



EMPLOYEE HANDBOOK

*Administrators
and
Professional Technical Staff*

Human Resources

Your leader and partner in creating a premier work environment.

<http://www.broward.edu/HR>

TABLE OF CONTENTS

ABOUT THIS HANDBOOK.....	1
LETTER FROM THE PRESIDENT.....	2
WHO WE ARE.....	3
HISTORY OF THE COLLEGE	3
LOCATIONS AND CAMPUSES.....	4
OUR MISSION	4
ACCREDITATION.....	5
EDUCATION MASTER PLAN	5
FACULTY/STAFF DEVELOPMENT MASTER PLAN	5
ORGANIZATIONAL STRUCTURE	5
GOVERNANCE.....	5
WHEN YOU JOIN US.....	6
EMPLOYMENT RELATIONSHIP	6
EMPLOYMENT CLASSIFICATIONS.....	6
GENERAL DEFINITIONS.....	7
GETTING STARTED	9
<i>Employment Application and New Hire Documents.....</i>	9
<i>Security Background Checks and Fingerprinting.....</i>	9
<i>Loyalty Oath</i>	9
<i>I-9 Immigration Form.....</i>	9
<i>New Hire Orientation</i>	9
<i>Security Forms.....</i>	10
<i>Your Personnel Records</i>	10
<i>Work Assignment</i>	10
<i>Workweek.....</i>	10
<i>Your Department.....</i>	11
<i>Training</i>	11
<i>ID Cards</i>	11
YOUR BENEFITS	12
DENTAL.....	12
DISABILITY INCOME PROTECTION	12
EDUCATIONAL BENEFITS.....	12
EMERGENCY TRAVEL ASSISTANCE	13
EMPLOYEE ASSISTANCE PROGRAM (EAP)	13
FAMILY & MEDICAL LEAVE ACT (FMLA).....	13
GROUP LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D).....	14
LEGAL PLAN.....	14
MEDICAL.....	14
PRESCRIPTION PLAN.....	15
PROFESSIONAL DEVELOPMENT.....	15
PROFESSIONAL TECHNICAL STAFF EDUCATIONAL INCENTIVE AWARD.....	15
RETIREMENT	15
SECTION 125 FLEXIBLE SPENDING ACCOUNT.....	16
SICK LEAVE INCENTIVE.....	16
SICK LEAVE POOL	16
SOCIAL SECURITY	17
TAX SHELTERED ANNUITIES	17
VISION.....	17

HOW WE WORK.....	18
PAYROLL INFORMATION.....	18
<i>Administrative Calendar</i>	18
<i>Direct Deposit</i>	18
<i>Payday and Paychecks</i>	18
<i>Payroll Deduction</i>	18
<i>Overtime</i>	19
<i>Compensation for Emergency Work by Exempt Employees</i>	19
<i>On Call</i>	19
<i>Shift Differential</i>	19
EMPLOYMENT INFORMATION	20
<i>Confidentiality of Medical Information</i>	20
<i>Collective Bargaining</i>	20
<i>Equal Employment/Opportunity (EEO)</i>	20
<i>Employment Classification (Assignments & Transfers)</i>	20
<i>Employment of Relatives</i>	20
<i>Internal Application</i>	21
<i>Probationary Period</i>	21
EMPLOYMENT GUIDELINES	21
<i>Access for Persons with Disabilities</i>	21
<i>Attendance and Punctuality</i>	21
<i>Computer, Network and E-mail Use</i>	21
<i>Conduct and Behavior</i>	22
<i>Disciplinary Actions</i>	22
<i>Discrimination, Harassment and Retaliation</i>	23
<i>Dress Code</i>	23
<i>Drug Free Workplace</i>	23
<i>Employee Complaint</i>	24
<i>Leaves of Absence</i>	24
<i>Operational Emergency Plan (OEP)</i>	27
<i>Outside Employment</i>	27
<i>Performance Appraisal</i>	27
<i>Recycling</i>	27
<i>Safety and the Work Environment</i>	27
<i>Solicitation or Acceptance of Gifts</i>	28
EMPLOYEE SERVICES	28
<i>Bailey Concert Hall</i>	28
<i>BCC Foundation</i>	28
<i>Bookstore</i>	28
<i>Child Development Centers</i>	28
<i>Dental Care Centers</i>	29
<i>Employment Opportunities</i>	29
<i>Library Services</i>	29
<i>Parking Services</i>	29
<i>Planetarium, Observatory and Science Center</i>	29
<i>Procurement Services</i>	29
<i>Tigertail Lake Center</i>	30
<i>Vision Care Clinic</i>	30
<i>Wellness Centers</i>	30

WHEN YOU LEAVE US..... 31
 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)..... 31
 TERMINAL LEAVE PLAN (BENCOR NATIONAL PLAN) 31
 VOLUNTARY AND INVOLUNTARY SEPARATION 31
 EXIT INTERVIEW 32
 UNEMPLOYMENT COMPENSATION..... 32
A FINAL NOTE 32
HANDBOOK ACKNOWLEDGEMENT FORM..... 33

ABOUT THIS HANDBOOK

The purpose of this handbook is to provide full-time administrators and professional technical staff (PTS) with information about policies, procedures, services and activities that will assist you in carrying out your responsibilities at Broward Community College (BCC).

For PTS employees who are part of the Federation of Public Employees (FPE) the FPE contract can be accessed at

<http://www.broward.edu/HR/FacultyStaff/EmployeeRelations/BargainingAgreements/page13543.html>

Provisions applying solely to faculty are described in the Faculty Handbook located at

<http://www.broward.edu/facultyhandbk> **and the United Faculty of Florida (UFF) contract at**

<http://www.broward.edu/HR/FacultyStaff/EmployeeRelations/BargainingAgreements/page13543.html>

This handbook is not a legal document. It does not create, amend, or abolish any legal right. It does not create any contractual obligations for BCC. It is general in nature and is not an employment contract for any definite term, nor does it alter the traditional at-will employment relationship.

Your rights, privileges, duties, responsibilities and benefits are determined and set forth by various provisions of Federal and Florida law. You cannot rely on this handbook to detail or explain your legal rights. You must refer to applicable law for that purpose.

BCC has made substantial efforts to ensure that the information in this handbook and on the web is current and accurately reflects current laws, regulations and policies. Changes may occur at any time, however, and you are responsible for keeping yourself informed of those changes in laws, regulations, policies, and BCC benefits.

Since the information contained in this handbook is general, more specific and/or updated information concerning topics mentioned can be obtained from human resources or from specific departments within BCC. The office of human resources is available to assist and answer any questions you may have as you begin and move through your new career with BCC.

LETTER FROM THE PRESIDENT

As president of Broward Community College, I would like to welcome you to the college. Although I have just recently come to this position, as Chancellor of the Community College System of Florida, I became very familiar with excellence of the programs, staff and faculty at BCC.

BCC is the lead higher education institution in Broward County. We are the first college established in the county, and we have grown with it. We serve more than 55,000 students annually.

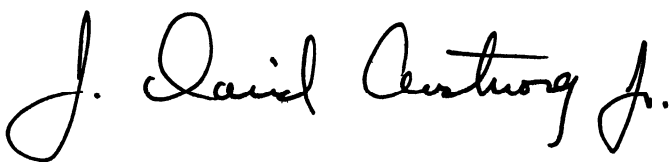
Our employees reflect the energy and diversity of our area and create a warm, supportive learning environment for our students. The respect and civility they show each other sets an example for our students to follow in their own relationships.

It is my hope that you will thrive personally and professionally at BCC. There are many opportunities for professional growth here, and I encourage you to take advantage of them.

This handbook was created by Human Resources to help you acquaint yourself with the college and what it has to offer. Please contact Dr. Edna Chun, Vice President for Human Resources and Equity or members of the Human Resources Division team should you have any questions or need additional information on the handbook.

I think you have made a good decision to become part of the BCC family, and its members join me in welcoming you.

Sincerely,

A handwritten signature in black ink that reads "J. David Armstrong, Jr." The signature is written in a cursive style with a large initial "J" and a distinct "A" and "M".

