



# **EMPLOYEE HANDBOOK**

**2011 - 2012**

# Gulf Coast State College

## Statement of Values

Holding true to its vision and working continuously on mission, Gulf Coast State College affirms these values as essential to all the college is and does:

- \* Boldness of vision
- \* Responsiveness to the community
- \* Culture of honesty and trust
- \* Open expression of ideas
- \* Diversity of thought and culture
- \* Flexibility and agility
- \* Ease of access and affordability
- \* Outstanding teaching and service
- \* Creativity and innovation
- \* Purposeful work

## Vision

Gulf Coast State College will deliver life-changing learning opportunities and will join as a full partner in dynamic cultural and economic development of the region.

## Mission

Gulf Coast State College holds students and community of central importance. The college provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The college is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.

The information contained in this handbook is intended to familiarize employees with college procedures and other information pertinent to their employment. The contents cannot be taken as a basis for contractual rights. The District Board of Trustees Manual of Policy, Florida Statutes, and State Board of Education Administrative Rules take precedence over this handbook and must be referred to when questions of legal interpretation arise. Information contained in this handbook is subject to change at any time. The Manual of Policy is available on the campus intranet (GCSCNET) under GCSC Official Documents on the home page. Hard copies are maintained by members of the President's Cabinet and are available upon request. Gulf Coast State College is an equal access/equal opportunity institution.

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# **GENERAL INFORMATION**

**2011 - 2012  
Employee Handbook**



## ***Administrative Officers***

The president of the college is charged with complete administrative responsibility for the operation of the college. The president is assisted by the administrative staff, faculty, support staff, and career personnel. The college is organized internally through two closely related patterns: (1) individual positions of responsibility and (2) group-action types of committees.

The following is a list of the administrative officers of Gulf Coast State College:

Dr. Jim Kerley .....	President
Michalle Barnett .....	Chair, Language & Literature Division
Dr. George Bishop.....	Vice President, Academic Affairs & Learning Support
Dr. Susan Butler .....	Chair, Social Sciences Division
Joe Chavarria .....	Director, Small Business Development Center
Gloria Crawford .....	Chair, Public Safety Division
Herman Daniels .....	Chief Information Officer
Rosemary Davenport .....	Chair, Natural Sciences Division
Lori Driscoll .....	Director, Library
Dr. Steve Dunnivant .....	Interim Dean, Advanced Technology Center
Dr. Cheryl Flax-Hyman .....	Associate Vice President, Academic Affairs
Dr. Linda Fitzhugh.....	Chair, Faculty Council
Brenda Galloway .....	Director, Gulf/Franklin Center
Dr. Holly Gunning .....	Chair, Health Sciences Division
Melissa Hagan .....	Chief Development Officer, Development Office
Dr. Melissa Lavender .....	Vice President, Student Affairs
Lori Luppino.....	Director, Continuing Education
Roberta Mackey .....	Executive Director, Human Resources
Peggy Martin .....	Director, Military Education
John Mercer .....	Vice President, Administration & Finance
Chaz Mullinax.....	President, Student Government Association
Dr. Stephen Nettles .....	Executive Director, Institutional Effectiveness
Rosie O' Bourke .....	Chair, Visual and Performing Arts Division
Wendy Payne.....	Chair, Business & Technology Division
Melissa Pinero .....	Chair, Professional Employee Council
Angelia Reynolds .....	Chair, Mathematics Division
Dr. Jeff Stevenson .....	Chief Economic Development Officer
Chris Thomes .....	Executive Director, Marketing & Communications
Gregg Wolfe .....	Chair, Wellness & Athletics Division

## ***Animals on Campus - Use of Service Animals***

The college acknowledges the right of students, staff, and visitors to a safe and healthy environment while on college property or while participating in college-sponsored functions. In the interest of maintaining such an environment, animals are not permitted on college property or at college-sponsored functions.

The college acknowledges the right of persons with disabilities to utilize service animals as appropriate. Dogs certified to assist persons with disabilities are exempt from the college's animal prohibition. The college maintains a list of service dog owner responsibilities related to grooming, sanitation, and control of service animals. This list may be picked up from the college's equity coordinator or coordinator of disability support services.

When the use of a certified service animal poses a documented danger or health hazard to others, the service animal will not be used and the college's equity coordinator and/or coordinator of disability support services will mediate. Provisions will be made, as necessary, to ensure that the needs previously met by the use of a certified service animal are accommodated.

## ***Building and Equipment Repairs***

In each college division or department, an employee is designated as the contact person responsible for reporting problems and requesting necessary modifications and repairs. Minor building and equipment repairs or additional required services may be taken care of by the Maintenance & Operations Department. The designated person must fill out a Maintenance & Operations Work Order. Forms may be obtained from the campus intranet (GCSCNET), on any networked campus computer. Forms should be completed and submitted to Maintenance & Operations.

Emergency maintenance problems such as elevator repairs, leaks, building repairs, etc., should be immediately reported to maintenance & operations or the evening administrator. Telephone repairs or required services should be requested through Information Technology Services.

## ***College Councils and Committees***

The eight basic groups of the college organizational structure include the President's Leadership Team, Academic Council, Administration Services Council, Student Support Council, Faculty Council, and Professional Employee Council. Each of the major councils may utilize committees, calling on various members of the faculty and staff for service as needed. Faculty and staff members are expected to serve on councils or committees when requested.

In addition to the groups named above, the following committees or action teams meet regularly and serve a vital function on the college campus: instructional divisions, Appeals Committee, Discipline Committee, Health/Wellness Committee, Information Technology Committee, Professional Development Committee, Promotions & Tenure Committee, Safety Committee, Scholarship Committee, Student Government, Student Life Committee, Tri-College Roundtable, and general employee meetings. For specific information on the listed councils and other college groups and committees, please consult the Manual of Policy.

### **Faculty Council**

The Faculty Council serves as the representative of the faculty, acting in liaison among faculty groups, individual faculty members, divisions, and the college administration. Those serving on the council must be members who have been selected as outlined in the Articles of the Faculty Council. Meetings are held semi-monthly, as needed, during the fall and spring semesters. Officers are chair, chair-elect, and recorder and are elected by Faculty Council constituents at large. The vice president of academic affairs and learning support serves as an ex officio member of the council. The council agenda is constructed primarily from items submitted through the four standing committees and from the division representatives and at-large members of the council; however, agenda items may also originate from individual faculty members, the administration, and committees or organizations.

### **Professional Employee Council**

The Professional Employee Council serves as a means of professional growth and action for its membership and constituents. The council acts as a communication channel and promotes networking among the employees it represents, other campus representative bodies, and the administration. It promotes student and college interests. The agenda is comprised of submitted items of interest or concern from council constituents. This is accomplished through surveys and discussion within campus divisions and departments.

The officers are the chair and chair-elect. The council members are elected from the represented areas/divisions and serve two-year terms. The president of the college and the immediate past chair serve as ex officio members. The Professional Employee Council meets on call or on a regularly scheduled basis, as requested by the chair.

## ***Marketing & Communications***

The Office of Marketing & Communications, located on the second floor of the Administration Building, is responsible for college marketing, external communications/community relations, and image and branding. The Office of Marketing & Communications: develops and implements the College communication and marketing plan, including advertising, publications and digital media; provides community relations including, but not limited to marketing, media relations, public relations, event support and outreach; coordinates and supervises the execution of all external College communications and marketing efforts from concept to delivery, working with a wide variety of departments, vendors and staff.

