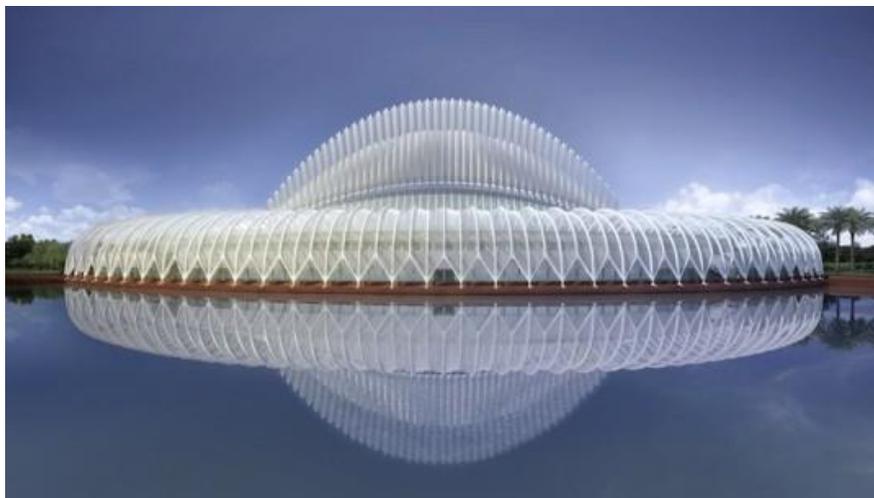


FLORIDA POLYTECHNIC UNIVERSITY



EMPLOYEE HANDBOOK

2016-2017

Florida Polytechnic University is committed to equal employment opportunity and nondiscrimination towards the applicants and employees with respect to race, color, religion, age, disability, sex, sexual orientation, marital status, national origin, and veteran status consistent with Federal and State law. Unlawful discrimination, harassment, and retaliation are prohibited by the University. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

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NOTICE: THE FLORIDA POLY EMPLOYEE HANDBOOK PROVIDES GENERAL REFERENCES AND LINKS THROUGHOUT TO THE UNIVERSITY'S REGULATIONS, POLICIES, AND GUIDELINES, FOR YOUR CONVENIENCE. IN THE EVENT LANGUAGE CONTAINED WITHIN THIS HANDBOOK CONFLICTS WITH THE LANGUAGE CONTAINED IN THE MOST CURRENT UNIVERSITY OR BOARD OF GOVERNORS REGULATION, POLICY OR GUIDELINE THE MOST CURRENT REGULATION, POLICY OR GUIDELINE SHALL GOVERN.

PREFACE

This Handbook has been prepared by the University to provide employees with general information concerning University regulations, policies, and procedures and facts of interest, and does not create a contract between the employer and the employee, either express or implied.

In addition to consulting this *Handbook*, every employee has the responsibility to familiarize himself/herself with the University's regulations, policies and procedures. By accepting a position of employment at Florida Polytechnic University, an employee is deemed to have given his/her consent to the policies and regulations of the University. The University reserves the right to alter rules, regulations and policies referenced herein, for which notice will be given through standard and established channels. This *Handbook* may be revised from time to time and placed on the University's website.

Unless specifically set forth in writing to the contrary and signed by the President and the employee, employment with the University is "at will" and may be terminated at any time for any reason, or no reason, at the will of the University or the employee without prior notice.

Florida Polytechnic University was granted the status of candidacy by the Southern Association on Colleges and Schools Commission on Colleges on June 17, 2016 to award bachelor and master level degrees. For information contact the Southern Association on Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4558.

FLORIDA

POLYTECHNIC

UNIVERSITY

Mission Statement

The mission of Florida Polytechnic University is to prepare 21st century learners in advanced fields of science, technology, engineering, and mathematics (STEM) to become innovative problem-solvers and high-tech professionals through interdisciplinary teaching, leading-edge research, and collaborative local, regional and global partnerships.

Vision Statement

Florida Polytechnic University will be a world-renowned “University of Innovation” for producing a dynamic pool of info-tech talent with real-world solutions and the capacity to lead global high-tech industries through customized undergraduate and graduate STEM-enriched academic curriculum, operating space and facilities, entrepreneurial research, and interactive business industry partnerships.

PERSONNEL CODE OF CONDUCT AND ETHICS

The Florida Polytechnic University's Board of Trustees and the University's administration value high ethical standards. Thus, it is expected that all of the University's businesses, operations and interactions with those within and outside the University community will be executed in a manner exhibiting the highest degree of ethical standards and conduct. To provide the University faculty, staff and representatives guidance and notice of their obligations, University regulation FPU-6.002 Personnel Code of Conduct and Ethics was adopted and describes general expectations for achieving and maintaining an organizational culture that affirms the University's responsibility to protect its resources, its employees, its students and its reputation. <https://floridapolytechnic.org/wp-content/uploads/FPU-6.002-Personnel-Code-of-Conduct-and-Ethics-12.11.14.pdf>

The University, through its faculty, staff and representatives, including contractual agents (hereinafter collectively "personnel"), is entrusted by the public with financial resources and social responsibilities. All University personnel play a key role in assuring that high standards of ethical practice are utilized regarding the custody and use of these resources. To accomplish this, it is expected that University personnel observe and be faithful to the values embodied in this Code of Conduct and Ethics so that all in the University community will enjoy a professional and supportive work environment.

