Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs or activities. Inquiries regarding the non-discrimination policies may be directed to the College’s Equity Officer, 501 W. State Street, Jacksonville, FL, 32202.
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Welcome to Florida State College at Jacksonville! This handbook describes many of the benefits, procedures, and policies that apply to employees of the College. However, it is impossible for any handbook to cover every situation that may arise in daily work. This is not intended to be an all-inclusive list of policies and procedures of Florida State College at Jacksonville (“FSCJ” or “College”). It is a guide to help answer the most commonly asked questions and sets forth the guidelines under which the College operates. Ask your supervisor or a Human Resources representative if you need further information about any of the information contained in this handbook.

General Disclaimer

The information in this handbook is not intended to create any contract or binding agreement between the employer and any employee. All policies and procedures outlined in this handbook are subject to change or modification at the employer’s discretion at any time that particular circumstances warrant.

This handbook is provided for informational purposes only. No provision or portion of the handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. Employer reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate.

Mission

Florida State College at Jacksonville provides high value, relevant life-long education that enhances the intellectual, social, cultural and economic development of our diverse community.

Vision Statement

Florida State College at Jacksonville …. Growing minds today, leading tomorrow’s world.

Organization and Governance

District Board of Trustees

Florida State College at Jacksonville is governed by the District Board of Trustees (Board) which is made up of nine members as appointed by the Governor of Florida. The Board is vested with the responsibility and authority for the proper operation and improvement of the College. In carrying out this responsibility, the Board, acting as a Board, upon consideration of recommendation(s) of the President as appropriate, shall exercise all powers and perform all duties specified by law, State Board of Education Rules, and the Rules of the Board as provided in the Rules of the Board of Trustees.
• Policies and procedures related to the District Board of Trustees can be found on the College’s Governance and Administration web page under Policies and Procedures.

• Current members of the District Board of Trustees can be found on the College’s web page under District Board of Trustees.

College President and President’s Cabinet

The College President is employed directly by the District Board of Trustees, and all other employees of the College ultimately report to the College President. The President’s Cabinet is a general advisory council to the College President regarding planning, resource management, administrative procedures, programs and services, and College operations. The President’s Cabinet is made up of all Campus Presidents, the Provost/Vice President of the College, the General Counsel, the Chief Information Officer (CIO) and all departmental Vice Presidents. A current listing of the President’s Cabinet members can be found under College President’s Cabinet.

Participatory Governance Model

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

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

• Organize and facilitate the requisite level of communication among all members of the group, both full-time and part-time. This will include serving as a liaison and representative of the group relative to interactions with the College administration and other governance groups of the College to ensure an effective bi-directional flow of information.
• Facilitate the appropriate representation of group interests in the decision-making process of the College through coordination of the group’s participation in issue analysis and input.
• Coordinate and communicate the resource requirements (e.g., human, financial, facility and technical resources) and professional development needs of the group, as a participant in the College’s planning and resource allocation processes.
• Coordinate the efforts of the group to promote and assist the continuous improvement of the programs and services of the College.
• Recommend appointments to committees, task forces and design teams upon the request of the administration.

For a brief description of each governance group, visit Participatory Governance Model.
Policies

Equal Access/Equal Opportunity

Florida State College at Jacksonville is committed to providing equal employment opportunity for all employees and applicants regardless of race, ethnicity, color, creed, national origin, religion, age, sex, gender, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

FSCJ values and promotes diversity in its workplace. Diversity refers to human differences, including those based on culture, ethnicity, gender, and age, that exist in the workforce. The College believes that promoting diversity plays an important role in attracting the widest pool of qualified applicants, fostering greater innovation and creativity, and enhancing our communication and relationships with customers and the community.

Employees and applicants should immediately contact the Executive Director, Employee Relations/College Equity Officer at 904-632-3221 or EquityOfficer@fscj.edu to report any violations of the College’s policies or any applicable law relating to discrimination prohibitions. All complaints are promptly investigated. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for the information. The College ensures that employees and applicants who bring forward a concern about discrimination, oppose any discriminatory practice, or participate in the investigation of such complaints are protected against retaliation.

All employees, including supervisors and managers, who engage in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

Please refer to Board Rule 6Hx7-2.1 (Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation) or APM 02-1301 (Equal Access/Equal Opportunity) for more information regarding this policy.

Discrimination, Harassment or Retaliation

Florida State College at Jacksonville is an equal access, equal opportunity College and affirms its commitment to ensure that each member of the College community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, ethnicity, creed, color, national origin, religion, age, sex, gender, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations against students, employees, applicants for admission and applicants for employment. The College recognizes its obligation to work toward a community in which diversity is respected and appreciated and equal access and equal opportunity is provided.
FSCJ strives to keep its workplace free from all forms of harassment. Some examples of conduct that might be considered harassment include ethnic slurs, racist jokes, pornographic e-mail, unwelcome touching, display of offensive pictures, or any other verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Sexual harassment, sexual assault, domestic violence, dating violence and stalking are also forms of prohibited sex discrimination. The College considers harassment in all forms to be a serious offense and a violation of its EEO policy.

An online training course titled “Preventing Sexual Harassment” is available to all employees of FSCJ. This course offers a convenient and practical means of educating employees and supervisors about sexual harassment and provides valuable information every member of the College should know. The course may be accessed under the “Equity” link on the Human Resources web page through the employee portal.

