



Employee Handbook



Provided by the
Office of Human Resources
3000 NW 83rd Street, R-Annex
Gainesville, FL 32606 (352)
395-5185
<http://www.sfcollege.edu/hr/>

Updated: August 2017

*Provided to acquaint you with SF College policies, rules,
pay and benefits information and information specific to
Faculty, Administrative and Professional,
and Career Service employees.*

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Purpose of Handbook

The employee handbook is a compilation of information from a variety of sources including department websites, the salary schedule and the college rules manual. The purpose of the employee handbook is to serve as a resource for employees by grouping various information of importance to employees into one location. The handbook is presented to you with the following disclaimer: Information in the handbook is provided for information purposes only. Information is updated on an annual basis but may inadvertently become outdated prior to annual review so the source document should be referenced for confirmation. Occasionally URL's change and may not automatically be redirected, we appreciate your assistance in reporting these to [Human Resources](#)

Message from the President

Since Santa Fe College began offering classes in 1966, we have grown phenomenally, but our philosophy remains close and true: students come first. We are committed to creating and sustaining a learning environment so all who choose us feel welcome, enjoy their educations and derive the most from their college experience.

At Santa Fe students turn their passions into professions. We assist them in preparing for rewarding and respected careers. They have much to offer the community, state and nation we serve so proudly. By providing quality education in a student-centered manner, we together build strong families, develop a skilled workforce and weave ever tightly to the fabric of our community.

Our students become informed and independent thinkers in large measure because of the personal attention they receive. Our employees embrace the culture of caring that pervades our campus because they are nurtured, appreciated and admired. We value our talented faculty and staff who are committed to students. By preparing the next generation of scholars, professionals and entrepreneurs, you are at the heart of our success.

I encourage you to learn more about the many special opportunities and benefits available to you at Santa Fe. Most are addressed in this handbook. Together, we make Santa Fe a place where doors open. This is a great place for students—and employees—to develop their potential. As you learn, grow and change, so does the college and the world around us.

Jackson N. Sasser
President

Equal Opportunity/Equal Access

Commitment to Equal Access and Equal Opportunity

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Jasmine Gibbs, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollge.edu.

Accreditation Statement

Santa Fe College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Santa Fe College.

Faculty Credentialing Manual

<http://www.sfcollge.edu/Assets/sf/hr/files/forms/credentialing/Faculty%20Credentialing%20Manual.pdf>

College Mission, Values and Goals

<https://www.sfcollge.edu/rules/mission-and-vision/index>

Mission Statement

In keeping with our values and goals, Santa Fe College, a comprehensive public institution of higher education serving North Central Florida and beyond, adds value to the lives of our students and enriches our community through excellence in teaching and learning, innovative educational programs and student services, and community leadership and service.

College Values

Santa Fe College is a dynamic, innovative learning community committed to:

- Academic excellence, academic freedom and intellectual pursuit
- Individual, social and global responsibility
- Honesty, integrity and civility
- Cultural diversity and equity
- Collaboration with our community
- Open access

- Lifelong learning
- Assessment, accountability and improvement
- Sustainable use of environmental, social, and economic resources.

Goals

Outreach and Access

Identify, assess and meet community needs to promote open access to the college

Delivery Alternatives

Assess student needs and outcomes and create innovative and flexible learning opportunities

Educational Programs

Provide learning opportunities and academic support to ensure the highest levels of academic performance

Student Affairs

Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

Workforce Development

Provide student-centered workforce programs in collaboration with local employers and economic development agencies

Human Resources

Recruit, develop, assess and retain quality full and part time faculty and staff

Technology

Provide information technology systems and infrastructure to support the college's mission.

Resources

Develop, obtain, and allocate the necessary resources to implement the college's mission.

Sustainability Education and Operations

Create, develop, and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty, and staff.

SECTION 1

GENERAL INFORMATION

Association of Florida Colleges (AFC)

<http://www.sfcollege.edu/afc/>

AFC is the most unique organization serving any community college system in the nation. The Association of Florida Colleges (AFC) was organized in 1949 as the Florida Association of Public Junior Colleges (FAPJC) by the presidents of Florida's first four public community colleges.

The Association's goal was to unite the colleges for the purposes of helping the Florida Legislature understand the junior college and to advocate for Florida's public community colleges in the development of the state's long-range plan for higher education. In 1971, the Association became the Florida Association of Community Colleges. Today, the Association of Community Colleges is the only association that represents the twenty-eight community colleges in Florida.

Membership is open to all community college employees. Dues are \$35 per year for members whose salaries are less than \$30,000, \$40 per year for members whose salaries are more than \$30,000, and \$50 per year for members whose salaries are more than \$75,000 but under \$100,000. Part-time college employees and retirees dues are \$10 per year and a life retiree is \$50. For Full Time Employees Cash, check, or payroll deduction may be used to pay dues. Part Time Employees can pay dues by cash or check. For more information, contact any AFC member or visit the AFC website.

Athletics

<http://www.sfcollege.edu/athletics/>

Location: Building V, Room 001

Phone: (352) 395-5535

Fax: (352) 395-5547

Santa Fe College currently competes in intercollegiate competition in the following sports: baseball, fast pitch softball and men's and women's basketball. Employees and students of the college can attend home games for free by showing their SF College identification card.

Fitness Center

<http://www.sfcollege.edu/athletics/fitnesscenter/>

Location: Building V

Phone: (352) 395-5549

The Fitness Center is available to all current SF College students, faculty and staff. The SF College Fitness Center is located in Building V (Gymnasium) on North Road at the Northwest Campus.

For current Fitness Center hours please visit <http://www.sfcollege.edu/athletics/fitnesscenter/> or contact them at (352) 395-5549. Please make sure you have a valid Santa Fe College identification card.

Audio Visual Services

Location: Building K, Room 036

Phone: (352) 395-5999

AV equipment and setup for classrooms can be requested online or by calling AV Services by 6:00 pm each workday for setup the following workday. Same day requests are accepted for the Northwest campus on a best effort basis 4 hours before the scheduled time. For additional information visit the AV Services online or call.

Contact the Educational Media Studio <http://www.sfcollege.edu/mediastudio/> at 352-395-5949 to schedule PA equipment and setup for special or non-classroom events.

Bookstore

<http://santafe.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=22566&catalogId=10001&langId=-1>

Location: S Building, Room 03

Phone: (352) 395-5240

Fax: (352) 395-5244

The campus bookstore is located in S-03 and is operated by Barnes and Noble. The bookstore carries textbooks, trade books, school supplies, academically priced software, sundry items and Santa Fe College emblematic items. Full-time employees of the college are offered a 10% discount on selected merchandise, including Santa Fe College logo merchandise, and a 10% discount on books. Employees must present their Santa Fe College identification card. Barnes and Noble return a portion of the proceeds to the college for student scholarships. For hours of operation please visit the bookstore website.

Bus Service (RTS)

<http://www.go-rt.com/>

The Regional Transit System (RTS) provides regular service to the college. Route and schedule information may be obtained at the campus information desk in the Alan J. Robertson Administration building (Building F), at the Center for Student Leadership and Activities (S Building, first floor lobby), or at the RTS webpage. SF staff or faculty can ride any RTS bus for free, simply by showing your SF College ID card to the driver.

Campus Locations and Maps

<http://www.sfcollege.edu/centers>

Northwest Campus

3000 NW 83rd Street

Gainesville, FL 32606

(352) 395-5000

<http://www.sfcollege.edu/centers>

Andrews Center

209 W. Call Street

Starke, FL 32091

(352) 395-5850 or (904) 964-5382

<http://www.sfcollege.edu/centers/andrews>

Blount Center

401 NW 6th Street
Gainesville, FL 32601
(352) 395-5645 or
(352) 395-5647

<http://www.sfcollege.edu/centers/blount>

Watson Center

4150 State Road 21
Keystone Heights, FL 32656
(352) 395-5821 or
(352) 473-8989

<http://www.sfcollege.edu/centers/watson>

Davis Center

17500 SW Archer Road
Archer, FL 32618 (352) 395-5254
<http://www.sfcollege.edu/centers/davis>

Charles R. and Nancy V. Perry Center for Emerging Technologies

14180 NW 119th Terrace
Alachua, Florida 32615
(352) 318-3750 or
(386) 418-8000

<http://www.sfcollege.edu/centers/perry>

Kirkpatrick Center

3737 NE 39th Avenue
Gainesville, FL 32609
(352) 271-2900

<http://www.sfcollege.edu/centers/kirkpatrick/>

Open Campus

<http://www.sfcollege.edu/opencampus>

Cashier's Office

<https://www.sfcollege.edu/finance/index>

Location: Building F
Phone: (352) 395-5227
Fax: (352) 381-7020

All monies received by the college are processed through the cashier's office. The cashier's office hours of operation are 8:00 a.m. to 4:30 p.m., Monday – Friday. A picture ID must be presented when picking up any type of check.

- Personal checks will be cashed for up to \$25.00 for full-time and part-time employees.
- Two-party checks will not be cashed.
- Checks will not be cashed for anyone who has had a check returned for insufficient funds unless the comptroller reinstates check-cashing privileges.
- Checks drawn on SF College accounts will not be cashed

Children on Campus

If an employee or student wishes to bring children on SF College premises

1. Prior approval from the supervisor or instructor must be obtained.
2. Approval will be granted only for short-term, EMERGENCY situations.
3. Children must be supervised continually by the parent.

College Rules Manual

<http://www.sfcollege.edu/rules/>

The College Rules Manual provides important information and is divided into seven sections; Board of Trustees, General College Information, Human Resources,

Degree/Education Requirements, Administration and Finance, Facilities/Physical Plant, and Student Information/Fees. The College Rules Manual is available on the SF College website. The Rules Manual is in portable document format (pdf) and can be searched for words or phrases, can be printed by page or section, and can be downloaded by section or as one complete file. Questions concerning the manual should be directed to the General Counsel's Office in the Office of the President at (352) 395-5170.