This Code, however, is not intended to stand alone. Rather, it complements and serves as a link with state and federal laws and other rules and regulations that govern the University's operations and its personnel's ethical conduct. Further, this Code is described in a general manner and is not intended to address every circumstance of expected ethical behavior. As such, any member of the University community who may be confronted with an ethical dilemma should first contact his or her immediate supervisor or others in their supervisory chain to seek guidance in addressing issues that are not directly covered by this Code.

All University personnel are required to become familiar with this Code and conduct themselves in an ethical manner in the performance of their University duties and responsibilities. Should any personnel require advice or clarification regarding their obligations pursuant to this Code, they should consult their supervisor or appropriate University representative in order to gain an understanding of the requirements of this Code so that the reputation of those covered by this Code, including the University, continues to be held in high regard by all that with whom we interact.

GENERAL INFORMATION

Paydays and Paychecks

University employees are paid on a biweekly basis. Prompt completion of your new hire paperwork will ensure prompt payment of your wages. Also, if you need to make any changes to your personal information please be sure to inform Human Resources as soon as possible.

Your paycheck will be deposited directly into the account of your preference. You will also receive a bi-weekly paystub which will be delivered to the address you specified in your new hire paperwork.

When you receive your pay stub, please take a minute to verify that all the information is accurate. Contact Human Resources if any of the information is not correct, or if you have any questions about the information on your pay stub.

Non-exempt employees and OPS employees are required to report their hours on a time-sheet each pay period. This time sheet is located on the University shared drive (S:), in the folder marked "HR Forms" in the subfolder marked "Time Sheets". Submit your time-sheet to your supervisor for approval before forwarding it to Human Resources for processing.

Federal income and Social Security taxes are deducted each pay period. You may request some other deductions from your pay such as payments for insurance plans tax-and sheltered annuities and voluntary contributions to the Florida Poly Scholarship Fund.

Non-exempt employees are paid based on an hourly rate and exempt employees are paid based on an annual rate of pay. Biweekly rates for annual salaried employees are calculated by dividing their annual rate by 26.1 (the number of biweekly pay cycles in a calendar year).

Your biweekly take-home pay can sometimes vary based on required deductions or those you have authorized. For example, your health insurance deduction is taken only 24 times a year, but you are paid 26 times a year. Therefore, the amount paid in two of your paychecks per calendar year will be greater because of the absence of that deduction.

Florida Poly ID Cards

The Florida Poly ID card is the official picture ID card of Florida Polytechnic University. All students and employees are required to have a Florida Poly ID Card. In addition to it being your official identification card, this card is also your "key" to accessing many of

the buildings and rooms on campus. Please store this card in a safe place at all times. Should you lose your ID card, please contact Business & Auxiliary Services as soon as possible to obtain a replacement. You will be charged \$15.00 for a replacement card. Please wait until you have been contacted by a member of Business & Auxiliary Services to have your photo taken for the ID card. Once your ID number has been generated, Human Resources will provide this information to Business & Auxiliary Services and Business & Auxiliary Services will contact you directly to schedule a time to have your photo taken and your ID card produced.

Business & Auxiliary Services is not able to produce an employee ID card prior to receiving the appropriate authorization from Human Resources.

Parking on Campus

Employees parking on campus must obtain a parking permit and are responsible for complying with the University's Parking rules. [6C13-1.003 Parking on University Property.](#)

Parking & Transportation Services (P.A.T.S.) is responsible for regulating the parking of vehicles on campus. P.A.T.S. issues parking decals, processes parking fines and appeals, and maintains parking lots and signs. You may contact P.A.T.S. at Parking@FLPoly.org.

You may purchase your employee parking permit for campus by visiting P.A.T.S. in the Wellness Center, Monday through Friday during normal business hours or by going online to: www.floridapolytechnic.org/parking-and-transportation-services.

Parking Permit Fees for employees for 2015-2016 are as follows:

FEES	ANNUAL	PERMIT TYPE
\$500	Reserved Annual	R- Reserved
\$200	Faculty/Staff (salary under 25K)	G-General
\$225	Faculty/Staff (salary 25k-35k)	G-General
\$250	Faculty/Staff (salary 35K+)	G-General
\$100	Adjunct Faculty	A-Adjunct
\$10.00	Special Employee Decal (Available only to faculty/staff whose primary assignment is at a location other than the main campus)	G-General

SINGLE SEMESTER PARKING PERMIT FEES

\$200	Reserved	
\$80	Faculty/Staff (salary under 25K)	
\$90	Faculty/Staff (salary 25k-35k)	
\$100	Faculty/Staff (salary 35K+)	
\$50	Adjunct Faculty	

Benefits Enrollment

All benefit-eligible employees have the opportunity to enroll in state benefit plans. (See the “University Benefits” section below for details.) Please note that new employees must complete the enrollment process themselves by going online to the People First web site within 60 days of becoming employed in the benefit-eligible position or will otherwise have to wait until the next open enrollment period occurs.

For more information on benefit enrollment, please contact Human Resources.

Cell Phone Allowance

Employees who are required to maintain and carry a cell phone for work may be eligible to receive a cell phone allowance. Your supervisor is responsible for determining which employees are required to maintain and carry a cell phone to perform their University duties, and are therefore eligible for a cell phone allowance to assist with the cost. For more information regarding cell phone allowances, please contact your immediate supervisor or Human Resources.

Please see [FPU-6.0005P Cell Phone Allowance](#) in our University Policies and Regulations.

