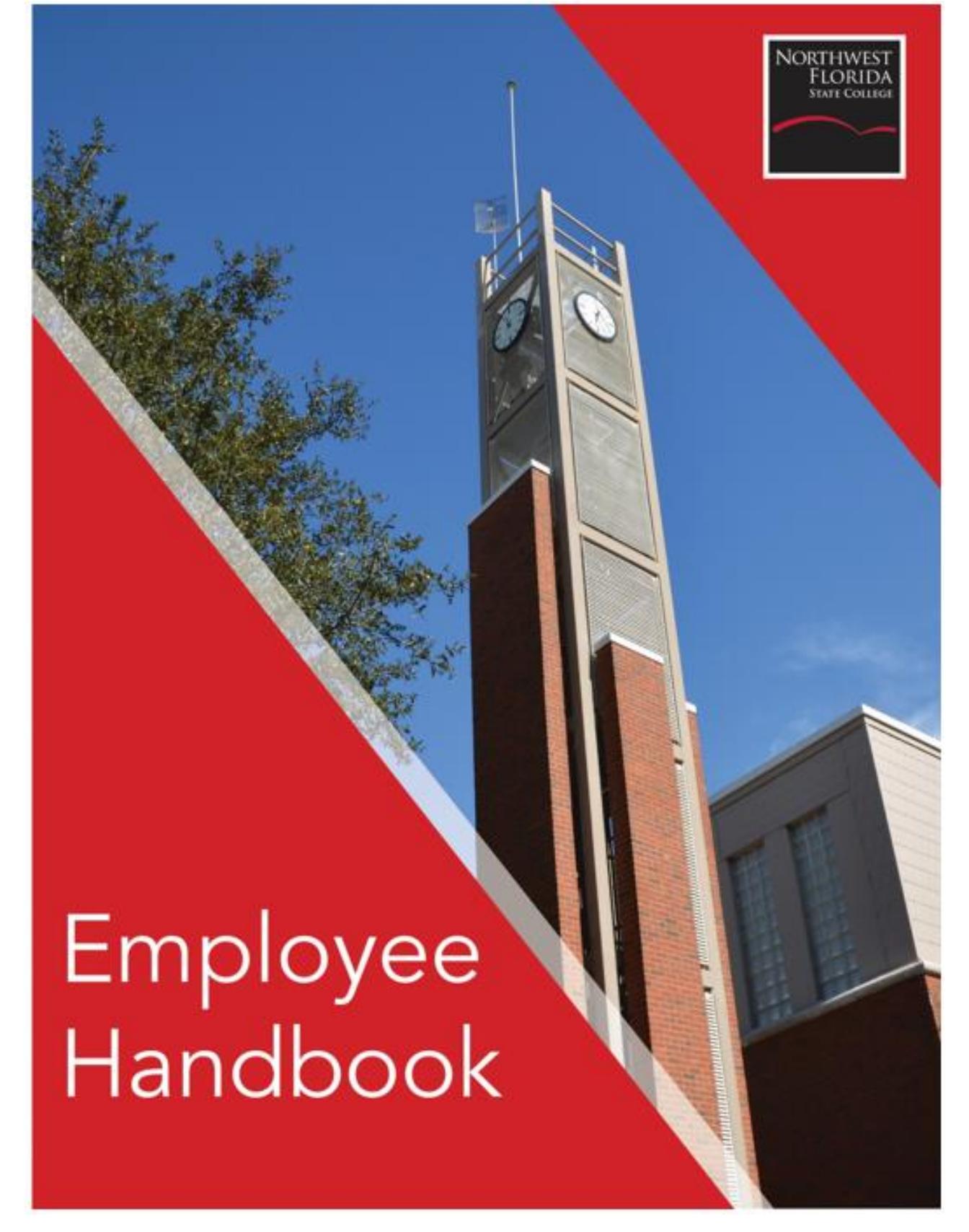




NORTHWEST  
FLORIDA  
STATE COLLEGE



Employee  
Handbook

## **Foreword**

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

Each person employed by the college is responsible for being familiar with the information contained in this handbook, the college catalog, and supplementing official publications of the college. The Board Policy Manual, upon which the information in this booklet is based, is available in the Human Resources Office, in the Office of the President and on the NWF State College website, should further information be desired.

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

### ***Educational Equity and Equal Access/Equal Opportunity***

Northwest Florida State College is dedicated to the 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, gender identity and sexual orientation in its employment practices or in the admission and treatment of students in its programs or activities.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Northwest Florida State College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence in violation of Title IX, should contact the College's Equity Coordinator using the following contact information:

Roberta Mackey  
Executive Director of Human Resources/Equity Coordinator  
100 College Blvd., Niceville, FL 32578  
Administration Building, Human Resources  
(850) 729-5365  
mackeyr@nwfsc.edu

## Table of Contents

<b>I Strategic Plan Goals of the College</b> .....	4
Diversity and Inclusion Commitment Statement.....	6
<b>II Governance and Policy Formulation</b> .....	6
<b>III Human Resources</b> .....	9
General Employment Procedures .....	9
Employee Benefits .....	11
General Employee Information & Policies .....	15
Evaluations.....	19
Leave Policies and Procedures.....	20
Vulnerable Persons Act.....	24
<b>IV General College Policies and Procedures</b> .....	26
General.....	26
Travel .....	34
<b>V Learning &amp; Retention/ Student Success Procedures</b> .....	39
<b>VI College Groups and Associations</b> .....	49
<b>VII Campus and Center Locations</b> .....	51

## College Mission and Values—

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

### **NWF STATE COLLEGE Mission Statement**

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

### **NWF STATE COLLEGE Values**

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

Excellence – achieving the highest standards

Learning – acquiring new skills, insights, and ideas

Success – preparing students for the future

Creativity – finding innovative ways to accomplish our objectives

Community – listening and responding to community needs

Teamwork – supporting and respecting each other and those we serve

### **Strategic Plan Goals- 2017-2023**

#### **First:**

First Choice through accessible, affordable, and relevant higher education that bolsters the community, workforce and economic opportunities.

#### **Second:**

Student Focused through an engaging campus culture that promotes student success.

#### **Third:**

Successful Pathways through academic and career programs and services.

#### **Fourth:**

Institutional Excellence through innovative partnerships.

#### **Fifth:**

Enhancing Resource Development for physical, financial, and technological advancement.

