



WELCOME TO POLK COMMUNITY COLLEGE!

On behalf of the faculty and staff at Polk Community College, welcome to our family. You are joining a talented and dedicated team of professionals who are committed to providing outstanding educational programs and services to the residents of Polk County. Please take a moment to read our Vision and Mission statements and our Core Values. They serve as a guide for all of us as we perform our jobs at PCC.

This Employee Handbook outlines the main policies and practices that govern employees at PCC. It is intended to be a reference for you and one that we hope will answer most of your questions. If you have a specific question that is not addressed in the document, please contact Mr. Jerry Peak, Director of Human Resources, at JPeak@polk.edu or call 297-1076.

Again, welcome to PCC and I look forward to meeting you. Please call my office at 297-1098 to schedule a time that we can get acquainted.

Sincerely,

A handwritten signature in black ink that reads "Eileen Holden". The signature is written in a cursive, flowing style.

Eileen Holden, Ed.D.
President

Our Vision: PCC will be a world class college and Florida's leader in workforce development.

Our Mission: PCC is a quality-driven institution providing degree, career and lifelong learning programs within an environment of excellence and commitment to student success.

Our Core Values: Collaboration; Commitment; Diversity; Excellence; Integrity; Leadership; Service

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I. AN INTRODUCTION

This handbook has been prepared to introduce you to your College. It will acquaint you with the policies, rules, pay and benefits which apply to all employees at Polk Community College.

The information contained in this handbook applies to all employees of Polk Community College. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the College and any of its employees. In the event that there is a conflict with the information presented in this handbook and the DBOT Rules and Procedures, the information presented in the DBOT rules and procedures will be considered to be correct.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents. This handbook is only an unofficial summary of our policies, however, so please review it with your supervisor or the Human Resources Department if you have any questions.

This employee handbook supersedes all previous employee handbook and management memos which may have been issued on subjects covered herein.

District Board of Trustees Rules

The District Board of Trustees (DBOT) has adopted a set of rules governing the operation of the College and they include rules governing your employment with the College. The only official copies of the DBOT Rules may be found in the Public Folders using the Outlook Email program. They are located in a sub folder named Rules.

Polk Community College Procedures

The ***PCC Procedures*** is a group of working policies, which implements the DBOT Rules. The official copies of the PCC Procedures may be found in the Public Folders using the Outlook Email program. They are located in a sub folder named Procedures.

Changes in Policy

We expressly reserve the right to change any of our policies, including those covered here, at any time. We will place updated policies in the appropriate official Outlook folder as soon as they are approved. The College will also attempt to notify employees of these changes using public announces posted in the "News" bulletin board in Outlook and other communications methods.

Changes will be effective on dates determined by the College, and you may not rely on policies that have been superseded. No supervisor or manager other than the President of the College has any authority to alter the foregoing. If you are uncertain about any rule, policy or procedure, please check with your supervisor and/or the administrator responsible for Human Resources.

Employment Relationship

Your employment with the College is entered into voluntarily, and you are free to resign at any time, for any reason, with or without notice. Similarly, the College is free to conclude the employment relationship at any time.

II. EMPLOYMENT POLICIES

Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

Exempt. Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

Non-exempt. Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for hours worked in excess of forty per week.

Full-time. Employees scheduled to work 40 hours or more per week.

Part-time. Employees scheduled to work less than 40 hours per week. Those employees working fewer than 30 hours per week are not eligible for college benefits.

Temporary. Employees who are hired for a limited, pre-established period. They may work a full-time or part-time schedule. They are not eligible for college benefits and holiday pay under most circumstances.

Temporary Grant Funded. Employees who are hired to work in a grant funded program for an indefinite period. They are eligible for most College benefits as long as the employee works at least 30 hours per week. Grant funded temporary employees may be immediately terminated if the grant funding the employee's salary is canceled or otherwise stopped.

New. Employees with less than 6 months of service who are in the prescribed orientation period.

Regular. Employees who have completed the 6 month orientation period.

Equal Opportunity

Polk Community College maintains a policy of nondiscrimination with regard to employees and applicants for employment. No aspect of employment with us will be influenced in any

manner by race, color, religion, sex, age, marital status, national origin, disability, or any other basis prohibited by statute.

Employment of Relatives

We have no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While we will accept and consider applications for employment from relatives, close family members such as parents, grandparents, children, spouses, brothers and sisters, or in-laws generally will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. Further, such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest.