Employee Dress Code

All employees are expected to dress professionally and in a manner consistent with the university environment. It may be appropriate for certain University departments to develop their own dress code in accordance with the University’s public interests. Any dress code established by an individual department shall be enforced consistently within that department. It is recommended that you talk with your supervisor about what type of dress is considered appropriate for your work area.

Please see [FPU-6.006P Florida Polytechnic University Dress Code Policy](#) in our University Policies and Regulations.

Public Records and Florida's Sunshine Law

The [Florida State Constitution](#), in conjunction with the provisions of [Chapter 119, Florida Statutes](#), provide what is commonly known as "Florida's Public Records Law." The Public Records Law provides the structure for the State's open government by affording the public a right of access to state government meetings and records. Florida Poly employees are considered state employees and therefore are required to adhere to any applicable provisions of the Sunshine Law requirements.

Open Meeting Requirements

The Sunshine Law Open Meetings Act, located in [Chapter 286, Florida Statutes](#), provides an open government by establishing the public's basic right of access to all meetings held by any board or commission of a public entity, at which official business is to be conducted. The law requires meetings of the University's Board of Trustees and University search committees and purchasing evaluation committees be open to the public, that the public be provided with reasonable notice of such meetings, and that minutes of such meetings are taken.

Public Records

Under Florida law, most of the University's records are considered public records and subject to public inspection upon request. However, there are specific exemptions for certain records, or portions thereof, to be held and maintained as confidential.

Requirements pertaining to public records, including a list of specific exemptions to the mandatory disclosure requirements, can be referenced in [Chapter 119 of the Florida Statutes](#). Employees should review the applicable statutory provisions in order to ensure compliance is continuously maintained.

The two primary exemptions that apply to University records and provide the records with confidentiality protections include: (1) faculty academic evaluative materials, and (2) student records protected under The Family Educational Rights and Privacy Act ("FERPA"). Employees are required to immediately forward all public record requests to the Office of the General Counsel.

Please see [FPU-1.0123P Public Records Policy](#) in the University Policies and Regulations and [6C13.6.008 Personnel and Limited Access Records](#) in the University Rules.

Official University Travel

Employees who intend on traveling for official University business must have a completed Travel Advance Request (TAR) form approved by their supervisor prior to their departure and before accruing any nonrefundable fees or expenses related to the request. With the granting of approval by the designated supervisor, employees may be reimbursed, within limits, for certain costs of travel on official university business. Such

costs must be included in the submitted TAR form. A completed TAR is necessary in order for an employee to be eligible for coverage under Worker's Compensation while traveling on business.

Employees who are traveling on official University business are subject to the applicable requirements and restrictions governing travel by state employees, as provided in [Florida Statutes, Sections 112.061, 1004.22, 1011.90 and 1012.06](#) and with export control requirements. Employees are responsible for ensuring compliance with these provisions while traveling on official University business.

If an employee uses his/her personal car for approved travel, the employee will be reimbursed at the current official mileage rate. The designated departure and return times are used for calculating per diem

For more information regarding travel rules and requirements, please see the [University Travel Guide](#).

Hours Worked while Traveling on Official University Business

Travel to and from an employee's home to the employee's regularly assigned headquarters cannot be counted as hours worked. If a non-exempt employee is called back to work after his or her scheduled hours of work for the day, the employee should be credited with the additional actual time worked, such additional actual time worked shall include the time from the employee's home to the assigned work location, the time spent working at the location, and time from the assigned work location back to the employee's home or a minimum of two additional hours of work—whichever is greater.

An employee may be required to attend a meeting or conference or otherwise work at an out-of-town location as part of their employment with Florida Poly. During such times, the official travel time that occurs either during or outside of the employee's normal work schedule is considered time worked. If official travel time results in a non-exempt employee exceeding 40 hours in the work week, the employee must be compensated for overtime according to standard overtime policies.

Please direct questions about university travel to the Human Resources department.

International Travel

International travel for official university business requires specific approval by the Vice President of the employee's department or designee prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing and must comply with any export control requirements.

Attendance

When you are hired at Florida Poly, you accept the responsibility to work each day as scheduled. As a general guideline, you will be considered excessively absent if your absences are impacting the efficient operation of your department. Excessive absenteeism may lead to disciplinary action, up to and including termination. Management has the discretion to determine the facts of a specific situation, taking into consideration any extenuating circumstances.

If you are unavoidably absent from your job (absent for reasons other than for the preapproved use of annual or sick leave), it is your responsibility to let your supervisor know of the circumstances of your absence as soon as possible on the first day of your absence and when you expect to return to work. If your anticipated return date changes, you must keep your supervisor informed.

Please note: An employee who is absent without authorization for three or more consecutive workdays may be considered to have abandoned his or her position and to have voluntarily resigned from the university.

Lunch Break

Your lunch break is set by your supervisor. University employees work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. For example, if an employee works from 8 a.m. to 5 p.m., Monday through Friday, they will typically be scheduled for a one-hour lunch break. If an employee works from 8 a.m. to 4:30 p.m., Monday through Friday, they will typically be scheduled for a half-hour lunch period. Non-exempt employees are encouraged to leave their workstations during their regularly scheduled lunch breaks.

Work Break Periods

Employees work better when they are refreshed. During each four hours that you work, you are permitted to take a 15-minute break period whenever possible. You are encouraged to leave your workstation during the break period. Your supervisor will advise you of particular arrangements necessary for taking breaks in your department. Break periods may not be accumulated for later use—that is, break periods may not be accumulated in order to extend your lunch hour or to arrive late or leave early. You also may not combine break periods to allow one half-hour break during an eight-hour shift.