## ***Emergency/Accident/Incident Reporting Procedures***

It is the duty and responsibility of all college employees to report any accidents or incidents that they are aware of.

### **Accident or Injury Involving College Personnel**

All Gulf Coast State College employees are covered by workers' compensation insurance provided by the college for injuries or illnesses arising out of, or in the course of, employment. To protect yourself and your co-workers, follow all safety rules and regulations. Workers' compensation was designed to cover medical expenses and a portion of any earnings lost due to injury on the job. The amount of compensation is based on the employee's salary, among other factors. Workers' compensation laws prohibit reimbursement beyond normal weekly compensation. For further details, contact the Human Resources Office.

All illness-in-the-line-of-duty or on-the-job accidents or injuries, **no matter how minor**, must be reported immediately to your supervisor and to the Human Resources Office. If medical attention is necessary, Human Resources staff will advise you of physicians authorized by GCSC and the Florida Community Colleges Risk Management Consortium to treat employees. It is imperative that accidents be reported to the Human Resources Office before seeking medical attention, unless the accident is life threatening, in order to receive workers' compensation benefits. Using appropriate professional judgment during hours when the Human Resources Office is closed, employees are to use the emergency rooms of local hospitals (Human Resources will designate and publicize authorized hospitals on a regular basis) for medical attention relating to an on-the-job injury.

Accident/Incident Report and First Report of Injury or Illness forms must be completed by the division or department and forwarded immediately to the Human Resources Office. Failure to do so may result in a monetary fine imposed on the college.

### **Accidents or Injury Involving Students or Visitors**

A detailed report of any accident involving personal injury or damage to property should be made immediately to the vice president of administration & finance by any college employee engaged in or witnessing the accident or incident. If a student is involved in the accident, a report should also be made to the vice president of student support and enrollment management. All reports to the vice president of administration & finance shall include an Accident/Incident Report form. The form must be completed immediately for an accident involving a student in Public Safety, Health Sciences, Chemistry/Biological Sciences, Culinary Arts or Stage Craft programs for whom the college provides accident insurance when the accident occurs during clinicals or classes.

In cases of emergency, the guidelines for handling an emergency shall be followed at once. If, in the opinion of a college official, a student needs medical attention, an ambulance will be called. The college assumes no liability for medical or ambulance expenses. The vice president of student support & enrollment management will notify the parents or next of kin of the nature and extent of the injuries.

## **Emergency Procedures**

**In case of emergency, call the following in the order presented until the problem is addressed or resolved.**

1. Call the FSU police. From a campus phone dial “3111.” From a personal or pay phone, dial “872-4750, ext. 311.” **And** then do #2 or #3 on next page.
2. Call 911 directly if a *life-threatening emergency* is involved. From a campus phone, dial “9-911.” From a personal or pay phone, dial “911.” **And** then do #3 below and #1 above, if you haven’t already done so.
3. Call the GCSC operator. From a campus phone, dial “0.” From a personal or pay phone, dial “769-1551, ext 1-2800”.

The county’s Emergency Management Center verifies all 911 calls by calling our switchboard, **so it is important that you always inform the operator of what and where the problem is!** In the event you are faced with an emergency involving a college employee, a student, or a guest, the following steps should be taken. After the emergency is over, a college accident/incident form must be completed and forwarded to Human Resources.

### **BASIC RULES**

1. If you believe the medical emergency requires medical attention, call 911 and request an ambulance. It is always better to have an ambulance en route and not need one than to have one sitting in the station when you need it. Give your name and the location of the person in distress.
2. Call the college operator, ext. 2800, and FSU Police, ext. 3111, and say you are reporting a medical emergency. Follow the calling instructions above. Give your name and the location of the person in distress.
3. Have someone stay with the person in distress, if possible, when you make these phone calls.
4. Do not attempt to assist the victim beyond this protocol unless you are trained in first aid.
5. Always protect yourself. Make sure it is safe to approach the victim. Do not become a victim yourself.
6. Always use Personal Protective Equipment when dealing with a victim’s body fluids.
7. The hardest thing to remember in a medical emergency is that most of the time the correct procedure is simply to monitor and reassure the victim until EMS arrives.
8. After the response is complete - accident/injury form must be completed and forwarded to Human Resources.

### **UNCONSCIOUS VICTIM**

1. Call 911, the college operator, ext. 2800, and FSU Police, ext. 3111.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. If victim is not breathing, begin rescue breathing and/or CPR if trained.
4. If victim is breathing, monitor the victim until EMS arrives.
5. Maintain body temperature (cover with a blanket if it is cool).

### CONSCIOUS VICTIM (Illness)

1. Call 911, the college operator, ext. 2800, and FSU Police, ext. 3111.
2. **DO NOT MOVE VICTIM UNLESS THERE IS A LIFE -THREATENING PROBLEM (FIRE, ETC.).**
3. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
4. Maintain body temperature (cover with a blanket if it is cool).
5. Do not attempt to apply a splint to a suspected fracture.
6. Treat any sprain, strain, or similar injury as if it were a fracture.
7. Reassure the victim.

### BLEEDING

1. Call 911, the college operator, ext. 2800, and FSU Police, ext. 3111.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. If the victim is conscious, demonstrate to victim how to apply a compress. If the victim is unconscious, apply a compress to the wound and press hard. If the blood soaks through, do not remove the compress. Apply another compress on top of the original one. **DO NOT APPLY HARD PRESSURE TO WOUNDS OF THE EYES, EARS, OR SKULL.**
4. If the wound is to the leg or arm, elevate the wound so it is higher than the heart.
5. If there are no other injuries such as fractures, have the person lie down and maintain body temperature (cover with a blanket if it is cool).
6. Reassure the victim.

### SEIZURES

1. Call 911, the college operator, ext. 2800, and FSU Police, ext. 3111.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. **DO NOT ATTEMPT TO RESTRAIN THE VICTIM.**
4. **DO NOT PUT ANYTHING IN THE VICTIM'S MOUTH.**
5. Place some sort of padding under victim's head if possible.
6. Expect the victim to be very sleepy after the seizure.
7. After the seizure maintain body temperature (cover with a blanket if it is cool).
8. Reassure the victim.

### *Hurricane Procedures*

**Gale Warning:** A warning of winds within the range of 39-54 mph. Gale warnings may precede or accompany a hurricane watch.

**Hurricane:** A violent storm originating over tropical waters with winds near its center reaching 74 mph or higher. In size, the storm may range from 50 to 1,000 miles in diameter.

**Hurricane Watch:** Hurricane conditions are possible in the specified area of the watch, usually within 36 hours.

**Hurricane Warning:** A warning indicates that hurricane winds of 74 mph or higher or a combination of dangerously high water and very rough seas is expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately, or at least within the next 12 to 24 hours.

*The hurricane season in Florida runs from June through November. In May of each year:*

- 1) Building managers and Maintenance & Operations personnel will identify and correct safety hazards on campus.
- 2) Human Resources will update home and office telephone lists for essential personnel. Lists will be distributed to designated personnel.
- 3) Maintenance & Operations personnel will inspect and clean all roof drains, downspouts, and road/parking lot drains.
- 4) Human Resources and Procurement personnel will update list of campus-owned beepers and cellular telephones.
- 5) The coordinator of media services will coordinate the videotaping of the entire campus and other college facilities (inside and out, buildings and grounds) for insurance purposes.