Board Rule 6Hx7-2.1 (Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation) also affirms the College’s commitment to ensure that employees who complain about discrimination or harassment are protected from retaliation based upon their good faith opposition to alleged discriminatory conduct. Through APM 02-1303 (Discrimination, Harassment, Sexual Harassment or Retaliation), the College establishes a procedure whereby employees or applicants for employment may file a complaint of alleged discrimination or harassment without fear of retaliation.

It shall be a violation of this policy for any officer, employee, student, agent or vendor/contractor to discriminate against, harass, or retaliate against as hereinafter defined, any other officer, employee, student, agent, or applicant for employment. Discrimination and harassment are forms of conduct that will not be tolerated and shall result in appropriate corrective and/or disciplinary action, up to and including termination (of employment, of a contractual relationship, or of student status).

This policy extends to all officers, administrators, staff, department heads, consultants, contractors, faculty and temporary instructors, employees, students, applicants for employment, and any others who have any relationship with the College.

Employees and applicants should immediately contact the Human Resources department about any violations of FSCJ’s policies or any applicable law relating to discrimination, harassment or retaliation of any kind.

Please refer to Board Rule 6Hx7-2.1 (Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation), APM 02-1301 (Equal Access/Equal Opportunity), and APM 02-1303 (Discrimination, Harassment, Sexual Harassment or Retaliation) for additional information.
Standards of Employee Conduct

Florida State College at Jacksonville values its employees and expects all employees to perform their jobs in a professional manner in accordance with APM 02-0209 (Standards of Employee Conduct). The standards are intended to express a commitment to conducting the daily business of the College with the highest caliber of professionalism, personal ethics, and integrity and to express the expectation that all employees will be in compliance with these standards.

These standards include, but are not limited to:

- Treat all with dignity, respect and common courtesy.
- Obey all federal and state laws and regulations.
- Report behavior that is suspected to be unlawful.
- Report to work sober and maintain sobriety while on the job.
- Refrain from harassing or discriminating against any student, employee or member of the public.
- Conduct business dealings in an ethical manner and with integrity, not engaging in self-dealing or fraud. An employee may not accept a gratuity, gift or favor that is intended to provide a special business or personal advantage to the giver. An employee shall not use institutional privileges for personal gain or for the gain of others which may be to the advantage of the employee nor support or assist those who do.
- Protect the confidentiality of private information about others or their personal or professional circumstances obtained in the normal course of business. Report suspected breaches of confidentiality by others.

Any action which is a violation of a standard of conduct, Board Rule, procedure, or otherwise contrary to the best interests of the College can result in disciplinary action, up to and including discharge. Please refer to APM 02-0209 (Standards of Employee Conduct) for a complete list of standards of conduct and compliance.

If a violation occurs, the supervising administrator is responsible for scheduling a conference to discuss the reprimand with the employee. Following that conference, the supervising administrator provides the details of the facts discussed in writing to the employee for signature and comment. The supervising administrator is then responsible for forwarding a copy of the completed, signed reprimand to Human Resources for placement in the official personnel file of the employee. For more information regarding discipline procedures, please see APM 03-1501 (Reprimand for Improper Action).

All employees are entitled to certain rights under the College’s due process policy, including, but not limited to, the opportunity to respond to any claims of violations. For more details about due process procedures, please see APM 02-1701 (Due Process for Career Personnel) and APM 02-1702 (Due Process for Administrative and Professional Personnel).
Drug-Free and Tobacco/Smoke Free Workplace

The College shall strive to provide and maintain a drug-free environment for employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol while on College property or as part of any of its activities is prohibited.

The College’s policy outlines the authority and procedures for implementing a drug-free environment which includes, but is not limited to, pre-employment drug/alcohol testing of primary candidates for certain full-time safety sensitive positions, testing when there is reasonable suspicion of drug or alcohol abuse by any employee, and follow-up drug/alcohol testing when an employee has participated in a drug/alcohol rehabilitation program as a condition of continued employment.

Effective March 1, 2013 the College became a completely tobacco and smoke free environment by prohibiting the use of all tobacco products on all of its campuses, satellite locations, administrative offices and offsite facilities, including parking lots.

Please refer to Board Rule 6Hx7-2.22 (Drug-Free College Environment) and Board Rule 6Hx7-2.19 (Tobacco and Smoke Free Environment) as well as APM 02-1800 (Drug-Free Work Environment) and APM 02-1803 (Tobacco and Smoke Free Environment) for more details regarding the College’s policies.

Sexual Misconduct/Title IX

It is reiterated that FSCJ is committed to fostering an environment that is free from all forms of harassment and misconduct, including sexual assault and sexual harassment. In support of that commitment and in compliance with all state and federal discrimination laws, including Title IX of the Higher Education Amendments of 1972, the College will actively promote steps to increase awareness of such misconduct, eliminate its occurrence on campus, provide support for survivors, diligently investigate all reports of sexual misconduct and deal fairly and firmly with offenders. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the College community, individually and collectively. APM 11-0801 (Sexual Misconduct/Title IX) describes in detail the provisions of this policy to include a Statement of Values, Definitions, and Procedures for Reporting Sexual Misconduct to include contact information for the Title IX Coordinator and Deputy Title IX Coordinators (Deans of Student Success) on each campus. In addition to APM 11-0801, Board Rule 6Hx7-2.24 (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) and Board Rule 6Hx7-11.1 (Students’ Rights and responsibilities) provide detailed information.

