ approved not approved

 President Date _____ approved not approved



OPERATING PROCEDURES

SUBJECT: HEALTH INSURANCE BENEFIT

As long as funds are available, the college will pay the premium for single-rate coverage for any full-time employee of the college who elects to participate in the college group health insurance plan. Premiums will be paid only for employees who elect to participate in the established group health insurance plan of the college.

No premiums or equivalent benefits will be paid for or to persons who do not participate in the college group health insurance plan.



OPERATING PROCEDURES

SUBJECT: DOCUMENTATION GUIDELINES VERIFYING ELIGIBILITY FOR DEPENDENTS

Child

- Birth certificate
- Income tax return
- Court orders
- Divorce decree

Step Child

- Marriage certificate and Birth Certificate
- Income tax return

Spouse

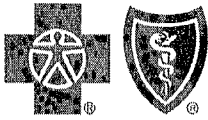
- Marriage Certificate
- Income tax return

Adoption

- Adoption documents

Domestic Partner

- Affidavit (see form- HR-4.8001b)



BlueCross BlueShield of Florida

An Independent Licensee of the Blue Cross and Blue Shield Association

AFFIDAVIT OF DOMESTIC PARTNERSHIP

I, _____, submit this Affidavit to the Contractholder and declare to establish _____ as my Domestic Partner (as defined below) for the purpose of applying for coverage under the Blue Cross and Blue Shield of Florida, Inc.'s Contract with the Contractholder.

“Domestic Partner” means a person of the same or opposite sex with whom the employee (herein, Certificateholder) has established a Domestic Partnership.

“Domestic Partnership” means a relationship between a Certificateholder and one other person of the same or opposite sex, who meet all of the following eligibility requirements:

1. both individuals are each other’s sole Domestic Partner and intend to remain so indefinitely; and
2. individuals are not related by blood to a degree of closeness (e.g., siblings) that would prohibit legal marriage in the state in which they legally reside; and
3. both individuals are unmarried, at least 18 years of age, and are mentally competent to consent to the Domestic Partnership; and
4. both individuals are financially interdependent and have resided together continuously in the same residence for at least 12 calendar months prior to applying for coverage under the Blue Cross and Blue Shield of Florida, Inc.’s Contract and intend to continue to reside together indefinitely; and
5. the Certificateholder has completed and submitted this notarized Affidavit Of Domestic Partnership to the Contractholder and the Contractholder has approved this Affidavit of Domestic Partnership.

I affirm that we are Domestic Partners and meet the Domestic Partnership eligibility requirements and reside together at:

_____ (street address)

_____ (city, state, zip).

I have attached the following documents as evidence of common residence and joint financial responsibility. These documents are dated no later than 12 calendar months before the date of this affidavit.

- **Residence** -any one of the following: copy of mortgage document or lease showing both names, copies of drivers' licenses, passports, or tax returns showing the same address; and
- **Financial responsibility** - any one of the following: copy of statement from joint bank account, credit cards with same account number, a beneficiary designation form for a retirement plan or life insurance policy signed and completed to the effect that one Domestic Partner is beneficiary of the other, wills which designates the other as primary beneficiary.

DEPENDENT CHILD(REN) OF DOMESTIC PARTNER - CERTIFICATION

Domestic Partner Dependent Child(ren)

_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
Last Name	First Name	MI

We hereby certify that the above named child(ren) of the Domestic Partnership meet all of the eligibility requirements listed below for coverage under the group health plan.

- The above listed child(ren) reside with us and the Domestic Partner is responsible for the child(ren)'s well being; or the Domestic Partner is required to provide coverage for the child(ren) by court order; or
- The child(ren) qualifies as the Domestic Partner's dependent(s) for tax purposes under the federal guidelines. (Attach a copy of the federal income tax return); and
- The child(ren) meet and continue to meet the eligibility requirements as outlined in the Dependents Eligibility Class and Extension Of Eligibility For Certain Dependent Children Subsections of the Contract.

I further acknowledge and understand:

I have an obligation to submit to the Contractholder an Affidavit Of Termination Of Domestic Partnership within 10 days of when Domestic Partnership eligibility requirements are no longer met or within 10 days of the death of my Domestic Partner. Coverage of your Domestic Partner will terminate on the date of death of the Domestic Partner or on the last day of the first month that the Domestic Partner and/or Domestic Partner's eligible dependent child(ren) fails to continue to meet all of the applicable Domestic Partnership eligibility requirements.

Blue Cross and Blue Shield of Florida, Inc. has no legal obligation to extend COBRA benefits to Domestic Partners nor the Domestic Partner's dependent child(ren).