Communications and Creative Services

<http://www.sfcollege.edu/ccs/>

Communications and Creative Services is responsible for media relations. The office provides press releases, informs area news outlets about college events, activities and programs, and responds to media inquiries. The following services can be requested through the College Relations office; the Today @ Santa Fe, electronic signage requests, marketing tool requests, publication requests, and web banner requests.

The Style Guide is available on the College Relations website. The guide was designed to help Santa Fe communicate effectively with students and the public, maintain the college's central identity, and establish the identities of individual departments and programs to help the college achieve its goals. The appropriate associate or assistant vice president, dean, director or their delegate is responsible for verifying the accuracy of and authorizing all publication copy and design or other promotional initiative.

Community Education

Community Education Location:

Center for Innovation and Economic Development
(CIED)
530 W. University Ave
Phone: CIED, (352) 395-5193
<http://www.sfcollege.edu/cied/communityed/>

Santa Fe College's Community Education program has been providing non-credit recreation and leisure classes to the community for over twenty-five years. Sponsored by Santa Fe College, in cooperation with the School Board of Alachua County, the program is available in several school sites and businesses throughout the county. New classes begin each August, October, January, April and June. Santa Fe employees receive a \$5 discount for selected Community Education class.

Continuing Education/Corporate Training

Continuing Education Location:

Center for Innovation and Economic Development
(CIED)
530 W. University Ave.
Phone: CIED, (352) 395-5053
<http://www.sfcollege.edu/cied/>

Santa Fe College provides opportunities to enhance your skills, your life and your Career by providing professional growth. Continuing Education/Corporate Training classes allow individuals to enhance their professional and workplace skills, receive training to help them achieve or recertify professional licenses, or to pursue other career opportunities. Classes are provided for individual student registration or through companies by

corporate training. Class subjects range from Entrepreneurship, Technology, Social Media training and Management skills to Insurance Pre-licensing, Business skills and CPR with many types of certification courses available online as well. Many industry-specific skills training can be customized to meet the needs of the workforce and businesses in Alachua and Bradford counties.

Dental Clinic

<http://www.sfcollge.edu/health/dental-programs/dental-clinic-at-sf/index>

Location: Building W, Room 071

Phone: (352) 395-5655

As part of the student-training program at SF College, employees may take advantage of limited dental services provided by appointment at the Dental Clinic, Monday through Friday. A copy of the fee schedule is available upon request. Services offered by the clinic include: dental x-rays, oral examinations, dental hygiene, treatment planning, debridement (cleaning), topical fluoride treatments, sealants and oral hygiene instructions. For further information please contact the Dental Clinic.

District Board of Trustees

<http://www.sfcollge.edu/boardoftrustees/>

The Board of Trustees consists of 8 members from Alachua and Bradford County. The Board acting as a board shall exercise all powers and perform all duties according to the provisions of Florida Statutes and State Board of Education Regulations, which include but are not limited to those described below:

1. Establish rules, upon the advice and recommendation of the President.
2. Hold President accountable for implementation of rules.
3. Require minutes and records to be kept.
4. Control property.
5. Identify educational needs, develop, and adopt College programs.
6. Provide for the supervision and evaluation of the execution of plans for the establishment, organization, and operation of the College.
7. Personnel: Designate positions to be filled, prescribe minimum qualifications for those positions, and provide for the appointment, compensation, promotion, suspension, and dismissal of employees.
8. In accordance with law, provide transportation services for community college students upon recommendation by the President.
9. Enter into contractual agreements with the federal government or any of its departments or designated agencies; other institutions, departments, agencies, districts, or political subdivisions of the state of Florida and other states of the United States; and private individuals, organizations, and corporations, provided that such agreements are in the best interests of the College.
10. Establish a year-round calendar which satisfies State Board of Education requirements.

For news, meetings, schedule, members, agendas, or minutes please visit the Board of Trustee website.

Drug Free Workplace (College Rule 3.36)

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_36.pdf

The college is committed to the belief that substance abuse programs are essential components of a comprehensive plan to deal with substance abuse by students and employees on campus or while engaged in college-related activities. The college recognizes that such abuse constitutes a serious threat to the health and well-being of its employees and students and significantly impedes the learning process.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, either on college property or as part of any college activity. An employee who violates this rule shall be subject to any of the following penalties: satisfactory completion of an appropriate rehabilitation program; reprimand; suspension; termination; and/or referral for prosecution.

Evening Services

<http://www.sfcollege.edu/student/sa/>

Location: Building S, First Floor Lobby

Phone: (352) 395-5814

The Evening Services Office, located within Student Life (S-127), is open 4:30 p.m. – 8:00 p.m., Monday – Thursday, and offers a variety of services for evening students and faculty including:

The Evening Services office offers the following services:

- Provides SF ID cards for students, faculty and staff
- Provides scantrons and Blue Books for purchase
- Provides assistance with locating classrooms
- Provides access to the Student Life computer lab (including student printing) and the Recreation Room

If you have any questions, you can call the Evening Services Office or contact Student Life between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday at (352) 395-5912

Facilities Services

<http://www.sfcollege.edu/facilities/>

Location: Building U, Room 19

Phone: (352) 395-5521

For any work needed ; moving furniture, electrical, carpentry, painting etc., please go to our Facilities Home page where you will find our computerized work order web site "School Dude" We are just a click away. **Additional information or assistance may be obtained by calling Facilities Services at 395-5521.**

Food Court

<https://www.sfcollege.edu/finance/auxiliary-services/food-service/index>

Location: Building R, Room 01

The food court offers a variety of choices including Domino's Pizza, La Fortuna and Subway. Please visit the website for hours of operation and menus.

Gallery

<http://www.sfcollege.edu/finearts/gallery/> Location: Building M, Room 147
Phone: (352) 395-5621

The Santa Fe Gallery serves as a teaching and learning resource for Santa Fe College students, faculty and staff, and the community at large. For a list of current exhibits, gallery schedules, submission requirements, and other information please visit the gallery website.

Information Technology Services (ITS)

<http://www.sfcollege.edu/its/>

Location: Building K, Room 36

Phone: (352) 395-5975

Help Desk Phone: (352) 395-5999

Information Technology Services provides SF College employees assistance with technology issues such as personal computers, printers and telephones. Employees can contact the help desk via phone or by submitting an online work request available on the ITS website. ITS also assists employees with moving computers/printers, updating the phone directory, creating new employee accounts, and setting up a vacation/away message for email. Information regarding discounts for faculty and staff on DELL computers is available on the ITS website. Employees can also check the ITS website for important news and alerts, outages, schedule outages, and viruses.

League for Innovation in the Community College

<http://www.league.org/>

SF College is a charter member of the League for Innovation in the Community College, which is an international organization dedicated to catalyzing the community college movement. SF College is one of more than 750 institutions from 11 countries that have been invited to join the League. The League states, "We host conferences and institutes, develop web resources, conduct research, produce publications, provide services, and lead projects and initiatives with our member colleges, corporate partners, and other agencies in our continuing efforts to make a positive difference for students and communities."

Library

<http://www.sfcollege.edu/library/> Location: Building Y
Phone: (352) 395-5406

The mission of the Lawrence W. Tyree Library is to support the college mission with knowledgeable staff, resources and an environment that promotes user success. Visit the library's website for a tour of services and staff contact information <http://www.sfcollege.edu/library/index.php?section=contact>.

Library hours are Monday through Thursday from 7:00 a.m. to 10:00 p.m., Friday from 7:00 a.m. to 4:30 p.m., Saturday from 12:00 p.m. to 6:00 p.m., and Sunday from noon to 8:00 p.m. There are extended hours during exams. A librarian is always on duty when open. For hours of operation, holiday hours, and special dates/information please visit

the library's website.

A valid SF College ID card must be presented for book checkout and to use all reserve material. Books are checked out for two-week periods and may be renewed on the phone or online.

Organizational Structure

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_2P.pdf

The College's organization structure is available in portable document format (pdf) via the above link.

Phone System

Online Telephone Directory: <http://www.sfcollege.edu/phonebook/>

The hours of operation for the Santa Fe Call Center are 8:00 a.m. to 4:30 p.m., Monday through Friday. During weekends and holidays, a recorded message will advise callers of college operational hours, additional information if needed, and how to reach the SF College Police Department.

General Emergency Numbers

Call Center	(352) 395-5000
SF College Police Department (Emergency Calls Only)	(352) 395-5555
SF College Police Department (Non-Emergency Calls)	(352) 395-5519
Facilities Services off-hour emergencies	(352) 395-5519

Power Outage Emergency Numbers

Department	Location	Extension	Emergency
Police Department	T-02	4859	(352) 377-3356
Facilities Services	U-19	5847	(352) 377-3268
Information Technology Services	K-36	4974	(352) 377-3295
Office for Finance	F-26	4860	(352) 377-3325
Health Sciences	W-201	5703	(352) 377-3320
Administration and Finance	F-249	5172	(352) 377-3273
Records and Admission	R-105	5609	(352) 377-3326
Information Technology Education	N-226A	4039	(352) 377-3825
Information Technology Education	N-114	4043	(352) 377-3828
Library Circulation Desk	Y-104	7598	(352) 377-3329

Police Department – "Ensuring a Safe Santa Fe"

<http://www.sfcollege.edu/pd/>

Location: Building T

Phone: (352) 395-5519

Emergency Line: (352) 395-5555

The college's Police Department has uniformed, state certified, sworn law enforcement officers who can issue traffic citations, make arrests, conduct investigations, provide crime prevention training and provide safety escorts. The SF College Police Department

is one of very few in the Florida College system and was the first State College to have a police agency on site.

The Police Department works together with faculty and staff to enforce the rules of the college and to maintain a safe environment that is conducive to learning. Police officers are on duty twenty-four hours a day, seven days a week throughout the year, including holidays. The Police Department also has mutual aid agreements with other area law enforcement agencies so that they can respond to assist by request.

Auto jumper boxes – As a courtesy, the Police Department checks out “jumper boxes” which can be used to charge a dead battery and start a car. This is one of many services provided by the Police Department.