J. David Armstrong, Jr.
President

WHO WE ARE

History of the College

In 1957, under the leadership of Governor LeRoy Collins, Florida embarked upon a program to create a network of community colleges. In it, Floridians could complete their first two years of higher education at affordable institutions located within 30 miles of 95 percent of the state's population.

Broward County was among the second wave of communities selected for a community college and by 1959, work on the Junior College of Broward County (JCBC) had begun. The JCBC's first class of 701 students opened in August 1960 at the former Naval Air Station Junior High School on the grounds of Fort Lauderdale/Hollywood International Airport. Guiding the college's early years was the founding president, Dr. Joe B. Rushing, from Howard Payne College, Brownwood, Texas. His work was guided by a mandate from civic and educational leaders who envisioned and expected a college of exceptional quality.

The college's first permanent buildings were completed in Davie in time for the start of classes in fall of 1963. Dr. Rushing returned to Texas in 1965 to become the founding president of Tarrant County Community College in Fort Worth. Succeeding him was Dr. Myron Blee, who came to BCC from Washington, D.C. where he had served as director for the office of emergency planning. He served as president until 1968 when Dr. A. Hugh Adams was named to the position. Before taking on the challenge of leading the college, Dr. Adams had served as superintendent of public instruction in Charlotte County. In 1968 the college also changed its name to Broward Junior College and was taken from the local school boards' governance into the district boards of trustees' governance system. In 1970 the college underwent one further name change to Broward Community College.

Dr. Adams led the college from 1968 to 1986, guiding its growth, scope and prestige among America's two-year colleges. During Dr. Adams' tenure, BCC expanded to include the South Campus in 1970, the North Campus in 1972, the Downtown Center in 1973 and the Tigertail Watersports Center in 1975. Dr. Adams retired in 1986, and to honor his dedication, service and accomplishments, the trustees renamed Central Campus the A. Hugh Adams Central Campus in December 1986.

Dr. Willis Holcombe, who had served as a professor, assistant to the president, dean and provost at BCC before becoming vice president at Brevard Community College, became BCC's fourth president in 1987. Dr. Holcombe continued the college's physical expansion program, particularly in the areas of libraries and student services facilities. The Pines Center in Pembroke Pines opened in 2000 and work was begun establishing centers in Miramar and Weston. Dr. Holcombe retired in early 2004 and returned to serve in an interim capacity from November 2006 through June 2007.

Dr. Larry A. Calderon was selected by the BCC District Board of Trustees as the college's fifth president. Before coming to BCC, Dr. Calderon served as president of Ventura College in

California from 1995 to 2004. He served as president of Broward Community College from November 5, 2004 to December 19, 2006. An expert in strategic planning, Dr. Calderon was the first Hispanic to lead the college.

J. David Armstrong, Jr., was selected by the BCC District Board of Trustees to serve as the college's sixth president. Prior to coming to BCC in July 2007, he served as Chancellor of the Florida Community College system for five years. His career in community colleges began 20 years ago at Pensacola Community College where he worked in public affairs and government relations. President Armstrong is a proponent of "student success" initiatives, and plans to keep the college focused on preparing students for an AA degree so they can successfully transfer to other universities with additional emphasis on partnering with the business and industry community to assure BCC offers relevant programs.

BCC serves more than 60,000 students annually and employs more than 1,500 full-time faculty and staff members. BCC graduates have distinguished themselves in service to their communities, the state and the nation. The college has a proud legacy of service and achievement and steadfastly remains on course, dedicated to serving its students and the community at large.

Locations and Campuses

WILLIS HOLCOMBE CENTER

954-201-7491
225 East Las Olas Blvd.
Ft. Lauderdale, FL 33301

CENTRAL CAMPUS

954-201-6865
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS

954-201-2240
1000 Coconut Creek Blvd
Coconut Creek, FL 33066

SOUTH CAMPUS

954-201-8835
7200 Pines Blvd.
Pembroke Pines, FL 33024

WESTON CENTER

954-201-8501
4205 Bonaventure Ste. 2
Weston, FL 33331

PINES CENTER

954-201-3601
16957 Sheridan Street
Pembroke Pines, FL 33331

MIRAMAR CENTER

954-201-8601
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER

954-201-4500
580 Gulfstream Way
Dania Beach, FL 33004

Find additional information on campus locations, maps and directions at <http://www.broward.edu/dirmaps/allcamp.jsp>

Our Mission

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, lifelong learning, academic excellence and the use of current technology.

Accreditation

Broward Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees, certificates and diplomas.

Education Master Plan

The Education Master Plan presents the college's strategic and operational priorities and is intended to guide college planning activities in order to achieve the college's strategic vision to become a world-class institution.

Additional information available at <http://www.broward.edu/masterplan>.

Faculty/Staff Development Master Plan

This plan describes the college's strategies to address all facets of faculty and staff development from recruitment and selection, orientation and professional development, rewards and recognition, to creating a culturally appropriate and diverse culture and climate through comprehensive communication programs.

Organizational Structure

Broward Community College is a political subdivision of the state of Florida and is directly governed by the Board of Trustees, a five member overseeing body. The governor of Florida appoints board members for terms of four years.

The college president reports directly to the District Board of Trustees and makes recommendations about items that will affect the future of the college. For additional information regarding organizational staffing charts showing various levels of authority and responsibility go to <http://www.broward.edu/facultyhandbk/>.

Governance

The District Board of Trustees of Broward Community College is the policy making body of the institution. The college president, as chief executive officer, is charged with the overall duty and responsibility for the operation of the college. The president is authorized to establish standing and ad hoc committees to advise appropriate personnel on various aspects of the operation of the college. You are encouraged to participate in the development, promotion and governance of the college through these committees.

Additional information is available at <http://www.broward.edu/committees/>.

WHEN YOU JOIN US

Employment Relationship

Under Florida law, employment contracts that do not specify a definite term of employment are terminable “at will.” Neither you nor BCC is bound to continue the employment relationship if either chooses, at will, to end the relationship at any time for any reason, other than those prohibited by law. In other words, you can resign or be terminated at any time without cause. BCC is committed to making employment decisions based on job performance and the needs of college operations.

Employment contracts that specify a definite term of employment are not terminable “at will.” Both parties must abide by the terms of the agreement; otherwise, either party may be in breach of contract.

Probationary Period - All full-time professional technical staff employees will serve a 120-day probationary period, which may be extended. This probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. It also determines whether the new position meets their expectations as well as the college’s expectations. All administrators serve on an annual contract that is renewed year to year and do not serve a probationary period.

Employment Classifications

ADMINISTRATOR – A full-time regular or temporary employee designated as "exempt" with academic credentials and/or professional training that holds an annual contract and is able to administer policies, programs and serve in an administrative category with budgetary control.

FACULTY – A full-time regular or temporary employee whose primary duty is the delivery of instruction and who is hired on an instructional contract. Additional information is available at <http://www.broward.edu/facultyhandbk>.

Counselor – A full-time faculty member who provides counseling services to students in support of BCC’s mission and goals. They are designated to assist in students’ intellectual, personal, ethical and social development.

Librarian – A full-time faculty member who provides appropriate learning and academic resource services. This includes the necessary components for students, faculty and staff to effectively achieve their educational goals.

Adjunct – A part-time temporary faculty member who teaches on an as-needed basis and who is hired for a set period of time with no guarantee of continued employment.

PROFESSIONAL TECHNICAL STAFF (PTS) – A full-time regular or temporary employee designated either as “exempt” or “non-exempt”, working 37.5 or 40 hours per workweek, who generally works in a support position.

General Definitions

EMPLOYEE – An individual who regularly works on a wage or salary basis. Employees at BCC can be classified as exempt or non-exempt, full-time regular, full-time temporary, full-time restricted, part-time, or temporary.

INTERIM – An internal employee temporarily appointed to a budgeted position for a stipulated period of time.

SUPERVISOR – An individual having authority, in the interest of the employer, to supervise or have charge and direction of one or more employees.