### **Level One: Monitoring Activation**

This level is initiated by the college president when a tropical depression reaches tropical storm status (39 mph and is assigned a name) and enters the northern Gulf of Mexico or when the east coast of Florida is placed under a Hurricane Watch.

- 1) Institutional Emergency Response Team members will monitor news and governmental channels for up-to-date information.
- 2) Building managers and Maintenance & Operations personnel will update inspections and correct safety hazards on campus. Items that could become flying debris during high winds should be identified for removal or storage at this time.
- 3) Supervisors will ensure accuracy of divisional/departmental phone lists. Supervisors will hold divisional/departmental meetings to review storm plans and procedures. Supervisors should make themselves aware of subordinates' short-term personal plans to determine emergency staffing requirements and responsibilities. Supervisors should designate a second-in-command for emergency response purposes at this time.
- 4) Divisions/departments should identify irreplaceable paper records and back up electronically stored records.
- 5) The director of media and community relations will coordinate college information with local news departments and the college's cable information channel providers.
- 6) Faculty should direct students to monitor news channels and the college's cable information channel for information from the college.

### **Level Two: Full Scale Activation**

This level is initiated by the college president when the college's service district is placed under a Gale Warning, Tropical Storm Watch, or Hurricane Watch. High winds will be expected to affect college facilities within 36-48 hours.

- 1) Disaster Response Team members will continue to monitor news and governmental channels for up-to-date information. The Disaster Response Team will meet.
- 2) Maintenance & Operations personnel will remove or store previously identified items that could become flying debris during high winds. Maintenance & Operations personnel will fuel all campus vehicles and prepare to relocate them to higher ground. The superintendent of construction & maintenance or designee will contact all construction crews on college property to secure job sites.
- 3) Supervisors will hold divisional/departmental meetings to review post-storm plans and procedures.
- 4) Information Technology Services will institute emergency response plans. Information Technology Services personnel will work with appropriate faculty and staff to secure instructional computing laboratories.
- 5) Divisions/departments will collect and protect irreplaceable records (paper and electronic) in appropriate storage materials. Supervisors will distribute heavy-duty garbage bags, and plastic sheeting, securing them around at-risk electrical equipment.

- 6) All college employees will attempt to accomplish the following:
  - a) Identify and remove irreplaceable personal belongings and equipment from college facilities.
  - b) Clear desktops completely of paper and other articles.
  - c) Protect books, and other valuable papers and equipment with previously distributed plastic sheeting secured by duct tape.
  - d) Where necessary and possible, move computers, desks, file cabinets, etc., away from windows.
  - e) Turn off or disconnect all electrical equipment.
  - f) Clear any laboratory or classroom tables/shelving of all apparatus and glassware and place items in a protected location.
  - g) Close and latch all windows and doors, if applicable.
- 7) Employees holding college-owned beepers and cellular telephones will turn them in to the vice president of administration & finance's office.
- 8) Administration & Finance will initiate a plan for additional security. Maintenance & Operations staff and Disaster Response Team members will form standby crews. Personnel remaining on campus during the storm (WKGC) will be identified.

### **Level Three: Campus/College Facility and Program Shut-Down**

This level is initiated by the college president when the college's service district is placed under a Tropical Storm Warning or a Hurricane Warning. High winds will be expected to affect college facilities within 12-24 hours.

- 1) The college president will determine the specific time when classes will be suspended and nonessential personnel will be sent home. The executive director of marketing & communications will coordinate college information with local news departments and the college's cable information channel providers. Only the president or executive director of marketing & communications will contact the media to announce facility closings or canceled classes/activities.
- 2) When possible, building managers and Maintenance & Operations personnel will complete final inspections of all college facilities, to ensure all doors, windows, and loose items are secured. Maintenance & Operations personnel, when appropriate, will shut down HVAC systems and other electrical and/or gas equipment and services.
- 3) Each division/department head will maintain contact with personnel to establish emergency procedures and to recall personnel if necessary.

### **Level Four: After the Storm**

This level is initiated by the college president when a tropical storm or hurricane has left the college's service district.

- 1) The college president will determine the specific time when the college will reopen for normal operations. The executive director of marketing & communications will coordinate college information with local news departments and the college's cable information channel providers. Only the president or executive director of marketing & communications will contact the media to announce facility openings and the resumption of classes/activities. Information Technology staff will install emergency phone equipment (with message machines) as necessary to provide for staff and student contact numbers.
- 2) As soon as possible, the Disaster Response Team members and Maintenance & Operations personnel will conduct a complete check of the campus and all other college facilities to assess and report damage. A list of damage will be collated by the vice president of administration & finance, and work orders will be issued for each item. The superintendent of construction & maintenance and coordinator of procurement will coordinate with all off-campus utility and service providers for any necessary work. The vice president of administration & finance will secure security personnel for campus facilities as appropriate.
- 3) When campus facilities have been secured and determined safe, division/department heads will ensure that a detailed inspection of their areas is conducted. All damage and problem areas should be reported to the vice president of administration & finance for appropriate action by work order. All areas will need to be secured to prevent injuries, additional damage, or looting.

- 4) The coordinator of media services will coordinate the videotaping of the entire campus and other college facilities (inside and out, buildings and grounds) for insurance purposes. A photographic record will be kept throughout the initial recovery period.
- 5) Human Resources will maintain a log of all employees and volunteers including name, date, time, and services performed.
- 6) Maintenance & Operations personnel will begin clean up and repairs at the direction of the president or vice president of administration and finance. Additional personnel will be recalled, as necessary, to carry out the business of the college.

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

AFC is the only association that represents all employees of the 28 colleges in Florida. The purpose of the association is to promote the development and advancement of Florida public college education and to play an active role in promoting legislation beneficial to the college system and its employees. The association also provides informal opportunities to get to know colleagues at Gulf Coast State College and other colleges in the system. Membership is open to all college employees and retirees of the community college system. Dues may be paid at one time or by payroll deduction. Professional development activities are held throughout the year and an annual state convention is held each fall. Additional information may be obtained from the Human Resources Office.

### **Gulf Coast Community College Foundation, Inc.**

Based on the principles of trust and integrity, the vision of the Gulf Coast Community College Foundation, Inc. is to advance the causes of Gulf Coast Community College. The Foundation's mission is to create a scholarship program providing educational opportunities to deserving students. Further, the mission of the Foundation is to enhance the educational programs and student services available at Gulf Coast Community College.

Through the active involvement and leadership of citizens united by these purposes, the Foundation serves as an effective liaison between GCSC and the community. The Foundation assists the college in enriching the community through cultural opportunities and in enhancing development of the community with educational programs.

### ***Handling of Confidential Student Information***

All student data, except for appropriate directory information, is confidential data protected by state and federal law. It is the responsibility of any employee who requires access to this data in the performance of his or her duties to strictly adhere to GCSC Policy 7.015. In addition, the following procedures shall be adhered to:

#### **Electronic Security**

- 1) Under no circumstances will an employee share user codes and/or passwords with anyone with the exception of Information Technology Services personnel performing system maintenance.
- 2) User codes and passwords shall not be kept in written form. User codes and passwords shall never be displayed in a non-secure or publicly accessible location.
- 3) If an employee has reason to believe that his or her password may have been compromised in any way, that employee shall immediately change the password.