Crashes – Vehicle crashes should be reported to the Police Department. Clery Act information can be found at:
<https://www.sfcollege.edu/pd/safe-and-secure/clery-act/index>

Citations – Failure to comply with any traffic rules may result in a citation.

Crime Prevention – Officers having received specialized training in crime prevention are available to provide training sessions or group demonstrations as requested. Topics include CampusWatch, workplace violence, threat assessment, rape aggression defense, and specialized topics tailored to individual requests.

Escort Service – Upon request, the Police Department may provide escort to and from classes and parking lots 24/7/365.

Keys – The Police Department is responsible for issuing keys. An employee must sign for keys issued and returned to the Police Department when no longer needed. Keys to exterior doors will not be issued. The Police Department is happy to provide access during alternate hours when buildings are locked. A Santa Fe College ID card will be required.

Locks/Unlocks – All Police Department personnel have the ability to secure or unlock areas of the College.

Lost and Found – Any lost item should be reported in a timely manner to the Police Department. Items that are found should be immediately turned in to the Police Department.

Medical response – Police respond as well as emergency medical personnel to all medical emergencies and can provide first aid, CPR, and trauma response. All medical emergencies are documented.

Parking – Decals are issued by the Police Department. All full-time employees are issued a decal, which enables them to park in the areas marked in blue as reserved (with the exceptions of Lot 1 and Lot 1A). A part-time employee may be issued a temporary decal at the written request of the employee’s department head to the Police Department. Parking on the grass is forbidden except for the overflow in lot 9A. Please

see college rule 6.8 for further details http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_6/6_8.pdf

Speeding – 20 MPH speed limit is clearly posted and is enforced.

Special Events – SF College has many large and special events. Planning for events should involve advance contact with the Police Department to ensure adequate staffing, traffic control, cones and event equipment, crowd management, and other safety considerations.

Volunteers in Police Service – Also known as VIPS. A trained volunteer program that augments the police department by providing additional eyes and ears on the campus, increasing safety, and assisting with special events among other tasks. Contact the Police Department for more information.

Professional Development

Professional Development Scholarship Fund Program

The Professional Development Scholarship Fund Program oversees both the award of monetary scholarships and the disbursement of University of Florida fee waivers.

This scholarship program was initiated for Santa Fe College faculty and staff to promote education enhancement. By acquiring a bachelors, masters or doctorate degree, faculty and staff will gain new skills, knowledge and abilities, which will also enhance the quality of education for students.

Subject to approval and availability of funds, all regular, full-time faculty and staff who have been employed at Santa Fe College on a full-time basis for six months or more, may submit an application for participation in the Professional Development Scholarship Fund Program. University of Florida fee waivers are distributed through the same process. For more information or an application please contact the Office of Human Resources at (352) 395-5185.

Property Control

<https://www.sfcollege.edu/finance/property/index>

Location: Building F, Room 26

Phone: (352) 395-5207

The Property Control office is responsible for maintaining records, conducting annual inventory, and handling the acquisition and disposition of all Santa Fe College property in a manner consistent with the laws of the college and the State of Florida. Any items moved from one office to another, or those that disappear from an office, should be reported immediately to the Property/Contract Supervisor. Losses should also be reported to the Santa Fe College Police Department. Property training occurs during the annual inventory process. Visit the Property Control website for more information.

Purchasing

<https://www.sfcollege.edu/finance/purchasing/index>

Location: Building F, Room 26

Phone: (352) 395-5230

The policies and procedures of the Purchasing Department are based on the State Board of Education rules, and are established by the Board of Trustees and college authorities. If funds are available, a requisition (Request to Purchase) is created on eStaff and approved for use by the appropriate budget authority, as well as any others in the approval path. Upon approval, a purchase order is created by the Purchasing Department and issued to the vendor. Where appropriate, some College employees are issued procurement cards (credit cards) if they have a need to make continuous small-dollar purchases.

Purchases made without prior authorization are unauthorized and non-binding to the college and are the financial obligation of the person that placed the order. Departments may check the status of a requisition or purchase order via eStaff.

Purchasing processes all requisitions, purchase orders and solicitations (bids, RFP's, etc.). Requisitions should be submitted well in advance of need to assure on-time delivery. This is particularly true of large dollar-value items, as more formal methods of competitive bidding are required. Forms and additional information may be found on the Purchasing website.

Safety and Risk Management

<http://www.sfcollege.edu/safety/>

Location: Building F, Room 26B

Phone: (352) 395-5526

Safety and disaster procedures are provided via online manuals accessible via the above website.

Tobacco Use (College Rule 5.12)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_5/5_12.pdf

Smoking and tobacco use are prohibited on College premises, including in personal vehicles while on College premises with no exception. No smoking or tobacco products may be sold or advertised on College premises. Littering any College premises with the remains of tobacco products is also prohibited. Please refer to the College Rule 5.12 for more information.

Travel

<https://www.sfcollege.edu/finance/travel/index>

There are three types of travel: in-district, out-of-district, and student travel. Appropriate budget signature authority must approve all types of travel requests in advance. Travel requests must be submitted via eStaff. Mileage charts, comprehensive travel rules and regulations, and information about training may be found on the travel website.

Work Hours

Most full-time, 12-month employees, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. While most work Monday through Friday from 8:00 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period. More flexible work schedules are required in some areas to maximize availability to students while not exceeding the standard 40-hour workweek. 5 Therefore, in certain situations, when college need is sufficiently demonstrated, documented, and approved by the appropriate member of President's Staff, variations of the 40-hour workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized. These modified schedules do not impact full-time status, duty days, or any other benefits. At least 10 days' advance notice to an employee of a substantial scheduling change is required unless previously addressed in the position description or other agreement with the employee. Appropriate documentation and approvals for flexible work schedules will be maintained in the relevant department. The President, upon recommendation and request from a member of President's Staff, may authorize seasonal departures, such as summer flex schedules, from the standard workday/workweek for specific portions of the year and no adjustments of salaries will be contemplated by such temporary arrangements. This may include any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work. The President may designate specific alternative days for exempt employees to take a regularly scheduled holiday when college needs require an employee to work on a scheduled holiday.

SECTION 2

HUMAN RESOURCES

Human Resources

<http://www.sfcollege.edu/hr/>

Location: Building R-A

Phone: (352) 395-5185

The Human Resources department is dedicated to providing quality service, benefits and opportunities to employees, students and the community.

Benefits - Full time employees

Phone: (352) 395-5191

Full-time Santa Fe College employees are offered a variety of employee benefits; retirement, health insurance, term life insurance, leave time and sick leave pool as well as professional development opportunities. Since employees have different lifestyles and needs, SF College strives to tailor benefit packages to fit individual life situations.

Health Insurance: Santa Fe College offers three types of health care products (HMO, PPO & HSA) to full-time employees and their dependents or qualified domestic partners through Florida Blue. An alternative benefit plan is also available to those full-time employees who have health care coverage elsewhere. Florida Blue health care plans may only be changed during open enrollment or within 30 days of a qualifying event (i.e. birth of child, marriage, loss of other health care coverage or divorce). The employee pays the cost of dependent coverage through payroll deduction and the employee may remove dependents at any time.

Term Life Insurance: Santa Fe College provides basic term life insurance at one and one half times the full-time employee's current annual salary. An employee may elect to purchase supplemental term life/supplemental AD&D policies in addition to the college paid basic term policy in the amount of one, two or three times his or her annual salary. Supplemental coverage premiums are offered at the group rate.

Retirement: Santa Fe College is a participant in the Florida Retirement System. As a condition of employment, all full-time employees have the option of enrolling in the FRS Pension or FRS Investment Plan. Once enrolled, members have a one-time opportunity after your Choice period ends, or you make your plan election, if earlier, to switch from the Investment to the Pension Plan, or from the Pension Plan to the Investment Plan. Your 2nd Election Enrollment form must be received by the Plan Choice Administrator while still earning service credit and before your date of termination.

The FRS Pension Plan is an employer/employee contribution defined benefit plan, in which you are promised a benefit at retirement if you meet certain criteria. The amount of your future benefit is determined by a formula based on your earnings, length of service, and membership class. Your benefit is pre-funded by contributions paid by performance of your investment funds.

Optional retirement programs are available for eligible employees in certain positions in lieu of participating in the Florida Retirement System. These defined contribution programs offer individual or group retirement contracts that provide retirement and/or death benefits for participants.

A FRS retiree generally may not work for an FRS employer for a full twelve-month period after his or her effective retirement date. For more information, contact the Benefit's Office or visit www.myfrs.com.

Dental Insurance: An employee may purchase dental insurance through a group plan by payroll deduction. For information, contact the Benefits Office.

Vision Plan: The Vision Plan offers employees and their family members, special savings on all eye care needs including eye exams, eyeglasses, and contact lenses.

Pre-Tax Retirement Plans: Employees may choose from a variety of 403(b), mutual fund and 457(b) companies to invest money on a voluntary pre-taxed basis offered as a payroll deduction. Visit the Benefits website for more information.

Disability Insurance: Employees may choose to purchase disability insurance coverage. Premiums are calculated by the employee's annual salary and are payroll deducted.

Fee Waivers (College Rule 7.13)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_13.pdf

Fee waivers are offered to full-time faculty and staff after six months of employment. Adjuncts are eligible for fee waivers after six months of employment and having taught 18 credit hours. Waivers are also offered to dependents of full-time faculty and staff. Dependents are defined as those claimed as a dependent on Federal Income Tax Form 1040. Employees are responsible for books, lab and activity fees.

Courses taken during working hours must be approved by the employee's supervisor. A memo stating when time missed will be made up must be signed by the supervisor and submitted to Human Resources with the fee waiver.

Employee and dependent fee waivers are available in the Human Resources office (Building: R-Annex).

Criminal Background Checks (College Rule 3.22)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_22.pdf

New employees who begin employment on, or anytime following, August 1, 2003, will be fingerprinted for the purpose of conducting criminal background checks. This applies to the following positions: full-time, part-time non-student, volunteers, interns, and other positions of special trust or responsibility or those in sensitive locations as designated by the college president. For more information please refer to College Rule 3.22.