Definitions (for payroll purposes)

For payroll purposes, employees are classified as either exempt or non-exempt, which are defined as follows:

EXEMPT – Executive, management, professional and certain administrative and computer employees are paid on a salary or fee basis for all hours worked each week. Exempt employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek.

Exempt employees are generally entitled to their full salary regardless of the actual hours worked. However, certain deductions from salary are permitted under the Fair Labor Standards Act (FLSA). These deductions include, but are not limited to: an absence from work for one or more full days for personal reasons other than sickness or disability; an absence of one or more full days due to sickness or disability if the employee has exhausted all of his or her available paid time off or is not yet eligible for paid time off in accordance with BCC policies; an offset for any amounts the employee receives from the government for jury or witness duty or military leave; an unpaid suspension of one or more full days as a result of a violation of a safety rule of major significance; an unpaid disciplinary suspension of one or more full days for violation of a workplace conduct rule (for example, a violation of BCC’s anti-discrimination/anti-harassment policy); a partial week of work during the employee’s first or last week of employment (compensation will be received for the days actually worked); anytime an employee takes unpaid leave under the Federal Family and Medical Leave Act; and any other deduction permitted by applicable law.

All pay deductions for exempt employees must be authorized by the vice president for human resources and equity. Pay deductions that are not permitted by the FLSA are strictly prohibited by BCC. If any exempt employee believes that he/she is classified incorrectly, that a deduction is improper, or that he/she was paid improperly, the employee should

immediately notify the vice president for human resources and equity. All notifications will be investigated and any deductions not authorized by the FLSA will be reimbursed by BCC. BCC encourages and expects employees to use this complaint procedure to address issues regarding deductions. No employee will be retaliated against for reporting any suspected improper deductions.

If an exempt employee is required to work more than 40 hours in a workweek or outside of their regular schedule due to an emergency declared by local, state or national officials, they will be compensated for the hours worked above 40 in a workweek or outside of their regular schedule at their regular hourly rate of pay.

NON-EXEMPT – All employees who are not identified as exempt employees are non-exempt employees. Non-exempt employees are eligible for payment of overtime. That is, they are entitled to be paid for all hours worked and will receive overtime of one and one-half times their regular rate for all hours worked over 40 in a workweek. BCC prohibits employees from working "off the clock." BCC also prohibits employees from working over 40 hours in a workweek unless such time is authorized by the employee's direct supervisor. Any employee who works more than 40 hours in a workweek without written pre-authorization from his/her supervisor may be subject to disciplinary action. If any employee believes that he/she has not been paid for all hours worked or his/her pay is inaccurate for any reason, the employee should immediately notify the vice president for human resources. Any such notifications will be investigated and any inaccuracies in payment will be reimbursed by BCC.

Definitions (for benefits purposes)

FULL-TIME REGULAR - Employees who are regularly scheduled to work either 37.5 or 40 hours per week. The employee is eligible to participate in the Florida Retirement System and several benefit programs subject to any terms, conditions and limitations established by Florida law.

FULL-TIME TEMPORARY – Employees who are hired in temporary assignments to work short-term until a full search can be conducted, to assist in the completion of a project, as sabbatical replacements, or as contract or grant funded (local, state, federal) personnel from outside agencies. Employment beyond initially stated end periods does not imply a change in employment status. Employees retain temporary status until they are notified of a change and become eligible for various benefits sponsored by BCC. These employees are not generally entitled to certain benefits, including, but not limited to, S&PD travel reimbursement, tuition reimbursement, the PTS educational incentive award, and sabbatical leave.

Full-Time Restricted – Employees who are hired in temporary positions as contract or grant funded (local, state, federal) personnel from outside agencies. These employees may receive certain benefits, e.g., travel and tuition reimbursement, if their funding source allows for this provision.

PART-TIME – Employees who are regularly scheduled to work 30 hours or less per workweek. These employees are not eligible for benefits sponsored by BCC. In certain circumstances the employee may be able to participate in the Florida Retirement System (FRS). If you have any doubt about whether or not your particular part-time position would entitle you to participate in the FRS, please contact the office of human resources or check applicable law. These employees are classified as temporary and may be terminated at any time without cause.

Getting Started

To help you settle in, the office of human resources is available to answer any questions you may have. You should also meet with your supervisor to discuss any policies or procedures that will affect you as a new member in your department.

Employment Application and New Hire Documents

BCC relies upon the accuracy of information provided in your employment application and other forms you complete during the hiring process and employment. Any misrepresentations, falsifications or material omissions of any kind may result in your exclusion from further consideration of employment or, if you are hired, termination of employment.

Security Background Checks and Fingerprinting

As a prerequisite and condition of employment, you must submit to a background check and fingerprinting. Your fingerprints will be filed with the Florida Department of Law Enforcement. If you refuse, you will be disqualified for employment or, if employed, shall be dismissed. Applicants designated as requiring fingerprinting and security background checks may not begin work until cleared in writing by Human Resources.

Policy 6Hx2-3.06

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol1306.pdf>

Loyalty Oath

As a condition of employment, you are required to sign the State of Florida Loyalty Oath.
Policy 6Hx2-3.06

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol1306.pdf>

I-9 Immigration Form

All new employees must complete an immigration naturalization form within three days of their hire date.

New Hire Orientation

New hire orientation is the formal welcoming process for full-time employees. It is designed to welcome you to BCC and prepare you for your position. The orientation is conducted by human resource representatives and includes information about BCC's mission, vision, goals and objectives. You will be given the opportunity to complete any necessary paperwork,

review your benefits package, review various policies and procedures and have questions answered about your employment at the college.

Security Forms

The computer Network Security Rules & Affidavit, Network Security Access form and Fair Use Guidelines and Security form are provided to you during orientation and at various training workshops. The forms must be completed and signed by you and your supervisor and then returned to the helpdesk at the Willis Holcombe Center.

Additional information available at <http://www.broward.edu/employeeIntranet/helpdesk/forms.jsp>.

Your Personnel Records

The office of human resources is responsible for the establishment and maintenance of all college personnel records. It is your responsibility to complete all necessary documentation at the start of your employment. Any change in name, marital status or employment eligibility status should be reported immediately in writing to the office of human resources. A copy of your new social security card is required for a name change. You may also contact this department for an appointment to view your personnel file. Changes to telephone numbers, addresses, and emergency contacts can be updated online if you log on to the employee intranet and choose "Change Contact Info." If you would like to change beneficiary information for a benefit plan, contact the office of employee benefits.

BCC is governed by Florida's Government-in-the-Sunshine Law. As such, BCC complies with Chapter 119, Florida Statutes, which applies to public records. Accordingly, note that certain records, including those that may be found in your personnel file, may be subject to disclosure pursuant to such laws.

Work Assignment

The general duties and responsibilities of the position you have accepted are outlined in your job description given to you by your supervisor. Responsibility for assigning specific duties and sequence of work also rests with your immediate supervisor. You are expected to successfully carry out all assignments.

Workweek

The college's workweek is Sunday through Saturday, having most employees work a Monday through Friday schedule. However, based upon departmental needs, some employees may work a variation of the regular schedule, i.e., Tuesday through Saturday, Sunday through Thursday, etc. Each department determines the workweek for all professional technical staff. Your supervisor will advise you of your hours, breaks and lunch period. You are expected to report daily to work on time and remain on the job throughout regular working hours. If you are unable to report to work, you must notify your supervisor that same day. Your daily schedule may change at the discretion of your supervisor.

Policy 6Hx2-3.04

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol304.pdf>

Work hours depend on job classification: administrators work 37.5 hours; full-time professional technical staff work 37.5 or 40 hours per week, as defined by the position.

- **Rest Break**

You will receive a 15-minute break during the first half of the workday and another 15-minute break during the second half. Breaks must not interfere with established work schedules, deadlines or priorities set by your supervisor or department head and are granted at their discretion. They cannot be accumulated or used to compensate for late arrival or early departure from work.