Work Hours

For most full-time employees, the university's normal work schedule is a five-day, 40-hour week. Employees who work less than full-time will work the number of hours proportional to their FTEs. The University may require employees to work non-traditional work shifts where such is necessary to maintain continuous operations.

You must obtain your supervisor's preapproval for any variations to your normal schedule. Your supervisor will inform you if your work schedule needs to be changed. Any approved adjustment in a work schedule to make up time missed during regular working hours or to offset working beyond the regular workday when the 40-hour week must be maintained should be arranged within the affected workweek.

For payroll purposes, including overtime accrual issues for non-exempt employees, the university's workweek begins at 12:01 a.m. each Friday and ends on the following Thursday at 12 midnight.

Please review [FPU-6.003 Hours of Work and Overtime](#) for further details.

Non-Exempt and Exempt Status

Positions are designated as either non-exempt or exempt for overtime compensation under the Fair Labor Standards Act. Non-exempt (hourly) employees are eligible for overtime compensation, while exempt employees—whose duties are usually executive, professional or administrative—are not eligible for overtime compensation.

Probationary Period

Employees serve a 90 day probationary period upon commencing employment in the position at Florida Poly unless the University extends the probationary period (the probationary period may be extended to last up to six months).

An employee will serve a new probationary period upon promotion, reassignment or demotion to a different position.

Employee Performance Appraisals

Performance appraisals are used to assist in strengthening the University's workforce by providing for a periodic exchange of information between supervisor and employee about progress, accomplishments and if applicable, areas needing improvement. They are an opportunity for an employee and the supervisor to discuss the employee's key responsibilities, to align them with the objectives of the department and the University's strategic plan, and to discuss how the employee's behavior fits within the organization's values. Performance appraisals are also an opportunity to clarify work standards, discuss training and development needs, and set goals for the next year and identify the support needed to reach such goals. <https://floridapolytechnic.org/wp-content/uploads/FPU-6.0121P-Employee-Performance-Appraisals-2.12.15-.pdf>.

The University's probationary appraisals for Exempt, Non-Exempt and OPS employees should take place after the first 90 days of employment. If a probationary period ends after December 30, the annual appraisal in the following February should be skipped.

The employee should then be placed on the cycle for the next appraisal period. In the absence of a completed probationary appraisal, a probationary employee will default to a "Meets Expectations" rating. Florida Polytechnic University's annual appraisal period is April 1 through the last day in March. The completed appraisal must be discussed with the employee, signed and dated by April 30.

The original of the completed performance appraisal will be filed in the employee's personnel file.

Time Worked

1. Non-exempt employees must account daily for all hours in the workweek, as each starting and stopping time occurs, via a Florida Poly Time Card.

Exempt employees must report leave used via an "Absence Request" form.

2. Time-worked and leave reported by an employee must be approved by the employee's immediate supervisor or by the designated approver to ensure proper and accurate payment and leave balances.

3. In computing the workweek, time off charged to any type of leave or holiday is not considered to be hours worked for purposes of overtime pay.

4. Regardless of the amount of leave originally approved for an employee to use (including some types of administrative leave) an employee only may be charged with or granted the amount of paid leave necessary to bring the employee to his or her normal workweek not to exceed 40 hours.

5. A non-exempt employee should not begin work before the employee's normal work schedule starting time, nor should they work beyond the established normal work schedule quitting time unless specifically authorized, in advance, by their supervisor.

6. A non-exempt employee may not take work home to be completed after scheduled working hours unless approved in advance by their immediate supervisor, as such will be treated as hours worked.

7. Employees who falsify any type of university document or falsely report time-worked, leave usage, etc., shall be subject to disciplinary action up to, and including dismissal.

Overtime Compensation

Due to the fact that the university operates on a set budget each fiscal year, overtime worked by non-exempt (hourly) employees is limited to emergency situations or pre-planned and approved overtime for peak work periods.

Please direct questions about overtime compensation to the Human Resources department.

Please see [FPU-6.003 Hours of Work and Overtime](#) in our University Policies and Regulations.

Salary Increases

Salary increases for Florida Poly employees will be made in accordance with the guidelines issued by the President and the Florida Poly Board of Trustees.

Special Pay Increases

Special pay increases provide an increase to the employee's salary in her or his current position and title and may be given as long as rate and dollars are available within the department and are approved by the President or Vice President.

The special pay increase categories currently available are:

- Increased responsibilities, where additional volume of work or responsibilities have been assigned to the employee's position
- Counter-offers that may be actual or anticipated
- Market equity

Human Resources may initiate special pay increases by filling out a Special Pay Increase form (SPI form). All SPI forms must be accompanied by an explanation/justification for the increase. Because special pay increases for increased volume or responsibilities can be rescinded should the volume of work or responsibilities be reduced at a later date, these conditions for potential rescission need to be documented on the SPI form, which the employee must sign. .

Please note that the effective date for special pay actions shall be the date the President or Vice President approves the special pay increase.

Please direct questions about special pay or pay increases to the Human Resources department.

Changing Positions

If you are Florida Poly employee who has successfully completed six months of service at the University, you may apply for other positions at the University. An employee must serve a probationary period each time they change positions. To view vacancies and apply for jobs, please visit www.floridapolytechnic.org/careers.