**Sixth:**

Encouraging Community Connectivity through the promotion of athletic, cultural, and environmental activities.

***Statement of Philosophy and Academic Freedom of NWF STATE COLLEGE Professional Personnel***

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

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

Northwest Florida State College personnel recognize that the best way to put this philosophy into action is through the leadership of professional educators and support personnel, working together with students, in a collegiate environment that is both challenging and nurturing. Critical elements of such relationships and such an environment are the freedom to exercise professional judgment; cooperation; broad-based participation in decision-making which includes all levels of professionals; open, honest communication; trust; a harmonious atmosphere; and attitudes which both promote and cultivate the development of potential in students, in faculty and staff, and in the community.

Northwest Florida State College personnel are committed to the highest ideals of professionalism and ethical conduct (Board Policy HR 2.00 Employee Code of Ethics) as practiced within the legal framework of Florida Statutes, State Board of Education rules, and policies established by the college's Board of Trustees.

## **Diversity and Inclusion Commitment Statement**

In support of building a culture where difference is valued and every individual feels empowered to bring his/her full, authentic self to work or school, we adopt the following Value Statement for Diversity and Inclusion:

*Northwest Florida State College is fully committed to diversity among its faculty, staff, and students. We are responsible for inclusion in all forms. Our ability to thrive in a multicultural world depends on our respecting differences and dismantling barriers. Our institution embraces this challenge by creating educational opportunities, raising awareness, and implementing programs and initiatives that bring the celebration of diversity to life on our campuses, at our centers, and in the community.*

## **II**

# **Governance and Policy Formulation**

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

### **Board of Trustees**

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

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

## **Councils & Assemblies**

### **Curriculum Committee**

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

### **President's Advisory Council**

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

## **Standing Committees**

<b>Committee</b>	<b>Function</b>
<b>Calendar</b>	Prepares and reviews the annual college academic calendar.
<b>Course Substitution</b>	Reviews student course substitutions and student special needs requests.
<b>Distance Learning</b>	Provides leadership in distance learning and recommends enhancements for the distance learning program.
<b>Diversity and Inclusion</b>	Assists College with goals to improve Diversity and Inclusion in student enrollment, retention, completion and diversity and inclusion of College employment.

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

### III

## Human Resources

### **Equal Opportunity**

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, pregnancy, religion, genetic information, or gender, gender identity or sexual orientation in its employment practices or in the admission and treatment of students in its programs or activities. (Board Policy HR 1.00)

### **ADA- Americans with Disabilities Act**

Northwest Florida State College strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms and conditions of employment.

### **Ethical Conduct and Performance**

Northwest Florida State College expects all College employees to treat one another, students and community members with professionalism, civility, and integrity. Employees are expected to maintain and exhibit the highest standards of behavior and ethical conduct in and out of the workplace. Our behavior can be seen as a direct reflection on the College and therefore we must demonstrate to our students, fellow employees and the community that we will uphold the standards of conduct as outlined in Section 1 12.313 F.S., the Code of Ethics for Public Employees and related College policies.

Your dress and appearance should be such that it does not draw unnecessary attention to yourself and should be modest in appearance. i.e. Dresses, skirts or shorts should at least be no more than 3 inches above the knee.

### **General Employment Procedures – Full-Time**

The President of the college is authorized to employ administrative, instructional, and support personnel within the provisions of the budget in any given year. Such appointments are submitted to the Board of Trustees for final approval. (Board Policy HR 1.00)

The following procedures shall also apply:

- Until such time as personnel employment is approved by the Board, any such person may be summarily dismissed from employment with or without cause and said person shall have no rights established by virtue of reporting for duty prior to Board approval.

- No full-time employee of the college shall begin employment prior to approval of such appointment by the President of the college.
- Employment of personnel shall be in accordance with pertinent college salary schedules. Provisions of the salary schedules are binding; thus each employee is expected to become familiar with the schedule under which he/she is employed.
- An appointment letter, once acknowledged affirmatively, is not considered a binding agreement between the individual and the college and the final contract details dependent upon necessary verification of experience, educational background, and similar details.
- Career Service personnel are employed on a probation/evaluation status during the first six months of employment in any career service position.  
The supervisor of the employee shall submit a three-month and six-month performance evaluation. Successful completion of the probation/evaluation period shall be approved by the immediate supervisor and the appropriate dean/vice president or the President and submitted to Human Resources.
- A relative of a board member may not be employed or promoted except upon prior approval of the Board of Trustees based on a recommendation by the President and only after disclosure of the relationship of the employee to the board member(s).
- Job descriptions for each position will be developed and maintained.
- Immediate family members such as spouse, father, mother, siblings, or children will not be employed where supervision, promotion, or evaluation decisions occur between two relatives or in situations in which the receiving and receipting of funds occur.

**Fingerprints and Criminal Background Checks** (Board Policy #HR 1.00)

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

The following categories of employees are exempt from fingerprinting:

- College Orchestra, chorale, or theatrical performers.
- Part-time employees or volunteers who have no student contact.
- Adjuncts who are employed with local law enforcement agencies.

All offers of employment are contingent upon successfully passing a criminal background check and submission of proper credentials. New employees shall be on probationary status pending fingerprint processing and evaluation.

Current administrators, counselors, librarians, educational advisors, faculty and staff members, who teach or serve students in the Collegiate High School of NWF State College, are required to be fingerprinted for a criminal background check every five years as required by FS 1012.

Determination of the status of a current employee whose fingerprint results disclose a criminal record, not formally disclosed on the application of the employee, will be made by the President based upon information and research from the Executive Director of Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal. Employees that fail to disclose a criminal record on their application for employment are assumed to have falsely represented their qualifications for a position and may be dismissed regardless of the nature of the criminal record. Such dismissals will not be because of the criminal record, but rather for falsification of the application for employment and will not be subject to appeal.

### **Rescreening**

Employees who have a break in service more than 1 year will be re-fingerprinted, per FS 1012 and any employee who is employed at the Collegiate high school will be required to have a background check completed every 5 years. (Board Policy HR 1.00)

### **Employee Orientation and In-Service**

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

## **Employee Benefits - Full- and Part-Time**

### **Cultural Events**

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

### **I.D. Cards**

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

### **Parking**

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

### **Use of Facilities**

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

### **Wellness Center**

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

### **Employee Benefits - Full-Time Employees, Only**

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

### **Credit Union Membership**

NWF State College employees are eligible for participation in the Okaloosa Teachers Federal Credit Union and Eglin Federal Credit Union.