## Physical Security

- 1) When working with confidential student information, college employees shall take measures to guarantee the safety of that information. Such documents will not be left unattended or in a publicly accessible location.
- 2) All documents that contain confidential student information shall be destroyed according to appropriate guidelines when no longer needed. No reports containing confidential student information can be disposed of in a wastebasket or other such container.
- 3) 20 U.S.C. S 1232g, The Family Educational Rights and Privacy Act (FERPA), requires that Gulf Coast Community College, with certain exceptions, obtain written consent from a student prior to disclosure of personally identifiable information from his or her educational records. The director of enrollment services is responsible for coordination of any release of student information.

## ***Harassment and Sexual Misconduct Policy***

Gulf Coast State College is committed to creating and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment (race, national origin, sex, etc.) and sexual misconduct (assault, harassment, exploitation, intimidation, or coercion). Harassment and sexual misconduct are illegal under both state and federal laws and are violations of the rules and regulations of the college. Harassment and sexual misconduct will not be tolerated by any member of the college community. Employees who believe they are the victims of harassment or sexual misconduct should report the facts and circumstances directly to the director of human resources.

The college has established policy and grievance procedures in order to preserve the right of all employees, agents, and students to an environment free from harassment and sexual misconduct. Any employee, agent, or student will be subject to appropriate disciplinary action for violation of the college policy on harassment and sexual misconduct. Please refer to the Manual of Policy for the complete Harassment and Sexual Misconduct Policy.

## ***History of the College***

Gulf Coast State College was the first public, two-year institution to open its doors after the 1957 Florida Legislature passed legislation to establish a statewide network of community colleges. In 1958, the state established Rosenwald Junior College to provide postsecondary education to the black citizens of Bay County. Rosenwald merged with Gulf Coast in 1966. Today there are 28 public colleges in the state located within commuting distance of 96 percent of the population.

From September 1957 through the spring of 1960, Gulf Coast State College operated in temporary facilities at the Wainwright Shipyard (located across the street from the present location at 5230 West Highway 98). The City of Panama City provided 40 acres for the permanent campus overlooking St. Andrew Bay, and the college purchased the remaining 40 acres. Construction of new buildings on the permanent, 80-acre campus was begun in 1959, and the move to the new campus was completed the following year.

The buildings that comprise the main campus are Ken Sherman Science Center (1960), Administration Building (1960), Admissions and Records Building (1960), James R. Asbell Business Building (1960), Billy Harrison Health Building (1965, demolished in 2003), Amelia G. Tapper Center for the Arts (1967), Social Sciences Building (1967), Technology Building (1969), Library (1976), Russell C. Holley and Herbert P. Holley Language & Literature Building (1977), WKGC-AM/FM Studios (1981), George G. Tapper Health Sciences Building (1983), Student Union East and West (1991), Natatorium (1991), Rosenwald Junior College Classroom Building (1993), Maintenance & Operations Building (1994), Wellness Complex (2003), Professional Development Building (2003), the Workforce Development Building (2004), and the HVAC Plant (1996). In addition, the college maintains facilities at the Gulf/Franklin Center located in Port St. Joe (1998) and the North Bay Center located in Southport (1990, originally the Criminal Justice Training Academy; renamed the Charles H. Abbott Criminal Justice Training Academy and expanded to include the Abbott Classroom Building in 2000).

## ***History of the College (continued)***

For its first nine years, Gulf Coast State College served primarily the residents of Bay County. In the summer of 1966, Gulf County was added to the college district, and Franklin County was officially added in 1984. Each semester, the college enrolls more than 7,000 students in credit courses, with many thousands more registering for Continuing Education programs.

## ***Keys***

Supervisors will make arrangements with Human Resources for new employees to be issued keys as necessary. Upon separation from the college, employees must return all keys to Human Resources prior to the final paycheck being issued, or at such time that the key is no longer needed to perform one's duties.

## ***Lost and Found***

Reports of lost or stolen articles should be made promptly to the student ambassadors' desk in the Student Union East, ext. 2805. Articles found on or near the campus should be turned in there as soon as possible.

## ***Mailroom***

The college mailroom is located in the Student Union West. Since the mailroom exists for the purpose of processing official college mail, individuals are prohibited from using the college system to send or receive personal mail. Postage for official college mail is metered in the mailroom. Personal use of the college's mail system will result in disciplinary action. Mail should be sorted and placed in "on-campus" and "off-campus" envelopes before being delivered to the mailroom for processing. Mail must be turned in before 1:45 p.m. daily for same-day posting. Bulk mail should be properly prepared (sealed, sorted, and counted) before being taken to the mailroom. U.S. mail is picked up at 2:45 p.m. College mail not addressed to an individual or a specific organizational unit will be sent to the Business Office.

## ***Persons with Disabilities***

In compliance with the Americans with Disabilities Act (ADA), Gulf Coast State College will not discriminate against any person with disabilities in application, enrollment, employment, or promotion. The college will consider any reasonable accommodation for persons with disabilities. Persons with a disability that may require a workplace accommodation should contact the Human Resources Office.

## ***Printing and Copying Services***

The college uses Office Depot for printing needs. Typically, any print job of 100 pages/copies or fewer should be completed on the division's or department's copying machine. Larger or more complex jobs may be completed by Office Depot. Supplies to request print jobs are located in the mailroom.

## ***Purchasing Policies and Procedures***

The rules and regulations governing purchasing at the college shall be provided by the associate director of procurement. Gulf Coast State College personnel are not authorized to obligate college funds or enter into agreements with vendors. Purchases involving the use of college funds must be authorized through the established procedures. Any unauthorized purchases shall be the sole responsibility of the person placing the order.

## ***Scheduling/Event Forms***

Events sponsored by the college must be approved through appropriate channels. The following are the contacts for scheduling rooms for classes, meetings, workshops, athletic events, etc.

Classrooms, Lecture Halls, Private Dining Room, and Amelia Center Theatre .....	Trevor Wall
Athletic Facilities .....	Barbara Gilbert
Continuing Education & Community Services Conference Center .....	Trevor Wall
La Friandise .....	Marcia Mitchell
Facility rental for non-college sponsored events (non-profit organizations) .....	Beth Bennett

Planners of on-campus events must schedule a room and submit an Event Form (located on GCSCNET) three weeks prior to the event to Chris Thomes. Copies of the form will then be distributed to the appropriate people, the switchboard, FSU police, student ambassadors and Maintenance & Operations. If custodial services are needed, the organizers must complete a Maintenance & Operations Work Order (located on GCSCNET) outlining setup and break down needs. If catering services are needed, a Food Service Function Sheet must be completed. If media services required, complete an Event Equipment Request (located on GCSCNET) and submit to Media Services.

Advance notice at least 10 days prior to the event must be provided to ensure that manpower and equipment needs can be met. Requests for use of rooms or college property/grounds by outside non-profit organizations are handled through the Office of the Vice President of Administration & Finance. Rental fees are assessed according to Policy 5.175. Use of the Amelia Center Theatre requires a house manager and technical manager. A user questionnaire located on the Visual And Performing Arts internet home page must be completed.

## ***Security***

Administrators and FSU police officers are on campus to handle security problems. If any problems arise, call extension 3111 and talk directly with an FSU police officer. Then call the switchboard and the operator will notify appropriate personnel. See page 8 for emergency procedures.