Complaint/Grievance

College employees are entitled to fair and equitable treatment. The College and its employees share a joint responsibility to seek means of satisfactorily resolving grievances concerning an employee’s rights regarding terms and conditions of employment as set forth in the College Board Rules and Administrative Procedures.
The dispute resolution process for a complaint/grievance is fully outlined in APM 03-1404 (Complaint and Grievance Process for Administrative, Professional, Career and Adjunct Employees). Matters that cannot be a subject of a grievance include: allegations of harassment, discrimination, retaliation, personnel evaluations/review or performance improvement plans, interpersonal disagreements, work assignments/schedules that are within established job descriptions and qualifications, contract nonrenewal, and selection or non-selection for a position.

Safety and Security

The District Board of Trustees declared that there is no higher priority within the College than the safety and security of all students, employees and the public. FSCJ has implemented a variety of policies designed to ensure a safe and healthy workplace. Employees are expected to act with the utmost regard for the safety and health of their co-workers and themselves at all times. Failure to comply with safety and health policies can result in disciplinary action up to and including discharge.

The College maintains a Safety and Security Desktop Procedures Manual providing detailed information regarding safe work practices and safety rules, including toxic substances and hazardous materials. Please consult with your supervisor for further information regarding the application of safe working practices and you may contact the Safety Office to request the OSHA Safety Training Handbook.

In order for employees to promptly report criminal actions or other emergencies, a security office is maintained at each of its sites. The College’s security officers are unarmed and do not have police powers, but they work closely with local law enforcement agencies on follow up actions or investigations related to criminal activities on campus. All employees and students are encouraged to promptly report any criminal or suspicious activity to the nearest security office.

Security Offices

<table>
<thead>
<tr>
<th>CAMPUS/CENTER</th>
<th>TELEPHONE NO.</th>
<th>CAMPUS/CENTER</th>
<th>TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Offices</td>
<td>633-8200</td>
<td>Kent Campus</td>
<td>381-3688</td>
</tr>
<tr>
<td>Advanced Tech Center</td>
<td></td>
<td>Nassau Center</td>
<td>548-4450</td>
</tr>
<tr>
<td>Downtown Campus</td>
<td></td>
<td>North Campus</td>
<td>766-6608</td>
</tr>
<tr>
<td>Urban Resource Center</td>
<td></td>
<td>Open Campus/DWC</td>
<td>997-2650</td>
</tr>
<tr>
<td>Cecil Center North</td>
<td>779-4100</td>
<td>South Campus</td>
<td>646-2357</td>
</tr>
<tr>
<td>Cecil Center South</td>
<td>646-2357</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Crisis, Community, Disaster Preparedness, and Emergency Resources information may be found through the Public Safety and Security web page.
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The College shall comply with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 1994 (VAWA), and other applicable laws pertaining to College safety and security practices.

Please refer to APM 06-0909 (Incident Reporting and Clery Compliance) for incident reporting and Clery compliance information. The Annual Security Report and the Annual Crime Statistics are linked to the Public Safety and Security pages.

Emergency Information

Employees can access the following media sources for up-to-date emergency information:

- College website: www.fscj.edu
- College employee emergency hotline: 904-642-7726
- College e-mail
- WOKV-AM 690/WOKV-FM 104.5

In addition, employees can sign up for the FSCJ Emergency Notification System in order to receive SMS (text message) and/or e-mail notification of emergency situations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the College for using this service. More information about this service can be found under the College Resources section through the employee portal.

Evacuation plans are posted at each campus in case of fire, severe weather, or other safety hazards. Faculty members should familiarize themselves with evacuation plans for the campus on which they are located. Please refer to APM 06-0910 (Emergency Communication and Evacuation) for emergency communication and evacuation procedures.

Emergencies and First Aid

The campus/center security officer should be contacted in situations requiring the rendering of first aid. If campus security cannot be reached immediately, or in the event of a serious or life-threatening emergency, dial 911. In case of illnesses and minor accidents, security will render first aid. If deemed necessary, security will call the city emergency rescue unit in the cases of more serious illnesses and accidents.

Incident Reports

All incidents at a campus involving College students, faculty, employees, or property that involve a real or potential danger of public health, safety, welfare, or property and other matters of an unusual nature must be documented on an incident report. The responsibility for the preparation of an initial incident report rests with College security personnel.
Workers’ Compensation

Employees, including student assistants and work-study students, who incur a personal injury by accident arising out of and in the course of employment may be granted Workers’ Compensation/On the Job Injury benefits under the provisions of the Florida Workers’ Compensation Act and the College’s self-insured Workers’ Compensation policy. Commencement of Workers’ Compensation payment, duration of payments, and rates of compensation are determined in accordance with Florida Statutes.

For complete information to include reporting procedures/forms regarding workers’ compensation, please refer to APM 03-0906 (Workers’ Compensation).

Recruitment, Selection, and Employment

Hiring Procedures

FSCJ follows the general procedures to identify qualified candidates to fill vacancies. In all of its internal and external recruitment and selection efforts, the College makes every effort to ensure equal employment opportunity to all individuals and abides by the EEO and nondiscrimination provisions of all applicable federal, state, and local laws. The goal of the College’s recruitment policy is to recruit and select the best candidate for every position while maintaining a diverse and inclusive workforce. Open vacancies are advertised through the College’s online application system.