- **Lunch Break**

This break is not counted as hours worked. You are allowed a 30-minute unpaid lunch break. The scheduled time for your lunch break may vary depending on the needs of your department and established work schedule. You are expected to leave your work station during this break.

Your Department

Your immediate supervisor will make efforts to ensure that you understand each of your assigned tasks. The efficient operation of your department is dependent upon your smooth transition into the position. Do not hesitate to ask questions, seek advice or offer suggestions. The relationships you establish with co-workers, students, vendors and management during the first days of employment are critical to your success at the college.

Training

The office of professional development and training offers in-house computer training classes to assist you in learning the basic fundamentals necessary for most positions. Several training sessions are available immediately following your new hire orientation.

A complete listing of all staff development classes and workshops is available at <http://www.broward.edu/HR/FacultyStaff/ProfDevTraining/ProfessionalDevelopment/page10319.html>.

Instructional Technology website is available at <http://www.broward.edu/itech/>.

ID Cards

A photo identification (ID) card, issued at no cost to you, may be obtained at any campus or center in the office of student life during normal hours of operation. It is recommended that you keep your ID card with you at all times while on college business. ID cards must be returned to BCC upon voluntary or involuntary termination of employment.

YOUR BENEFITS

Broward Community College has an outstanding benefits program for you. All full-time employees are eligible for benefits on the first of the month following 30 consecutive days of employment.

Policy A6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

You must select the benefit program(s) you wish to participate in very carefully. Once enrolled, most changes are only allowed during the annual open enrollment period. The plan year for health benefits is January 1 through December 31. If you experience a qualifying event in your personal life and notify the office of employee benefits within 60 days of the event, a change can be made. Qualifying events include, but are not limited to: marriage, divorce, death of a dependent, birth/adoption of a child or loss of prior coverage. Domestic partners are eligible dependents under the BCC Medical & Dental Plans.

Plan and summary documents are available online at

<http://www.broward.edu/HR/FacultyStaff/Benefits/page6241.html>

Dental

Two dental plans are available for full-time employees and their dependents. The plans cover a wide range of dental benefits and differ primarily in the design of their provider networks and premiums. Coverage is provided through CIGNA Healthcare and you have a choice of either a CDC (DHMO) or Preferred Provider Organization (PPO) dental plan. A group dental plan for employees is provided at no cost. Dependents may be covered at your expense. If you participate, payroll deductions are made semi-monthly.

Disability Income Protection

All full-time employees are automatically enrolled in BCC's Long Term Disability plan at no cost. If you are unable to work due to serious illness or injury you may be eligible to receive, after a 90-day waiting period, a benefit equal to 60 percent of your base pay up to a maximum of \$10,000 per month.

Educational Benefits

As might be expected, BCC encourages all employees to continue educational activities. Two types of educational benefits are available to full-time employees: tuition assistance for courses taken at BCC and tuition reimbursement for courses taken at any regionally accredited degree granting educational institution other than BCC.

- **Tuition Assistance Program**

This program is available to all full-time employees allowing you to take BCC credit and noncredit courses. Spouses and dependent children may also receive tuition assistance for a limit of 18 BCC credits per academic year.

- **Tuition Reimbursement Program**

This program is **available only to employees classified as full-time regular**. The primary objective of this program is to encourage you to complete a degree or further your professional development. You may be reimbursed up to 18 credits per academic year. This benefit does not extend to spouses and dependent children. Contract/grant employees and other full-time restricted employees may receive tuition reimbursement at the discretion of their contract/grant project director and subject to the availability of contract/grant funds.

Policy 6Hx2-3.12

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol312.pdf>

Emergency Travel Assistance

Full-time employees who are enrolled in the CIGNA Group Insurance, life and personal accident benefit have access to an emergency travel assistance program. This program provides emergency and medical personal assistance to you and your family while traveling 24 hours a day, 365 days a year, internationally or domestically, more than 100 miles away from home. Brochures for the program are available in the office of employee benefits.

Employee Assistance Program (EAP)

Through the Employee Assistance Program (EAP), BCC provides confidential access to professional counseling services for help in confronting personal problems such as alcohol and substance abuse, marital or family difficulties, financial or legal troubles and emotional distress. The EAP is available to you and members of your household offering problem assessment, short-term counseling, and referrals to appropriate community and private services.

The EAP is confidential and is designed to safeguard your privacy and rights. There is no cost for you or members of your household to consult with an EAP counselor. If further counseling is necessary the EAP counselor will outline community and private resources available. The counselor will also advise you of any costs associated with private services that may be covered by your current health insurance plan. Additional information is available by calling 1-888-371-1125 or visiting <http://www.cignabehavioral.com/>.

Family & Medical Leave Act (FMLA)

In accordance with the provisions of the Family and Medical Leave Act (FMLA), part-time and full-time employees who have been employed with BCC for 12 months and have worked at least 1,250 hours during the 12-month period immediately before the commencement of the leave are eligible to apply for unpaid job-protected leave. You can apply for FMLA to care for your

newborn child, to care for a child placed with you for adoption or foster care, to care for your spouse, child or parent with a serious health condition or for a serious health condition that renders you unable to perform the essential functions of your position. The college recognizes a “rolling year” for tracking FMLA leave. All accrued sick and/or vacation leave must be fully exhausted during FMLA leave.

Policy 6Hx2-3.11

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol311.pdf>

Group Life Insurance, Accidental Death & Dismemberment (AD&D)

All full-time employees are covered at no cost for term life insurance and AD&D at one times their annual salary rounded to the next \$1,000 up to a maximum of \$250,000. You may voluntarily purchase additional term life insurance up to two or three times your annual salary. You also have the option to purchase supplemental term life insurance equivalent to an additional one or two times your annual salary, up to a maximum of \$200,000.

Upon termination of employment you may convert the group life insurance plan to an individual plan.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of your basic life insurance plan.

Legal Plan

Full-time employees are eligible to participate at their expense in the preferred legal plan, a licensed legal expense organization that provides you with legal advice and discounted fee representation on all types of legal services. This is a voluntary benefit with portable membership that you may enroll in and cancel at any time. Additional details at <http://www.broward.edu/HR/FacultyStaff/Benefits/page6241.html>.

Medical

BCC offers you the option of enrolling in the CIGNA Health Maintenance Organization (HMO), Preferred Provider Organization (PPO) or Point of Service (POS) plan. You must enroll in the HMO for one plan year before you are eligible to participate in the PPO or POS plans. If you wish to enroll your family members, you must pay for the cost of dependent coverage. If you do not make a selection prior to the effective date of coverage, you will default into the HMO option single coverage for both medical and dental plans.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

If you and your spouse are both employed by BCC full-time and have dependent coverage, you will receive medical coverage for your dependents at no cost and a reduced rate on dental plans. It is your responsibility to notify employee benefits of your eligibility to receive free or reduced premiums. Additional information available at <http://www.broward.edu/HR/FacultyStaff/Benefits/page6241.html>.

Prescription Plan

Prescription drug coverage is provided to those covered on the CIGNA Healthcare medical plan at no cost to you. There is no additional premium to cover dependents already covered under your health plan. Prescription service is provided by Express Scripts. This plan offers a three-tier co-pay benefit arrangement. Generic, formulary and non-formulary are the available options. Additional information available at <http://www.express-scripts.com/>

Professional Development

BCC encourages professional development for all employees. The Holcombe Institute for Teaching and Learning Excellence, in association with the offices of professional development and training and instructional technology, provide professional development and training opportunities to you through in-house workshops, presentations, technology classes, educational benefits, an annual day-long Professional Development Day and other collegewide activities.

Staff & Program Development (SPD)

Many opportunities for professional development are available to you through SPD funds. Funding is available for activities such as program initiation and development, and travel to seminars, conferences and workshops. Full-time regular employees can apply for funding. Your application is reviewed by the SPD committee and approved by the vice president of human resources. Funds are based on availability.