Discounts

A list of area merchants offering discounts to SF College employees are available at <http://www.sfcollege.edu/hr/employee-benefit-information/discounts>

E-Verify

Santa Fe College utilizes the E-Verify employment verification service. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Santa Fe College will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's form I-9 to confirm work authorization.

Holidays

The college observes all state holidays. In addition, the college closes for Spring Break, Winter Holiday Break and additional college recognized days. See the college calendar on the SF College website for more information on college events and important dates. <http://apps.sfcollege.edu/calendar/month.php>

Leaves of Absence (College Rule 3.20)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_20.pdf

The purpose of College Rule 3.20 is to establish policies related to leaves of absence for employees of SF College. The college president shall establish procedures for the implementation of this rule.

Leave of absence is defined as permission by authorized individuals for an employee to be absent from his or her assigned duties for a specified period of time with the right of returning to employment, without prejudice, on expiration of leave. With the exception of sick leave, authorized leave must be approved in advance of the absence.

Vacation Leave

All full-time employees can earn vacation leave based on their continuous and creditable service as follows:

Education Support Employees and 12-month Instructional Personnel

0 through 5 years	8 hours per month
6 through 10 years	10 hours per month
After 10 years	12 hours per month

All Other 12-month Personnel

Executive/Managerial (not Senior Management)	22 days per year
Executive/Managerial (Senior Management)	30 days per year

Sick Leave

Any full-time employee who is unable to perform his/her duties because of personal illness or because of sickness, accident, disability, or extended personal illness or death of employee's father, mother, brother, sister, spouse, child, other close relative, or member of the employee's own household and, consequently, has to be absent from

work, shall be granted leave for sickness. A disability caused or contributed to by pregnancy, childbirth or related medical conditions affecting the employee shall be considered the same as personal illness for purpose of this policy. Any full-time employee who is granted sick leave by the college shall receive regular pay while on approved leave to the extent earned accumulated sick leave credit is available to offset the time absent for work.

Each full-time employee shall earn credit toward one day (8 hours) of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days (96 hours) of credit during any fiscal year. Annual contract positions with reduced hours will earn sick leave hours equal to the percentage of the employee's full-time equivalency. Such sick leave credits shall be cumulative from year to year.

Full-time employees having sufficient accumulated sick leave credit may be granted up to 4 days for personal reasons during each fiscal year, such period of absence to be with pay. Such leave, when granted, shall be charged against the employee's accumulated sick leave credits. Personal leave shall be non-cumulative.

Accumulated unused sick leave credits shall be accepted from previous employment at Santa Fe College, another Florida community college, the Florida Department of Education, the State University System of Florida, or a Florida county board of public instruction, provided that at least one-half of the sick leave credited at any time must have been earned at Santa Fe College.

For illness arising out of or during employment – See Workers Compensation (Safety and Risk Management) section. <http://www.sfcollge.edu/safety/>

Extended Personal Leave

Leave may be granted at the discretion of the Board of Trustees for an extended period of up to one year. An additional application for leave may be filed at the expiration of approved leave and new leave may be granted at the discretion of the Board; only one such additional application may be considered by the Board. Applications for extended leave shall be submitted to Human Resources at least 30 days prior to the date of the Board meeting for which the request would be on the agenda after supervisory approvals have been obtained. The president has the discretion whether or not to grant the leave on the basis of college requirements and fairness to the employee.

An employee on extended personal leave shall not be compensated by the college nor shall he/she accrue benefits of working personnel, including pay raises, fringe benefits, and retirement credits.

Judicial Leave

College Rule 3.20 allows for an employee who is summoned for jury duty to be granted administrative leave with pay, with the employee retaining jury fees. The college will not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror.

Judicial leave with pay will not be granted for court attendance when an employee is

engaged in personal litigation where he/she is principal: however, vacation or personal leave may be granted in such cases. The summons for jury duty must be attached to the completed leave form for judicial leave.

Military Leave

Military leave shall be granted in accordance with Florida Statute and Florida Administrative Code.

Sick Leave Pool

Enrollment in the Sick Leave Pool is available to full-time employees after one year of service on their anniversary date or annually during open enrollment thereafter. Members contribute four hours annually to the pool and must have a minimum of forty- eight unused accrued hours of sick leave to be eligible to join. The purpose of the sick leave pool is to provide an opportunity for employees to create a bank of sick leave hours that can be drawn on by fellow employee SLP members who exhaust all sick leave due to a catastrophic illness or health related emergencies only. To learn more about the sick leave pool visit the HR website at http://dept.sfcollege.edu/rules/content/media/PDF/Rule_3/3_20P.pdf

Family Medical Leave Act

SF College complies with the Family and Medical Leave (FMLA) of 1993 and does not interfere with, restrain, or deny the exercise of any right provided under FMLA.

An eligible employee may be given up to twelve weeks of unpaid leave, with the ability to return to the same or an "equivalent" position, with no loss of accumulated service, and with no reduction in benefits for one or more of the following reasons:

- For the birth and first year of care of a child. Leave must conclude within twelve months of birth and may be taken by either parent.
- The adoption or foster placement by the state of Florida of a child in the employee's home. Leave must conclude within twelve months of placement and may be taken by either parent.
- To care for the serious medical condition of an employee's spouse, child or parent.
- To take a medical leave when the employee is unable to work because of a serious health condition.
- Care of service member.
- Military family leave.

An employee must use accumulated sick leave and once exhausted can request to use accrued vacation leave to remain in a paid status during FMLA period.

Outside Employment/Public Office (College Rule 3.18)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_18.pdf

The purpose of College Rule 3.18 is to state the restrictions related to outside employment and holding of public office. Full-time employees shall not accept outside employment which would interfere with the performance of duties assigned by the college, or which

would conflict with working hours established by the college.

Employees of the college are entitled to seek and hold public office, provided there is not a conflict of interest and the holding of such office shall not interfere with college duties.

Payday

<https://www.sfcollege.edu/finance/payroll/time-attendance/index>

Employees are paid on a semi-monthly basis, on the 15th and the last day of each month. When payday falls on a holiday or weekend, payment will be made on the last working day preceding the holiday or weekend. Employees are encouraged to have their paychecks electronically deposited to a financial institution. The Payroll office can be reached at (352) 395-5218.

Payroll Deductions

Upon receiving a paycheck, the employee should make sure that the proper deductions have been made. A suspected error should be reported immediately. Errors related to benefits deductions should be reported to the Benefit's Office at 395-5191. Errors related to any other type of deduction should be reported to the Payroll Office at 395-5218.

The following represents the types of deductions that may be made: vision and dental insurance, AFC dues, Friends of Career Service donations, hospitalization insurance, life and disability insurance, tax-sheltered annuities, United Way, and the Cafeteria Plan.

Participation in the college's various insurance plans is optional. No payroll deduction, other than Florida Retirement System, Federal Income Tax, Medicare and Social Security, can be made without the employee's written authorization, unless court ordered.

Sexual Harassment Policy (College Rule 2.8)

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. In keeping with this commitment, all employees and volunteers of SF College are required to successfully complete the *Preventing Sexual Harassment* training provided by the Office of Human Resources prior to employment.

Santa Fe College's Rule 2.8 Prohibition Against Discrimination and Harassment and Rule 2.8P Prohibition Against Discrimination and Harassment (Procedure) define its policy prohibiting

discrimination and harassment and its grievance procedures for such complaints.

SF shall take all complaints seriously and will strive to promptly, equitably and thoroughly investigate all complaints. If, after thorough investigation, it is determined that discrimination or harassment has occurred, the college will undertake elimination, prevention, and remedying measures.

Members of the college community should be aware that every employee, other than those Rule 2.8 Page 2 of 9 considered confidential by SF, is responsible for making SF aware of any concerns or complaints of discrimination or harassment. SF has designated the Equity Officer/Title IX Coordinator as the individual responsible for receiving any information that may indicate discrimination or harassment. Sharing this information allows the college to make sure affected individuals receive appropriate support services, track incidents and identify patterns, and protect the college community. An employee's failure to report information or complaints about possible discrimination or harassment may result in disciplinary action.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to

Jasmine Gibbs

Equity Officer and Title IX Coordinator

3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606

352-395-5950

equity.officer@sfcollge.edu

Terminating Employment/Exit Interview

A letter of resignation should be submitted to the employee's supervisor that indicates last day of employment and last day on campus. Under normal circumstances, the college should be given at least two weeks notice prior to the resignation date. Employees should contact the Human Resources Office to schedule an exit interview prior to his/her last day on campus.

Workers Compensation (Safety and Risk Management)

<http://www.sfcollge.edu/safety/>

Phone: (352) 395-5526

Illness arising out of or during employment - A supervisor should be notified immediately when an employee is injured or becomes ill. Procedures for work-related injuries or illnesses for all employees include:

- When injury occurs, no matter how minor, report it to the supervisor immediately.
- Fill out an FCSRMC Accident/Incident Report, have a supervisor sign it, and send it to the Safety and Risk Management office. If medical attention is necessary, report to the Safety and Risk Management Coordinator in the Administration office (Building F) to fill out a Notice of Injury. You'll be given a referral form to take with you to the appropriate workers compensation managed care facility. Give the form to the receptionist upon arrival. Return

the form and all other paperwork to the Safety and Risk Management Coordinator or Supervisor before returning to work.

- After loss time, the employee must report to the Safety and Risk Management office or Supervisor with a Return to Work Notice from Dr. with any work restrictions. The employee cannot return to his/her position without the notice.

Note: For nighttime personnel or in an emergency situation, call or go to the SF College Police Department; report emergencies or nighttime personnel injuries to the Safety and Risk Management office within twenty-four hours of accident. Failure to report any work-related injury within thirty days of occurrence may result in denial of your workers comp claim. Seeking medical attention without prior authorization will result in waiving of rights for the services rendered to be paid by workers compensation. It is very important to follow these procedures. SF College Police Department Non-Emergency Calls 395-5519 or SF College Police Department Emergency Calls 395-5555

Faculty Employee Information

College Senate

<http://dept.sfcollege.edu/senate/>

SF College has a college-wide senate that represents the faculty and administrative and professional staff of the college. For a list of officials, representatives, constitution, by-laws, minutes and other information visit the College Senate website.