Please refer to FSCJ’s Policies and Procedures, specifically APM 03-0301 (Advertisement and Recruitment of Employees) for additional details regarding hiring and recruiting procedures. For information on selection procedures, see APM 03-0304 (Selection of Full-time Administrative/Professional Personnel), APM 03-0305 (Selection of Full-time and Regular Part-time Career Personnel), APM 03-0307 (Selection of Temporary Part-time Personnel), APM 03-0308 (Employment of Student Workers) APM 03-0309 (Selection and Employment of Sponsored Project Personnel) and APM 03-0311 (Appointment of Personnel on an Interim Basis).

Employment

The appointment, transfer, and reclassification of all employees, including temporary and contingent employees, shall be by Board approval upon recommendation of the College President.

Term (grant funded) employment positions may be classified as full- or part-time career, professional or administrative positions and are restricted to the term of employment identified in the contract or grant.

Prior to employment, candidates underwent a Criminal History Records Review. However, in the course of transferring or advancing to another College position, employees (regardless of classification) for whom the Office of Human Resources does not have a Criminal History Records
Review on file, must submit to the College’s criminal history background review screening prior to beginning the new assignment. Refer to APM 03-0314 (Criminal History Record) for more information.

FSCJ maintains a drug free work environment consistent with state and federal law. Procedures for pre-employment drug/alcohol testing of primary candidates for certain full-time safety-sensitive positions, testing when there is reasonable suspicion of drug or alcohol abuse by any employee, and follow-up drug/alcohol testing when an employee has participated in a drug/alcohol rehabilitation program as a condition of continued employment may be found in APM 02-1800 (Drug-free Work Environment).

New Position Probationary Period

Newly hired full-time and regular part-time employees in a career employment classification shall be in a new position probationary period for not less than one year and will receive a written evaluation at six (6) months. A supervising administrator may perform additional performance evaluations if deemed necessary. In extraordinary circumstances, the new position probationary period may be extended for up to three (3) additional months by the Chief Human Resource Officer as the College President’s designee. A supervising administrator who determines that an employee should be released from employment during the new position probationary period may do so through consultation with Human Resources.

The probationary period shall not create an expectation of continued employment. The College may discontinue employment without giving reason during the probationary period upon five (5) days written notice.

Full-time continuing employees who move to a new position requiring different or enhanced skills shall serve a six (6) month new position probationary period with no loss of due process rights. These employees shall receive a formal evaluation at the end of the six months.

Please refer to APM 03-1102 (New Position Probationary Period – Career Employees), for more information.

Transfers

A career, professional or administrative employee may originate at any time a request for transfer to a College position in the same employee category and pay grade by submitting a Request for Lateral Transfer form to Human Resources. The request is valid for one year from date of receipt in Human Resources unless an employee is separated from the College. The employee is responsible for updating the request annually to keep the request in an active status.

In the case of non-lateral transfers, employees must apply online through the College’s APOLLO web-based application system. Employees are eligible to apply for both internally and externally advertised positions for which they feel they meet the minimum qualifications.
Please refer to APM 03-1101 (Employee Lateral Transfer Request and Employee Reassignment – Career, Professional & Administrative) for additional details regarding the transfer process.

**Employment of Relatives (Nepotism)**

Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications. Employees of the College may not supervise nor shall they recommend the appointment, employment or advancement of any relative or member of their household in or to a position in the College over which the employee exercises jurisdiction or control. For more information on this policy, please refer to Board Rule 6Hx7-3.1 (Authority to Hire).

**Performance Evaluations**

Most employees of the College are formally evaluated annually in May and are provided with valuable information regarding their job performance. The intent of conducting performance appraisals for employees is to:

- ensure that employees are provided a regular opportunity to discuss their performance, achievements and difficulties, and goals;
- provide a regular opportunity for a supervisor to discuss his/her view of an employee’s performance;
- establish goals or performance standards to be followed until the next evaluation;
- identify training and staff development needs;
- discuss suggestions for improving methods and procedures as well as morale; and
- identify employees with potential for advancement.

Please refer to APM 03-1201 (Performance Evaluation of Administrative, Professional, Career and Adjunct Employees) for more information on performance evaluations.

**Separation**

**Resignation**

FSCJ considers it necessary for all employees to notify their immediate supervisor with reasonable advance notice of a planned resignation date in order to minimize the interruption of College services. Minimum/reasonable notice is considered to be:

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Professional/Instructional Employees</td>
<td>30 days</td>
</tr>
<tr>
<td>Career Employees</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Part-time Employees</td>
<td>1 week</td>
</tr>
</tbody>
</table>

The supervising administrator is responsible for forwarding a completed Separation Form to the Human Resources department. A completed Clearance Form must also be forwarded on the final day of employment. Please refer to APM 03-1602 (Exit Process) as well as the Employee Exit Information document for additional details and requirements.
**Service Retirement**

The employee who is retiring from the College should contact the Human Resources benefits team ([Benefits@fscj.edu](mailto:Benefits@fscj.edu)) approximately 90 days prior to their desired date of retirement for information and guidance on service retirement.

**Employee Benefits**

**Holidays/College Closures/Employee Leave Options**

**Holidays/Periods of Closure**

The College will be closed on observed holidays for which full-time employees will be paid their regular hourly rate (8 hours). The official College holidays are:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- College Designated Holiday

In addition to official College holidays, the College will be closed during other non-work periods of time.