<http://www.broward.edu/HR/FacultyStaff/ProfDevTraining/SPD/page10171.html>

Professional Technical Staff Educational Incentive Award

This incentive award is **available only to professional technical staff employees classified as full-time regular**. When hired, if your educational degrees **and** combined years of experience exceed the minimum requirements of your job, you may be eligible to receive a one-time educational incentive award for each degree you hold above the minimum requirements. During the course of your employment, should you complete a degree above the requirements of your position, you are also eligible to apply for the educational incentive award.

Retirement

All full-time and part-time employees in regularly established positions may choose either the Florida Retirement System (FRS) pension plan or the FRS Investment Plan. Members of FRS Pension Plan may retire without reduction of benefits at age 62 with at least six or more years of creditable service or at any age with at least 30 years of creditable service. All retirement plans accept employer only contributions.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

Florida Retirement System (FRS) Pension Plan

The FRS pension plan is a defined benefit plan with lifetime retirement benefits based on length of service and final average compensation. Vesting occurs after six years of service.

FRS Investment Plan

The FRS investment plan is a defined contribution plan with benefits based on return on investment. Vesting occurs after one year of service.

Community College Optional Retirement Program (CCORP)

Administrators, faculty and certain exempt-level PTS employees may elect to enroll in the Community College Optional Retirement Program (CCORP). It is a defined contribution plan with benefits based on return of investment. Vesting in this plan is immediate.

Deferred Retirement Option Plan (DROP)

If you are enrolled in the FRS defined benefit plan and have reached eligibility for normal retirement, you may elect to participate in DROP. You will continue to work and receive regular compensation and benefits for up to 60 months while your retirement benefits are paid into an investment account.

Section 125 Flexible Spending Account

You may reduce the cost of out-of-pocket, non-reimbursable medical expenses and dependent care expenses by enrolling in the flexible spending plan. The plan allows you to set aside a portion of your salary pre-tax needed to cover expenses. This plan is voluntary and you must enroll each year in order to participate. Enrollment will not automatically carry over from one year to the next. The annual combined maximum amount for medical and dental care expenses is \$5,000 and the maximum for dependent care expenses is \$5,000. Any money not used during the plan year will be forfeited.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

Sick Leave Incentive

Professional Technical Staff (PTS) who have not used sick leave for six consecutive months are entitled to a one-time payment of \$100. Federation of Public Employees (FPE) are entitled to receive a one-time payment of \$200. This amount is subject to change due to collective bargaining. It is your responsibility to submit a sick leave incentive form in order to receive payment.

Sick Leave Pool

After having completed one continuous academic year of full-time employment with the college and having accrued a balance of eight sick leave days, full-time employees are eligible to join the sick leave pool during the time of open enrollment. Your initial contribution to the pool is two days accrued sick leave. In return for this contribution, you are eligible to apply for 20 days from

the sick leave pool after all your accrued sick leave is depleted; the use must be for personal illness, accident or injury. The maximum is 40 days for each disability.

Policy 6Hx2-3.08

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol308.pdf>

Social Security

BCC participates in the social security program as per state and federal law. You will contribute to the program and are eligible for all benefits (e.g., retirement, disability and survivor). Contributions are shared equally by you and the college.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

Tax Sheltered Annuities

You may participate in the supplemental retirement 403(b) or 457 plans at any time during the year, subject to all terms and conditions of the plans. These plans allow you to tailor your own retirement package to meet individual needs by electing how much money to contribute. This amount is automatically deducted from your paycheck before taxes.

Additional information is available at

<http://www.broward.edu/HR/FacultyStaff/Benefits/page6241.html>.

Policy 6Hx2-3.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol317.pdf>

Vision

All full-time employees eligible for health and dental benefits are eligible to enroll in the vision plan at their cost. This benefit covers routine eye care including eye exams and glasses (lenses and frame) or contact lenses.

HOW WE WORK

Payroll Information

Administrative Calendar

To view the complete BCC administrative calendar, including non-duty days, visit <http://www.broward.edu/locations/dtc/aa/calendar/>.

BCC provides the following days off (Non Duty Days):

- New Year's Day (January 1)
- Martin Luther King (third Monday in January)
- Spring Break (five days at the midpoint of the winter/spring semester, usually in March and is specified annually to accommodate calendar variances)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Fall Holiday (one day specified annually to accommodate calendar variances)
- Veterans' Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Winter Break (usually in late December and is specified annually to accommodate calendar variances)

Direct Deposit

You are strongly encouraged to participate in direct deposit. You can obtain a direct deposit form from the payroll office, attach a voided bank check and return with the form to payroll for processing. Additional information available at <http://www.broward.edu/employeeIntranet/payroll/>

Payday and Paychecks

You are paid semi-monthly, receiving 24 paychecks per year. Federal income tax, Medicare, and FICA (Social Security) are automatically deducted from your salary. Arrangements may be made for any optional deductions. For online access to your paystubs go to <http://www.broward.edu/employeeIntranet/> and log on using your Novell ID and password at *myIntranetLogin*.

Payroll Deduction

The office of payroll ensures that mandatory deductions for federal income tax, Medicare, and FICA (Social Security) are appropriate and correct. There are also many options for voluntary payroll deductions, such as flexible spending and additional life insurance. To make changes to your insurance coverage or other payroll deductions for dependents, appropriate paperwork must be completed and delivered to the office of employee benefits.

Policy 6Hx2-3.19

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol319.pdf>

Overtime

Non-exempt employees may be asked to work overtime in emergency situations or under circumstances the college determines necessary. If an employee is asked to work more than 40 hours a week or to work on a non-duty day, s/he may be eligible for overtime pay. Full-time employees on a 37.5-hour workweek will be compensated for overtime **only** after they work beyond 40 hours. The first 2.5 hours worked beyond 37.5 hours will be paid at the normal hourly rate. You must check with your supervisor concerning eligibility for overtime pay. Overtime is paid at one-and-one half times your regular hourly rate.

Policy 6Hx2-3.04

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol304.pdf>

Compensatory Time

Pursuant to the FLSA, only state and local government employers can provide compensatory time off in lieu of monetary compensation for overtime. In order to provide "comp time," there must be an agreement or understanding reached prior to the performance of the work. The time must be earned at one and one-half times the employee's regular hourly rate. There are limits on the amount of time that can be accrued.

Policy 6Hx2-3.04

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol304.pdf>

Compensation for Emergency Work by Exempt Employees

Exempt employees who are required to work more than 40 hours in a workweek or outside of their regular schedule due to an emergency declared by local, state or national officials will be compensated for the hours worked above 40 in a workweek or outside of their regular schedule at their regular hourly rate of pay.

Policy 6Hx2-3.35

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol335.pdf>

On Call

All professional technical staff who are required by the college to be on call after their regularly scheduled work hours will be paid a supplement of two hours of straight time per day while on-call. If a non-exempt (hourly) employee is called to work after their regularly scheduled work hours, the employee will receive a minimum of two hours of overtime pay.

Shift Differential

Full-time non-exempt, non-represented professional technical staff (PTS) employees who work 50 percent of their shift after 2:00 p.m. will be paid a second-shift differential of 25 cents an hour. Full-time non-exempt, non-represented employees who work 50 percent of their shift after 12:00 midnight will be paid a third-shift differential of 50 cents an hour. Full-time represented employees should consult the FPE contract which can be accessed at

<http://www.broward.edu/HR/FacultyStaff/EmployeeRelations/BargainingAgreements/page13543.html>

Employment Information

Confidentiality of Medical Information

All your medical information is considered confidential and will not be given to any person or entity or communicated in any other way without following appropriate confidentiality guidelines. Your information is protected under the Health Insurance Portability and Accountability Act (HIPAA) and the American with Disabilities Act (ADA). The Notice of Privacy Practice is available at <http://www.broward.edu/HR/FacultyStaff/Benefits/page6241.html>.

Collective Bargaining

The District Board of Trustees of Broward Community College recognizes two bargaining units:

- **Federation of Public Employees (FPE)**
This is a division of the National Federation of Public and Private Employees - AFL-CIO and is the exclusive collective bargaining representative for the bargaining unit of PTS employees as certified by the Public Employees Relations Commission.
- **United Faculty of Florida (UFF)**
This is the exclusive collective bargaining representative for BCC faculty members as certified by the Public Employees Relation Commission.