## ***Telephone Service***

The switchboard is located on the first floor of the Administration Building. When classes are not in session, the switchboard is open from 7:30 a.m. until 4 p.m. When evening classes are scheduled, the switchboard is open from 7:30 a.m. to 9:30 p.m. Monday through Thursday and from 7:30 a.m. until 4 p.m. on Friday. Telephone and personnel lists, for internal use only, are available on GCSCNET. Please report changes to the Human Resources Office. Requests for telephone service or repair are made by sending an e-mail to the "Help Desk" address or, if urgent, call extension 3536 in Information Technology Services.

## ***Tobacco Free Environment***

Use of all tobacco products is prohibited in all campus buildings and all college vehicles.

## ***Travel for College Purposes***

All college-sponsored travel shall be for college business and must have prior approval. All duly authorized travelers complete the Temporary Duty Application for Absence form (TDY) in advance of their travel (available in the Business Office). If a registration fee is required, a completed Check Requisition/Petty Cash Reimbursement form (found on GCSCNet) must be completed and submitted with the TDY. Both forms must be signed by the employee, the employee's supervisor, and the appropriate vice president. Out-of-state travel requires the approval of the president. The TDY shall clearly indicate the purpose of the travel, benefit to the college, and estimated expenses and must include a copy of the meeting agenda or registration form.

If traveling by automobile, you may use your personal vehicle or a rental vehicle from Enterprise Rent-A-Car. Use of personal vehicles will be reimbursed at \$.445 per mile (Policy 5.165) in accordance with the state's official highway mileage chart. Contact Catherine Bland to reserve a rental car. Enterprise Rent-A-Car is the only college approved vendor. A credit card will be provided for use in refilling the tank with gas, as well as, to return the vehicle with a full tank as required by the agency.

If traveling by air, submit your preferred flight times with the TDY. Following full execution of TDY, Beth Bennett will make your airline reservations. Travel questions may be directed to either Catherine Bland or Beth Bennett. For more information on travel, meal allowances, and reimbursements, see Travel and Expenses in the Manual of Policy 5.165.

The employee is responsible for making hotel and other miscellaneous reservations. Travel advances are given for student travel only. If needed, American Express Card applications are available in the Human Resources Office to most employees of the college and may be used for any purpose including travel.

The Voucher for Reimbursement of Travel Expenses is available on GCSCNet and is to be completed when the employee returns from a college business trip. The completed form, with the supervisor's signature, should be forwarded to the Business Office with all relevant receipts and a copy of the agenda.

# **PERSONNEL MATTERS**

**2011 - 2012  
Employee Handbook**



## ***Commencement***

All faculty and support staff (excluding career service) are required to participate in commencement exercises and Honors Convocation, as well as other graduation activities, and are to dress in academic regalia for special academic programs when requested. These employees are expected to buy or rent their own regalia.

## ***Dress Code***

College personnel are expected to maintain high standards of dress throughout the year. Such dress should be that normally found in businesses and professional addresses in the community. Questions and concerns should be addressed by supervisors.

## ***Drug-Free Workplace***

Gulf Coast State College recognizes the importance of prohibiting alcohol and illicit drugs on its campuses. To this end, the District Board of Trustees and administration of Gulf Coast State College concur that the unlawful manufacture, distribution, dispensing, possession, sale, or use of alcohol and illicit drugs on its campuses is strictly prohibited. Any employee of the college involved in such activities will be subject to disciplinary action, up to and including termination of employment and referral for prosecution. The college's policy is not intended to ban the use of drugs or alcohol in providing instruction in the Public Safety training programs nor is it intended to ban the use of alcohol in Culinary programs.

Any instances involving alcohol or controlled substances, whether by students, employees, or other persons, must be reported to campus authorities immediately. This includes any individuals under the influence of alcohol or controlled substances. It is the intent of Gulf Coast State College to assist its employees in every way possible. In order to attain this goal, it is important that alcohol and illicit drug dependence be identified so that appropriate referral and assistance can be made. We encourage all of our employees to self-identify should the need arise.

## ***Employee Attendance Records***

Employee attendance records are completed on the appropriate forms on a monthly basis. All leave time is to be recorded on the forms, which are approved by the immediate supervisor, and sent to the Human Resources Office.

## ***Employee Responsibility***

As an employee of Gulf Coast State College, you are hereby advised that it is not only your right but also your responsibility to be aware of all rules governing employees set forth in this handbook or enacted by the District Board of Trustees. In addition, employees arrested or convicted of a crime are required to notify the director of human resources. Please see Policy 6.030 for more information.

## ***Employment-at-Will***

Employment-at-will means all employees, part-time and full-time, without employment contracts or with annual employment contracts, are employed by and may be terminated at the will of the District Board of Trustees. It is not necessary that reasons be given for such termination or contract non-renewal. An employee without a contract may also resign without stating the reason. A two-week notice, however, is required in order to be eligible for payment of accrued vacation leave. Terminal pay shall be paid only if the employee leaves under favorable circumstances, not if the employee is being dismissed by action of the board. Similarly, employees under annual contract should not expect automatic renewal of annual contracts, and if offered an additional annual contract, the employee may refuse such a contract.

## ***Equity Coordinator***

Gulf Coast State College is an equal access/equal opportunity institution which does not discriminate with respect to race, age, sex, creed, color, religion, national origin, marital status, or disability, ethnicity, or genetic information in the administration access to, or treatment or employment in, its programs or activities. Violations should be reported to the college equity coordinator. Please contact Roberta Mackey, executive director of human resources, who is the designated college equity coordinator, at 850-872-3866.

## ***Evaluations***

All personnel shall be evaluated annually, and the written evaluation instrument shall become part of the employee's personnel record.

## ***Fingerprinting/Criminal Background Checks***

The fingerprinting of college personnel shall be required by the college as a condition of employment, MOP 6.096. The college shall conduct state and national criminal background checks on college personnel as necessary and appropriate to implement all applicable state and federal laws, rules, and regulations.

## ***Fringe Benefits***

### **Admission to Athletic and Cultural Events**

All Gulf Coast State College employees are eligible to receive free admission to college productions and all sporting events. Employees must show their GCSC employee ID badge/electronic key for admission to these events.

### **Check Cashing**

Depending upon the availability of cash, employees may cash personal checks up to \$10 in the cashier's office. A charge of \$25 will be assessed for returned checks (NSF), and repeats of this problem will result in the loss of this privilege.

### **Campus Dental Clinic**

The Campus Dental Clinic is a clinical training facility with students in the Dental Assisting and Hygiene programs assigned to the clinic. Services are available to all employees for a nominal fee. Services provided include radiographs, cleanings, fluoride treatments, sealants, soft tissue exams, treatment plans, and fillings. The clinic is located in the George G. Tapper Health Sciences building, and appointments can be made by calling 872-3833.

### **Flexible Benefits Plan**

The Flexible Benefits Plan shelters health insurance costs, child care costs, medical and dental expenses, etc., from income and social security tax liability. This plan is at no cost to the employee. For more information, contact the Human Resources Office.

### **Library Privileges**

The Gulf Coast State College Library is available to employees and to the community for their use. Presentation of proper identification will allow the checkout of materials.