See the approved College Operating Calendar found on the [Human Resources](http://example.com) web page which depicts established dates of closure and the reduced work schedule period.

**Vacation Leave (Annual Leave)**

**Full-time Career Employees** earn vacation leave time according to the table below. Employees may carry vacation leave into the next calendar year with a cap of 44 days (352 hours).

<table>
<thead>
<tr>
<th>First five years</th>
<th>12 days per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 to 10 years</td>
<td>15 days per year</td>
</tr>
<tr>
<td>10 years and over</td>
<td>18 days per year</td>
</tr>
</tbody>
</table>

**Full-time Administrative and Professional Employees** earn vacation leave time according to the table below. Employees may carry vacation leave into the next calendar year with a cap of 44 days (352 hours).

<table>
<thead>
<tr>
<th>First five years</th>
<th>16 days per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 to 10 years</td>
<td>19 days per year</td>
</tr>
<tr>
<td>10 years and over</td>
<td>22 days per year</td>
</tr>
</tbody>
</table>
**Senior Management Employees** earn vacation leave time according to the table below. Employees may carry vacation leave into the next calendar year with a cap of 60 days (480 hours).

<table>
<thead>
<tr>
<th>First five years</th>
<th>20 days per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 to 10 years</td>
<td>22 days per year</td>
</tr>
<tr>
<td>10 years and over</td>
<td>24 days per year</td>
</tr>
</tbody>
</table>

For all employee groups above, hours in excess of the maximum at the end of the calendar year will be converted to sick leave per [APM 03-1003](#) (Non Instructional Vacation Leave).

**Sick Leave**

A full-time employee of the College earns eight (8) hours of sick leave for each calendar month of employment or major fraction of a calendar month (one day more than half the actual number of days in the month) of employment. Sick Leave is cumulative from year to year.

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

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

The employee who anticipates being absent, or whose physician recommends that he/she be absent for ten (10) or more days due to illness, parental leave, accident or other physical inability to perform assigned duties is required to notify the supervisor immediately of such anticipated absence.

When the sick leave exceeds ten (10) consecutive days, a doctor's statement attesting to the employee's ability to return to full-time work and to resume assigned activities must be filed with the leave form.

Please refer to [APM 03-1005](#) (Sick Leave) for more information regarding sick leave.

**Sick Leave for Personal Reasons**

Full-time College employees may be granted personal leave, not to exceed 32 hours per calendar year, from their accrued sick leave. Sick leave for personal reasons will be non-cumulative from calendar year to calendar year. Refer to [APM 03-1005](#) (Sick Leave) for more information regarding sick leave for personal reasons.
Sick Leave Pool

Full-time employees are eligible to enroll in the sick leave pool after they have been employed for one year and have a sick leave balance of at least 72 hours. Enrollment is open during the benefits open enrollment period with an effective date of January 1 of the following year. To enroll, an employee voluntarily contributes 16 hours of sick leave to the pool. If the employee has a catastrophic/emergency/life threatening illness or injury and has depleted all of his or her own sick leave, they may apply for additional hours from the pool. The decision to grant hours is made by the Sick Leave Pool Committee. Refer to APM 03-1006 (Sick Leave Pool) for more information about the sick leave pool.

Family Medical Leave Act

College employees are eligible for the benefits of the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees may take up to 12 work weeks (480 hours) per revolving year of job-protected leave, with continued medical benefits, for the following reasons:

- For the birth of a child, or placement of a child with the employee for adoption or foster care;
- For the employee’s own serious health condition;
- To care for the employee’s spouse, child or parent due to his/her serious health condition;
- For a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
- To care for a covered service member (spouse, child, parent, next of kin) with a serious injury or illness (up to 26 weeks of job-protected leave).

Please refer to APM 03-1015 (Family and Medical Leave Act (FMLA)) for more detailed information on the Family and Medical Leave Act and related College procedures.

Authorization for Absence

The College authorizes leave time to its full-time employees in accordance with Florida Statutes and State Board of Education Rules.

Requests for leave of absence are granted in advance (except for sick leave, which is considered as being granted in advance). Employees are required to make a prompt report concerning sick leave absences to their immediate supervisor. The supervising administrator is charged with the responsibility of ensuring to the extent possible that leave is used for the purpose(s) as submitted.

Failure to return to duty at the end of any approved leave, or leave taken without authorization (with the exception of sick or personal leave), shall result in forfeiture of compensation and benefits for the time of such leave, and may be grounds for immediate dismissal.

Refer to APMs APM 03-1001 (Unpaid Professional Leave) and APM 03-1013 (Absence without Leave) for more information regarding this policy.
**Jury Duty and Witness Duty**

FSCJ recognizes and respects its employees' civic obligation to make themselves available for jury service. Employees required to serve as jurors in federal, state, or local court proceedings are eligible for leave. An employee, who is summoned as a member of a jury panel, shall be granted administrative leave with pay, and jury fees shall be retained by the employee. The College will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

The College also recognizes the duty of witnesses to appear in court is an important civic obligation. An employee subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted administrative leave with pay and any witness fees shall be retained by the employee. The College will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

Employees summoned for jury or witness duty are required to submit in advance a Request for Leave of Absence form with a copy of the court summons attached. Upon completion of duty, the employee is required to provide a receipt from the Clerk of the Court for services rendered for the hours covered by the leave.

Please refer to [APM 03-1009](#) (Leave for Witness or Jury Service) for more information on leave for court purposes.