Equal Employment/Opportunity (EEO)

BCC is an equal opportunity employer. It is BCC's policy to make all personnel recommendations on the basis of your ability to perform the duties and responsibilities of a particular position without regard to age, color, disability, gender, marital status, national origin, race, religion, sexual orientation, veteran status or other legally protected classification. You and all employees should be able to perform your duties in an environment free from wrongful discrimination or harassment.

Employment Classification (Assignments & Transfers)

Every position at the college is given a classification based on the duties and responsibilities involved. Periodic reviews and audits may be made to ensure the accuracy of these classifications. For most classifications, a minimum and maximum rate of pay is established for each position. Supervisors, through their respective administrator, may request a reclassification of a position if the duties and responsibilities have significantly changed.

Policy A6Hx2-3.24

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol324.pdf>

Employment of Relatives

In order to provide a harmonious work environment and avoid favoritism, employment of personnel from the same family is restricted. A relative may be employed in the same administrative unit provided that neither is in a supervisory or administrative capacity over the other. A "relative" includes: spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt,

cousin, niece or nephew of the employee or employee's spouse. It also includes "step" relationships such as stepchild and stepparent as well as domestic partners.

Policy 6Hx2-3.22

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol322.pdf>

Internal Application

Employees may apply for any internal advertised position vacancy. Positions are advertised on the BCC website at www.broward.edu/bccjobs. To apply, an internal application must be completed and submitted to the recruitment office for the position. In addition, required application materials (i.e., resume, application, references) should be updated if they are more than 12 months old. These materials should be attached and submitted with the internal application which can be found at <http://www.broward.edu/HR/FacultyStaff/Recruitment/page8675.html>.

Probationary Period

All full-time professional technical staff must serve a probationary period of 120 calendar days. This is a period of adjustment and adaptation on both a personal and job performance level. Your supervisor will evaluate you and unsatisfactory performance may result in an extension of the probationary period or termination of employment. Successful completion of the probationary period or continued employment beyond the probationary period is not to be construed as a contract or guaranteed employment for any specific period.

Policy 6Hx2-3.21

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol321.pdf>

Employment Guidelines

Access for Persons with Disabilities

BCC supports all provisions of the Americans with Disabilities Act (ADA) and provides reasonable work site accommodations for you if you are disabled or become disabled and are unable to perform the essential functions of your position. To request an accommodation, an employee should contact the office of human resources. BCC continuously inspects campuses to ensure there are no barriers in accessing facilities. Any difficulties you experience while accessing the facilities should be reported to the office of disability services.

Policy 6Hx2-3.36

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol336.pdf>

Attendance and Punctuality

BCC depends on you to help accomplish departmental and organizational goals. Regular attendance is important and considered a responsibility for all personnel. Supervisors should approve your absences or necessary lateness in advance whenever possible.

Computer, Network and E-mail Use

All computers and related information technology resources are owned and operated by BCC. The College Network and Software Usage by Employees policy applies to all who use BCC computing resources whether on campus or from remote locations. You are expected to utilize the equipment for college purposes only.

Policy A6Hx2-8.01

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol801.pdf>

Official Communication

The official means of communication for all employees includes interoffice e-mail, BCC Hotline (954-201-6600) and the BCC employee intranet located at <http://www.broward.edu/employeeIntranet/>.

Electronic Mail

Electronic mail (e-mail) should always be used for college-related business. E-mail falls under Florida's public records laws and is open to public scrutiny. No e-mail received or sent using the college's system is considered private communication.

Internet

If you have Internet access, you are expected to use it responsibly, efficiently and legally in accordance with the mission, goals and objectives of the college. Anyone in violation of the established procedures and requirements may be subject to disciplinary action, including termination.

Monitoring Individual Usage

While BCC does not routinely monitor individual usage of its computer resources, it may do so without notice. Additionally, the college may be required to search its system, including individual usage of computer resources, in order to comply with Florida's public records law. As such, the contents of any record, communication or document on the college's computer system may be subject to disclosure as a public record. The college may use those results in appropriate disciplinary proceedings.

Conduct and Behavior

As employees of BCC, your conduct is important both on and off-the-job. On-the-job courtesy, cooperation and a positive attitude are expected at all times. Off-the-job activities are personal but should not bring discredit to you or BCC; therefore, the college expects you to observe acceptable standards of behavior, to abide by established laws and avoid inappropriate actions that may involve the college. You are expected to maintain a high standard of conduct and abide by the rules of the college and your department.

Disciplinary Actions

You are expected to respect the rights of others; exhibit levels of behavior supporting the mission, purposes and best interests of the college; perform assigned duties in an orderly and efficient manner and adhere to rules and directives. If you violate BCC's standards of conduct despite repeated warnings and fail to correct behavior to conform to reasonable conduct or work standards, you will be subject to progressive disciplinary action, which will take into account the severity and frequency of the prohibited conduct. The conduct may be so severe as to require termination of employment as the penalty for a first offense.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Unacceptable behavior that may result in disciplinary action, up to and including termination of employment include, but is not limited to:

- Unacceptable attendance
- Excessive tardiness
- Insubordination (disobedience, defiance, unruliness, non-compliance)
- Submission of false information to payroll or records

- Impaired behavior resulting from alcohol or substance abuse
- Illegal conduct and any conduct endangering life, limb or property of any individual on campus
- Carelessness or improper use of equipment
- Willful neglect of duty
- Violation of policy
- Physical assault
- Willful, malicious behavior which seriously affects job performance of the individual or co-worker

Policy 6Hx2-3.25

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol325.pdf>

Discrimination, Harassment and Retaliation

BCC is committed to ensure that each member of the college community be permitted to work in an environment free from unlawful discrimination or harassment. If you believe you have experienced unlawful discrimination, harassment or retaliation, you should contact the equity office in human resources.

Policy 6Hx2-3.34

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol334.pdf>

Sexual and Other Unlawful Harassment

Sexual and other unlawful harassment undermine the integrity of the academic and work environment and prevent victims and their peers from achieving full potential. It is the particular responsibility of those members of the college who hold positions of authority to avoid actions that are or can be considered sexually abusive or unlawfully harassing. It is a violation of BCC policy for any officer, employee, vendor, student or agent to unlawfully harass any other officer, employee, vendor, student or agent. If you believe you are being sexually or unlawfully harassed, contact the equity office in human resources.

Policy 6Hx2-3.31

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol331.pdf>

Dress Code

You are expected to use good judgment when deciding the proper attire to wear during work hours. Certain activities or functions may have direct bearing on the clothes you wear and when necessary your supervisor may direct you to wear certain clothing. Some departments may require you to wear uniforms.

Drug Free Workplace

Broward Community College has a clear policy on the use of drugs and alcohol on college property. These policies are in line with federal, state and local laws and are strictly enforced. The unlawful manufacturing, distribution, dispensation, possession or use of drugs in or on college owned or controlled property is prohibited. No member of the college community is permitted to report to work while under the influence of drugs or alcohol. All reported violations of these policies are referred to the appropriate authority. BCC has adopted a drug free workplace policy that complies with Florida Statutes and the State Board of Education Rules.

Policy A6Hx2-3.05

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol305.pdf>

Employee Complaint

BCC encourages the informal resolution of all problems, whenever possible, and encourages open communication. Because of this, the need to resort to formal complaint procedures is not always necessary. But, if you are unable to resolve informally a concern or problem with your supervisor, you should contact the office of employee relations. A representative will advise you of your rights to file a complaint under the appropriate complaint procedure.

Policy A6H2-3.28

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol328.pdf>

Leaves of Absence

Policy 6Hx2-3.11

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol311.pdf>

Absences without Approved Leave

If you are absent from work without approval, the college may deny compensation for the time of the absence, and your employment may be subject to termination. If you are absent from work for a period of three consecutive days without contacting the college or your supervisor, you are considered to have voluntarily resigned. You will be informed in writing of the action taken by the appropriate authority.