Promotions are not allowed if an employee received an “unsatisfactory” rating on his or her last performance appraisal. Also, an employee who has received a written reprimand or who has been suspended is not eligible for other university employment opportunities until the employee has six months of satisfactory service following such discipline.

To be considered for any open position, an employee must apply for the position by submitting their application, resume and cover letter for the position through the same process as all other candidates for the open position.

LEAVE POLICIES

Annual Leave

Annual leave is earned on the last day of each pay period in proportion to the amount of time in paid status. There is no waiting period for using vacation leave. Once annual leave is posted to the balance, employees may request to use it. However, requests for annual leave should be submitted to the supervisor in advance and taken only after the supervisor’s approval has been received. Annual leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Hours Accrued During Pay Period:

	BIWEEKLY	YEAR-END MAXIMUM	MAXIMUM PAYOUT
FACULTY	6.75	352	352
ADMINISTRATIVE	6.75	352	352
EXECUTIVE SERVICE	9	480	480
SUPPORT (Months of service)			
0-6	4	240	240
6-120	5	240	240
Over 120	6	240	240

Employees may accrue annual leave throughout the year. However, any accrued hours in excess of 240 hours for Support employees, 352 for Faculty and Administrative employees, and 480 hours for Executive Service employees will convert to sick leave hours at the end of the pay period in which December 31 falls.

Annual leave transfers with the employee if he or she moves to other benefits-eligible positions within Florida Poly.

For more information on annual leave, please refer to the following regulation [FPU-6.004 Annual Leave](#) or contact the Human Resources department.

Sick Leave

Sick leave is earned on the last day of each pay period in proportion to the amount of time in paid status. There is no waiting period for using sick leave. Once sick leave is posted to the balance, employees may request to use it. Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others, personal visits to doctors or dentists and for personal illness. Sick leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Sick leave transfers with the employee if he or she moves to other benefits-eligible positions within the University.

For more information on sick leave, please refer to the following regulation [FPU-6.005 Sick Leave](#) or contact the Human Resources department.

Sick Leave Pool

The university's Sick Leave Pool is a way for employees to contribute a portion of their individually accrued sick leave for collective use of the members. Leave-accruing who have at least 64 hours of sick leave on balance may apply to join the Sick Leave Pool during the Open Enrollment period in October/November. Membership is approved if the criteria are met. Once membership is approved, full-time employees contribute 8 hours of sick leave automatically to the Sick Leave Pool. All figures associated with the sick leave pool are figured on a prorated basis for part-time employees.

Members of the Sick Leave Pool who have exhausted all their accrued leave (sick, annual, etc.) may apply for hours from the pool in the event of a personal catastrophic illness or injury. Catastrophic injury or illness is defined as "a severe condition or combination of conditions affecting the mental or physical health of the employee that has resulted in a life-threatening condition and/or has had a major impact on life functions."

For more information on the sick leave pool, please refer to the following regulation [FPU-6.006 Sick Leave Pool](#) or contact the Human Resources department.

Administrative Leave

Administrative leave is leave with pay that is not charged against individually accrued leave balances. It is designed to keep employees in full pay status under certain circumstances and typically can be granted only in the amount necessary to the regular FTE, not to exceed the 40-hour workweek.

University employees may be granted administrative leave in specific enumerated circumstances such as jury duty or Florida disaster volunteer leave. For more information regarding Administrative Leave, please refer to the following regulation [FPU-6.007 Other Types of Leave](#) or contact the Human Resources department.

Family and Medical Leave Act (FMLA)

Covered employees may take up to twelve weeks of unpaid leave under the Family and Medical Leave Act of 1993. This leave must be necessary for either a serious health condition of the employee, the birth or adoption of a child by the employee, to care for a spouse, child or parent of the employee who has a serious health problem, or to care for a member of the Military.

Whenever possible, employees must provide at least thirty (30) days' notice of their intent to take this leave. If thirty days' notice is not practicable, then the employee must provide as much notice as possible.

Contact Human Resources for specific terms and conditions of this leave, or if you think you may be in need of this type of leave.

Other Types of Leave

Other types of leave may include:

- Bereavement Leave
- Compulsory Leave
- Military Leave
- Workers Compensation Leave
- Domestic Violence Leave
- Personal Holiday (for support employees only)

For more information on other types of leave, please contact Human Resources.

Please see [FPU-6.007 Other Types of Leave](#) in our University Policies and Regulations.

University Holidays

Florida Poly official holidays each year are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving

- Christmas Day
- Winter Break (the four week days between December 25 and January 1)

When an official holiday falls on a Saturday, it is observed on the preceding Friday. Whenever the official holiday falls on a Sunday, it is observed on the following Monday.

For more information on holidays, please refer to the following regulation [FPU-1.008 University Holidays Regulation](#) or contact the Human Resources department.

UNIVERSITY BENEFITS

Your benefits can represent a significant portion of your overall compensation, based on the elections you've made. As your employer, Florida Poly picks up a large percentage of the overall cost of some types of insurance, particularly health and basic life, resulting in your paying lower premiums. A variety of other supplemental plans, which are strictly employee-paid, are also available.

BENEFITS ENROLLMENT

State/People First Plans

Within a few weeks of your employment, a People First ID (PFID) will be mailed to your home address along with password information. The PFID is assigned by the state.

