



Office of the President
Willis Holcombe Center
Phone 954-201-7401
Fax 954-201-7357

www.broward.edu

BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: December 1, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Boardroom 1208. Building 33, Willis Holcombe Center
111 East Las Olas Boulevard
Fort Lauderdale, FL

Subject: Agenda Item VII - L - Policies

Brief Description: These items represents re-writes and revisions of College policies as requested by the Board of Trustees.

Benefit to BCC: Policy revisions are made to reflect legal review and statutory changes.

Relationship to College Master Plan: The overall review of college policies reflects Broward College's commitment to the highest ethical standards and helps ensure continued compliance with State requirements.

RECOMMEND APPROVAL.



<p>Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u></p>	<p>6Hx2-1.15</p>
<p>Legal Authority: <i>Fla. Statutes</i> 112.311-3173, 112.3187</p>	<p>Page: 1 of 9</p>

GENERAL STATEMENT

The College is committed to the highest standards of excellence and professionalism as an institution that upholds the public trust. Consistent with the Florida Constitution and state statute, the accomplishment of these standards necessitates the establishment of a code of ethics and of professional conduct that reflects these standards.

According to Section B of Article II of the Florida Constitution :

Ethics in government. -- A public office is a public trust. The people shall have the right to secure and sustain that trust against abuse."

Section 112.311 *Florida Statutes*, clearly sets forth legislative intent and declaration of policy regarding a code of ethics for public officers and employees.

"It is declared to be the policy of the state that public officers and employees, state and local, are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code and the advisory opinions rendered with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern".

THE STANDARD OF ETHICS AND PROFESSIONALISM

The College aims to promote and maintain an organizational environment and culture that promotes ethical conduct by setting high standards for professional conduct. All employees are expected to carry out their duties in a professional manner and in accordance with all College policies and procedures and federal and state law.

The College encourages the exchange of diverse ideas and perspectives within a culture of respect. Consistent with College Policy 6Hx3.34, *Discrimination, Harassment and Retaliation*, all personnel are expected to treat members of the College community equitably with respect and courtesy. In addition, the College maintains policies that define the confidentiality of certain records and transactions such as College Policy 6Hx2-5.03, *Student Records (Family Educational Rights and Privacy Act (FERPA))* and College Policy 6Hx2-3.20, *Employee Records*, must be maintained.

Florida Statutes, Chapter 112.311, clearly sets forth legislative intent and declaration of policy

<p>History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986, revised and re-numbered on May 21, 1997</p> <p style="text-align: right;">AGENDA ITEM 11-2-09 DEC 1 2009</p>			
<p>Approved by the Board of Trustees</p>	<p>Date 5/21/97</p>	<p>President's Signature</p>	<p>Date 00/00/00</p>

ENCLOSURE

Policy Manual



Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes 112.311-3173, 112.3187</i>	Page: <div style="text-align: right;">2 of 9</div>

regarding a code of ethics for public officers and employees. Each officer and employee shall observe both the spirit and the letter of the provisions of Chapter 112 as set forth below:

It is essential to the proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. The public interest, therefore, requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials and government employees in situations where conflicts may exist.

It is also essential that government attract those citizens best qualified to serve. Thus, the law against conflict of interest must be so designed as not to impede unreasonably or unnecessarily the recruitment and retention by government of those best qualified to serve. Public officials should not be denied the opportunity, available to all other citizens, to acquire and retain private economic interests, except when conflicts with the responsibility of such officials to the public cannot be avoided.

It is likewise essential that the people be free to seek redress of their grievances and express their opinions to all government officials on current issues and past or pending legislative and executive actions at every level of government. In order to preserve and maintain the integrity of the governmental process, it is necessary that the identity, expenditures, and activities of those persons who regularly engage in efforts to persuade public officials to take specific actions, either by direct communication with such officials or by solicitation of others to engage in such efforts, be regularly disclosed to the people.

It is the intent of this act to implement these objectives of protecting the integrity of government and of facilitating the recruitment and retention of qualified personnel by prescribing restrictions against conflicts of interest without creating unnecessary barriers to public service.