Authorization of Leave

For any type of leave, you must submit a Request for Leave of Absence form. Every leave, with or without pay, must be approved by your supervisor or your supervisor's superior prior to leave being taken, except in the case of unforeseen illness or personal reasons. For all leaves of absence requiring prior approval, either the date of the approval must be prior to the effective date of the leave or a notation must indicate the date actual verbal approval was given.

Types of Leave

Annual (Vacation) Leave

Full-time employees will earn annual leave at the following rates:

- One day for each month of full-time service up to five years of employment
- One and one-fourth days for each month of full-time service from five to ten years of employment
- One and one-half days for each month of full-time service over ten years of employment
- One and one-half days for each month of full-time service for senior management service class employees

Vacation time should be scheduled and approved in advance so there will be minimal disruption to the operation of your department and the college. Vacation may be accumulated up to a maximum of 500 hours per calendar year. At termination or resignation you may receive payment for up to 500 accumulated vacation hours.

Court-related Leave

Jury Duty

If you are summoned as a member of a jury panel or subpoenaed as a witness when not involved in the litigation you shall be granted leave with pay. No reimbursement will be made for meals, lodging or travel.

Other Court-related Leave

The president may approve *annual* or *personal* leave with pay when an employee is engaged in personal litigation, if the employee has available accumulated hours. If the employee does not have any available accumulated hours, personal leave without pay may be considered. When involved on behalf of BCC or because of action in line of duty, you shall be considered on duty and shall turn over any compensation paid by the court.

Family Medical Leave (see Your Benefits section)

Military Duty Leave

Full-time employees called to serve in the United States Armed Forces or the National Guard in a military capacity through tours of active duty will receive pay for no more than 17 calendar days per Federal Fiscal year (October 1 through September 30). If you are serving a tour of duty exceeding 17 calendar days, you will be granted personal leave without pay.

Employees shall be granted military leave in accordance with the following:

1. Employees who are reserve officers or reserve enlisted personnel or members of the National Guard are entitled to a leave of absence without loss of vacation leave, paid time, or efficiency rating on all days during which they are engaged in training ordered under the provisions of military regulations. Leaves of absences granted under this section shall not exceed 17 working days in any one annual period. Leaves of absences for longer periods of time shall be without pay and shall be without loss of time or efficiency rating.
2. Employees shall be granted a leave of absence to perform active military service, as that term is defined by Florida Statutes, Section 115.08. The first 30 days of any period of military leave for active military service shall be with pay and the remainder of the period shall be without pay.
3. Employees who perform service in the uniformed services, as defined in the United States Uniformed Services Employment and Re-employment Rights Act, will receive all rights and benefits for which they are eligible under that Act.

Professional Leave

This leave may be granted to attend conferences, workshops, seminars and out-of-county meetings sponsored by external organizations. This leave is granted at the discretion of your immediate supervisor.

Sabbatical Leave

Administrators, professional technical staff and faculty* may apply for sabbatical leave for initiation/continuation of a degree program, formal study, work practicum, writing with intent to publish a creative work in the visual or performing arts, or research and other

professional development activities related to current or future BCC employment. Administrative or professional/technical staff with at least five continuous years of full-time service to the college and not in the DROP program may apply for sabbatical leave for a full year at half pay, one term at full pay or the equivalent of one term for a full academic year. The number of sabbatical leaves awarded each year is contingent on the amount of non-SPD collegewide funds available. There is a non-faculty sabbatical leave committee which makes recommendations to the president with the final decision made by the Board of Trustees.

Policy A6H2-3.15

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol315.pdf>

**Faculty members should refer to Article 6.30 of the current UFF Contract for requirements and obligations for sabbatical leave.*

Sick Leave

Sick leave accrues at a rate of 12 days per fiscal year (eight for faculty) and may be accumulated without limit. Sick leave by definition is a contingent benefit and may be taken only when illness or injury requires it. This leave may also be used for preventative health and dental care, illness, injury or temporary disability of a spouse or dependent living in your home. If you are absent from duty because of an illness or personal reason, you must notify your supervisor as soon as possible on the day of absence.

If you have been previously employed at another Florida University/Community College or State Agency immediately before employment at BCC, you may transfer any previously accumulated sick leave at the same rate as hours earned. A letter with the earned amount must be submitted from your previous employer before credit will be given.

Bereavement Leave

Bereavement leave may be taken for the death of a parent, sibling, spouse, child, close relative or any other person residing in your household. Bereavement leave time will be deducted from your sick leave.

Personal Leave

Full-time employees may use a maximum of four days of accrued sick leave for personal reasons each fiscal year. Paid personal leave is deducted from your sick leave balance. A Leave Request form must be submitted and, except in cases of emergency, advance approval should be obtained from your supervisor, but is not required.

Workers' Compensation

The college provides a comprehensive workers' compensation insurance program to you at no cost. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. If you sustain work-related injuries or illnesses, you should inform your supervisor immediately. No matter how minor the on-the-job injury may appear, it is important that it be reported without delay. If you are eligible for compensation, this allows you to qualify for coverage as quickly as possible.

The college and/or the insurance carrier will not be liable for the payment of workers' compensation benefits for injuries that do not arise out of work performed in the course and

scope of employment, or that occur during your voluntary participation at any off-duty recreational, social or athletic activity sponsored by BCC.

Policy A6H2-3.26

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol326.pdf>

Operational Emergency Plan (OEP)

You may obtain the most accurate, up-to-date information on emergency preparedness at the BCC website (<http://www.broward.edu>) or by calling the employee hotline at 954-201-6600. Each of the college's locations has an Operational Emergency Plan that may be utilized during a crisis. Review BCC's crisis communication policy/procedures online.

Policy A6Hx2-2.17

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol217.pdf>

Outside Employment

You are expected to devote time, energy and efforts to employment with the college. BCC prefers you to restrict outside employment and activities that conflict with the mission of the college or that might reduce your effectiveness in your position. It is your professional obligation to keep your supervisor informed about outside employment.

Performance Appraisal

You and your supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance appraisal will be conducted at the end of your probationary period and annually thereafter. The performance appraisal is a means of letting you know how you are performing and provides the opportunity for you to discuss your professional development and personal goals with your supervisor. A supervisor may conduct a "special" appraisal anytime at his/her discretion and may place an employee on a Performance Improvement Plan (PIP) during an annual or "special" appraisal. Collective bargaining agreements may contain other provisions regarding the performance appraisal.

Policy 6Hx2-3.21

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol321.pdf>

Recycling

Recycling drop-off bins are available at each campus. Look for centrally located and clearly labeled bins for disposal of paper, metal, plastic and glass products. Recycling is not only good for the environment, but it also helps BCC save money through lower waste disposal fees. For additional information contact your campus facilities department or Broward County Recycling at 954-765-4999, e-mail recycleandrecover@broward.org or visit the Broward County Waste and Recycling Services website <http://www.broward.org/waste/welcome.htm>.

Safety and the Work Environment

BCC actively seeks to provide a safe environment for you, its students and visitors that is free from recognizable hazards that might endanger their health or well being. In an effort to improve the safety and health conditions of the college environment, BCC has established a comprehensive program of safety and sanitation for the protection of all persons. The program includes implementation and evaluation of a comprehensive safety plan, adequate provision and use of safety equipment in hazardous areas, display of emergency evacuation procedures for all buildings and compliance with appropriate federal and state standards. You are

encouraged to report any criminal activity, safety hazards or incidents that occur on BCC property to your immediate supervisor and campus safety office. In the event of an immediate threat or danger, the appropriate police/fire/medical agency should be contacted by calling 911. Additional information available at <http://www.broward.edu/facilitiesmgmt/health-safety.jsp>

Florida Right-to-Know for Hazardous Materials

Provisions of the Florida Right-to-Know for Hazardous Materials are conveyed to all new employees as appropriate to their job responsibilities.