### **Employee Assistance Program (EAP)**

The college's Employee Assistance Program is designed to provide confidential, professional help for employees with personal problems which affect job performance. The EAP encourages college employees to seek prompt, professional help to resolve personal problems before job performance becomes impaired. Referral to this program may be by the individual or by the College as a Mandatory referral.

Details of the program are available in the Human Resources Office or at [www.nwfsc.edu/HR](http://www.nwfsc.edu/HR). (Board Policy 3.00)

### **Health and Life Insurance Benefit Program**

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

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

### **Miscellaneous Payroll Deductions**

Employees may purchase dental, vision, and AFLAC insurance through payroll deduction. The college's Section 125 Cafeteria Plan includes unreimbursed medical expenses, dependent care, and premium only plans.

### **Payroll Deductions/Deposits**

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

### **Retirement Planning/Options**

There are three (3) retirement systems in effect at NWF State College:

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

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

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

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

**Other retirement option through NWF State College:**

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

**Retirement Planning Steps:**

1. Contact the Human Resources Office or visit the FRS website at [www.myfrs.com](http://www.myfrs.com).
2. When a final decision is made to retire, an official application for retirement must be made giving the specific date. The Human Resources Office will assist you in your retirement planning.
3. A formal letter of retirement must be given to your supervisor at the earliest date possible to give time to recruit a replacement.

**Sick Leave Pool**

The college has established a voluntary sick leave pool. Any full-time employee shall be eligible for participation in the pool during the next enrollment period following one year of employment with the college provided that the employee has accrued at least ten days of accumulated sick leave for those employees on twelve-month contracts, and eight days for those employees on nine-month contracts. Personnel under grant contracts may not participate in the NWF State College Sick Leave Pool.

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

### **Tuition Assistance**

Six semester hours or equivalent tuition credit are available each semester to all full-time employees, their spouses, and dependents for courses offered through NWF State College. Details of the program are available in the Financial Aid Office. Additionally, full-time college personnel may, through use of S&PD funds, enroll in courses offered by any regionally accredited institution. Procedures for such enrollments are detailed in the S&PD Annual Plan. Copies of the Plan are available in the Human Resources Office.

### **Retiree Benefits** (Board Policy #HR 7.00)

All retirees of NWF State College are eligible for the following benefits:

1. Use of the college Learning Resources Center;
2. Participation in group insurance plan at employee expense as defined by State Law;
3. Eligibility for sick leave payout as referenced in Board Policy;
4. Eligibility for receipt of pension funds as determined by FRS or any optional plan in which an employee participates.

### **General Employee Information and Policies**

#### **Code of Ethics** (Board Policy #HR 2.00)

NWF State College employees' ethical practices, in the performance of their college duties, are set by personal and professional standards, by adherence to the college mission and goals, and by Chapter 112, Florida Statutes that relate to public employees code of ethics.

College employees will not disclose confidential information about students or fellow employees.

Specifically, college employees are expected to perform their job responsibilities in an honest and ethical manner for the good of the college.

College employees are to avoid conflicts of interest and will not distribute, sell, use, or possess alcoholic beverages on campus, except when approved at authorized college activities in accordance with Board policies. college employees will not distribute, sell, use, or possess illicit drugs.

College employees will not solicit or accept anything of value such as a loan, gift, reward, favor, service, or promise of future employment in exchange for granting a special favor or rendering a decision related to the employee's position at the college in exchange for the consideration.

College employees, or immediate family members, acting as private individuals will not rent, lease, sell any goods, services or property to the college without full disclosure and written permission of the college president.

College employees will not hold employment, contractual relationship, or ownership interest in any organization that is doing business with the college without full disclosure and written permission of the college president.

College employees will not use their college position to secure special private privileges or benefits not available to others at the college.

Grant-funded personnel must abide by federal grant management legislation regarding conflicts of interest, per Section 34 of the Code of Federal Regulations, s75.524-525.

**Consulting Fees, Honoraria, Stipends/Gratuities** (Board Policy #HR 15.00 and HR 17.00)

No employee of the college may use his/her regular hours to earn compensation (including honoraria or educational stipends) from sources other than the Board of Trustees. Services for which honoraria or educational stipends are to be received may be performed only if leave is taken to cover time away from duty, including travel time.

A production of a college employee for which he/she accepts released time may be used by the college without further compensation for its use.

No person on the payroll of the college will accept a gratuity of any value or any proceeds from any merchandise sold on campus or on college time.

No proceeds will accrue to any college employee or member of his/her family from the sale to college personnel or students of any commodity required in fulfillment of their employment or scholastic obligations.

Acceptance of gratuities or proceeds - referenced above - will, upon substantiation, be basis for termination of employment and the termination of any business relationship with such person, agency, or organization that may be involved.

**Grievance Procedures**

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

**Legal Counsel** (Board Policy #HR 9.00)

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

**Outside Employment** (Board Policy #HR 13.00)

Full-time employees of Northwest Florida State College are expected to consider employment at the College as their primary vocational/professional pursuit. Employment outside the College should not infringe on the ability of the full-time employee to adequately perform his/her duties at the College.

Full-time employees are precluded from teaching courses at the undergraduate level at other colleges without approval of the College President or designee.

### **Employment Contracts**

The President reserves the right to issue employment contracts to personnel in Administrative Level III positions and above. All other Administrative, Professional and Career Service employment is considered to be at will which means either party may terminate the employment relationship at any time, for any reason, with or without notice.

### **Scheduled Working Hours** (Board Policy # HR 12.00)

Scheduled working hours of NWF State College are 8 a.m. to 4:30 p.m. In order to achieve the mission of the college, it is important that Administrators and staff be available during the regular work hours of 8 a.m. to 4:30 p.m. Therefore, employees in the classification of Administrative, Professional or Executive are not permitted to teach either online or face to face during the regular working hours.

The President may authorize a shortened work week during the summer months and employees will be notified by the President's office each spring if that will be available.

### **Payment of Organizational Memberships**

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

### **Personal Business** (Board Policy #HR 2.00, HR 14.00 & HR 16.00)

College clerical services, postage, stationery (including envelopes), materials, graphic production services, telephones, and equipment are to be used only for official college business and will not be used in any way for solicitation, for personal purposes, or for promotion of unsanctioned activities or of organizations other than those which are official elements of the college or in which the college holds institutional membership.