Orientation Period for New Career and Professional/Technical Employees

The orientation period for new career and professional/technical level employees lasts up to 6 months from date of hire. During this time, you have your first opportunity to evaluate our College as a place to work, and management has the first opportunity to evaluate you as an employee. As during your regular employment, you and the College each have the right to terminate employment without advance notice and without cause.

The orientation period involves evaluation of performance at 2 months and 6 months. Upon satisfactory completion of the orientation period, you will become a regular employee. All employees, regardless of classification, status or length of service, are expected to meet and maintain College standards for job performance and behavior.

Personnel Records

Important events in each employee's history with the College will be recorded and kept in the employee's personnel file. Regular performance reviews, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained.

Your personnel file is available for your inspection in the Human Resources Department. Contact your supervisor or the Director of Human Resources to make an appointment.

You are responsible for notifying the Human Resources Department of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This responsibility includes employees on lay-off status and leaves of absence.

Hours of Work; Time Records

Our normal workweek consists of forty hours, eight hours per day for five consecutive days, Monday through Friday. College administrative offices are open 8 a.m. - 5 p.m., Monday through Friday. Some offices have expanded hours to meet the needs of students.

If you are an hourly employee, you are responsible for filling out a time sheet throughout the month. For each day worked, record your hours in the appropriate box. Hourly employees should report all hours worked on their timesheet, including hours spent working at home on College business. No supervisor is allowed to ask or require that employees falsify their timesheet by not reporting hours they actually worked.

If you are an exempt administrative, professional/technical or career employee, you are only responsible for reporting absences and any leave used during the month.

Whenever you are absent, use the appropriate code letter listed on the time sheet to indicate the reason for your absence. Each absence, other than official holidays, must also be listed and approved in the lower left portion of the time sheet.

The Business Office will establish deadlines for submitting time sheets. Consult your supervisor for appropriate deadlines. When your time sheet is completed, send it to your supervisor, who verifies it for accuracy and completeness before it is sent to the Payroll Office.

Lunch and Rest Periods

The normal lunch period is one hour. Supervisors may establish mandatory lunch schedules which employees must follow in order to ensure that offices are open without interruption. Employees may take lunch periods that are less than one hour with prior approval from their department head. Employees may take a fifteen-minute break, as work allows, in the morning and in the afternoon.

Your Position Description

At the College we use job descriptions to aid in staffing, wage and salary administration and in training. They also help employees and supervisors communicate about position responsibilities. However, position descriptions are intended to record the major duties and functions of the position. They are not all inclusive lists of duties and responsibilities; they are only guidelines and can normally be expected to change over time.

From time to time, employees may be expected to perform duties and handle responsibilities that are not part of their normal jobs. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the position description may be changed.

Performance Appraisals

You will receive a performance appraisal from your supervisor on or near the end of your second and sixth months of employment. Thereafter, you will receive performance appraisals once a year during the month of February if you are an administrator and during the month of April if you are a professional/technical or career employee. The performance appraisal allows your supervisor to discuss your overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review your strengths and also point out ways to improve your performance.

Promotions; Job Posting

College personnel will be selected, retained, and promoted on their ability and willingness to support the philosophy and objectives of Polk Community College. The Board recognizes that the pursuit of excellence requires personnel of the highest caliber, dedicated to the belief that all students who enter the college will be given the best education available in the most favorable environment at a cost consistent with available resources. Accordingly, the College advertises all regular and grant-funded full and part-time positions and welcomes applications from both current employees and the general public.

Current job openings are posted on the PCC website under "Human Resources" and on the PCC News electronic bulletin board.

Resignation

If you decide to leave the College, it is suggested that you advise your supervisor at least two weeks prior to your date of departure if you are a career employee or 30 days prior to departure if you belong to one of the other employee groups so that an orderly transition can be made. This process includes turning in College property, completing required forms, and having an exit interview. As an incentive to provide proper notice, the College will not pay any terminal leave benefits to employees who leave without providing the proper notification.

Exit Interviews

If you leave the College, before your last day you will have an exit interview with the Director of Human Resources. This is to document the reasons you are leaving and solicit constructive feedback to improve the College. You may also request an exit interview with the President of the College.