I cannot file another Affidavit of Domestic Partnership for a new Domestic Partner until at least 12 calendar months after a Statement of Death or Termination of Domestic Partnership has been filed.

Any fraudulent statement, omission or concealment of facts, misrepresentation, or incorrect information contained in this Affidavit of Domestic Partnership may result in my being responsible for reimbursement of any expenses paid by BCBSF, or in denial of the claim or cancellation or rescission of coverage under this Contract.

I affirm that the information provided above is true and complete to the best of my knowledge.

Signature of Certificateholder

Signature of Domestic Partner

Date

Date

Signature of Notary Public

Date

(SEAL)



OPERATING PROCEDURES

SUBJECT: LIFE INSURANCE BENEFIT

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

Employees can purchase more life insurance through the college at their cost.



OPERATING PROCEDURES

SUBJECT: PAYROLL DEDUCTIONS/DEPOSITS

Direct deposit of full-time employees payroll checks is required to be employed and forms are available in the Human Resources office or on the employee website, RaiderNet , under the Forms tab in the Human Resources section.

Payroll deductions shall be made from the salary of a college employee when such deductions are authorized by board policy or college procedure and agreed to in writing by the employee or when required by law. Miscellaneous payroll deductions include but are not limited to:

- Tax sheltered annuities
- Okaloosa County Teachers Credit Union
- Eglin Federal Credit Union
- NWF State College Foundation
 - Raider Club
 - Scholarship
 - President's Circle
 - Fine Arts Contribution
- Association of Florida Colleges (AFC)
- Broadway Series Packages
- United Way
- Computer Purchase Plan (not available as of July 1, 2014)
- Employee-paid insurance premiums (Dental, Vision, Health, Voluntary Life, AFLAC, etc.)
- Disability Insurance
- Premium only "Section 125" which includes unreimbursed medical expenses and dependent care
- FSA

Membership forms and additional information are available in Human Resources.

Only deductions required by law or authorized by Board policies shall be made from the salary of associate instructional personnel or part-time hourly employees.



OPERATING PROCEDURES

SUBJECT: EMPLOYEE TUITION BENEFIT

The Employee Tuition Benefit may be used by all full-time employees and their legal dependents to cover the cost of tuition for six semester hours per semester per family member. All recipients of funds must have a minimum grade point average of 2.00. The scholarship does not cover courses that are being repeated which were previously applied against the Employee Tuition Benefit, unless the course(s) are designated in the College Catalog as being multiple credit courses. This covers college credit classes only. Return this form to Human Resources for approval.

Employee: _____ N#: _____ Employee Department: _____

Location: Niceville Campus FWB Campus Chautauqua Center
 South Walton Campus Hurlburt Center Crestview Campus

List below the individuals in your household who will be using the Employee Tuition Benefit.

NAME	RELATIONSHIP	N#

EMPLOYEE SIGNATURE

DATE

APPROVED BY HUMAN RESOURCES

DATE



OPERATING PROCEDURES

SUBJECT: EMPLOYEE TUITION BENEFIT

To encourage educational growth among NWF State College employees receiving college-approved full benefits (i.e. health, life, and retirement), and their dependents, an award of six in-state credit hours per term is available to eligible NWF State College employees and dependents, and to NWF State College retirees who were employees receiving college-approved full benefits. Legal dependents are those as defined by IRS standards. Employees and dependents of eligible NWF State College employees must enroll in college credit, vocational credit, or college preparatory course to qualify for this benefit. Dependents of NWF State College retirees are not eligible for this benefit. A minimum 2.0 cumulative grade point average on a 4.0 grading scale is required in order to receive the tuition benefit. The benefit does not cover lab fees, book or supply costs, courses taken for an audit, or courses that are repeated and were previously charged against the Employee Tuition Benefit. Dependents of deceased employees (who were actively employed at the time of death) are eligible.



OPERATING PROCEDURES

SUBJECT: ADJUSTED WORK HOURS

Eligible non-instructional full-time employees who opt to teach during the normal work hours (i.e. between 8:00 a.m. and 4:30 p.m.) are required to submit a signed and approved Adjusted Work Schedule to the Human Resources Office in order to be paid for the services. If they are not seeking additional payment and the supervisor is in agreement, they may be able to teach with no adjustment to their regular work hours. At no time should the employee submit leave for hours taught in order to receive payment for teaching. Either the employee is here being paid for normal work hours or they are paid an additional amount for teaching with an approved adjusted work schedule on file.

Any adjustments to an employee's work schedule must be approved by the President of the College.