Your PFID is your permanent identifier that will allow you to:

- Enroll in your selected benefits
- View benefits during the year
- Make qualified status changes
- Make other adjustments to your benefits during the annual Open Enrollment periods

Your premiums and deductions for benefits will be established based upon your enrollment decisions.

New employees and those experiencing a qualifying status event must complete enrollments through the People First portal or by calling the People First service center at 1-866-663-4735.

Eligibility

All active, permanent, full or part-time Florida Poly employees qualify for coverage under the State of Florida Insurance Programs. Employees who work less than .75 FTE (full-time equivalency) pay a prorated share of the cost for the health and basic life plans.

Certain variable hour and OPS employees qualify for the State's Insurance Program. OPS employees who regularly work 30 hours/week or more may enroll in the state's plans upon hire. OPS employees are eligible to participate in a majority of the state plans with the exception of Optional Term Life, Medical Reimbursement and Limited Purpose Reimbursement Accounts. Employees will be notified of their eligibility for state plans by the state.

All eligible employees should review the Marketplace Notice included in the appendix section of the Description Employee Benefits Package administered to new employees upon hiring. The Marketplace Notice is required under the Affordable Care Act and provides employees additional information about affordable health plan options that are available through the Marketplace or Health Care Exchanges.

Coverage for Dependents

Dependents eligible for State of Florida sponsored plans include:

- Employee's spouse
- Employee's children through age 30* (natural, adopted, step, foster, and those for whom the employee has legal guardianship)
- Employee's disabled children beyond age limits; incapable of self-sustained employment; dependent for financial support
- Employee's eligible dependent's newborn child for 18 months after birth, or until eligible dependent who is the infant's parent no longer qualifies as a dependent, whichever comes first

**Eligibility of dependent children ages 19 through 30 include:*

- Family Coverage Tier: Children age 19 through the end of the calendar year in which they turn 26, are covered under the regular "family plan"
- Optional Over-Age Coverage: For health insurance only—coverage for children age 26 through the end of the calendar year they turn 30 may be purchased at an additional premium if they:
 - A. • are not married,
 - have no dependents (i.e., children, domestic partner),
 - are dependent for financial support,
 - are not provided or otherwise have available health insurance,**and**
 - B. • either live in Florida or are a student in another state.

The eligibility requirements listed above apply to the State of Florida-sponsored plans.

Spouse Program

An eligible employee whose spouse works in a benefits-eligible position for a State of Florida government agency may enroll in the health insurance Spouse Program. This program combines the state's matching portion of each member's insurance premium, providing health insurance at a minimal cost provided that both employees are in full-time, benefits eligible positions. Should one spouse terminate employment with the State of Florida—or in the event of a divorce, change in FTE, or leave of absence—the employee must notify People First of the event within 60 days of the event.

Open Enrollment

Open Enrollment is a period of time when employees have an opportunity to make additions, changes or deletions to their elected benefit options. During this time, Open Enrollment communications provide information to employees regarding critical dates, new plan options, or other important changes for the upcoming plan year. After the Open Enrollment period begins, employees may access the People First enrollment system 24 hours a day to make necessary changes. Benefit elections can be made throughout the Open Enrollment period, however once the Open Enrollment period ends, all of the employee's elections in the system are final and coverage for the elections will begin on the following January 1. The Open Enrollment period generally varies from year to year and usually occurs around mid-October to November. For specific dates, check with the Human Resources department each fall.

Qualifying Events for Changing Your Coverage

Under certain circumstances, you may be allowed to make changes to your benefit elections during the plan year. Within 60 calendar days of the qualified event date, you must make these changes through the People First portal or by calling the People First service center at 1-866-663-4735.

Qualifying status changes/events include:

- Employee gives birth to, adopts, or becomes the legal guardian of a child (employee must add each child even if the employee already has family coverage)
- Employee gets married or divorced
- Employee's spouse or dependent dies
- Employee's employment is changed from full-time to part-time or from part-time to full-time
- A change in employee's spouse's employment status (resulting in a gain or loss of other coverage)
- A change in dependent's eligibility for benefits
- Termination of employee's employment

The employee may be required to submit documentation for certain events and such documents must be consistent with the requested benefit change. Outside of the 60-day qualifying status change window, changes to an employee's plans are limited to the annual Open Enrollment period.

HEALTH BENEFITS

Benefit Eligible employees may choose from several health insurance plan options.

Current available state health plans include:

- Preferred Provider Organization (PPO) Plans
- Health Maintenance Organizations (HMO) Plans
- Health Investor (High Deductible) PPO or HMO Plans
- Health Savings Accounts
- State Prescription Drug Program
- Flexible Health Spending Accounts

No matter which plan you choose, health insurance premiums are deducted on a pre-tax basis unless you request post-tax deductions through a state pre-tax waiver. Please note that coverage is NOT effective until AFTER you receive your insurance cards from the companies.

The State of Florida makes a variety of other health insurance and benefit programs available to eligible employees. For more information, please visit:

<http://www.myflorida.com/MyBenefits/Health/Health.htm>

LIFE INSURANCE

The State of Florida offers Basic and Optional term life insurance coverage to eligible full-time and part-time employees.

For more information, please visit:

http://www.myflorida.com/mybenefits/Health/Life_Insurance/Life_Insurance.htm

UNIVERSITY RETIREMENT

Eligible employees may choose to participate in one of three plans: the State University System Optional Retirement Program (SUSORP), the Florida Retirement System's Florida Pension Plan (FPP), or the Florida Retirement System's Florida Investment Plan (FIP). All three retirement plans include employer and mandatory employee contributions.