**Military Leave and Florida Disaster Volunteer Leave**

Employees who perform military service in the uniformed services are entitled to a military leave of absence. The term “military service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, active duty training, till-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing funeral honors duty. The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard and Air National Guard.

Upon the approval of the employee’s supervisor, all full-time employees of FSCJ may be granted a leave of absence with pay for not more than fifteen working days in any twelve consecutive month period for participation in specialized disaster relief services upon the request of the American Red Cross or the Florida Division of Emergency Management. Such leave may be granted only for services related to a disaster occurring within the boundaries of the State of Florida.

Please refer to [APM 03-1004](#) (Military Leave and Florida Disaster Volunteer Leave) for more information.
Insurance Benefits

In addition to the information provided below, a more complete listing of employee benefits may be found on the Benefits Summary page housed on the Human Resources web page.

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

Benefit Election Changes

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

Flexible Spending Account (FSA)

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

Employees must enroll in the program each year during the benefits open enrollment period. Changes to the participation election are not allowed during the benefit year unless a qualifying event occurs. Contributions to the FSA must be used during the 12-month plan year (January 1 through December 31). However, the FSA plan allows for a rollover of up to $500 in unused contributions to be eligible for use during the following plan year. An employee will have until March 31 of the following year to file claims for eligible expenses/services performed during the previous 12-month (calendar year) period.

COBRA

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

Please see APM 03-0905 (Health, Dental and Vision Insurance) for additional information.

Employee Assistance Program (EAP)

The Employee Assistance Program through Health Advocate is a resource that assists employees and their families resolve personal and work problems through professional assistance. EAP is a voluntary, free, and confidential service for employees. Employees should call 1-800-327-9757 for more information or to arrange a confidential appointment.

Long Term Disability

All full-time employees are eligible for long term disability insurance coverage on the first day of the month following employment. The College provides this coverage at no cost to full-time active employees. This insurance is a wage replacement policy that can begin payment after six months (180 days) of disability. Application for LTD benefits should be made through contact with the HR benefits area (Benefits@fscj.edu).

Please see APM 03-0908 (Long Term Disability) for additional information.

Florida Retirement System (FRS)

Full-time and regular part-time employees are automatically enrolled in the Florida Retirement System (FRS) on their first day of employment. FRS has two retirement plans from which employees may choose: the Pension Plan and the Investment Plan as summarized below. The choice of plan must be made within five (5) months after the month of hire or it defaults to the Pension Plan. The College contributes a certain percentage, as defined by law, of an employee’s monthly salary to the employee’s plan of choice. Employees are required to contribute 3% into their chosen plan and must be separated for 3 calendar months to be eligible to apply for and receive a refund of their employee contribution. Employees are given a one-time, irrevocable choice to switch plans. Additional information may be found at www.MyFRS.com.

1) FRS Pension Plan – This traditional/defined benefit plan provides a formula-based income at retirement. This plan also provides a disability and a death benefit. The vesting period is six (6) years of creditable service for members hired before July 1, 2011. The vesting period is eight (8) years of creditable service for members hired on or after July 1, 2011.

- Deferred Retirement Option Program (DROP): As part of the FRS Pension Plan, this option allows employees to retire and have their FRS benefits accumulate, earning interest, while they continue to work for an FRS employer and receive their regular pay for up to 60 months. To be eligible, an employee must meet the FRS retirement definition. Please note: Employees who elect to participate in DROP are considered to have retired, and the College has no continuing obligation to employ the retiree for the full five (5) years of the individual’s
term in DROP. Employees must initiate DROP enrollment, preferably through contact with a member of the HR Benefits team (Benefits@fscj.edu).

2) FRS Investment Plan: Public Employee Optional Retirement Plan (PEORP) – This plan allows employees to control how their retirement contributions are invested. The law defines the employer/employee contributions, but the employee’s ultimate benefit depends in part on the performance of the investment funds. The vesting period is one (1) year.

**Voluntary 403(b) Plan**

The College offers its employees the opportunity to participate in a tax-deferred retirement savings plan, provided for by Section 403(b) of the Internal Revenue Service (IRS) Code. Salary reduction contributions may only be made to the 403(b) vendors who meet the IRS requirements and are authorized by the College’s 403(b) Plan. A complete list of authorized vendors can be found on the 403(b) / 457(b) information page.

**Mandatory 403(b) Terminal Leave Plan**

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

The 403(b) Terminal Leave Plan is:

- Mandatory for employees who separate from the College and are due at least $7,000 in terminal “payout” for their unused sick and annual leave from FSCJ; and
- Mandatory for employees upon their entry into the Deferred Retirement Option Program (DROP).

**Voluntary 457(b) Deferred Compensation Plan**

This is a non-qualified deferred compensation plan that works much like the 403(b) accounts. All employees may elect to participate in the plan with an annual maximum amount as determined by the IRS. Please note that 457(b) contributions do not reduce the FICA taxes (Social Security & Medicare). More information can be found on the 403(b) / 457(b) information page.

**Compensation**

**Pay Procedures and Schedules**

The College will automatically initiate direct deposit for payroll checks by wire transfer. Employees will be responsible for completing a Direct Deposit Authorization form identifying the Financial Institution of choice to credit the net amount of the employee’s payroll checks. It is the employee’s
responsibility to contact their financial institution to verify the first payroll deposit. If the bank account is closed by the employee, the College must be notified by the employee immediately. The employee will be required to complete a new Authorization agreement identifying a new Financial Institution for future payroll deposits within five (5) working days of closing the previous account. Failure to notify the Payroll Office could result in a delay of receiving a replacement check.