Adjunct Website

<https://www.sfcollege.edu/academic-affairs/faculty-support/adjunct-resources>

This website was designed to benefit adjunct faculty by providing useful links to internal resources and information and external points of interest.

Student and Instructional Information

Student Support, Academic Affairs and Instructional Information

<http://www.sfcollege.edu/academicaffairs/>

This section contains information related to student performance, conduct, and support services. We have listed those topics, areas, and departments that we most frequently receive questions about. To see a full listing of student support services please visit the website. The college catalog has a comprehensive academic affairs section that can be accessed through the Academic Affairs website.

Additional information pertaining to Academic Affairs may be accessed via the following links:

Open Campus <http://www.sfcollege.edu/OpenCampus/>

Faculty Credentialing Manual

<http://www.sfcollege.edu/Assets/sf/hr/files/forms/credentialing/Faculty%20Credentialing%20Manual.pdf>

Faculty Guide to Student Affairs Services <https://www.sfcollege.edu/studentaffairs/index>

This page provides an at-a-glance overview of the services offered by Student Affairs. Use this page to gain insight into the mission and location of each Student Affairs office as well as the circumstances under which students should be referred.

Faculty Support

<http://www.sfcollege.edu/academic-affairs/faculty-support/index>

Academic Objectives and Attendance

Students are responsible for satisfying the entire range of academic objectives as they are defined by the instructor in any course. Attendance requirements are included within the academic objectives or class overview of each course. These objectives shall be presented in writing by the instructor at the beginning of each class. Absences shall count from the first class following registration. Lateness or leaving early may be considered as absences. Failure to satisfy any of the course objectives may have an adverse effect on the grade earned in the course or may result in the student's receiving no credit in the course.

Because of Federal regulations, SF College is held responsible for overpayment to veterans and students receiving financial aid. Therefore, faculty and students receiving financial aid are required to pay particular attention to students who receive veterans benefits and are so designated on class rosters by an asterisk (*). At midterm, instructors are asked to indicate on their midterm rosters those students who have ceased to attend their classes, so that financial aid records can be updated.

Field Trips

Instructors are encouraged to employ field experiences when and where appropriate. Two conditions must be met, however, before taking a class on a field trip, namely:

- Acceptable evidence must be shown to the appropriate Chairperson or Director that such a field trip is more educationally profitable than an on-campus experience.
- Detailed plans and appropriate leave request forms must be provided and be approved by the Provost and Vice President for Academic Affairs two weeks in advance of the intended field trip date. Procedures may be found at the Office for Finance's Student Travel page: <https://www.sfcollege.edu/finance/travel/student-travel/index>

Student Conduct Code (College Rule 7.23)

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf

The Student Code of Conduct sets forth the standards of conduct prohibited for students and other members of the College community. These regulations are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of the members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect the property and equipment of the college. Please refer to College Rule 7.23 for more information.

Student Handbook

<https://www.sfcollege.edu/studentaffairs/student-rights/index>

The Student Handbook is a virtual document that provides links to a number of places on Santa Fe's website of particular interest to students. This includes links to resources, services, policies, and rights & responsibilities

1. You can download and print the handbook or any section of the handbook

- with all formatting and images intact.
2. You can use the search tool to find a particular word or phrase.
 3. You can navigate through the document by clicking on navigation arrows or typing the desired page number.
 4. You can adjust your page view so that it fits across the entire screen. This will help with legibility if you are finding it hard to read the *Student Handbook* as it appears initially on your screen.

Class Syllabus (first day of class handout)

Instructors are asked to give, in writing via hard copy or on-line, students an overview of the course. This handout should include the following:

- A brief description of the course
- Course goals and objectives
- The title and authors of the textbook
- A statement of attendance policy
- A statement regarding tests and make-up exams
- A statement on cheating and plagiarism
- A statement of how the final grade will be calculated
- Instructor's office hours
- If a specific time schedule for topics and tests has been determined, this should also be included.
- A statement indicating whether the course is a Gordon Rule course and how the requirements will be met.

The complete syllabus checklist may be found at <http://dept.sfcollege.edu/senate/content/LAS/Syllabi.pdf>

A copy of this overview must also be forwarded to the appropriate Chairperson or Director. Samples of the above mentioned class handout may be obtained from the Chairperson or Director.

Faculty Contract and Salary Information

Definition

Full-time instructional personnel are Board employees whose designated duties involve teaching and associated College service as defined in the full-time faculty position description. Instructional personnel are to be employed under written annual or continuing contracts, as required by Rule 6a-14.041 and 6A-14.0411, Florida Administrative Code.

A full-time instructor is a member of the instructional staff who is under contract for a minimum of 9-months. The current academic year of the College and the contract year for 9-month instructional personnel on the Basic Salary Contract embrace the period from Fall Term beginning with Convocation, through the end of Spring Term. Compensation is based on 24 equal payments at the contract amount.

Unless absent for approved purposes, instructional employees are required to perform their assigned duties during the designated work days of the College. Refer to college rule 3.20 for approved leaves of absence. A work day normally consists of 8 hours.

The contract year for instructional personnel on the 12-Month Contract is the same as for administrative employees and will normally run from July 1, through June 30. Compensation is based on 24 equal payments of the contract amount.

Basic Salary Contract

The Basic Salary Contract guarantees full-time instructional employment for the Fall and Spring Terms in the academic year/contract year concerned. Full-time instructional employment in this context means that the minimum instructional load required of a full-time instructor during the academic/contract year will be 30 semester hours of credit class instruction, usually on the basis of 15 credit hours in the Fall semester and 15 credit hours in the Spring semester. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

Independent study courses are taught at the discretion of the individual faculty member with approval of the appropriate department chair/director. Faculty do not receive additional loading for these classes.

Whenever instructional loads are expressed in terms of "semester credit hours" in this salary schedule, they may be converted to "non-credit instructional clock hours" by using the formula of 25 non-credit instructional clock hours equal a semester credit hour equivalent. This formula may vary by program based on approval by the provost. Variations from the standard must be documented and justified.

Terms of Employment

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Instructional personnel are required to fulfill the instructional load specified in their respective contracts and the College service described in the full-time and part-time faculty position descriptions, the daily commitment of time to related duties prescribed in the approved Salary Schedule and be subject to appropriate assignments by the President or his/her designee during the duty days prescribed in their respective contracts. The College further expects that all faculty possess and maintain the ability to plan and carry out the complete scope of their instructional assignments on an ongoing basis.

Faculty Grading

Among the many duties, that faculty have, grading student work is one of the most important. Grading enables faculty to determine a student's progress as well as how effectively that assignment meets its pedagogical goals. Assessment of student work for

the purpose of grades must be done by a person authorized by the College who possesses the appropriate credentials. Student grades and records are FERPA protected and therefore nonpublic and restricted to designated College employees who by nature of their official position descriptions are afforded access. Given those elements, grading must be done only by authorized employees of the College. Any grading of student work or entry of grades by non- authorized individuals may result in legal and contractual penalties, including termination.

Twelve-Month Instructor

The 12-Month Contract extends the time and duties commitment of the instructor to a full academic/contract year of prescribed service to the College. The contract will run July 1, through June 30 of the current year. The 12-month contract requires the instructor holding such a contract to be assigned duties, administrative, professional and/or instructional, for a total equal to 42 semester credit hours of assigned duties and the instructor is required to perform those additional administrative, professional and/or instructional duties during the designated workdays of the College. Most full-time, 12-month faculty, unless otherwise specified, work a 40-hour workweek from Sunday through Saturday. While many work Monday through Friday from 8 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period or any combination of days and hours to equal 40 during the Sunday-Saturday workweek. Work schedules are documented and approved by the appropriate member of President's Staff. Additional duties performed in lieu of teaching shall be documented on the instructor load sheet of the individuals concerned. Full-time faculty are also expected to engage in service to the college per the faculty position description approved by the college senate. To continue full-time status and the benefits that accrue to this status, it is expected that this minimum teaching load will be maintained. Exceptions may occur to the above minimum term loading requirements for full-time instructional employees as a result of special program/discipline loading needs. Any assignment of an instructional load in excess of these limitations must be specifically approved by the President or his/her designee after it has been determined that such assignment is in the best interest of the College.

Modified Teaching Load

Based upon program needs, certain faculty in the clinical health, zoo animal technology and construction and technical programs may teach up to 6 credit hours in the summer term of the academic year with payment for those additional hours at their individual contract credit hour rate. The modified teaching load must be approved by the appropriate member of President's Staff and noted on the faculty load sheet. As an aid to faculty recruitment and retention, excess hours (up to six) compensated at their salary per credit hour rate for faculty in the nursing program may be disbursed on an annualized basis, consistent with the established 24 pay period payment schedule.

At a minimum, the full-time instructor shall carry the instructional load prescribed by the Basic Salary Contract, the 12-Month Contract, or such modified teaching load as approved by the President, Vice President or his/her designee. Adjustments in these minimum credit hour loads may be made for equivalent alternative service, as approved by the President, Vice President or his/her designee, provided justification for such

alternative service is documented in the permanent personnel file of the instructor concerned.

All full and part-time faculty members must publish in their syllabi the days, times, and location they will be available for office hours. For online students, all full and adjunct faculty must post on the course homepage:

- the days and times they may be contacted for online office hours at a remote site
- the preferred method of telecommunication

Each term, all full and part-time faculty members must post, at their office, a completed schedule card of assignments and office hours. For those adjunct faculty members who are not assigned to a particular office site on campus, completed schedule cards of assignments outlining the days and times of telecommunications should be submitted to the department chair or director and noted on the syllabi.

Exceptions to the minimum weekly time commitments as stated previously must be approved by the appropriate vice president and documented in each employee's personnel file.

The Basic Salary Contract requires the instructor to commit a definite number of days of service to assigned instructional duties. The full-time faculty contract is based on a pre-determined number of contract days each academic year. Any faculty member who is absent from his/her assignments for a contract day must submit a leave form for eight hours.