To select a retirement plan, you will need to fill out the appropriate form and turn it in to the Human Resources department for processing.

For more information regarding the State University System's Optional Retirement Program (SUSORP), please visit:

http://www.dms.myflorida.com/workforce_operations/retirement/optional_plans/state_university_system_optional_retirement_program

For more information about the Florida Retirement System's Florida Pension Plan (FPP) and Florida Investment Plan (FIP) options, please visit: <https://www.myfrs.com/>

Deferred Retirement Option Program (DROP)

For more information, please visit:

https://www.myfrs.com/FRSPro_Pension_DropRoll.htm

Deferred Compensation Plan

For more information, please visit:

<https://www.myfloridadeferredcomp.com/SOFWeb/default.aspx>

EMPLOYEE PERFORMANCE AND CONDUCT

Disciplinary Action

While the majority of university employees may never need discipline, exceptions do occur. Disciplinary actions may include oral reprimands, written reprimands, suspensions and dismissals, depending on the severity of the offense. Management has the discretion to determine the degree of discipline to administer for a particular offense.

To ensure equity in disciplinary action, the following categories act as guidelines for the university to determine when discipline may be necessary: unsatisfactory attendance; misconduct; negligence; and violation of provision of law, university regulation or departmental policy, procedure or practice that is verbal, written or understood.

The university reserves the right to consider, on a case-by-case basis, each individual employee's record of offenses and disciplinary action history when determining whether an adverse employment action is both appropriate and in the best interest of the University.

For additional information about disciplinary issues, please consult the Human Resources department.

Employee Grievance Process

Florida Poly encourages informal resolution of grievances and complaints whenever possible. Your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you may choose to initiate a formal grievance or complaint. Please contact the Human Resources department for assistance.

Please see [FPU-6.0011P](#) in our University Policies and Regulations

Layoff

A layoff is defined as a termination of employment due to abolishment of positions caused by adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; curtailment of one or more programs or function; shortage of work; or a material change of duties. An employee may be laid off at any time as a result of any of these circumstances.

For one year following his or her layoff, an employee who has not otherwise been employed in an equivalent Florida Poly position will be offered reemployment when a vacancy occurs or a new position is established in the same classification, in the same unit, from which he or she was laid off, provided the employee meets the qualifications for the position.

An employee appointed to fill a full- or part-time contract, grant or auxiliary position, or a position which has been designated as a time-limited appointment, does not have layoff rights.

Non-Discrimination and Equal Opportunity

Florida Poly is committed to providing and maintaining a dignified environment in which all members of the University Community appreciate and respect one another by collectively sustaining a welcoming environment to work, study, and interact with one another free from any form of unlawful discrimination. The university shall not unlawfully discriminate in offering access to any educational programs or activities or in conducting its employment practices on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status (each hereinafter referred to as a "protected class") or any other legally protected class or basis under applicable federal and/or state laws.

For additional information about non-discrimination and equal opportunity, please see [FPU-1.004 Non-Discrimination and Equal Opportunity Regulation](#) in our University Policies and Regulations.

Sexual Harassment

[Florida Poly's Sexual Harassment Policy](#) affirms the University's commitment to ensure that members of the University community shall be permitted to work, study, and interact with each other in a dignified learning environment free from any form of unlawful discrimination. University policy imposes mandatory reporting of violations for certain university employees and all employees are expected to comply with such requirements.

Note: The definition of sexual harassment excludes the use of sexual material in a classroom setting for academic purposes. If you need advice about how to present sexual material in class or how to respond to student concerns about such material, contact the Provost/designee.

Employees may direct any person that believes he or she has been subjected to sexual harassment; any person that believes he or she has been subjected to retaliation related to an allegation of sexual harassment; or any person that believes that others have been subjected to sexual harassment, in violation of the university's sexual harassment policy, that may wish to seek guidance, counseling, or file a complaint to:

Title IX Coordinator

Kevin Calkins

Mailing Address: 4700 Research Way, Lakeland, FL 33805-8531

(863)583-9050

TitleIXCoordinator@flpoly.org

For additional information about sexual harassment, please review the following policy [FPU-1.005P Sexual Harassment](#) or contact the Human Resources department.

Complaint and Investigation Process

The University President or his/her designee is responsible for administering the complaint and investigation procedures related to allegations of discrimination or harassment. All reports and complaints, whether formal or informal, must be reported to the President. Reports or allegations of discrimination or harassment will be processed upon the filing of a complaint with the President.

For additional information about the complaint or investigation process, please review the following regulation- [FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures](#) or contact the Human Resources department.

Mandatory Training on Preventing Sexual Harassment

Florida Poly is committed to keeping the university free from sexual harassment and to ensure it's a safe place in which to work and learn. This online workshop (45 minutes) is required to be completed by all Florida Poly faculty and staff within their first 30 days of employment and every employee is required to take a refresher annually thereafter. To take the online sexual harassment prevention training course, log on to the myUFL system then navigate to My Self Service, Training and Development, Preventing Sexual Harassment.

Once completed, please print your certificate of completion and submit to the Human Resources Department so that it can be placed in your personnel file.

Personnel File

Your personnel file is kept and maintained by the Human Resources department. This file may contain items such as your application, performance appraisals, deficiency reports, changes in work or personal status and any other information pertinent to your job at Florida Poly. You may review your file by contacting the Human Resources department. Please provide at least a 24-hour notice. This office can also provide instructions regarding changes to your name, address, telephone number, etc.