## ***Fringe Benefits (continued)***

### **Panhandle Educators Federal Credit Union**

College employees interested in membership in the Panhandle Educators Federal Credit Union may obtain membership information by contacting the Human Resources Office. Employees may have their payroll checks directly deposited in a savings or checking account of the credit union or any financial institution of their choice.

### **Parking and Traffic Privileges**

Reserved parking areas are established for employees. Security personnel monitor the parking lots Monday through Friday from 7 a.m. until 11 p.m., Saturday from 9 a.m. until 5 p.m. and Sunday from 1 p.m. until 6 p.m. If security personnel see an unauthorized automobile parked in a reserved area, the automobile will be ticketed. Reserved parking regulations are not enforced after 4 p.m. or during the summer sessions, except those reserved for handicapped persons. The college shall assume no responsibility for damage occurring to motor vehicles or other forms of transportation and other privately owned property while on campus. Accidents occurring on campus shall be reported to the Florida State University-Panama City police in accordance with state and local laws. Any questions should be referred to the vice president of student affairs.

### **Retirement**

Qualifying Gulf Coast State College employees participate in the Florida Retirement System (FRS). The executive director of human resources serves as the college's retirement officer. Some full-time and most part-time employees are not eligible for membership in the Florida Retirement System. If you were retired under the FRS system prior to employment at Gulf Coast, contact the Human Resources Office.

Requirements for full retirement have changed for new employees effective July 1, 2011. If you were employed prior to this date you may receive full retirement after 6 years vested service and age 62 OR 30 years of employment. New hires employed on or after July 1, 2011, the years of service have been changed to 8 years vested service and age 65 OR 33 years of employment. Employees may retire after vesting and before age 62/65 respectfully, but take substantial penalties for early retirement. Further information is available by contacting the Human Resources Office.

The Florida Retirement System (FRS) employer contribution rates for the 2011-2012 plan year are established by section 121.71, FL Statutes. There is now a required employee contribution rate, which has not been in the past. You as an employee will contribute 3%, and GCSC will contribute 4.91% into your retirement account. This will be a total contribution of 7.91% of your gross salary in your retirement account. If you are in CCORP your employee contribution rate will be 3% and GCSC will contribute 7.43%. This retirement account is only for people that are eligible to participate in this account...management and instructional personnel.

If, after retiring under a State of Florida administered retirement system, you are employed in any type of position with an FRS employer (temporary, part-time, or regularly established) during the first month of retirement, your retirement is void and all retirement benefits will be canceled. If you are reemployed during the second through the twelfth months after retirement, your monthly retirement benefit must be suspended during these months of retirement. The only exception to employment is as an adjunct instructor; the employee is eligible for a 780-hour exemption as provided by law. If you are eligible for the exemption, your benefits must be suspended after your employment reaches 780 hours during the limitation period. Effective July 1, 2010, if you are retired from FRS and are drawing a retirement check, or have taken a cash contribution from your investment account, you are not eligible for renewed membership in FRS. You may return to work, within the guidelines but will not receive a contribution to a retirement account.

## ***Fringe Benefits (continued)***

On July 1, 1998, FRS began administering the Deferred Retirement Options Program (DROP). Individuals meeting the minimal retirement requirements outlined above may elect to participate in DROP for a maximum of 60 months. During the DROP period participating employees will draw retirement benefits from FRS (placed in an interest-bearing trust fund account) while continuing to draw salary as a regular college employee, with no interruption in college-provided benefits. A variety of limitations and restrictions exist. Please contact the Human Resources Office for additional information.

Eligible instructional personnel and specified (by FRS) instructional and institutional management personnel may elect to participate in the Community College Optional Retirement System (CCORP) in lieu of participation in the regular FRS program. Benefits under this program are placed into an employee's 403(b) tax deferred annuity account with designated vendors. Selection of this option must be made within 30 days of employment and is irrevocable during employment at Gulf Coast. A variety of limitations and restrictions exist. Please contact the Human Resources Office for additional information.

On June 1, 2002, FRS began offering an investment plan option to all public employees of the State of Florida. Originally referred to as the Public Employees Optional Retirement Plan (PEORP), the plan offers participants the option of having their FRS benefits placed into a 401(a) tax deferred annuity account with designated vendors. Selection of this option must be made within 30 days of employment. There is a one-time option to switch between the pension and investment plans after the initial selection. A variety of limitations and restrictions exist. Please contact the Human Resources Office for additional information.

### **Sick Leave Pool**

A sick leave pool has been established for the optional participation of all full-time employees. Eligible employees must have been employed at the college for at least one year and must have accrued a minimum of six sick leave days. Eligible employees may join the pool only upon the first anniversary of their employment and during the regular enrollment period conducted each October. Additional limitations and restrictions apply. For additional information consult the Manual of Policy or contact the Human Resources Office.

### **Staff Development/Tuition Reimbursement**

It is expected that all personnel employed by the college will participate in activities to continually upgrade job capabilities. Development opportunities may routinely include in-house seminars, conferences, workshops, or approved advanced course work in the pursuit of professional development.

Employees of entities for whom the college only serves as a fiscal agent are not eligible for participation unless funding for participation is provided by the employing entity. If reimbursement is partially available from some other source, the college will reimburse the employee the difference between the funds from the "other source" and the actual amount of education expenses, provided that the other provisions of this policy are met. At no time should an employee be reimbursed for an amount that exceeds the actual cost of tuition or books.

For credit course reimbursement, employees are eligible after completing one year of full-time employment (provided funds are available), if the course is related to the employee's line of work and approved by the vice president of administration and finance. Please see the Manual of Policy for more information. Requests are to be made by completing a Staff and Program Development form (obtained from the Business Office). The cost of tuition will be reimbursed at the rate charged by Gulf Coast State College for freshman and sophomore level courses or Florida State University in Panama City for junior, senior, and graduate level courses. The college will also reimburse up to 50 percent of the cost of required textbooks. Paid receipts and proof of successful completion of any prior course work (a grade of "C" or better) must be submitted to the Business Office. A specific list of the requirements and limitations may be found in the Manual of Policy.

## ***Fringe Benefits (continued)***

### **Tax Sheltered Annuities**

Tax sheltered annuities allow for saving of pretax dollars for retirement purposes. Several companies currently provide plans for full-time college employees. Contributions are made through payroll deduction. For more information, contact the Human Resources Office.

### **Terminal Leave Benefits**

College policy and state statute allow, under certain conditions, for the payment of terminal benefits for accumulated annual and/or sick leave. Employees with the college longer than six years are required to have all terminal leave benefits channeled through the BENCOR Terminal Leave Program. Please see the relevant sections of the Manual of Policy or contact the Human Resources Office for more information.

### **Wellness and Athletics**

The Wellness Center contains a weight room that is equipped with various state-of-the-art weight training and aerobic equipment. The Wellness Center will have hours of availability for staff members each semester. Please contact the Wellness & Athletics Division for a specific schedule. Fitness and aquatic classes are scheduled for college employees throughout the year. The natatorium offers open swim times for faculty and staff as determined by the coordinator of aquatics. Wellness, fitness, and aquatics classes are offered for employees through SPD funds. For facilities usage, schedules, and assistance, please contact the senior administrative assistant for the Wellness & Athletics Division.

## ***Holidays***

A college calendar is published each year indicating designated holidays for that year. The holidays for this year are listed on page 30 of this handbook.