This contract and the salary schedule are based upon the assumption that faculty are devoting forty (40) hours per week to work associated with their faculty positions. A significant portion of these hours will be spent on campus in fulfillment of the following minimum weekly time commitment (with the exception of exam weeks):

1. Assigned teaching hours of 15 credit hours or equivalent.
2. Ten (10) hours per week of scheduled office time for availability to students.
3. Ten (10) hours per week of time for instructional preparation, related instructional activities and assessment of student learning.
4. Time as required to meet professional obligations, including, but not limited to, assessment of curriculum, departmental meetings, committee assignments, professional development and special study groups, etc.
5. For annual contract faculty, the weekly time commitment requirement must include on campus time sufficient time for participation in the activities described above to allow for adequate review of the faculty member and, as such, constitutes an essential function of the job.

The instructional loading commitment will not be counted as part of the ten hours per week of scheduled office time requirement. Faculty will be expected to address their involvement with department and college activities as part of their annual evaluation.

In certain program areas due to off-campus instructional assignments, the ten hours per

week of scheduled office time commitment may be held at the off-campus site.

Office hours associated with on-line (distance learning) courses may be redirected based on written approval by the department chair/director. Faculty members may be authorized to hold two of the required office hours at an alternate location for each three-credit hour on-line course for instructing and communicating with students in person, on-line, by phone, or fax. A minimum of 5 hours per week will be allocated for each course and the associated office hours for communication dialog with students. Each faculty member will establish regularly scheduled "virtual" office hours so that on-line students will have the same opportunity as those on campus to interact with their instructor at established times. This availability applies to exam week as well. A specific plan of communication will be identified and approved by the department chair/director at the beginning of each term and published in the course syllabus. Other departmental responsibilities will be individually negotiated with each faculty member. In addition, the instructor must attend and participate in all discipline-related meetings and/or college-related functions as identified by the chair/director. In the event a faculty member is exclusively loaded for on-line courses in a given term, the chair/director must establish designated meeting times to be held on campus with the instructor.

During non-traditional academic terms and/or non-traditional delivery, faculty must maintain a minimum weekly total of 25 hours for instructional duties and office hours combined; these faculty are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions.

Faculty in the construction and technical, accredited health, and zoo sciences programs spend a minimum of 24 contact hours per week in classroom, clinical and/or laboratory settings. These faculty are assigned six office hours each week due to the large amount of time spent in contact with students. Faculty in the high school program spend a minimum of 25 contact hours per week in classroom and/or laboratory settings. These faculty are assigned five office hours each week due to the large amount of time spent in contact with students; these faculty are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions.

Each term, all full and adjunct faculty members must post, at their office, a completed schedule card of assignments and office hours. For those adjunct faculty members who are not assigned to a particular office site on campus, completed schedule cards of assignments outlining the days and times of telecommunications should be submitted to the department chair or director and noted on the syllabi.

Exceptions to the minimum weekly time commitments as stated previously must be approved by the appropriate vice president and documented in each employee's personnel file.

Part-Time Instructor

Part-Time Instructor: Part-time instructional service will be paid for on the basis of \$744 per semester credit hour and \$29.76 per clock/contact hour. The President or his/her

designee may authorize a rate not to exceed \$30 per clock/contact hour for instructional service which requires highly technical preparation in the technical and public service, trade and industry, business education, and health related areas. The President or his/her designee may establish a rate that is 20% higher than the semester credit hour and clock/contact hour rate for part-time faculty in the areas defined as critical need programs, which are as follows: Nursing, Medical Imaging, Surgical Technology, Respiratory Care, Physical Therapist Assistant, Dental and Biotechnology programs. The authorized rate will be justified and documented in the personnel file.

Substitute Instructor

Substitute instructors are to be paid at the following rates:

1. For credit-hour instruction
 - A. \$.72 per minute per class session
 - B. \$.86 per minute per class session in Critical Need programs
 - C. Health-related clinical substitution will be paid at a rate commensurate with the duties associated with the clinical assignment, and will be at least \$20 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$50 per clock/contact hour for selected clinicals requiring special license or credentials.
2. For non-credit instruction: Vocational/Technical courses, \$15 per contact/clock hour. The President or his/her designee may authorize a rate not to exceed \$30 per clock/contact hour for selected vocational/technical courses requiring special license or credentials.

Maximum Teaching Loads

A full-time instructor who is requested by the College to teach in excess of the minimum teaching load prescribed in his/her basic teaching contract (30 semester credit hours) shall be compensated as prescribed in this section. Exceptions to these loading limitations must be authorized by the President or his/her designee and the Vice President when necessary for the successful operation of the College.

1. One time per contract year, in the Fall Term or in the Spring Term, no more than two (2) additional course sections, up to 23 semester credit hours.
2. In the Summer Term, overload assignments per the need of their departments.

Instructors shall not be authorized to teach more than a total of 36 semester credit hours during the Fall and Spring terms combined unless specifically approved by the Provost or Vice President.

Semester credit hours taught in excess of the minimum term requirement are considered overloads and shall be compensated for at the rate of \$744 per credit hour (\$29.76 per clock hour/contract hour).

Faculty who fail to complete their full contract assignment in terms of days and/or credit hours will be paid at their daily rate of pay for the days worked under the basic salary contract. Any load in excess of 15 credit hours will be paid at the overload rate or if approved for the modified teaching load at that rate of pay should the instructor

fail to complete their full contractual assignment.

A part-time instructor may be appointed for no more than 28.5 hours, which is approximately twelve (12) instructional credit hours, or equivalent, per term. Terms are defined as Fall (September-December), Spring (January-April), and Summer (May-August).

Salary Statement

Full-Time Instructor: The minimum and maximum salaries for full-time instructors for current year are based on rank as defined by earned degree and specified at the end of the Contract Personnel (Faculty) section of the Salary Schedule.

Rank is generally determined by attainment of discipline-related degrees from accredited institutions. Initial rank is based on highest related degree at the time of hire. Changes in rank resulting from additional educational preparation will be made with the beginning of the next month following delivery to the Human Resources Officer appropriate documentation of this achievement and submission of a revised Faculty Credential Verification form by the department chair/director. Such changes will amount to the difference between the bases of the ranks involved and will be prorated for the balance to the contract year.

The President shall determine salary by assignment of appointees to the relevant salary range schedule adopted annually by the District Board. Placement on the salary table is to be determined by academic preparation, years of experience, and other pertinent factors.

Any request to move a faculty position from its current contract length to any other type of contract must be approved by the President or his/her designee and the annual salary will be revised based on the appropriate salary schedule.

Part-Time Instructor:

Part-time instructional service will be paid for on the basis of \$744 per semester credit hour and \$29.76 per clock/contact hour. The President or his/her designee may authorize a rate not to exceed \$30 per clock/contact hour for instructional service which requires highly technical preparation in the technical and public service, trade and industry, business education, and health related areas. The President or his/her designee may establish a rate that is 20% higher than the semester credit hour and clock/contact hour rate for part-time faculty in the areas defined as critical need programs, which are as follows: Nursing, Medical Imaging, Surgical Technology, Respiratory Care, Physical Therapist Assistant, Dental and Biotechnology programs. The authorized rate will be justified and documented in the personnel file.

Continuing Education/Corporate Training

The base rate of pay for Continuing Education/Corporate Training instruction is \$25/hr. The President may authorize a higher rate of pay for courses where special expertise is

required or the market for available instructors dictates and will provide documentation to be placed in the employee's file to support these requests.

Community Education

The base rate of pay for Community Education instruction is \$15/hr. The President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates and will provide documentation to be placed in the employee's file to support these requests. Part-time faculty who miss a class will be docked the prorated dollar amount equal to the amount that would have been earned for that time frame.

Payment Schedule

Instructional personnel shall be paid on a semi-monthly basis. Semi-monthly payrolls are paid on the 15th and the last day of each month, or, if the designated payday falls on a non-workday, on the first previous regular workday.

Payments for additional services performed by full-time instructional personnel will be made at the end of the payroll period in which such services are certified to the Payroll Office by the Human Resources officer provided such certification is received in time for inclusion in the payroll process.

In most instances, payments to adjunct instructional employees are to be made on a semi-monthly basis as follows:

- Part-Time credit instructors are to be paid semi-monthly in equal increments over the term of their contracts.
- Part- non-credit instructors will be paid semi-monthly based upon the number of hours properly certified as taught.

Substitute instructors are to be paid at the end of the semi-monthly pay period following the time during which substitute service is provided, if time is not certified in time to be incorporated in the current payroll, payment will be made at the end of the following semi-monthly period.

Overloads

It is the intent of the District Board that members of the full-time instructional staff be afforded the opportunity to augment their contract salaries by teaching course loads in excess of the minimum contract requirement (30 semester credit hours for 9 month, and up to 42 for 12 month based on the terms and duties of their individual contract as documented on the loadsheet) to the extent such services are required by the College's instructional program.

The President or his/her designee shall ensure that teaching overloads are authorized only to the extent they are required by the educational program and that such authorizations do not operate to diminish the level of quality in teaching that is expected of all instructional personnel. Semester credit hours taught in excess of the minimum term requirement shall be compensated for at the rate of \$744 per semester

hour (\$ 29.76 per clock/contact hour). Based upon program needs, faculty in the accredited health, high school, zoo animal technology and construction and technical programs may be awarded their per credit hour rate for up to six (6) hours in the summer term.

Stipends

Non-Instructional Duties Stipend: In addition to the reassigned time and compensation provided for College Senate leadership, the College will provide a limited number of non-instructional units for activities assigned to faculty to improve and enhance instructional programs. Each non-instructional unit (NIU) will be analogous to an instructional credit hour and thus assumes approximately 2.34 hours of work per week or 35 hours total during a 15-week academic term; shorter term lengths will be adjusted accordingly. The stipend value of one NIU is therefore equivalent to the adjunct credit hour rate. Approved documentation will be maintained in the employee's personnel file in Human Resources.