It is hereby declared to be the policy of the state that no officer or employee of a state agency or of a county, city, or other political subdivision of the state, and no member of the Legislature or legislative employee, shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the public interest. To implement this policy and strengthen the faith and confidence of the people of the state in their government, there is enacted a code of ethics setting forth standards of conduct required of state, county, and city officers and employees, and of officers and employees of other political subdivisions of the state, in the performance of their official duties. It is the intent of the Legislature that this code shall serve not only as a guide for the official conduct of public servants in this state, but also as a basis for discipline of those who violate the provisions of this part.

It is declared to be the policy of the state that public officers and employees, state and local, are

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986, revised and re-numbered on May 21, 1997

AGENDA ITEM VII-L

Approved by the Board of Trustees	Date 5/21/97	President's Signature <div style="text-align: center;">DEC 1 2009</div>	Date 00/00/00
ENCLOSURE			

Policy Manual



Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes 112.311-3173, 112.3187</i>	Page: <div style="text-align: center;">3 of 9</div>

agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code and the advisory opinions rendered with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.

In addition to the above statutory requirements, all College personnel have a general duty to conduct themselves in a manner consistent with the mission and policies of the College so as to strengthen the public's trust and confidence in the integrity of the College.

THE POLICY and THE FACULTY AND STAFF

The following information outlines the requirements for College personnel with regard to both Florida Statutes, Chapter 112.313, referencing Code of Ethics, as well as a general Code of Conduct.

Code of Ethics Requirements

Florida Statutes, Chapter 112.313, further defines standards of conduct for public officers and agency employees:

Solicitation or Acceptance of Gifts. It is against College policy for any College employee to accept a gift (see definition of gift) with a value greater than \$25.00 from any person, company or entity currently doing business with the College or is seeking to do business with the College. This includes any person, company or entity that has expressed an interest in doing business with the College whether or not they have applied or responded to a College solicitation. Employee as used in this policy includes the employee or any employee's family member including anyone in the employee's household or for whom the employee is otherwise responsible. No officer or employee of the College shall solicit or accept anything of value to including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the officer or employee would be influenced thereby.

Doing Business with One's Agency. No officer or employee acting in his/her official capacity as a purchasing agent or in any official capacity for the College shall either directly or indirectly rent or lease any realty, goods, or services for the College from any business entity of which he/she or his/her spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or his/her spouse or child, or a combination of them, has a material interest. Nor shall an officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the College.

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

AGENDA ITEM VII-2

Approved by the Board of Trustees	Date 5/21/97	President's Signature <div style="text-align: center; font-size: 1.2em;">DEC 1 2009</div>	Date 00/00/00
--	------------------------	---	-------------------------

ENCLOSURE 1

Policy Manual



Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes 112.311-3173, 112.3187</i>	Page: 4 of 9

Unauthorized Compensation. No officer or employee of the College or his/her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such public officer or employee knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the officer or employee was expected to participate in his/her official capacity.

Misuse of public position. No public officer or employee shall corruptly use or attempt to use his/her official position or any property or resource of the College which may be within his/her trust, or perform his/her official duties, to secure a special privilege, benefit, or exemption for himself/herself or others. This prohibition shall not be construed to conflict with *Florida Statutes*, Chapter 104.31.

Conflicting Employment or Contractual Relationship. No officer, ~~or~~ employee or Board of Trustee member shall have or hold any employment, any contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, the College of which he/she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the College; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of public duties.

Disclosure of Use of Certain Information. No officer or employee of the College shall disclose or use information ~~not available to members of the general public and~~ solely gained by reason of his/her official position for his/her personal gain or benefit or for personal gain or benefit of any other person or business entity.

Employees Holding Office. No officer or employee of the College shall hold office as a member of the Board of Trustees while, at the same time, continuing as an officer or employee of the College.

General or Prevailing Policy. Each officer and employee shall observe both the spirit and the letter of the provisions of *Florida Statutes*, Chapter 112.

Florida Statutes, Chapter 112.3173, addresses forfeiture of retirement benefits. Any officer or employee of the College who is convicted of, or whose employment is terminated because of, committing certain offenses involving a breach of the public trust shall forfeit all retirement benefits. The Commission on Ethics shall be notified by the College when the officer or employee is terminated prior to retirement because of the commission of one of the following specified offenses:

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

AGENDA ITEM VII-L

Approved by the Board of Trustees	Date 5/21/97	President's Signature <div style="text-align: right; font-size: 1.2em;">DEC 1 2009</div>	Date 00/00/00
--	------------------------	--	-------------------------