### **Personnel Files** (Board Policy #HR 8.00)

In accordance with *FS 1012.81* and *SBR 6A-14.047* the President has designated the Human Resources Office as the custodian for all personnel records and adheres to Florida Statute and State Board Rule as the guide for handling personnel records.

**Political Involvement** (Board Policy #HR 16.00)

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 establish a specific agreement approved by the President of the college and the Board of Trustees relative to his/her activities in campaigning for that office. No college work time, facilities, or equipment shall be utilized in preparation and dissemination of any political literature or materials.

**Resignations/Terminations/Disciplinary Actions** (Board Policy #HR 10.00 and #HR 5.00)

Per FS 1001.65(3), the President is authorized to accept resignations of college personnel. The resignations will be reported on the Personnel Agenda in the next regularly scheduled Board of Trustees meeting.

A contract employee with the college who resigns within the contract period shall file his/her resignation on a timely basis with the college President. The resignation shall be included on the Personnel Agenda at the next regularly scheduled meeting of the Board of Trustees.

Involuntary personnel terminations or a return to annual contract status shall require action by the Board of Trustees based on the recommendation of the President.

The President is authorized to suspend an employee based on appropriate cause with or without pay pending final action by the Board of Trustees. Employee are expected to perform their assigned jobs in a professional manner. In situations where employees' job behavior is inappropriate, disciplinary measures are authorized according to Board of Trustees Policy No. HR 5.00.

It is expected that employees of Northwest Florida State College at the Professional III/Paygrade 11 and above will give the college at least a 30 day notice of retirement or resignation from their position. Failure to give proper notice of 30 days can, at the President's discretion, result in an unfavorable standing with the college.

Individuals at Professional II/Paygrade 10 and below who do not give at least a two-week notice of resignation and complete the two weeks, will not be considered to be eligible for rehire.

**Right-to-Know Law**

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

### **Service for Work Credit/ Working Time** (Board Policy #HR 12.00)

Except for retirement purposes, a year of service is full-time actual service, including professional leave with pay when authorized by the Board of Trustees, but excluding overtime work.

Such year is one day more than one-half the days in the normal contract period for the position in a fiscal year, or the equivalent as defined by the Board of Trustees, and is limited to one per fiscal year. A normal work day and work week for each position shall be established by the employee's supervisor and approved by the appropriate dean/vice president and/or the president.

Working time shall be defined as that time in which an employee has any scheduled obligations to perform with respect to his/her position at the college. Administrative or exempt employees who are required to work on a college holiday will be given an equivalent holiday within the same week or as soon as possible.

NWF State College non-exempt employees shall be entitled to compensatory time or overtime pay in accordance with the provisions of the Fair Labor Standards Act (i.e. 1-1/2 times the non-exempt employee's regular rate of pay for each hour worked in a work week in excess of 40 hours). The work week shall begin immediately after midnight on Monday mornings and continue through/until midnight on the following Sunday.

The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested by the employee's supervisor(s) and approved by the appropriate Dean, Vice President, and/or President of the college. In Section V. Instructional Obligations and Office Hours are discussed in more detail.

### **Annual Compliance Training**

Northwest Florida State College requires mandatory training as part of its risk management strategy and as a tool to communicate our values to the College community. As a risk management strategy, these trainings can serve as an affirmative defense in any civil or criminal liability for the College. As a communication tool, these trainings help us ensure an environment free from harassment and discrimination where all employees and students are treated with professionalism and respect. Mandatory training demonstrates to a reasonable person that the College took action to ensure that **all** employees understand the importance of training topics and that we take a firm stand against any inappropriate behavior.

Failure to complete mandatory training within an established time period may result in discipline up to and including termination of employment.

## **Social Security (FICA) Alternate Plan – Adjunct Faculty**

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

### **Evaluations**

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

#### **A. Evaluation of Full-time Employees**

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

#### **B. Evaluation of Full-time Instructional Personnel**

Instructors shall be evaluated each semester by their students using forms and procedures which are consistent college-wide. Instructors shall be evaluated each spring (January/February) or upon receipt of student evaluation report. The results of the student evaluations will be shared with the instructor and discussed at the supervisor evaluation. Results of student evaluations will be used to guide professional development activities on an individual and college-wide basis.

#### **C. Evaluation of Adjunct Instructional Personnel**

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

### **Leave Policies and Procedures**

#### **A. Full-Time Personnel** (Board Policy #HR 17.00)

Leave policies of NWF State College are designed to facilitate effective functioning of college

personnel in relationship to professional obligations, to the welfare of other college personnel, and to the general welfare and good of the college. Leave, other than for sickness, should be granted in advance.

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

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

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

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

### **B. Part-Time Personnel**

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

### **C. Types of Leave**

#### **Absence from Duty:**

Rules of the Board of Trustees will provide for the absence of college personnel from duty. Such rules will assure continuation of efficient service and uniform treatment of employees within the same classifications. Absence without leave will forfeit the employee's compensation for the time of absence and will be subject to disciplinary actions per Board Policies HR 5.00 and HR 12.00 All personnel will be obligated to be on duty throughout their scheduled and/or obligated hours of service, unless specifically on proper, authorized leave of absence.

#### **Administrative Leave:**

Administrative leave, approved by the president, is time allowed by the college which does not affect an employee's accrued or earned leave.

#### **Injury in the Line of Duty Leave :**

Any full-time employee will be entitled to injury-in-the-line-of-duty leave (maximum 12 days per

calendar year) when he/she has to be absent from duties because of personal injury received in the discharge of duty. Such personal injury must be reported immediately to the employee's immediate supervisor and proper injury report forms must be completed.

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

### **Family Medical Leave (FMLA)**

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

### **Internal Administrative Leave**

Persons currently on continuing contract who wish to serve or continue in an administrative assignment will be granted internal "administrative leave" from their prior continuing contract status and will be placed on annual contract status during the period of the administrative assignment. Administrative leave will be an interim, annual status applicable automatically to persons who have previously been on continuing contract who accept or continue in such position(s) as may be categorically designated by the Board as administrative. There is no obligation on the part of the college to assign an employee to the same position or responsibility as they held prior to taking internal administrative leave.

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

### **Leave for Court Purposes**

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

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

### **Military Leave**

Full-time NWF State College employees called to extended active military service shall be

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

### **Leave Without Pay**

Requests for Leave Without pay must be submitted in writing to the Human Resources office. The President of the college may grant leave without pay to college employees when, in his/her estimation, such leave is justified.