Critical Need Stipend: Upon approval of the President or his/her designee, faculty in the health related programs of Nursing, Medical Imaging, Respiratory Care, Surgical Technology, Physical Therapist Assistant and Dental and the Biotechnology programs may receive a stipend of up to 20% of the base salary for their rank. This reoccurring stipend shall remain separate from the faculty members' base salary and be paid semimonthly in equal increments during the contract period.

Professor Emeritus Part-time Program

Professor Emeritus Part-time Program recognizes the outstanding expertise of retired Santa Fe College faculty by establishing a rate of pay that is 30% above the current credit hour rate of pay for part-time faculty. Faculty and academic administrators who retire from Santa Fe College with 20 or more years of full time service are eligible for this program and will be compensated at a rate 30% above the current part-time faculty rate. All Emeritus faculty assignments are contingent upon the scheduling needs of individual programs and are subject to course enrollments meeting the threshold necessary to run the class sections.

Faculty Titles

Faculty titles as recommended by the College Senate and approved by the District Board of Trustees are as follows:

- **Assistant Professor:** upon hire through award of continuing contract
- **Associate Professor:** after continuing contract and through next five years of service
- **Professor:** continuing contract plus seven years of service through retirement
- **Professor Emeritus:** after retirement and upon return to adjunct service

Faculty Evaluations

Information regarding the full-time and part-time faculty evaluation process is available

on the Human Resources website under Forms.

[http://www.sfcollege.edu/Assets/sf/hr/files/forms/evaluative-materials/Faculty%20\(Full-Time\)%20Evaluation%20Form.pdf](http://www.sfcollege.edu/Assets/sf/hr/files/forms/evaluative-materials/Faculty%20(Full-Time)%20Evaluation%20Form.pdf)

[http://www.sfcollege.edu/Assets/sf/hr/files/forms/evaluative-materials/Faculty%20\(Full-Time\)%20Evaluation%20Cover%20page.pdf](http://www.sfcollege.edu/Assets/sf/hr/files/forms/evaluative-materials/Faculty%20(Full-Time)%20Evaluation%20Cover%20page.pdf)

Intellectual Property – College Rule 2.13

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_13.pdf

SECTION 4

ADMINISTRATIVE AND PROFESSIONAL

Administrative and Professional Employee Information

Definition

These full-time personnel provide service under contract to the College of an executive, managerial, professional or highly technical nature.

These positions are differentiated from instructional positions in that these personnel:

- do not earn continuing contract, and
- do not necessarily advance in salary as a result of acquisition of advanced degrees or certifications except as provided for per marketplace factors when specifically authorized.

Contract Personnel (Administrative and Professional) are hereinafter referred to as A&P.

General Description

The Administrative and Professional Salary Schedule consists of positions that are: Executive/Managerial and Technical/Professional.

Executive/Managerial: Employees filling these positions have primary responsibility for planning, organizing and managing the institution and/or instructional functions of the institution. In general, these officers of the college are responsible for serving in a managerial capacity including responsibility as budget authority, supervision, planning and assessment, and leadership. They are expected to be available to the college as needed to carry out these duties.

The President's Staff is charged with the execution of all administrative and managerial duties related to the planning and operation of Santa Fe College. The executive positions of Vice President and those additional positions as designated by the President comprise the President's Staff. The President designates senior management positions and a list of those positions is maintained in Human Resources. To facilitate a smooth transition, more than one person may be assigned to the same senior management position for a period no greater than six months.

Technical/Professional: Employees filling these positions are required to have education, knowledge, or competence of an advanced nature in a highly specialized or highly technical field. Each performs a major, independent function of a highly specialized or supervisory nature. These employees may be exempt from overtime or non-exempt under the Fair Labor Standards Act, depending on the salary level test adopted by the Department of Labor and other factors to be considered by the College. Positions will be designated as either exempt or non-exempt at the time of posting and documented in the individual employee's file.

Terms of Employment

The President appoints A&P personnel subject to approval by the Board. A&P personnel receive annual contracts for definite terms of service and definite salary amounts. The contract for 12-month A&P personnel will normally run from July 1, through June 30. Compensation is based on 24 equal payments of the contract amount. Unless absent for approved purposes exempt A&P personnel are required to perform their assigned duties during the designated workdays of the College. Certain exceptions may be made for personnel whose work schedules may include holiday and/or weekend duty. Similarly, flexibility of scheduling may be provided for personnel whose responsibilities include extensive evening hours, work at multiple sites, or online activities. Advance supervisor approval for schedule alterations is required and these exceptions must be documented in the permanent personnel file of the individual employee(s). When the need is sufficiently demonstrated, variations of the workweek, including any combination of days and hours during the Sunday through Saturday workweek to equal 40 hours of work, may be authorized as previously noted in the section above governing general terms of employment.

As provided in Rule 6A 14.041, FAC, the President is authorized to offer certain qualified administrative personnel a multi-year contract not to exceed three years. The term of service shall begin July 1, up to three consecutive years. The President, in consultation with the Chair of the Board, is further authorized to offer other contract terms to qualified administrative personnel as additional incentive for recruitment and/or retention of these employees.

Part-Time: Part-time A&P personnel are temporary employees who are appointed to perform specified services at a specific rate of pay per time period of employment and termination is automatic at the end of each contract period. They do not occupy a regularly established, budgeted position and do not participate in the regular benefit programs established for full-time employees unless otherwise specified. Part-time A&P personnel generally work no more than 27.5 hours per week with the exception of seasonal employees who may temporarily work hours in excess of 27.5 weekly for short seasonal periods. Part-time A&P personnel who also work in another part time capacity for the college cannot exceed more than 27.5 hours in their total work week for the college in their various part time appointments. Payment of part-time employees is semimonthly on an hourly basis. Part-time appointments shall be made for periods that mirror our academic semesters, Fall (September – December), Spring (January – April) and Summer (May – August). Appointment periods may vary during July – December 2013 as we transition to term by term appointments

Salary Statement

The salary of the President is set by the Board. Salaries of the President's Staff are set by the President. As shown in the attached Salary Ranges, all other positions are assigned to a specific salary range based upon a fully documented assessment and approved by the President and the Board, based on the following and other pertinent factors as defined by the Standards for Planning and Performance:

1. Significance of the position to the objectives of the College.
2. Formal educational training.

3. Kind, amount, and availability of experience.
4. Numbers, kinds, and levels of personnel supervised.
5. Level and degree of contribution to the decision-making process of the College.
6. Marketplace comparables.

In the employment, promotion or reclassification of personnel, the President or his/her designee shall recommend the employee's appointment to a specified position on the approved salary schedule based on the interrelationship of duties, training and relevant experience. Each salary determination must be confirmed by Human Resources and placement within the salary range is based upon the candidate's education, administrative and/or related business experience as shown in the attached salary table and is subject to internal and external marketplace factors.

Part-time Administrative and Professional personnel are generally appointed at the hourly rate of the base salary of the approved salary range. An hourly rate in excess of this amount may be established only with supporting justification from the department and written approval of the Human Resources officer.

College Senate

<http://dept.sfcollege.edu/senate/>

Santa Fe College has a college-wide senate that represents the faculty and administrative and professional staff of the college. For a list of officials, representatives, constitution, by-laws, minutes and other information visit the College Senate website.

Performance Evaluations

Administrative and Professional employees are required to submit performance evaluations prior to July 1 of each year. Performance evaluation forms are available on the Human Resources website. Please contact the Human Resources office if you have any questions (395-5188).

Salary Schedule

<http://www.sfcollege.edu/Assets/sf/hr/files/forms/miscellaneous/Salary%20Schedule.pdf>

Information about Administrative and Professional compensation, pay grades and salary ranges are found in the Salary Schedule.

Leave Time

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_20.pdf

College Rule 3.20 provides all information related to leave including earning, accrual use and payout as applicable to vacation, sick and personal leave.

Career Service Employee Information

Career Service Council

<http://www.sfcollege.edu/csc>

The Career Service Council was created to establish direct communication on matters of general concern among Career Service employees, the president's office, administrators, and faculty. The council provides the means, through its representatives, for all Career Service employees to participate in the formulation of policies and procedures relating to the Career Service employees and their working environment. The council also serves as a source for disseminating information to staff members. Please visit the Career Service Council website for more information.

Friends of Career Service

Friends of Career Service are the great supporters of the Career Service Council. Through their voluntary contributions, the council is able to fund many activities during the year including service projects, social events, and scholarships. Any employee of the college - Career Service, Administrative & Professional, and/or Faculty may become a Friend of Career Service by initiating a payroll deduction of any monetary amount. If you are a Friend of Career Service, you get free entry into our annual spring picnic and an opportunity to win a prize. Friends are also welcome to participate in other council events and activities.

Help keep the Career Service Council thriving. [Friends of Career Service Contribution Form](#)

Scholarship Awards Program

The Career Service Council promotes the growth and advancement of Career Service employees who are pursuing degrees of higher education at various learning institutions. Over the years, the Council has been honored to award hundreds of scholarships to well-deserved Career Service employees who have shown dedication to the advancement of their education.

Career Service Council Scholarships are granted for credit or post-secondary adult vocational (PSAV) courses. The scholarship award may be used for books, lab fees, and/or course related supplies/materials to assist Career Service employees as they continue their education. The Executive Committee will review applications, select applicants each semester (Fall, Spring, and Summer) as funds permit and reserves the right to make final scholarship decisions.

If approved, funds will be disbursed after the "Drop w/ Refund" date for the term in which the course is scheduled. B term funds will not be disbursed before the beginning of the B term.

Eligibility Requirements

Applicant must be a *current* full-time Career Service employee who has completed the probationary period.

- Maintain a **2.5 GPA** (Grade Point Average) per semester in order to continue eligibility
- All coursework must be *completed* in order to continue eligibility
- If enrollment is changed after submission of application, the Treasurer must be notified within three (3) business days in order to continue eligibility.

Required Documentation

A complete Career Service Council scholarship application including a brief summary explaining need of scholarship award

- Official current enrollment documentation
- An official grade report from previous semester or an official/unofficial transcript

REMINDER: Applicant and Institution name must be included on all official documentation.