III. WAGE AND SALARY POLICIES

Wage and Salary Information

Information about salaries, including minimum and maximum rates of pay for PCC employees, is included in the latest Salary Schedule. If you are interested in knowing the

wage or salary range for your position, ask your supervisor to review the Salary Schedule with you.

Wage or Salary Increase

Salary increases are subject to overall budget considerations and are determined annually by the District Board of Trustees. Salary increases, if given, are applied to your current annual base salary if you have received satisfactory performance reviews for the year.

Overtime Pay

All overtime work by non-exempt employees must be authorized in advance by the employee's supervisor. Non-exempt employees will be paid time and one-half for authorized hours worked in excess of forty hours in one week.

Employees should report all hours worked on their timesheet. No supervisor is allowed to ask employees to falsify their timesheet by not reporting hours they actually worked.

Compensatory Leave

Non-exempt employees may take compensatory leave (time off with pay) in place of overtime pay. Comp time must be approved by your division director or dean and taken in the same month or succeeding month. Comp time may not be carried over from one fiscal year to the next. Comp time that is not used during the period allowed will be paid to the employee on the next monthly paycheck.

Shift Differential

A five percent shift differential shall be awarded to those full-time employees who, on a regular basis, have the major portion of their hours scheduled after 5:00 p.m. Inclusion of a shift differential shall be considered an individual's established rate of pay and shall be used in all computations of pay (sick leave, vacation, overtime, leave without pay) except to establish a base for increases.

Payroll Deductions

Various payroll deductions are made each payday to comply with Federal and State laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal Income Tax Withholding
- Social Security (OASD & Medicare)
- Court mandated deductions
- Other items designated by the employee

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Payroll Office.

Paydays

The payroll week runs from Saturday of one week through Friday of the following week. Employees are paid the last working day of the month.

Payroll Distribution

You must sign for your paycheck at the assigned distribution point. Checks will not be given to any other individual, unless you have a signed statement on file at the distribution point.

IV. EMPLOYEE BENEFITS AND SERVICES

Florida Retirement System

If you are a full-time employee or regular, part-time employee, you are a member of the Florida Retirement System. This benefit is paid entirely by the College. As of 7/1/2006, the College pays in 9.85% of the employee's base salary into their retirement account.

Traditional Retirement Plan:

Employees are vested for retirement benefits after 6 years of creditable service. Full retirement payments will be made at age 62 or after 30 years with the system. Benefits are calculated on a formula which takes into consideration average salary and years of creditable service.

Investment Plan:

Employees are vested in this benefit after one year of creditable service. The money paid on the employee's behalf by the College is placed in an investment account managed by the FRS as directed by the employee. This benefit may be used at age 62 or after 30 years of service in the system. The total benefit at retirement will depend upon the success of the employee's investments over time.

Group Health Insurance

Polk Community College participates in several medical insurance plans. The College pays the insurance premium for each full-time employee. You have the option of adding coverage for your spouse and dependents. The College also pays the premium on a life insurance policy for every full-time employee equal to their annual salary plus \$5,000. Benefits become effective on the first day of the following month from date of hire.

Long-Term Disability

Polk Community College pays the premium cost of long-term disability for all full-time regular employees working 40 hours per week. New employees are eligible upon completion of 30 days of active employment. Generally benefits begin after 90 days of

disability to age 65 with the monthly benefit amount being 66.7% of base salary to a maximum of \$6,000 per month.

No evidence of insurability is required. However, you will not receive benefits for a disability which occurs during the first 12 months after your effective date for which you received medical treatment, consultation, care of service, including diagnostic measures, or had taken prescription drugs or medicines during the three months just prior to your effective date.

Retirement Analysis

We have several companies offering quality products to assist you with your retirement analysis needs: Fidelity; Life Insurance Company of the Southwest (LSW); and the Variable Annuity Life Insurance Company (VALIC). Contact the Human Resources Office for additional information.

Employee Education Fund

Employee Education Funds pay for matriculation, tuition and lab fees for credit courses presented by Polk Community College. All full-time and part-time, benefited employees who have completed 3 months of full-time employment and their dependents, either spouses or dependent children (IRS qualified), are eligible.

Staff and Program Development (SPD)

Staff and Program Development funds are available to all part-time and full-time regular employees to pay for conferences, workshops, and college courses for the development of skills in your area of responsibility. Contact your supervisor for information.

Social Security

All part-time and full-time regular employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection, and the College will match your deduction dollar for dollar.