Part-time employees of the College are responsible for accurately recording days and hours worked, signing, and turning in a time card for each payroll period to his/her supervisor on the due date shown on the time card. The supervisors/budget administrators shall, on a timely basis, certify recorded attendance of employees by their signatures on the time cards and transmit the cards to the campus Business Office or the Payroll Office, as appropriate.

Please refer to APM 04-0501 (Payroll Processing) for more information about payroll processing, time sheets, and schedules.

Work Schedules

During the fiscal year (July 1 through June 30), full-time non-instructional employees typically work 250 days per year (2,000 hours), 40 hours per week, 8 hours per day. A minimum of thirty (30) minutes per workday shall be provided for meals in addition to and during the scheduled work period. (See Board Rule 6Hx7-3-21 for more information.) All full-time administrative, professional and career employees of the College are required to submit a work schedule at the time of employment. This is accomplished through the Time and Attendance link in the employee portal.

The College offers a reduced work week during the summer term. During this period, full-time employees are required to work 36 hours per week. The supervisor must approve the revised schedule and a new work schedule must be completed through the Time and Attendance link in the employee portal to include the effective date.

All employees are expected to maintain satisfactory attendance and report to work on time every day in accordance with their work schedules. Unscheduled absences, late arrivals, and early departures must be kept to a minimum. Please refer to APM 03-0801 (Work Schedules and Overtime) for more information regarding work schedules.

Telecommuting

Telecommuting refers to a workplace arrangement where assigned work is performed away from the employer’s regular place of business. Telecommuting assignments may be created when it is determined that it would be in the best interest of the College for an employee to perform assigned work in a location other than a College facility or place where the College performs contract work, and where in-person supervision will not be provided on a regular basis.

Please refer to APM 03-0802 (Telecommuting) for the process to be followed for approval of a telecommuting assignment for administrative, professional or career employees.
**Overtime and Compensatory Time**

Employees of the College whose positions are designated as non-exempt under the provisions of the Fair Labor Standards Act (FLSA) (see individual job descriptions) may be approved to work in excess of 40 hours during the regular workweek. Except in emergency situations, overtime work must be approved in advance by the immediate supervisor and the appropriate administrator.

Employees who are approved to work in an overtime capacity shall be compensated (at the employee’s choice) by pay or by compensatory time at the rate of one and one-half hour for each hour worked above 40 during the workweek. If compensatory time is chosen by the employee, it should be taken within the same pay period if practicable.

Non-exempt employees may voluntarily accept a temporary flex-time arrangement in lieu of overtime or compensatory pay, with approval of their supervisor, if taken within the same pay period if practicable.

Please refer to APM 03-0801 (Work Schedules and Overtime) for more information regarding overtime and compensatory time.

**Professional Development**

**Tuition Reimbursement for Coursework Taken At Florida State College at Jacksonville**

Full-time and regular part-time employees and eligible full-time employee dependents shall be reimbursed for matriculation and tuition fees for course(s) taken at FSCJ. An eligible full-time employee dependent is considered to be a spouse or a dependent child under the age of 26 and living at the full-time employee’s residence. To apply for reimbursement, employees/dependents should complete the Application for Reimbursement of Matriculation and Tuition Fees document.

In lieu of paying tuition up front, full-time employees and their eligible dependents and regular part-time employees may participate in the Payroll Deduction Authorization program. Employees must complete a Payroll Deduction Authorization in Lieu of Tuition and Fees application for courses to be taken by the employee and/or their eligible dependent(s) at the College. Should the employee/eligible dependent not successfully complete their coursework, this form authorizes the Payroll department to deduct from the employee’s payroll check the amount of matriculation and tuition fees due in six (6) equal installments immediately following the term taken.

Please refer to APM 03-0910 (Reimbursement for Florida State College at Jacksonville Course Fees) for more information about reimbursement of FSCJ tuition fees.

**Coursework Taken at a Regionally Accredited College or University**

Full-time and regular part-time employees are eligible for tuition reimbursement for classes taken at another regionally accredited institution in a graduate/undergraduate course program.
Dependents are not eligible for this program. Participation by regular part-time employees is limited to course work requested by the supervising administrator to facilitate the regular part-time employee’s performance of required job duties. Regular part-time employees must be employed by the College for a least one year before participating in this program. In addition, employees must attend institutions which have earned full accreditation through a regional accreditation agency. To ensure availability of funds, employees must complete a Graduate and Undergraduate Course Application and submit the form to Financial Services through the Business Office at least two weeks prior to the deadline for paying fees. Eligible employees may receive reimbursement in an amount not to exceed $3,000 for undergraduate courses ($4,000 for graduate courses) per fiscal year (July 1st through June 30th) in tuition only. Books and other fees will not be reimbursed by the College.

After completing the course, you must submit an official transcript and fee statement (including tuition charges) from the institution to Financial Services through the Business Office in order for reimbursement to be processed.

Please refer to APM 12-1501 (Graduate/Undergraduate Course and Continuing Education and Training Reimbursement Program) for more information to include reimbursement of dissertation hours, course work with line of duty leave, and procedures for continuing education and training.