ENCLOSURE 1



Policy Manual

Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes</i> 112.311-3173, 112.3187	Page: <div style="text-align: center;">5 of 9</div>

- The committing, aiding, or abetting of an embezzlement of public funds.
- The committing, aiding or abetting of any theft from the College.
- Bribery in connection with the employment of an officer or employee.
- Any felony specified in *Florida Statutes*, Chapter 838, except Chapters 838.15 and 838.16.
- The committing of an impeachable offense.
- The committing of any felony by willfully and with intent to defraud the public, or the College for which he/she acts or by which he/she is employed, of the right to receive the faithful performance of his/her duty as an officer or employee, realizes or obtains, or attempts to realize or obtain, a profit, gain, or advantage for himself/herself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of his/her office or employment position.

Grant or contract project directors and subcontractors are required to disclose all relevant financial interests to Broward College through a Financial Disclosure Form. The grant or contract project director must disclose all relevant significant financial interests held by a spouse or dependent children that may result in conflict within a grant or contract.

If a conflict of interest exists, prior to any expenditure of awarded funds, the College must report any conflicts to the funding source and act to protect the project from bias due to the conflict of interest. Actions may include (1) public disclosure of significant financial interests, (2) monitoring of project activities by independent reviewers, (3) modification of the activity plan, (4) disqualification from participation in all or a portion of the funded activities, (5) divestiture of significant financial interests, or (6) severance of relationships that create actual or potential conflicts.

Disclosure information needs to be updated either annually, or more frequently as needed, if project personnel acquire new financial interests. The President of the College is authorized to implement all appropriate procedures to limit or eliminate any potential conflicts of interest. Appropriate monitoring and reporting throughout the grant or contract is essential by the project director or any person responsible for managing the grant to avoid any conflicts.

Code of Conduct Requirements.

The College further defines standards of conduct for employees as conduct which is consistent with the mission and policies of the College and strengthens the public's trust and confidence in the integrity of the College.

The College will investigate any reports of misconduct, fraud or other illegal acts. These shall

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997	AGENDA ITEM VII-L
---	--------------------------

Approved by the Board of Trustees	Date 5/21/97	President's Signature <div style="text-align: center;">DEC 1 2009</div>	Date 00/00/00
--	------------------------	---	-------------------------

ENCLOSURE 1

Policy Manual



Title Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies	6Hx2-1.15
Legal Authority: Fla. Statutes 112.311-3173, 112.3187	Page: 6 of 9

include but not be limited to:

- Theft or misappropriation of College assets
- Submitting false claims for payments or reimbursement
- Accepting or offering a bribe or accepting gifts or other favors under circumstances that might lead to the expectation that the gift or favor was intended to influence an employee's decision-making while serving the College
- Accepting a commission from or paying a commission to a third part
- Black mail or extortion
- Accounting which is not officially recorded or making false or fictitious entries to financial records
- Knowingly creating and/or distributing false or misleading financial reports
- Violation of the College's policy with the aim of personal gain or to the detriment of the College
- Falsification of application and/or employment records
- Falsification of credentials
- Falsification of time and attendance records
- Falsification of any report or claim

Additionally, the College prohibits bullying or other conduct outside of the normal authorized course, scope, and duties of employment that inflicts physical hurt or psychological abuse on one or more members of the College community. Such conduct may involve, but is not limited to:

- Unwanted teasing
- Threatening behavior
- Intimidating behavior
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, sexual orientation, disability, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Spreading of malicious and derogatory rumors or falsehoods
- Misuse of college assets to publish or spread false or derogatory comments (refer to College Policy 6Hx2-8.03 College Communication via Email)

IMPLEMENTATION and OVERSIGHT

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

AGENDA ITEM VII-L

DEC 1 2009

Approved by the Board of Trustees	Date 5/21/97	President's Signature	Date 00/00/00
		ENCLOSURE 1	



Policy Manual

Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes 112.311-3173, 112.3187</i>	Page: 7 of 9

The President and/or his/her designee has responsibility for implementation and oversight of this policy. The Vice President for Human Resources and Equity has responsibility for oversight of the code of conduct portions of this policy. Policy violations and appeals will be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Employees at all levels are responsible for exercising due diligence and control to prevent, detect and report acts of fraud. Additionally, it is the responsibility of all employees to report any suspicion of fraud without delay according to this policy.

Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid incorrect accusations, alerting suspected individuals to an investigation underway, treating employees unfairly, and/or making statements that could lead to claims of false accusations or other charges.

VIOLATION OF POLICY

It shall be the College's practice to identify and promptly investigate any misconduct or fraud committed by employees of the College and when appropriate to pursue legal remedies. The Division of Human Resources and Equity will be responsible for investigating all claims under this policy.

Any act of fraud, or other illegal act verified by internal or external investigation, (including the course of routine audits) or pursuant to a criminal conviction, or through written acknowledgment by the employee(s) concerned, may result in consideration of disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward Community College and United Faculty of Florida, Broward Community College Chapter, Article 2.33.
- For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward Community College and Federation of Public Employees, Article 2.

Persons who knowingly cover up, obstruct, or fail to report violations of this policy may be subject to disciplinary action up to and including termination. Persons who threaten retaliation or retaliate against a person reporting a suspected fraud may be subject to disciplinary action up to and including termination of employment.

DEFINITIONS

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

AGENDA ITEM ✓ 11-1

Approved by the Board of Trustees Date: 5/21/97	President's Signature DEC 1 2009 Date: 00/00/00
---	--

ENCLOSURE 1



Policy Manual

Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: Fla. Statutes 112.311-3173, 112.3187	Page: 8 of 9

Fraud - A deception deliberately practiced in order to secure unfair or unlawful gain.

Gift - for purposes of ethics in government and financial disclosure required by law, means that the following:

1. Real property.
2. The use of real property.
3. Tangible or intangible personal property.
4. The use of tangible or intangible personal property.
5. A preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin.
6. Forgiveness of an indebtedness.
7. Transportation, other than that provided to a public officer or employee by an agency in relation to officially approved governmental business, lodging, or parking.
8. Food or beverage other than food consumed at a public, professional or community meeting.
9. Membership dues.
10. Entrance fees, admission fees, or tickets to events, performances, or facilities.
11. Services provided by persons pursuant to a professional license or certificate.
12. Other personal services for which a fee is normally charged by the person providing the services.
13. Any other similar service or thing having an attributable value not already provided for Fla. Statute 112.312.

The state statute indicates that gifts do not include the following:

1. An honorarium or an expense related to an honorarium event paid to a person or the person's spouse.
2. An award, plaque, certificate, or similar personalized item given in recognition of the employee's public, civic, charitable, or professional service.
3. An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
4. The use of a public facility or public property, made available by a governmental agency, for a public purpose.
5. Transportation provided to a public officer or employee by an agency in relation to

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

AGENDA ITEM VII-L

Approved by the Board of Trustees Date: 5/21/97	President's Signature: DEC 1 2009 Date: 00/00/00 ENCLOSURE 1
--	--

Policy Manual



Title <u>Standard Code of Ethics and Professionalism for Public Officers and Employees of Agencies</u>	6Hx2-1.15
Legal Authority: <i>Fla. Statutes 112.311-3173, 112.3187</i>	Page: 9 of 9

officially approved governmental business.

6. Gifts provided directly or indirectly by a state, regional, or national organization which promotes the exchange of ideas between, or the professional development of, governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.

Grant or Contract Project Director - can include the principal investigator, co-principal investigator, and any other person who is responsible for the design, conduct, coordination, or reporting of a project funded or proposed for funding by a public or private organization. Grant or Contract Project Directors are further defined as (a) the individual with final responsibility for the conduct of research or other activity described in a proposal or an award; and (b) the individual with fiduciary responsibility for an award's management.

Financial Interests - anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria), equity interests (e.g., stocks, stock options, or other ownership interest), and non-monetary value included by not limited to intellectual property rights (e.g., patents, copyrights, and royalties from such rights). Furthermore, no college employee shall solicit or accept anything of value to the employee, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.

Officer – individual charged with supervision and oversight of resources including members of the Board of Trustees.

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 1

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

Approved by the Board of Trustees	Date 5/21/97	President's Signature	Date 00/00/00
-----------------------------------	-----------------	-----------------------	------------------

Procedure Manual (NEW)



Title: Standard of Ethics and Professionalism for Public Officers and Employees of Agencies	Number: A6Hx2-1.15
Policy Number: 6Hx2-1.15	Page: 1 of 2

These procedures are developed in conjunction with Policy A6Hx2-1.15, Standard of Ethics and Professionalism for Public Officers and Employees of Agencies and are created to provide a mechanism for implementing said policy. The College is committed to the highest standards of excellence and professionalism as an institution that upholds the public trust.