### **Professional Leave**

Professional leave will be approved by the Board of Trustees. Professional leave should meet the requirements of the Staff and Program Development Plan as part of the annual budget of the college. Extension or renewal for a period beyond one year of any leave will be by action of the Board of Trustees on recommendation of the President.

### **Temporary Duty Assignment**

The President of the college can approve, upon mutual agreement of the college and the employee, temporary assignment of an employee to be absent from his/her regular duties and place of employment for the purpose of representing the college and for performing such other educational services or educational activities as will be for the benefit of the college.

Employees on temporary duty assignments will receive their regular pay and may receive per diem and travel reimbursement (except when paid or reimbursed from other sources) as authorized by Board policies.

### **Vacation leave (12-month personnel and Contract/Grant Personnel)**

NWF State College full-time 12-month employees will earn vacation leave, per calendar month, at the following rates based on service in any Florida Community College not to exceed;

1 through five years of service: 1 day

6 through 10 years of service; 1-¼ day

Above 10 years of service: 1-½ day

Unused vacation leave credit may accumulate, but credit in excess of forty-four (44) days (352 hours) on December 31 will be transferred to sick leave. Such vacation leave transferred to sick

leave will be without compensation and cannot be used in the calculation of terminal sick leave pay as authorized in FS 1012.865.

Unused vacation leave will be paid upon termination or retirement on a lump sum basis as of the last day of work performed and at the rate of compensation to the employee (or to his/her beneficiary, estate or as provided by law) on that last day of employment or last day prior to retirement.

Vacation leave shall be calculated according to the employee's work obligation. For personnel working a 5-day week, 8 hours of annual leave will be deducted for each day an individual is on leave; for personnel working a 4-day week, 10 hours annual leave will be deducted for each day an individual is on annual leave; etc. In the case of death of the employee, payment of his/her unused annual leave at the time of death shall be made payable to the employee's beneficiary or estate, as provided by law.

**Vacation Leave – Grant Personnel:**

Vacation leave for grant personnel will accrue and may be carried forward into a future year, but no payment for accrued leave will be made at the time of termination of employment.

**Sick Leave**

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

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

Sick leave shall be calculated according to the employee's work obligations. For personnel working a 5-day week, 8 hours of sick leave will be deducted for each day an individual is on sick leave.

Minimum leave time will be in half-hour increments of the individual's obligation for the day; for personnel working a 4-day week, 10 hours sick leave will be deducted for each day an individual is on sick leave; etc.

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

Each employee may use up to 32 hours of accumulated sick leave for personal reasons during

each fiscal year. Sick leave for personal reasons shall be non-cumulative.

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

Terminal pay for sick leave at the time of retirement or death shall be granted in accordance with Board Policy. Terminal payment of sick leave shall be granted only one time in a person's lifetime per Board policy.

In the case of sick leave or personal reasons leave, in accordance with FAC Rules, an employee shall advise the appropriate supervisor before the opening of the college on the day on which he/she must be absent or promptly upon onset of illness or emergency unless fortuitous circumstances preclude such notification prior to anticipated presence for duty. The President, or his/her designated representative(s) may, at his/her/their discretion, require at any time a physician's statement or other appropriate documentation for any illness of more than three days duration, and may require such documentation of any emergency leave declaration as is deemed appropriate. When all sick leave has been utilized, the employee's annual leave must be utilized before leave without pay. ***The minimum leave period shall be in half-hour increments.***

### **Bereavement Leave**

Any full time employee who is unable to perform his/her duties at the college due to a death in the employee's immediate family may be granted up to 5 days of leave time which is taken out of the employees sick leave balance. Immediate family is defined as father, mother, sibling, husband, wife, child or other close family member who is living in the employee's own household. Exceptions to this will need to be submitted in writing if more than 5 days will be needed and will be reviewed by the President on a case by case basis. Documentation may be required to support leave time.

### **Worker's Compensation**

Employees who are required to attend regularly scheduled extended therapy sessions due to a job-related injury are allowed to use leave. Supervisors may request a physician's statement. Requests must be submitted in writing to the Human Resources Office. (Board Policy HR 19.00)

### **Vulnerable Persons** (Board Policy #HR 22.00)

It is the policy of the Board of Trustees that the College shall provide a safe environment for all faculty, staff, students, volunteers and other guests at College locations, events, or functions.

Child abuse, abandonment, or neglect committed on the property of the College or during an event or function sponsored by the College shall not be condoned or tolerated.

College administrators are required to report any known or suspected information from faculty or staff regarding known or suspected child abuse, abandonment, or neglect committed on the property of the College or during an event or function sponsored by the College. College administrators are prohibited from knowingly or willfully preventing another person from making such a report.

### **Definitions**

Vulnerable person: A person under 18 years of age.

College administrator: An employee of the Executive Council as appointed by the President.

## **IV General College Policies and Procedures**

### **A.I.D.S. Information**

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

### **Campus Police/Security**

The NWF State College Police Department provides security information, assistance, and services to aid campus occupants in the protection process. A college campus is an important part of the local community that it serves. As in any neighborhood, it is important that the students, faculty, and staff realize that they should take every possible precaution to prevent assault and crime against themselves or others. No person or location is 100% safe. Call 911 for an emergency. NWF State College Police Department can be reached at 850-729-6888.

### **Child Development & Education Center**

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

### **Children on Campus**

Northwest Florida State College values family life and has worked to develop policies that are

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

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

### **Clerical and Copying Services**

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

### **Collection of Monies**

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

### **College Facilities**

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

### **Computer and Network Use**

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

### **Media Relations**

All media/news inquiries must be directed to the Strategic Communications Office. Strategic Communications office handles all pitching of college news.

### **Custodial Services**

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

### **Disposal of College Property**

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

### **Drug-Free Workplace Policy** (Board Policy #HR 4.00)

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

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

In keeping with the Drug-Free Work Place Act of 1988, NWF State College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs in the work place. The college reserves the right to search, without employee consent, all areas and property over which the college maintains complete control or joint control with the employee; or may notify the appropriate law enforcement agency if an employee is suspected of having illegal drugs in his/her

possession in an area not jointly or fully controlled by the college. Effective January 1, 1991, an employee will be required to have blood and/or urine tests for drugs and/or alcohol if he/ she sustains an on-the-job injury which requires medical attention. Details of this program are available from the Human Resources Office.