Workers' Compensation

The College carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported immediately to your supervisor and a Workers' Compensation Accident Report must be submitted to the Human Resources Office within three working days following the incident.

Vacations

Our vacation plan is designed to provide you with the opportunity to rest and get away from the everyday routine. PCC employees who are full-time administrators, career or

professional/technical earn vacation time for each month employed at the College according to the following rates:

<u>Days Per Month</u>	<u>Years of Full-Time Employment</u>
1	1 - 5
1 1/4	6 - 10
1 1/2	over 10

You must have worked at the College for 6 months to be eligible to take vacation days accumulated. Vacation must be scheduled in advance with your immediate supervisor. A maximum of 44 days may be accumulated; days in excess of 44 will be lost on December 31. If you leave PCC, you will be paid for unused vacation time to a maximum of 30 vacation days computed at the rate of pay earned upon separation provided that you give the suggested amount of notice.

Holidays

Full-time (12 month) employees are eligible for paid holidays and paid non-duty days each year. The number and dates of these days may change from one year to the next. These holidays are listed in the College Calendar published by Student Services.

The following paid holidays are normally observed: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day (if on M-F), Labor Day, Thanksgiving Day, and Christmas Day.

The following paid non-duty days are normally observed: Spring Break (5 days, Monday-Friday), Wednesday immediately preceding & Friday following Thanksgiving Day, and Christmas Eve through New Year's Eve (any Monday-Friday that is not a paid holiday).

Leave

There are several different types of leaves at PCC. Some may be taken with pay. Specific information follows:

1. Sick Leave

Full-time employees earn one sick leave day each month you are employed at PCC, provided you work 50% or more of the work days in that month. These paid leave days are accumulated from one year to the next. Sick leave may be taken for days you are ill. Sick leave may also be taken for illness or death of a close relative or member of your household. Sick leave is approved by your immediate supervisor.

When you resign from PCC you will be paid at the daily rate of pay for a percentage of your accumulated sick leave as follows:

1. During the first 3 years of service, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.

2. During the next 3 years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
3. During the next 3 years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
4. During and after the 10th year of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.

Accumulated sick leave may be transferred to or from another Florida Community College, the Florida Department of Education, the State University System, a Florida district school board, or a state agency.

We encourage employees to accumulate sick leave so it is available to help in the event of a long illness. Time paid for sick leave does not count as time worked in calculating overtime for the week.

2. Compensatory Leave "Comp Time"

Non-exempt career employees may take compensatory leave (time off with pay) in place of overtime pay. Comp time must be approved by the President's Staff member responsible for your area and taken in the same month or succeeding month. Comp time may not be carried over from one fiscal year to the next.

3. Consulting

Full-time employees of the college, upon recommendation of the President or designee, may be granted up to five days leave per year without loss of pay for the purpose of consulting. The five days include travel time. The employee will not be reimbursed for travel or daily expenses.

4. Emergency Leave

Emergency situations occur occasionally for which emergency leave may be taken. Schedule this type of leave with your supervisor as soon as prudently possible. Personal leave with pay or without pay may be used in an emergency by full-time employees.

5. Family and Medical Leave

The Family and Medical Leave Act entitles employees who have worked at least 1250 hours at the College over the last 12 months to take up to 16 weeks of leave to care for their own serious medical problem or to care for an immediate family member or for the birth, placement or adoption of a child. We fully endorse and support this law.

We have posted a notice in Human Resources, as required by law, to help you understand it.

Polk Community College Procedure 6067 sets forth your rights and duties under this law. Please read this very carefully and feel free to ask your supervisor or the Director of Human Resources if you have any questions about it.

6. Funeral Leave

You may take time off to attend funerals for family and friends. Personal leave with pay or without pay may be used by full-time employees.

7. Jury Duty or Trial Witness Leave

You will receive your regular pay whenever you are required to serve on a jury or are called to testify at a trial. Travel pay to the courthouse will not be given.

8. Military Duty Leave

PCC employees who receive orders for duty with the U.S. Military or Florida National Guard will be granted military duty leave as provided for by USERRA. For details please contact the Human Resources Department.

9. Personal Leave with Pay

PCC employees may take four days of personal leave with pay during each fiscal year (July 1 through the following June 30) of employment. These leave days will be deducted from the sick leave time you accumulate. Although sick leave accumulates from one year to the next, personal leave with pay does not carry over to the next year. You should schedule this leave in advance with your immediate supervisor.