## ***Insurance***

### **COBRA/HIPPA Insurance Election**

Employees or dependents can elect to continue coverage under the college major medical plan if they are no longer covered for the following reasons:

- a. termination
- b. reduction of hours
- c. death of an employee
- d. divorce or legal separation
- e. eligibility for medicare (employee or spouse age 65 or older)
- f. dependent child reaches age 19 (may be extended to age 30 if specific conditions are met).

Please notify the Human Resources Office when any of the above circumstances occur. Application forms are required if coverage is desired for any of the above reasons.

## **Health Insurance**

Group insurance is available to regular, full-time employees. Gulf Coast State College employees are covered through the Florida Community College Risk Management Consortium. Premiums are paid by the individual with college participation as approved by the District Board of Trustees. Insurance coverage is reviewed and revised on an ongoing basis. Specific conditions of the current plan can be obtained by contacting the Human Resources Office.

## **Life Insurance**

Life insurance is available to all regular, full-time employees. Premiums are paid by the individual with college participation as approved by the District Board of Trustees. Life insurance is reduced for active employees at age 70 and is limited to \$5,000 for retirees up to age 70. More information is available through the Human Resources Office.

## **Optional Insurance**

Various types of insurance are available from a number of firms at the employee's expense through payroll deduction. Such plans include hospital income, term, disability, and whole life insurance, income protection, prepaid dental, vision, and cancer insurance. Costs will vary depending on the extent of coverage desired. These premiums are not subject to the contribution approved by the District Board of Trustees. Further information is available from the Human Resources Office.

## **Workers' Compensation**

All Gulf Coast State College employees are covered by workers' compensation insurance provided by the college for injuries or illnesses arising out of, or in the course of, employment. To protect yourself and your co-workers, follow all safety rules and regulations. Workers' compensation was designed to cover medical expenses and a portion of any earnings lost due to injury on the job. The amount of compensation is based on the employee's salary, among other factors. Workers' compensation laws prohibit reimbursement beyond normal weekly compensation. For further details, contact the Human Resources Office.

All illness-in-the-line-of-duty or on-the-job accidents or injuries, **no matter how minor**, must be reported immediately to your supervisor and to the Human Resources Office. If medical attention is necessary, Human Resources will advise you of physicians authorized by GCSC and the Florida Community College Risk Management Consortium to treat employees. It is imperative that accidents be reported to the Human Resources Office before seeking medical attention, unless the accident is life threatening, in order to receive workers' compensation benefits. During hours when the Human Resources Office is closed, employees are, using appropriate professional judgment, to use the emergency rooms of local hospitals (Human Resources will designate and publicize authorized hospitals on a regular basis) for medical attention relating to an on-the-job injury.

Accident/Incident Report forms must be completed by the division or department and forwarded immediately to the Human Resources Office. Failure to do so may result in a monetary fine imposed on the college under state statutes.

## ***Leaves of Absence***

Employee attendance records are completed on a monthly basis on the appropriate form. All leave time is to be recorded on the form, approved by the immediate supervisor, and sent to the Human Resources Office.

### **Annual or Vacation Leave**

College personnel employed on a full-time, 12-month basis shall accumulate vacation leave at the following rate:

- One (1) day for each month of service up to five years.
- 1 1/4 days for each month of service from five to ten years.
- 1 1/2 days for each month of service over ten years.

No employee shall accumulate more than 44 days of vacation leave at the end of any calendar year. Any vacation in excess of 44 days, if not used by December 31, shall be converted to special sick leave. Please see the Manual of Policy or contact the Human Resources Office for more information.

Upon termination of employment with sufficient notice and under favorable conditions, the employee shall be paid, at the current rate, for any vacation not used, not to exceed an amount equal to 30 days of pay. In the case of the death of the employee, payment of the unused annual leave at the time of death shall be payable to the employee's designated beneficiary, estate, or as provided by law.

A Request for Leave of Absence form should be filed not less than one week in advance. Approval is not automatic but will be granted unless such leave would hinder the operation of the college to a serious extent. If an employee leaves the employ of Gulf Coast State College without giving a minimum notice of two weeks of the intent to resign, all claims to any vacation time accrued will be forfeited. The president may rescind this provision should the circumstances be considered sufficiently extenuating.

### **Bereavement Leave**

Employees may be granted up to 3 days of leave in any 12 month period in the event of the death of a family member. Sick or annual leave may be used for this purpose. This leave may be granted after all paid leave has been exhausted. Please see Manual of Policy 6.068 or contact the Human Resources Office for more information.

### **Domestic Violence Leave**

Employees may be granted up to 3 days of leave in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. Sick or annual leave may be used for this purpose. This leave may be granted after all paid leave has been exhausted. Please see Manual of Policy 6.069 or contact the Human Resources Office for more information.

### **Family and Medical Leave**

The Family and Medical Leave Act of 1993 became effective August 5, 1993. Under this act, eligible employees may take up to twelve (12) weeks of leave per year for the following reasons:

- a. birth or adoption of a child
- b. serious illness of spouse, child, or parent
- c. serious illness of self

## **Family and Medical Leave (Continued)**

*Accrued sick leave and vacation leave must be exhausted to be eligible for FMLA at GCSC.* This leave is not automatic and proof of illness, birth, or adoption is required. A minimum of thirty (30) days' notice is required except in extreme emergencies. Please contact the Human Resources Office for more specific information. In most cases, an additional leave of absence without pay will not be granted during the same 12-month period of time in which FMLA benefits have been exhausted.

## **Jury Duty (Administrative Leave for Court Purposes)**

A full-time employee who is summoned as a member of a jury panel shall be granted administrative leave with pay, and the jury fees shall be retained by the employee. A Request for Leave of Absence form must be completed and an original copy of the jury summons must be attached. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee subpoenaed as a witness, not involving litigation in which the employee is a principal, shall be granted administrative leave with pay, and any witness fees shall be retained by the employee. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

An employee involved in litigation as a result of representing the college as a witness or defendant shall not be granted administrative leave. Appearance in such cases shall be considered a part of the job assignment. The employee shall be paid per diem plus travel expenses and shall be required to turn over to the college any fees received from the court. A Temporary Duty form shall be filed for this absence.

## **Leave of Absence**

A leave of absence may be granted for a maximum of up to one year. The Gulf Coast State College District Board of Trustees may authorize a new application for leave to be filed at the expiration of leave, and new leave will be granted at the discretion of the board. Automatic renewals of leave shall not be allowed. A new leave request must be in writing by the employee to the board at least 30 days prior to the expiration of original leave. The decision of the board shall be based on the requirements of the college as well as on consideration of what is fair to the employee.

Accrued sick leave (if applicable) and vacation leave must initially be used for leaves of absence. In addition, personal leave without pay may be granted. All such leave must be approved by the District Board of Trustees upon recommendation of the college president. A Leave of Absence form must be completed for such leave.

## **Military Leave**

Leave shall be granted to employees who are ordered to state or federal active or inactive duty training due to membership in the military reserves, including the National Guard. The first 17 days of such leave per year shall be with pay. Leave beyond the 17 days shall be without pay. For additional information, please consult the Manual of Policy.

## **Personal Leave**

Full-time employees may use up to four days of sick leave for personal reasons per year (July 1 - June 30). These absences will be charged to accrued sick leave. Leave for personal reasons is noncumulative.