**Innovation Center for Professional Development**

The Innovation Center for Professional Development offers workshops and training programs to all FSCJ employees. These specially designed professional development opportunities are intended to enhance the job performance and career growth of all College employees.

Course offerings and registration can be found in your [employee portal](#) account or through Connections.

**One Step Salary Increase for Courses Taken At Florida State College at Jacksonville**

Full-time employees are eligible to receive a one step salary increase after the completion of eight (8) credit hours of coursework taken at FSCJ with a grade of “C” or better or the equivalent (120 hours) of non-college credit hours of supplemental prescribed courses that have been approved for the One Step Program. More information regarding these supplemental courses can be found on the Human Resources website ([One Step Salary Incentive](#)).

The 8 credit hours of FSCJ coursework and the non-credit courses may be combined in any way that equates to 8 credit hours. Employees may receive no more than one single salary advancement every three years through this process.

Please refer to APM 03-0911 (Salary Incentives for Professional Development and Earned Degrees) for more information regarding the one step salary increase.
Association of Florida Colleges (AFC)

The AFC is the professional Association for Florida's 28 public community colleges, their Boards, employees, retirees, and associates. The mission of the Association is to actively promote, democratically represent, support, and serve the individual members and institutions in their endeavors to provide their students and the citizens of Florida with the best possible comprehensive community college educational system. Membership in the AFC is optional and membership fees can be deducted through the payroll deduction process.

Personnel Records

Official personnel records of College employees are kept secured in the Human Resources office. Access to personnel records shall be limited, except as provided in APM 03-0401 (Personnel Records), to the employee and those administrators, supervisors and managers with administrative purview and direct responsibility for the subject employee.

Requests for access to personnel records received from the public sector will be coordinated with the records custodian or his/her designee by completing a public records access form prior to viewing any record in compliance with Florida Statutes.

Please refer to APM 03-0401 (Personnel Records) for more information about access to personnel records.

Computer Technology

Employees with computers must respect all electronic communications and information of others by adhering to the College’s rule on confidentiality of records and guidelines that govern accessing and altering records only with proper authorization.

As an FSCJ employee, you have a number of computing resources that allow you to enhance learning with technology. These resources include email, ARTEMIS, online computer-based training, ORION, collegewide software, and home directory storage (H Drive). By signing onto a College system, you agree to abide by the College’s Acceptable Use Policy, its terms and conditions as well as federal and state regulations.

Please note, in using these resources, all equipment, hardware, software, programs, and other property, in any form whatsoever, owned, leased or otherwise lawfully in the possession of the College, is intended for utilization by the College only except as otherwise provided by law or rule to that effect. Any other unauthorized use or appropriation of such property by College employees or other persons is expressly prohibited.

Computer users are given User ID’s and passwords to access the system, which they have the responsibility to keep secure. ID’s and passwords are assigned to single users, and must not be shared with anyone. Users are personally liable for all transactions conducted under their personal User ID’s and/or passwords. Security violations must be reported to the Chief Security Officer.
**E-mail:** The College’s e-mail system should primarily be used for business-related activities. Employees should not expect any privacy when using the College’s e-mail system and are expected to abide by FSCJ's APM 02-0209 *(Standards of Employee Conduct)* when sending e-mails through the College’s e-mail system.

**Internet use:** FSCJ expects that access to the internet provided by the College will be used primarily for business-related activities. Employees should not expect any privacy when accessing internet websites, and the College reserves the right to block access to certain internet websites that are not work-related.

Electronic media provided by FSCJ cannot be used by employees for knowingly transmitting, accessing, or storing any communication or information that is discriminatory, harassing, defamatory, obscene, or otherwise prohibited by federal or state law. If employees use college-provided media for any such action, they are subject to discipline, up to termination, according to the College’s discipline policy.

In addition to the above, the College requires that persons using College technology resources read and accept the Computing Facilities Policies and User Agreement. The full technology policies and procedures guide may be found under the Technology tab through your employee portal.

**Telephone Use Policy**

Proper use of telephones, voice mail, and other components of FSCJ's telephone system is important in ensuring effective communications and maintaining productivity.

While the telephone system is intended to be used for business purposes, the College recognizes that some personal calls are necessary. Employees are permitted to make and receive personal calls that are urgent or extremely difficult or impractical to schedule outside of work hours. Such calls should be infrequent and as brief as possible. Whenever possible, employees should make their personal calls during meal or break periods.

Voice mail, like the other components of the College's telephone system, is intended for business use. All messages are company records. While voice-mail passwords are intended to limit access to authorized people only, employees should not have an expectation of privacy in connection with voice-mail messages and should use the system accordingly.

The use of the College's telecommunications systems to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees are to report any threatening, intimidating, or harassing telephone calls to their supervisor or the Human Resource department.

**Web Pages Disclaimer**

FSCJ provides computer accounts and access to technology resources for all faculty, students and staff for educationally related purposes. The College assumes full responsibility for the accuracy and appropriateness of official College World Wide Web (WWW) pages.
Individual (personal) pages (as denoted by “~username” in the URL) are provided as professional and educational work areas. These Individual pages are reviewed for adherence to technical standards only. Individual page content is determined by the page owner, is not reviewed by the College, and is subject to review upon formal complaint by a responsible party.

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

**Conclusion**

Again, welcome to Florida State College at Jacksonville! Feel free to ask your supervisor or a Human Resources representative if you need further information about any of the policies or guidelines contained in this handbook.