10. Personal Leave without Pay

Personal leave without pay may be granted for either personal or professional reasons. This leave may be granted if you can demonstrate you have sufficient reason and the absence will not adversely affect the operation of the College. Your supervisor must approve this leave in advance.

11. Professional Leave

Professional leave may be granted with or without pay to a full-time employee engaged in activities which will result in professional advancement or benefit. This leave may be taken to earn college credits or a degree. The President's Staff member responsible for your area must approve this leave.

12. Sabbatical Leave

Sabbatical leave with partial pay may be granted to administrators when the leave will enhance or improve the College program. This leave is approved by the President.

13. Temporary Duty Leave

Employees may be away from their normal duty location on college-related work or job-related training. This leave must be approved by your immediate supervisor.

Job Counseling

If you are concerned about your job performance, or if you wish to talk about job prospects in line with your career interests and abilities, you may arrange for a counseling discussion with the Director of Human Resources or the Vice President for Administrative and Business Services. Such a discussion will be confidential and will in no way jeopardize your present position or future with the College.

Automatic Bank Deposit

Many of our employees find it convenient to have their regular paycheck automatically deposited in their bank account. If you would like to make a similar arrangement, contact the Human Resources Office.

Tourist Attraction Discounts

Employees can receive a discount on admission to various tourist attractions by obtaining discount cards from the Human Resources Department.

Student Center

The Student Centers on the Lakeland and Winter Haven campuses provide cafeteria and snack bar facilities.

V. EMPLOYEE COMMUNICATIONS

Suggestions

We encourage you to suggest methods to improve quality and efficiency in the College. Submit your suggestions in writing to the Director of Human Resources. Your suggestions should be detailed so that the system or procedure can be adequately evaluated.

Grievance Procedure

Under normal conditions, if you have a job-related problem, question or complaint, you should discuss it with your supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.

When the issue personally involves the supervisor or manager with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to the next person in authority without fear of reprisal.

If the discussion with your supervisor does not answer your question or resolve the matter to your satisfaction, you may then present your complaint in writing following the guidelines of Employee Grievance Procedure 6013.

VI. EMPLOYEE SAFETY AND HEALTH

Accidents

No matter how insignificant any injury may seem when it occurs, notify your supervisor or the Director of Human Resources immediately.

Fires and Emergencies

If you need to report an emergency from a PCC phone, dial 911.

Remember to stay on the line and provide complete information on your location to the Polk County Emergency 911 operator. The 911 operator can only tell that your call is coming from either the Lakeland or Winter Haven campus. The 911 operator has no way of knowing from where on campus you are calling or the phone extension at which you can be located to provide additional information.

Once you have completed the 911 call, dial campus security at 5059 and give the exact location of the emergency.

There are fire and emergency alarm systems in buildings on both campuses.

Return to Work

If you are on a disability or medical disability leave of absence, you must return to work when your physician or a college-appointed physician determines that you are able to resume normal duties. If you wish to extend your leave beyond this point, you must apply for a personal leave of absence.

A physician's release may also be required when returning to work from sick leave or other short-term, medically related absences of three days or more. Your supervisor will advise you of this requirement, which depends on case-by-case circumstances.

VII. STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the College and to co-workers.

Violations of our standards will result in one of the following forms of corrective action: Discharge, suspension, oral warning, or written warning. In arriving at a decision for proper action, the following will be considered:

- the seriousness of the infraction;
- the past record of the employee;
- the circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in correction action:

1. Falsifying employment application, time sheet, or personnel or other college documents or records.
2. Unauthorized possession of college property. Damaging or destroying college property due to careless or willful acts.
3. Gambling, carrying weapons or explosives, or violating criminal laws on college premises.
4. Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee on college premises.
5. Engaging in acts of dishonesty, fraud, theft or sabotage.
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
7. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
8. Unauthorized use of college material, time, equipment or property.
9. Conduct which the College feels reflects adversely on the employee or College.
10. Performance which, in the College's opinion, does not meet the requirements of the position.
11. Negligence in observing fire prevention and safety rules.
12. Engaging in such other practices as the College determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the College, its employees, or students.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the College. Additional standards of conduct are described below.