Bloodborne Pathogens

Detailed information about occupational exposure to bloodborne pathogens is made available to employees working in potentially hazardous areas, such as science labs and health science facilities, and to campus safety personnel.

Policy 6Hx2-7.11

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol711.pdf>

Solicitation or Acceptance of Gifts

No officer or employee shall solicit or accept anything of value to the recipient including a gift, loan, reward, promise of future employment, favour, or service based upon any understanding that the vote, official action, or judgment of the officer or employee would be influenced thereby.

Policy 6Hx2-1.15

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol115.pdf>

Employee Services

Bailey Concert Hall

Complete information about Bailey Concert Hall performance schedule, employee discounts, box office and ticket information is available at <http://www.broward.edu/locations/central/arts/about.jsp>.

BCC Foundation

The BCC Foundation is dedicated to making success stories happen. Its main purpose is to advance the mission of BCC by raising funds that support the college's students, faculty, staff and programs. Additional information available at <http://www.broward.edu/foundation/index.html>

Bookstore

BCC bookstores are owned and operated by the college and function as a service to students, faculty, administrators and staff by providing the tools necessary for education.

Additional information available at <http://www.broward.edu/bookstore/>

Child Development Centers

The college offers quality childcare services for students, faculty and staff on Central, North and South campuses. The centers provide a place for children to grow, learn and play in a

nurturing environment designed to enhance development and education while their parents participate in educational or employment activities.

Additional information available at <http://www.broward.edu/stuserv/childcare.jsp>

Dental Care Centers

The BCC Dental Clinic is located on Central Campus in Building 08. It's a full range dental clinic with dental students working with dentists to provide the community with affordable, quality dental care.

Additional information available at <http://www.broward.edu/locations/chse/dental/dental.jsp>

Employment Opportunities

The Job Bulletin is updated every two weeks and may be accessed via the job hotline or the internet. Position vacancy announcements are available at <http://www.broward.edu/bccjobs>

Library Services

Each campus library is unique and operates in its own way. The University/College Library (U/CL) located on Central campus is a joint use facility of BCC and Florida Atlantic University (FAU). The use of U/CL by any BCC student, faculty or staff member requires a valid BCC ID card. The libraries on North and South campuses, and the Willis Holcombe and Pines Centers are operated as a joint facility with the Broward County library system. These libraries require a valid Broward County library card to access materials.

Additional information available at <http://www.broward.edu/libraries>

Parking Services

All employees are expected to secure a parking decal in order to park on campus in a parking space designated for faculty and staff. Information concerning parking and parking decals may be found at any campus safety department on every campus or at the cashier's office located at the Willis Holcombe Center. Employees whose primary work location is the Willis Holcombe Center must secure parking from the city of Ft. Lauderdale or other local parking services. You are responsible for knowing and observing all rules and regulations concerning vehicles, parking, registration and fees.

Planetarium, Observatory and Science Center

The Buehler Planetarium, Observatory and Science Center, built in 1965 through the generosity of aviation pioneer Emil Buehler, is located on Central campus. The planetarium provides shows that both educate and entertain.

Additional information available at <http://www.broward.edu/locations/central/planetarium/index.jsp>

Procurement Services

The office of procurement services manages procurement activity for the entire college. Located at the Willis Holcombe Center, the procurement services staff oversees the acquisition of quality goods and services with the highest value to cost ratio. Procurement equity is BCC's standard operating practice and is incorporated in all business opportunities through the college's supplier diversity process.

Tigertail Lake Center

Tigertail Lake Center offers several water sports programs, outdoor activities and a sailing club. The facility has two conference rooms that overlook Tigertail Lake, a picnic area, volleyball courts and the ropes challenge course. This beautiful facility is made available from the support and cooperation of the City of Dania Beach, Florida.

Additional information available at <http://www.broward.edu/ws/index.jsp>

Vision Care Clinic

The vision care clinic is located on North campus and is a full range clinic in which vision care students work with licensed doctors to provide the community and employees with affordable, quality vision care. Services include: vision testing, frame and lens fitting, contact lenses and eyeglass repair.

Additional information available at <http://www.broward.edu/locations/chse/vision/vision.jsp>

Wellness Centers

BCC wellness centers offer a safe workout environment for students, faculty and staff to improve self-image, increase energy levels and boost quality of life. Workout facilities are available on Central, North and South campuses and a valid BCC ID card is required to utilize these facilities.

WHEN YOU LEAVE US

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA gives you and qualified dependents the opportunity to continue health and dental insurance coverage under BCC's medical plan when a qualifying event normally results in the loss of eligibility. Some common qualifying events include resignation, termination of employment, death of an employee, reduction in work hours, leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements. You are eligible to continue coverage at your personal expense for up to 18 months and under certain circumstances up to 36 months.

Under COBRA either you or your beneficiary will pay the full cost of coverage at BCC's group rates plus an administration fee. If you are eligible, BCC provides you with a written notice describing the rights and obligations granted under COBRA when you become qualified for coverage in the health insurance plan.

Terminal Leave Plan (BENCOR National Plan)

If you terminate employment for any reason including a "scheduled separation" such as DROP or a letter of resignation and are eligible for payment of accrued sick and/or annual leave amounting to \$2,000 or more, you are automatically enrolled in BENCOR National Plan. This plan provides tax shelters for terminal pay. For additional information, contact the office of employee benefits.

Voluntary and Involuntary Separation

Voluntary separation includes resignations from employment and retirement. If you decide to leave your employment with BCC, we request that you provide two weeks' notice of your intent to leave. **Involuntary** separation includes termination from employment for disciplinary or other purposes. Prior to actual termination, BCC will provide an employee with the opportunity to resign. Additionally, it is normal for BCC to provide at least two weeks' notice of termination or two weeks of pay in lieu of notice. However, termination without notice may be made for a severe infraction.

Any employee, whose position is not within a certified bargaining unit and who has completed the initial probationary period, may use the complaint procedure found at Policy 3.28 to petition for review of the employee's termination from employment.

Policy 6H2x-3.25

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol325.pdf>

Exit Interview

If you decide to resign from your position, you need to submit a letter of resignation to your department. You will be interviewed by a member of the Equity Office in Human Resources prior to the last day of employment. This exit interview will enable the college to identify causes for employment turnover and will provide information that will promote and enhance recruitment and retention efforts.

Policy 6Hx2-3.13

<http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol313.pdf>

Unemployment Compensation

You may be eligible for unemployment compensation, which pays a weekly benefit if you lose your position through no fault of your own. There are certain Florida state requirements that must be met in order to receive this benefit.

A Final Note

We are happy that you have chosen to work for Broward Community College and we hope your experience with the college will be a rewarding one. We trust you will find this handbook informative and helpful during your transition into the college. Please keep it readily available for review. Feel free to contact the office of human resources if you need further information or clarification on any items in the handbook.

You'll find the handbook acknowledgment form on the following page. Please sign and return to your orientation leader.

HANDBOOK ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of Broward Community College. Please read it carefully. Upon completion of your review of this handbook, sign the statement below and return it to your supervisor by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

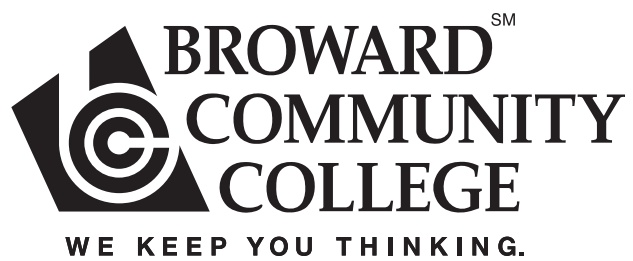
My signature below indicates that I have received and read a copy of the Broward Community College Employee Handbook which outlines the goals, policies, benefits and expectations of the college as well as my responsibilities as an employee.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of Broward Community College. I may access more information regarding specific policies of Broward Community College by visiting <http://www.broward.edu/PolicyAndProcedure/>.

I understand that the Broward Community College Employee Handbook is not a contract of employment and should not be deemed as such.

Name of Employee (Please Print)

Signature of Employee Date



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