As a Florida Poly employee, all public records, including your personnel file, shall be made available, upon reasonable request, to any person requesting to review it- unless the information requested is exempt from the public records or is confidential pursuant to Florida law. Public information includes home addresses and phone numbers as well as education and employment information, but does not include your social security number, banking information or medical records, if any, contained in your file. Copies of such documents will be reviewed for confidential information and then provided upon request. By law, exemptions may apply to certain individuals and their spouses according to the employee's current and former employment classifications upon the employee's written request. Exempt classifications available upon written request include, but are not limited to, law enforcement personnel, firefighters, judges, and attorneys.

For more information, please contact the Human Resources department.

Please see [FPU-1.0123P Public Records Policy](#) in our University Policies and [6C13.6.008 Personnel and Limited Access Records Rule](#) in our University Rules.

Visa Status

An employee's visa status affects appointment eligibility as well as withholding for federal, Social Security and Medicare (FICA) taxes. Employees who fail to provide their departments with copies of their past or current visa documents are responsible for paying their respective tax liability. The Foreign National Tax Information Form and the I-9 must be completed and sent to the Human Resources department if there is an extension or change of status for the employee. An employee will not be put on payroll without the report from the Human Resources department. Employees are encouraged to consult with their own tax advisers concerning their visa and tax status.

EMPLOYEE SAFETY

Workers Compensation

Florida Poly is committed to providing a safe and healthy environment in which faculty, staff and students may work and study. In order to help uphold this commitment, the Division of Environmental Health & Safety (EH&S) is responsible for informing the Florida Poly community of the general safety training that is required of employees.

As a university employee, you will want to practice good safety habits and observe appropriate precautions at all times for the protection of yourself and others. Even then, accidents and injuries on the job can happen. If you sustain a work-related injury, your medical expenses and a portion of your earnings will likely be covered under the Florida Poly Workers' Compensation program.

What to Do If You Are Injured While Performing Your Job

1. Notify your supervisor immediately. You/your supervisor must then contact the Human Resources department. An incident report will need to be completed.
2. If you require medical attention, contact HR prior to going to a medical care provider. HR will assist you getting the medical attention that you may need.
3. To obtain authorization for Workers' Compensation claims, employees need to contact AmeriSys at 1-800-752-0886. They will be asked a series of questions about their work related injury and then will be instructed on which medical facility to go to for services.

4. When you arrive at an authorized medical care provider's facility, be prepared to show proof of identification.
5. Provide both your supervisor and HR with medical documentation of your initial work status and any subsequent changes to it. Your authorized medical care provider must support, in writing, all injury-related time away from work.
6. Contact your supervisor daily or according to a schedule established by your supervisor in order to keep him/her informed about your current work status, ongoing treatment and prognosis for recovery.
7. Attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.
8. When an authorized medical care provider releases you to return to work (regardless of your assigned limitations or restrictions), you must be willing and able to return to the workplace.

For more information regarding Workers' Compensation, please contact the Human Resources department or the EH&S department.

Alligators and Snakes

Alligators can be found in virtually every body of water on campus, and are normally shy creatures. But when fed by people, they lose that fear and associate people with food. An alligator that has lost the fear of man can be extremely dangerous, and can approach you looking for food. There are numerous cases in Florida where alligators have attacked people or pets because they have lost the fear of man.

Be aware of the possibility of alligator attacks when in or near fresh or brackish water bodies. Attacks may occur when people do not pay close enough attention to their surroundings when working or recreating near water.

- Do not swim in any of the ponds or lakes on or near the campus as the waters might be inhabited by alligators.
- Alligators are most active between dusk and dawn.
- Leave alligators alone. State law prohibits killing, harassing or possessing alligators.
- Never feed or entice alligators – it's dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food.

Report nuisance alligators to Florida Fish and Wildlife Conservation Commission (FFWCC) by calling 1-866-FWC-GATOR. 866-392-4286. For more about alligators click here: http://myfwc.com/media/152524/Alligator_Brochure.pdf

Of the many species of native snakes in Florida, not all are venomous. Still, we strongly suggest that you give all snakes plenty of room.

EMPLOYEE DISABILITY ACCOMMODATIONS

Reasonable Accommodations

Upon request, the University provides reasonable accommodations to persons with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act or ADA (PL 101-336), employers are required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the job, the work environment or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It is the intent of Florida Poly to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform the University that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual’s disability. To request a reasonable accommodation, contact Human Resources if you are an applicant, or your immediate supervisor if you are an employee and make your request known.

Notification of Special Needs During an Emergency Situation

Individuals are encouraged to report any special needs to their supervisor and the Human Resources department so that they may be protected during emergencies. The employee should make arrangements with his or her department if the employee will need assistance in exiting a building during an emergency.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Florida Polytechnic Employee Handbook. I have read the handbook, understand it and agree to follow it during my employment with the University.

I acknowledge that the University reserves the right to change, revise, edit or delete the plans, policies, benefits and procedures described in the this handbook at any time the University determines a change is necessary or desirable.

I acknowledge that this handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of university policy, including statements made in the course of performance evaluations, will be taken as constituting an express or implied promise of continued employment.

I also agree to comply with the contents of the employee handbook where compliance is expected or required.

Employee Name (please print)

Employee Signature

Date

Witness Signature