Conflict of Interest

Employees are expected to devote their best efforts to the interests of the College and the conduct of its affairs. The College recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. Contact your supervisor or the Director of Human Resources if you have questions regarding a possible conflict of interest to prevent potential conflicts from arising.

Harassment, Including Sexual Harassment

PCC is interested in preserving human dignity and the protection of our employees from harassment whether it is based on sexual, racial, ethnic or of some other type of protected characteristic. Harassment based on a protected characteristic in any form - verbal, physical or visual - is strictly against College policy and will result in corrective action. Defining sexual harassment precisely is not easy but it certainly includes slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. If you believe you have been the victim of harassment, or know of one who has, report it immediately to your supervisor or the President's Staff member responsible for your area.

Attendance Standards

Punctuality and regular attendance are essential to the proper operation of the College.

If you are unable to report for work for any reason, if you will arrive late, or must leave early, you are required to notify your supervisor.

We reserve the right to require a physician's release when an employee returns to work following a disability of three days or more.

Absence Without Notice

For us to operate our College effectively, we ask that you keep us informed of your status when you are off work because of illness or accident from any cause. If you fail to notify us after three days of consecutive absence, we will presume you have resigned, and you will be removed from the payroll.

Solicitation and Distribution

Soliciting by one employee of another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited. Trespassing,

soliciting or distributing literature by anyone outside the College is prohibited on college premises unless prior approval has been obtained from the Vice President for Administrative and Business Services.

Alcohol and Drugs

The use, possession, sale, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by employees at any time on college premises or while on college business is prohibited.

Smoking

All indoor areas at the Lakeland and Winter Haven campuses are non-smoking. Smoking outdoors on the PCC campuses is limited to areas that have been designated as smoking areas by signs.

Dress and Personal Appearance

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to students or other employees.

Confidentiality

During the course of your employment here you will be working with student and college information that we consider confidential. Protect this information by safeguarding it when in use, filing it properly when not in use, and discuss it only with those who have a legitimate business need to know.

VIII. MISCELLANEOUS POLICIES

Bookstore

College offices may purchase office supplies from the office supply contractor. Each fiscal quarter a memorandum signed by the Budget Head is sent to the Business Office indicating the anticipated dollar amount each department will purchase. This memo should indicate the names of the individuals who are authorized to sign for supplies. If your name is on file, you may select supplies and sign for them.

College Credit Card

The College has credit cards for use in paying for pre-approved purchases that do not exceed \$2,500. You must fill out a purchase request form and have prior approval of purchases before the credit card can be released to you by the Business Office. The credit card and any receipts should be returned to the Business Office.

College Keys

You may be issued keys for appropriate office doors, desks, filing cabinets, etc. Key request forms are available from the Facilities Office and should be returned to the Facilities Office when properly completed. When your keys are ready, your office will be notified and you can sign for them in the Facilities Office. When keys are no longer needed, or when you leave the College, you should return them to the Facilities Office.

Employee Identification

All employees are issued I.D. cards by the Facilities Office. You will need your card to sign out books and other materials from the library. Identification cards will also allow you to attend many college events free. Because many of the ID cards also contain electronic keys, employees are required to keep their ID card in a secure place and not give them to other persons for their use. If your ID card is lost or stolen, you need to report this fact immediately to facilities.

Polk Community College name tags may also be given to employees. These tags are ordered from the Human Resources Office after the request is approved by the appropriate division director or President's Staff member.

Parking

Employees must have a permit on their vehicle to park in areas designated for staff. Parking permit tags may be obtained at the Facilities Office.

Petty Cash

A petty cash fund is maintained by the Business Office for purchases under \$50. To receive a cash advance, take your completed petty cash voucher signed by your Budget Head to the Business Office in Winter Haven or the cashier in Lakeland. *Note:* The College does not pay a sales tax.

Telephone

Rulings governing the use of tax-exempt telephones prohibit personal long distance calls being charged to college telephones.

Travel

All employees traveling on official college business must have prior approval from their director or the appropriate President's Staff member. Details for allowed reimbursement are found on the back of the leave form.

.....HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the Polk Community College Handbook.

The handbook contains policies and rules which apply to me. I agree to read the handbook and follow it during my employment with the College. I further understand it may be amended at any time. In this case, the College will post the new policy or rule on the "News" bulletin board in Outlook.

Employee Name (printed)

Employee Signature Date

Please keep a copy of this acknowledgement for your records.