Application Process

Email your complete application packet to csc@sfcollege.edu by the submission deadline for consideration or mail it to the [CSC Treasurer](#). Following the application deadline, the Executive Committee will review applications and select applicants. Once scholarships are determined, the Council Treasurer will notify scholarship recipients.

[Download Scholarship Application](#)

S.T.A.R Award

The council recognizes an employee to show our appreciation for the employee's active service and achievements to motivate all employees to continue good performance, loyalty to Santa Fe College and dedication to Career Service Staff.

The Career Service **STAR** Recognition was initiated to recognize Career Service '**Staff That Are Remarkable**' in '**Service, Teamwork, Attitude, and Reliability.**'

To nominate someone, please click on the image below and fill-out the form. **Deadline to submit nominations is March 31.** Please send submissions to csc@sfcollege.edu, or download, print, and send via campus mail to the [Career Service Council Chair](#). <https://www.sfcollege.edu/csc/star-award/index>

Definition

The staff of career service employees is comprised of permanent, full-time (normally 40 hours a week), salaried employees who occupy budgeted positions that provide the technical, trade, clerical and support services for the College.

The District Board has approved a uniform classification plan for Career Service positions consisting of the following:

1. approved classes of positions,

2. class titles for all approved classes of positions, and
3. allocation of each position to its proper class.

These approved classes are incorporated as an integral part of the Career Service/Support Personnel Salary Schedule.

Terms of Employment

In general, each employee of the College is obligated by the employment agreement to commit a given amount of time and effort to assigned duties. Career service employees, unless absent for approved purposes, are required to perform their assigned duties during their designated workweek. The President or his/her designee shall establish a standard workweek for all Career Service personnel predicated on the needs of the College to accomplish its objectives. The salary schedule is based on a 40- hour standard workweek comprised of five 8-hour workdays. Police officer and police sergeant positions have a 14-day standard work period, which is usually comprised of an 80-hour work week, with 8 and 12 hour work days.

On recommendation of the President, the Board may authorize seasonal departures from the standard workday/workweek for specific portions of the year and no adjustments of salaries will be contemplated by such temporary arrangements.

Employees moving from non-exempt to exempt status must use all compensatory time earned prior to receiving exempt status, or be paid for the compensatory time earned prior to first payroll for exempt position.

Full-time Employees: Full-time Career Service employees are paid an annual salary on a semi-monthly basis and participate in all approved employee benefit programs, including retirement programs authorized by law, the rules of the State Board of Education, and Board policy.

Part-time Employees: Part-time Career Service employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment and termination is automatic at the end of each appointment period.

They do not occupy regularly established budgeted positions and do not participate in the regular benefits programs established for full-time Career Service employees unless otherwise specified. Payment of part-time Career Service employees is semi-monthly on an hourly basis. The hourly rate is commensurate to the corresponding full-time salary ranges.

Temporary Employees: Temporary employees are appointed for a limited period of time to perform assigned duties at a specific rate of pay per time period of employment. Most temporary employees are appointed through an outside agency.

Part-Time Student Employees: Part-time student employees are appointed to perform specified services for a specific period of time at a specific rate of pay per time period of employment and termination is automatic at the end of each appointment period. They do not occupy a regularly established, budgeted position and do not participate

in the regular benefits programs established for full-time Career Service employees. Payment of part-time student employees is semi-monthly on an hourly basis. Student employees must be appointed on a term by term basis. Student employees must be enrolled continually at least half time each major term to qualify for appointment. Half time enrollment is defined as 6 credit hours in the Fall, Spring or Summer C term or 3 credit hours in Fall, Spring or Summer A and B terms.

Salary Statement

Full-Time Career Service Employees: The President shall recommend to the Board annual salary schedules for career service/support personnel.

The hiring salary for new employees shall be appropriate to the position being filled, as shown in the attached salary table. In instances where the marketplace salary for certain positions is beyond the maximum of the approved salary range or initial placement on the salary schedule as stated above, must be approved by the President. Each salary determination shall be justified with appropriate verification, approved by Human Resources Officer, and documented in the permanent personnel file of the individual employee concerned.

Part-Time Career Service Employees: Part-time career service employees shall be paid an hourly wage which is the hourly rate of the base salary range for the corresponding established career service position or the hourly rate based on applicable steps added to the base salary of the corresponding salary range as per the guidelines for initial placement on the career service salary schedule.

Part-Time Student Employees: Part-time student employees shall be paid an hourly wage which is (1) the hourly rate of the base salary range for the established Career Service position which regularly performs the kinds of services which the employee is required to provide on a part-time basis or (2) the federal and/or state minimum wage for students employed as educational aides or (3) the salary as shown in the attached salary table for unclassified part-time. Employees who begin in one fiscal year and extend into the next fiscal year; e.g., May-August, may remain at the original appointment rate for the duration of the original appointment. Reappointment shall be at the new approved salary rate.

Evaluations (College Rule 3.12)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_12.pdf

All Career Service employees shall be evaluated in a manner approved by the college president. Each official evaluation of an employee shall become part of that employee's personnel file, and the evaluation shall be based on criteria related to performance. Please see College Rule 3.12 for more information or contact the Human Resources office (395-5185).

Probationary Period (College Rule 3.6)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_6.pdf

Each new, full-time Career Service employee will be placed on probationary status for

the first 180 calendar days (six months) of employment. This period may be extended upon recommendation by the appropriate supervisor with the approval of the Director of Human Resources. The term "new employee" includes persons re-employed at the college. This is in accordance with college Rule 3.6.

The probationary period for the sworn law enforcement officers of the college Police Department shall be 270 calendar days. Non-sworn, security officers probationary period shall be 180 calendar days.

An employee on probation is subject to immediate dismissal for any reason by the president. It is not required to state a reason in the termination notice.

The appropriate supervisor is responsible for completing the evaluation form, reviewing it with the employee, and returning it the Human Resources office prior to the probation or anniversary date.

On recommendation of the appropriate vice president and supported by the Human Resources officer, a Career Service employee may be returned to probationary status for a period of up to six months.

Dismissal after Probationary Period

The college has the right to discipline or ultimately discharge an employee. Normally, the following steps will be followed when addressing disciplinary problems with an employee:

1. The employee will first be counseled by his or her immediate supervisor and given an oral warning of reprimand. At that time a special evaluation may be given, using the appropriate evaluation form.
2. If the employee does not correct the conduct or deficiency in performance, the next step is a written reprimand. A copy of the reprimand must be sent to the Human Resources office. The employee will be asked to sign the written reprimand and may make comments regarding the contents of the reprimand. The employee should be advised that his or her signature shows that a copy of the reprimand was received, not necessarily that he or she agrees with the contents of the reprimand.
3. If the employee's conduct or performance deficiency continues after the written reprimand, the next step may be suspension without pay, not to exceed one week.
4. Finally, if the employee's conduct or performance deficiency continues after suspension, the employee may be dismissed.

The action set forth above may be modified depending on the circumstances, on a case-by-case basis. The steps in the college's disciplinary procedure may or may not be administered in a sequential manner. Some offenses may result in immediate termination without prior warning. The appropriate Cabinet member and the Human Resources office must approve a dismissal before the employee is officially notified. Any time an employee feels that any of the above steps are not justified, he/she may follow current grievance procedures.

Overtime/Compensatory Time

All overtime and compensatory time considerations are governed by the provisions of the Fair Labor Standards Act of 1938, as amended. Some departments may require certain non-exempt employees to remain (on-call) available at specified times to cover any emergencies that may occur during off duty hours. At the recommendation of the employee's supervisor and approval of the appropriate President's Staff member, such employees will be compensated for the time spent on-call at the rate of up to 10% of their hourly rate. If an employee is called to work while on-call, the employee is credited with actual time worked. Normally when a non-exempt employee physically works more than 40 hours in any Sunday – Saturday workweek they are entitled to overtime or compensatory time. Overtime is paid at the rate of 1 and ½ times the hourly rate and compensatory time is earned at 1 and ½ times the time worked beyond 40 hours. To be eligible for overtime/compensatory time the employee has to physically be present more than 40 hours unless a college holiday occurs during the Sunday to Saturday workweek AND, the employee is REQUIRED to work overtime, such as during registration periods. Required overtime requires documentation of justification and written authorization by the appropriate vice president to payroll. Use of leave does not count towards the 40-hour calculation. If an employee used leave between Sunday and Saturday of the workweek, any time in excess of 40 hours would be paid as straight hourly time. Overtime/compensatory time is calculated on a weekly schedule, not daily. As a public entity the college can designate that actual work time in excess of 40 hours will be taken as compensatory time or paid as overtime. Accrued compensatory leave should be exhausted prior to using vacation leave. All unused compensatory time may be paid at fiscal year-end based on the recommendation of President's Staff.

Non-exempt employees who perform additional duties at the institution outside of their primary appointment above and beyond their normal workweek, will receive compensatory time for any hours worked in excess of their standard workweek in their primary appointment. Accrued compensatory leave should be exhausted prior to using vacation leave. All unused compensatory time may be paid at fiscal year-end based on the recommendation of President's Staff.

Police officers, police sergeants and police lieutenants may earn overtime based on time worked in excess of 80 hours over a two week period running consecutively from Sunday through Saturday. Employees must physically work more than 80 hours during this two week period. Use of leave does not count toward the 80 hour calculation.

Employees who are required to work on days that the college is otherwise closed, like in the event of hurricane or a regularly established holiday, will be compensated at a rate of 1 and ½ times their hourly rate of pay for the hours worked on those days. Approval from the appropriate division Vice President is required prior to the employee being scheduled to work during these times.

Grievance Procedures for Career Service Employee (College Rule 3.24)

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_24.pdf

The purpose of college Rule 3.24 is to establish procedures that will provide Career Service employees with the fullest opportunity to bring forth problems and have those problems resolved. These procedures are intended to ensure Career Service employees

receive fair consideration and due process in matters concerning employment and to provide, if needed, a hearing. It is the right of every Career Service employee to express a problem and have it considered without fear of reprisal. For more information please refer to college Rule 3.24.