### **Emergency Procedures**

The **Campus Personal Safety and Security Information** contains information on general safety practices and specific procedures for NWF State College faculty and staff. The Campus Personal Safety and Security Information is available online to all NWF State College and is updated regularly.

### **Equipment**

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

### **Firearms/Weapons**

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

### **Florida Clean Indoor Air Act** (Board Policy #HR 21.00)

Smoking and all forms of tobacco use are prohibited in all College owned or leased buildings including common areas and in College vehicles. Common area means any hallway, corridor, aisle, water fountain area, restroom, stairwell, entryway, or breezeway.

A smoking area **may not** be designated in any college owned or leased building or common area.

### **Harassment** (Board Policy #HR 20.00)

Harassment of College employees or other constituents is against College Policy and will not be tolerated. NWF State College is committed to an academic and working environment free of harassment. Harassment is considered to be any repeated or unwelcome verbal, visual, or physical abuse which causes the recipient discomfort or humiliation, interferes with the recipient's job performance, employment opportunities or creates a hostile working environment.

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

Harassment consists of any oral, nonverbal, written, graphic, or physical conduct directed at an individual based on any of the above categories.

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

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

### **Complaint Procedures**

- NWF State College requires any person who believes that he or she has been subjected to harassment to report, in writing, within sixty (60) working days the incident to the Executive Director of Human Resources. The Director of Human Resources, or the President's designee(s), will interview the accused employee, or any other person thought to have significant information relevant to the complaint, regarding the nature of the complaint.
- Upon completion of the investigation, the Executive Director of Human Resources or the President's designee, will prepare a written report of the investigation and submit to the President within 15 working days.
- The President will make a recommendation as to whether disciplinary action should or should not be pursued within 15 working days.

### **Confidentiality**

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

### **Retaliation**

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

Sanctions for those found to have engaged in harassing behavior, those who are found to have intentionally made a false claim of harassment, or those who engage in retaliatory behavior will be subject to sanctions covered by Policy Number HR 5.00 (Employee Disciplinary Measures). Any employee who is made aware of another's concern that harassment is occurring has a duty to report that information to a College Vice President or to the Director of Human Resources.

### **Decision**

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

### **Grievance Procedures**

Please see the Grievance Procedures in the HR Operating Procedures Manual HR -4.7002

### **Mail**

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

### **Raider Review**

The Raider Review faculty and staff newsletter is dedicated to helping employees stay informed of college business, news, activities and events. Raider Review is emailed to employees each Wednesday. Employees are encouraged to submit information they would like to have included by noon each Tuesday. Announcements should be cleared through the respective division director, department chair or key administrator to the Office of Marketing & Public Relations.

Please email your submissions to the Executive Director of Communications, and include a brief (no more than three paragraphs) description of your news item or event, the contributors name, email address and/or phone number for more information. All submissions should be of general interest to the internal campus community. Items will be attributed to the submitter, unless otherwise noted. Questions should be directed to Marketing & Public Relations at ext. 5362.

### **Petty Cash** (Board Policy #BS 10.00)

Employees requesting petty cash must obtain pre-authorization for such expenditures not to exceed \$75. Employees may only request petty cash reimbursement if they are on file as an approved petty cash recipient and follow established purchasing procedures as outlined in Board Policy BS 10.00, in accordance with FS 216.271. General guidelines include normal purchases from approved vendors for immediate needs that would not otherwise be available through normal purchasing channels. Also remember that the College does not pay, nor reimburse, for sales tax.

### **Purchases**

All requisitions for supplies, materials, equipment and services shall be submitted directly to the

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

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

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

### **Receipt of Purchased Goods**

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

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

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

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

### **Reporting Suspected Fraud or Theft**

Fraud will not be tolerated and can be detected at any level within the college and the following general principles should apply in the reporting of suspected fraud:

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

suspected fraud directly to a principal administrator who will report to a Vice President or the President.

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

### **Sales Tax**

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

### **Solicitation** (Board Policy #HR 14.00)

Solicitation for sale of merchandise or services to students or personnel of the college by Board members, students, or employees of the college is not allowed without prior approval of the President or President's designee.

All approved solicitation must be appropriate for the college community, benefit the students, faculty and staff. Solicitation of college employees may take place through board-approved agents or organizations in which the college holds institutional membership. Such solicitation must be arranged through and approved by the college President or designee.

No employee or official representative of NWF State College will give written or oral endorsement to any company representative regarding preferential selection or use at NWF State College for any periodical, book or product which can be offered for sale to or through the college.

Such recommendations are intended to be departmental or to have the endorsement of a department. Publications and/or materials to be recommended in a course should be included in the master syllabus for that course and maintained in the office of Teaching and Learning.

Proceeds above production and distribution cost from sale to NWF State College students or personnel of any approved, required manuscripts or materials which are written, prepared, or

produced by any college personnel will accrue to the scholarship funds of the College, with a record of such proceeds and their disposition being accurately and fully shown in the official fiscal records of the college.

No full-time faculty member or administrator of NWF State College will accept any form of payment for tutoring students of NWF State College.

On-campus distribution of any literature or notices which are not official college business will not take place during working time, or in areas where actual work of public employees is normally performed unless approved by the President designee.

Posters and notices of interest to personnel of the college will be placed by Human Resources on the bulletin board in the front lobby of the Administration Building.

The Dean of Students or designee will receive any other materials for posting and will assure that such notices will be posted properly and that outdated and obsolete notices are removed.

College clerical services, postage, stationery (including envelopes), materials, graphic production services, telephones, and equipment are to be used only for official college business and will not be used in any way for solicitation, for personal purposes, or for promotion of unsanctioned activities or of organizations other than those which are official elements of the college or in which the college holds institutional membership.

For Full explanation of requirements see Board Policy HR 14.00.

### **Telephone Usage**

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

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

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

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

### **Travel with College Vehicles**

#### **College Vehicles**

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

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

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

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

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

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

College vehicles shall be released for use only to employees of the college who are in possession of a current, valid operator's license verified through the Physical Plant Office with the provision that full responsibility for operation of the vehicle shall be that of the employee who signs for the car. The Director of Physical Plant shall arrange for properly scheduled maintenance of vehicles.

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

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

Any accident involving a college vehicle must be reported immediately to the proper law

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

Insurance on college vehicles is carried by the college.