## **Sick Leave**

Eligible full-time employees shall earn one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days for each fiscal year. Sick leave shall be cumulative from year to year. Also see Family Medical Leave Act (FMLA) leave for sick leave without compensation. Employees who leave the college under favorable conditions after six years of service will receive payment for unused accumulated sick leave according to Florida Statutes and the college's Manual of Policy (also see terminal leave benefit). Sick leave is transferable among other community colleges, the FL department of Education, the FL university system, and public school districts in Florida. Please submit any requests for sick leave transfers to the Human Resources Office. Absences greater than three days in length, or for serious injury or illness, may require a return-to-work authorization or similar documentation from your physician or other health care provider. If you have any further questions, contact the Human Resources Office.

## ***Grievance Procedure***

The Gulf Coast State College Grievance Procedure is contained in the Board of Trustees Manual of Policy. For further details, contact the executive director of human resources.

## ***Notification of Personnel Changes***

Please advise the Human Resources Office of any changes in marital status, name, address, phone number, dependents, births, deaths, or changes of beneficiary, and if either you or your spouse reaches age 65. Completion of forms may be required for insurance, retirement, or tax purposes.

## ***Outside Employment by College Employees***

Personnel are urged to conscientiously evaluate extra-college activities and employment with regard to professional and ethical propriety. The individual should confer with appropriate college officials concerning such outside activities.

## ***Overload Teaching***

Overload teaching for full-time college employees may occur during the regular day, evenings, or on weekends and may be on-campus or off-campus. When the overload occurs during the regular work schedule, the employee workload (35 hours for faculty and 37 1/2 hours for other employees) is extended for the period of time involved with the additional compensation. Annual or personal leave may also be taken to offset time away from workload requirements. Documentation of how workload hours are accommodated for, and leave papers if applicable, should be submitted at the time the overload is requested and the documentation will be maintained in the Human Resources Office. Overload compensation will be paid at the current rate (see IMM).

## ***Overtime***

Hourly personnel working beyond the normal 37 1/2 hour workweek will be compensated at the rate of time and one-half the normal hourly rate. Authorization of all "overtime" will be made in advance by the vice president of administration & finance. A time sheet will be signed by the immediate supervisor and forwarded to the Business Office. Time sheets will be turned in immediately after the authorization of each period of overtime to the Business Office for payment. Compensatory time (comp. time) shall be earned at this same rate and must have the prior approval of the immediate supervisor. Compensatory time must be used within two calendar months.

## ***Payday***

All twelve-month salaried and hourly employees are paid semi-monthly, on the 15th and the last day of the month. If a payday should fall on a holiday or weekend, payment is made on the last workday prior to the holiday or weekend. Should any employee terminate employment during the year, final compensation will be adjusted to reflect actual earnings up to the date of termination. All other employees will receive their checks on the last day of the month. Instructional personnel on 180 and 230 day contracts will have their annual salaries divided into 12 equal payments. They will receive 1/12 of their salary each month beginning in August. Any outstanding balance will be paid in one lump sum at the end of the contract. Personnel teaching on an adjunct or overload basis should review the Adjunct Faculty Handbook or the Internal Management Memoranda section of the Manual of Policy for relevant information on paydays for such work.

## ***Payroll Deductions***

In addition to those required by law, payroll deductions from college employees' earnings are authorized by the District Board of Trustees when approved in writing by the employee. Please contact the Human Resources

1. Gulf Coast College Foundation, Inc.
2. Flexible Benefits
3. Association of Florida Colleges
4. Insurance
5. Panhandle Educators Federal Credit Union
6. Tax Sheltered Annuities
7. United Way
9. WKGC

## ***Payroll Direct Deposit***

All employees hired after 12-9-04 will be paid by direct deposit to the bank of their choice. Payroll direct deposit is not available for terminal paychecks.

## ***Probationary Period***

All employees are considered to be on a probationary status during the first six months of employment. This is also true when an employee is assigned to a new position whether it be through promotion, transfer, etc. Faculty members are normally granted continuing contract status following three or four years of satisfactory service. The president or his/her designee may return a regular employee to probationary or annual contract status, and the president or his/her designee may extend the probationary period or annual contract of an employee. Please consult the Manual of Policy for specific details.

## ***Procedure for Advertising Vacancies***

Normally, when a position becomes available, it is advertised both on and off campus. Procedures for advertising can be found on GCSCNet. The size and expectation of an adequate applicant pool will determine the scope and nature of advertising. Positions may be advertised in The News Herald, other local newspapers, the GCSC Human Resources web page, and a variety of other local, state, and national publications. All applicants must apply through the Gulf Coast State College Human Resources Office. Employees are encouraged to keep their employment application and resume on file with Human Resources current. Internal applicants for position vacancies with personnel records over two years old will be required to complete and submit a new college application.

## ***Resignation from Employment***

All college personnel must assume the responsibility of following certain procedures upon resignation from their respective positions. An employee should submit a letter of resignation to the immediate supervisor to be forwarded to the Human Resources Office. In order to receive accumulated annual leave and other terminal leave benefits, the employee must submit the resignation so it is received at least two weeks prior to the date of termination. Payroll direct deposit is not available for terminal paychecks.

## ***Salary Increases***

All employees have a common anniversary date of July 1 for salary increases, as approved by the District Board of Trustees. Additional information on salaries and increases may be found under the professional, instructional, or career employee salary schedules in the Internal Management Memoranda section of the Manual of Policy.

## ***Working Hours***

All full-time employees, excluding faculty, are required to work 37 1/2 hours per week. The normal workday is 8 a.m. to 4 p.m. Included in the workday is up to one paid 15-minute morning break (optional) and a non-paid 30-minute lunch. A break and lunch period are to be taken on a daily basis and are noncumulative. Any change in working hours must be authorized by the immediate supervisor, the vice president of administration and finance, and the vice president of academic affairs and learning support. Faculty are required to work 35 hours per week. Faculty should consult with division chairs to determine specific work requirements. All faculty and support staff (excluding career service) are required to participate in commencement exercises and Honors Convocation, as well as other graduation activities.

## ***2011-2012 Calendar***

### ***Fall 2011***

August 15-19	11th Annual GCSC Fall Conference
August 18	Adjunct Orientation
August 22	Fall Term Classes Begin
September 5	Labor Day (College Closed* 9/3 - 9/5)
October 17	Mid-term
November 11	Veterans' Day (College Closed*)
November 24-27	Thanksgiving Holiday (College Closed* 11/24 - 11/27)
December 16	Last Work Day for Faculty - Grades Due
December 22-31	Holiday Break (College Closed*)

### ***Spring 2012***

January 1	New Year's Day (College Closed* 1/1 - 1/2)
January 3	Faculty & Staff Return
January 6	Spring Term Classes Begin
January 16	Martin Luther King Day (College Closed* 1/14 - 1/16)
March 2	Mid-term
March 12 - 18	Spring Break Faculty, Staff & Students
April 27	Honors Convocation
May 4	Grades Due
May 4	Graduation - Faculty Night Duty

### ***Summer 2012***

May 7	Summer A & B Classes Begin
May 28	Memorial Day (College Closed* 5/26-5/28)
June 16	Summer B Classes End
June 18	Summer C Classes Begin
July 4	Independence Day (College Closed*)
July 28	Summer A & C Classes End

\*Indicates services for students will be unavailable although special classes or activities may take place.