All full-time and part-time employees may be authorized to drive college vehicles only after a drivers license check by the Physical Plant Department verifying the driver's license is a valid driver's license. Please contact the Physical plant office for more information.

### **Government Discount Car Rental Rates**

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

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

### **Travel by College Employees**

Official travel and subsistence for college personnel shall be for the benefit of the educational program of the college and shall be authorized at the discretion of the President or his/her designee. The official travel policy, BS15.00, in accordance with FS 112.061, is contained in the Board Policy Manual.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Travel Reimbursements**

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

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

Reimbursement is obtained by filing an NWF State College Travel Reimbursement Request upon return from an authorized trip.

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

Travel for or in connection with activities supported by student activity funds shall be paid from

those funds, not to exceed standard rates for travel and per diem.(No Student Treasurer is involved.)

### **Travel Requests**

*(Shall be approved in advance.)*

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

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

## **V**

# **Learning and Retention / Student Success Procedures**

### **Academic Advising of Students**

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

### **Attendance**

The student attendance policy is published in the college catalog. Students are expected to attend all scheduled classes. The effect of absences on course grades is determined by the instructor and detailed in the instructor's written course policies distributed to all students. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing distance learning coursework. Further, each time a student has been tardy three times to a class, it will count as one absence. Certain career/professional programs (e.g. Law Enforcement, Corrections, Dual Enrollment, Collegiate High School, Nursing) and certain funding sources (e.g. Federal Financial Aid, Veteran's Affairs) may carry more stringent attendance requirements.

Except for absences related to college-approved activities (e.g. academic competitions, Forensics, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

### **Class Meetings/Dismissal of Classes**

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

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

### **Confidentiality of Student Records**

Release of student information is governed by college policy, state, and federal law. "Directory information" - may be released at the discretion of the College, without the student's consent; the college does not routinely release any information to third parties. Directory information includes the following items; city or county of residence, name, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, enrollment status, degrees and awards received. Many students ask that even directory information be withheld. **Therefore, individual employees should refer all requests for student information to the Executive Director of Academic Records.**

Faculty members should not post or share grades or other information using college ID numbers.

The College issues students an assigned e-mail, which is considered secure and safe, and the official method of communication with students.

### **Contracts – Overloads/Adjunct Instructors**

Supplemental credit instructors are paid on a semester credit basis, and supplemental instructors of non-credit courses are paid on a contact hour basis. Certain vocational credit and college prep credit classes are paid on a contact hour basis at a rate equivalent to the semester hour basis. The pay rate when credit & non-credit class are combined is determined by recommendation of the Vice President of Teaching and Learning to the Human Resources Office, and may be based on contact hours, credits or enrollment. Payment for instructors meeting fewer than the number of scheduled hours may be reduced appropriately. Low enrollment classes may be compensated at the distance learning or a percentage rate.

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

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

### **Copy Services**

Copy Services, Bldg. 520 provides copy services to all instructors and personnel with a normal 24-hour turn-around. Delivery of completed work is provided by work study students or through interoffice mail.

(Precautionary measures are taken for test security.)

Photocopies are charged at a lower rate when routed through Graphic Services than when produced on office copy machines. All employees are encouraged to utilize Graphic Services. Digital copiers for office use are located at each of the college's campuses and centers. Employee identification numbers are required to make copies.

All college employees must comply with the U.S. Copyright Law when reproducing copyrighted works. Please see the copyright statement in the current college catalog.

For all non-instructional materials produced by individual departments, the guidelines set forth in the NWF State College Branding and Style Guide should be followed. Copies of this guide may be obtained by contacting the Executive Director of Strategic Communications

For Graphic design projects you will need to contact Strategic Communications.

### **Copyright**

The college copyright policy states that all personnel and students shall comply with U.S. Copyright Law. A copy of this policy is prominently displayed nearby all copiers. Employees and students may use, perform, or reproduce copyrighted works when authorized by licenses or written permission from the copyright owner, the fair-use guidelines, the principle of fair use, and/or specific documented exemptions in the copyright law. Copyright items include print, video, electronic data, performances, music, and computer software. Employees and students who willfully disregard the college copyright policy are subject to state and federal penalties as well as college disciplinary action. All requests in person or via the college network that constitute violations of copyright will be refused. The College combats unauthorized distribution of copyrighted materials with technological deterrents. The College Copyright Committee implements the copyright policy, conducts training programs, and answers questions about the copyright law. More information on college copyright procedures is available from the Lead Librarian at 729-5395.

### **Course Syllabi and Class Policies Handout**

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

### **Disruptive Student Behavior/Discipline**

An instructor has the obligation to maintain order in the classroom and to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or

otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor or with the Vice President of Student Success or other appropriate administrator, who will also consult with the instructor. The instructor may have further consultation with the department chair, the Vice President of Student Success and/or the Vice President of Teaching and Learning to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

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

The safety and well-being of students and staff comes first. If the student causes damage and/or threatens bodily harm on self or others, immediately contact NWF State College PD at ext 6888 or 729-6888.

### **Field Trip Procedures**

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

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

Field Trip Request forms, including transportation arrangements request data, are available on-line (IT website) and should be submitted with sufficient lead time to assure availability of transportation and proper clearances.

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

Non-students or other individuals are not permitted to accompany the field trip group without prior authorization. If additional individuals are to participate, volunteer forms or other appropriate procedures must be completed.

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

### **Grades**

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

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

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

### **Instructional Obligations and Office Hours**

Individual daily schedules shall be established each semester by each full-time faculty member in cooperation with his/her department chair or division and the appropriate dean/vice president. Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week and such schedules shall contain a minimum combined total of 25 classroom contact hours and 10 posted office hours available to students each week. The remaining weekly nine hours which relate to a basic teaching load may be devoted to any combination of other professional activities, department meetings, etc.

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

Please see your department chair for more information.

### **Instructional Record Keeping**

Each full-time and adjunct faculty member, except those who are teaching self-support/recreation and leisure classes, must maintain a written record of his/her students' course progress. The record may be a hard copy or electronic file. However, electronic record-keeping must conform to FERPA guidelines protecting privacy and must be password protected. The specific format of the record may be determined by the individual instructor; however, it must be of sufficient detail to approximate a student's grade and last date of attendance within three days, as well as to meet any other program or departmental requirements. These records are commonly known as the "grade book" and will serve as the official record of student progress in case of challenge, grievance, or audit.

As the demands for attendance information and student accountability increase each year, instructors are encouraged to develop a daily attendance system. Such records are especially important for FTE audits, financial aid audits and inquiries, program verification, charter school records, and dual enrollment tracking. However, if a daily attendance record is not maintained, other grade or activity entries into the class record must be of a frequency sufficient to approximate the student's last date of attendance within a week's margin of error. For asynchronous, non-traditional, or online classes, activity or grade records are sufficient.

Please see your faculty handbook or department chair for more information.

### **Instructional Supplies and Equipment**

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

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

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

Please see your department chair for more information.

### **Learning Commons - Library Services**

Personnel may check books and other materials out of the library using an active NWF STATE COLLEGE ID card. All materials checked out by part-time employees must be returned to the library no later than the last day of class each term. Materials in the collection or those owned by the professor may be placed on reserve for student use within the Learning Commons. If a professor should need materials not in the collection, library staff should be consulted about the best method to acquire the necessary materials. Librarians are available to instruct students, faculty, staff and other groups on the use of library resources and services. The instruction can take place at any college location or via virtual conferencing, based on the professor's preference.

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

Fall & Spring Terms

**Monday – Thursday 7:30 a.m. - 6 p.m. Friday 8:00 a.m. – 4:30 p.m.**

Summer Term hours vary based on College hours of operation.

### **Audio-Visual Services in IT**

Numerous items of audio-visual equipment are available for classroom use. Instructors are reminded to give a minimum of 24 hours advanced notice when requesting equipment to be checked out, delivered, or set up. And remember, equipment should not be removed from classrooms without consulting with AV Services personnel. Certain AV services are not available after 4:30 p.m. or on weekends without prior arrangements.

If you have any questions about audio-visual resources or services, please contact the IT Help Desk at extension 5396. Selected equipment and materials are also available at each of the extended campus centers. Please check with the respective center office personnel for the availability of audio-visual equipment at the education centers.

### **Office Space**

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

### **Professional Development**

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

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

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

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

**Substitute Instructors** (Board Policy #HR-11.00 & HR 18.00)

Substitute personnel are authorized for faculty members on sick leave or professional leave. Substitute personnel must be approved by the President or the Vice President of Teaching and Learning.

A full-time instructor who is absent from the college for reasons other than sick leave, illness-in-the-line-of-duty leave, or professional leave of absence shall have the responsibility to attend to the coverage of his/her obligations by a properly qualified person as judged by the Vice President of Teaching and Learning based upon the recommendation of the appropriate Dean/Department Chair.

For part-time personnel, if the college makes arrangements for a substitute teacher then the part-time faculty member's pay should be adjusted on a day-to-day basis to cover the substitute's pay. Other substitute arrangements will be approved in advance by the appropriate Dean.

Full-time college personnel who are teaching during the summer terms on a part-time basis may have substitutes when the full-time faculty member takes appropriate leave.

Full and part-time faculty are required to report any class cancellations to their respective Program Chair as soon as possible. Program Chairs will ensure appropriate leave is taken by full-time faculty.

**Textbooks**

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

<b>Term</b>	<b>Textbook Decisions Are Due to College Store</b>		
<b>Fall:</b>	<b>April 1</b>	<b>Spring: October 1</b>	<b>Summer: March 1</b>

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

**Tutoring**

Tutoring services are available to students through a variety of options. The Academic Success Center (ASC) and the Math Lab, with locations at the Niceville and Fort Walton Beach Campuses provide day and evening learning support services for all currently enrolled students. Limited ASC services are also available at the Sikes and Chautauqua Centers. The STAR Lab (Student Academic Resources Lab) provides learning support services for Collegiate High School students. Instructors may refer students to these locations with specific remediation tasks or for

general review and test administration. Additional tutorial services are available through the college's website and at other specialized open labs at the Hurlburt, Sikes and Chautauqua Centers.

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

### **Web Pages**

All content and outside links on faculty websites should be directly related to classes taught at NWF State College, should reflect the professionalism of the college without infringing on the creativity of the individual, and should observe the college acceptable computer use and copyright policies. I

It shall be understood that faculty websites represent the college and as such, the college reserves the right to request changes, modifications, or utilization of a standard template. A copy of the Learning Technologies' Guidelines for Faculty Websites is available in the Faculty Handbook on the Curriculum Resources webpage, and on the Learning Technologies' Forms and Guidelines webpage under LTech Documents.

## **VI**

# **College Groups and Associations**

### **The American Association of Women in Community Colleges (AAWCC)**

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

### **Choctawhatchee Basin Alliance (CBA)**

The Choctawhatchee Basin Alliance is an organization committed to sustaining and providing for optimum utilization of the Choctawhatchee watershed. CBA provides opportunities for citizens, educators and technical experts to promote the health of the Choctawhatchee Basin. The CBA office is located at the South Walton Center.

### **Economic Development Council (EDC)**

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

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

The Association of Florida Colleges serves the common interest of the entire community college system. As a professional organization, AFC promotes growth and advancement of public

community college education in Florida, provides legislative representation and leadership in matters of college concern, sponsors professional development activities at state conventions, local and regional meetings, and facilitates effective communication among all levels of education in the state and nation as well as the legislators and state officials. All NWF State College full-time and part-time employees are encouraged to become members of AFC. Annual dues can be paid through payroll deduction for full-time employees.

Applications for membership are available from the Human Resources Office or from the NWF State College/AFC Chapter President and/or Chapter Vice-President. For more information, visit the AFC website at [www.myafchome.org](http://www.myafchome.org).

### **ISP Overview**

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

### **NWF State College Foundation, Inc.**

The NWF STATE COLLEGE Foundation, Inc., a 501(c)(3) organization, raises funds for student scholarships and instructional programs in support of College initiatives. Foundation contributions can be made by contacting the Foundation Office at extension 5357.

### **Costa Leadership Institute at NWF State College**

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

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

### **NWF State College Raider Club**

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

## VII

# Campuses and Centers

### **NICEVILLE CAMPUS**

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

### **FORT WALTON BEACH CAMPUS**

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

### **CHAUTAUQUA CENTER**

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

### **HURLBURT FIELD CENTER**

Education Services Building 90220, 221 • Hurlburt Field, FL 32544  
(850) 200-4190 or 884-6296

### **ROBERT L.F. SIKES EDUCATION CENTER**

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

### **SOUTH WALTON CENTER**

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

<https://www.nwfsc.edu/students/campus-services/campus-maps/>

**Revised 11/2020**