Filing Claims and Reporting Violations:

Ethics:

When an employee or officer of the College feels they may have a conflict of interest as defined in Policy 6Hx2-1.15, the employee is responsible to identify the situation which may violate the policy prior to acceptance of the gift, business opportunity, compensation, employment, contract or office as defined by the policy and Florida Statute. These issues will be reviewed by the Director of Compliance in the Division of Human Resources and Equity. Failure to report such situations or reports of violation of the policy will be investigated by the Director of Compliance in the Division of Human Resources and Equity and any act of fraud, or other illegal act verified by internal or external investigation, (including the course of routine audits) or pursuant to a criminal conviction, or through written acknowledgment by the employee(s) concerned, may result in consideration of disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward Community College and United Faculty of Florida, Broward Community College Chapter, Article 2.33.
- For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward Community College and Federation of Public Employees, Article 2.

Conduct:

In compliance with Board Policy 6Hx2-1.15, Code of Ethics, any employee, who believes that they have been subjected to conduct as defined in and in violation of the College's policies may file a complaint in accordance with College policies 6Hx2-3.34, Discrimination, Harassment and Retaliation, 6Hx2-3.31, Sexual and Other Unlawful Harassment, 6Hx2-3.40, Workplace Violence, or 6Hx2-3.28, and/or Filing of Complaints for Administrative and Non-Represented Professional Technical Staff. The Division of Human Resources and Equity will facilitate investigations into complaints in accordance with the above policies.

AGENDA ITEM VII-L

DEC 1 2009

Recommending Officer's Signature	Date	President's Signature	Date
		ENCLOSURE <u>1</u>	

Procedure Manual (NEW)



Title: Standard of Ethics and Professionalism for Public Officers and Employees of Agencies	Number: A6Hx2-1.15
Policy Number: 6Hx2-1.15	Page: 2 of 2

Grant or Contract Project Directors

Individuals who are grant or contract project directors and subcontractors are required to disclose all relevant financial interests to Broward College through a Financial Disclosure Form. All individuals who are required to complete this form should submit it to the Grants Office of the Broward College Foundation for review. The Grants Office will review the form for any relevant financial conflict of interest. After review by the Director of Compliance in the Division of Human Resources and Equity, a copy of the form will be placed in the employee's personnel file.

If a conflict of interest exists, prior to any expenditure of awarded funds, the College must report any conflicts to the funding source and act to protect the project from bias due to the conflict of interest. Actions may include:

- (1) public disclosure of significant financial interests,
- (2) monitoring of project activities by independent reviewers,
- (3) modification of the activity plan,
- (4) disqualification from participation in all or a portion of the funded activities,
- (5) divestiture of significant financial interests, or
- (6) severance of relationships that create actual or potential conflicts.

Disclosure information must be updated annually, or more frequently as needed, if project personnel acquire any new, relevant financial interests.

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 1

Recommending Officer's Signature _____	Date _____	President's Signature _____	Date _____
--	------------	-----------------------------	------------

Policy Manual



Title: Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators	6Hx2-
Legal Authority: Fla. Statutes: 240.335 (2)-1012.855 Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (6) (a); 6A-14.0262 (7)(b)	Page: 1 of 5

I. GENERAL STATEMENT:

Total Rewards Strategy Program

- I. The College's Total Rewards Strategy program is a comprehensive total compensation program that includes both financial and non-financial components and is designed to recognize, reward and compensate its employees. As a part of the Total Rewards Program, the College will annually evaluate its total compensation programs for professional technical staff (PTS) and administrators during the compensation planning cycle. The President may annually recommend to the Board of Trustees annual base or non-base pay adjustments based on the College's available and allocated funding for such adjustments and in accordance to the Annual Adoption of Salary Schedule Policy 6Hx2-3.27.

All requests for pay adjustments for professional technical staff or administrators outside of the annual compensation planning cycle are evaluated and reviewed by the Division of Human Resources and Equity. The Vice President for Human Resources and Equity reviews all compensation recommendations prior to their finalization (classification, compensation, promotion, transfer, out-of-cycle pay increases, and new hire salaries) to ensure that the College is in compliance with federal and state law, the College's Affirmative Action plan and goals, and the goals established in the Five-Year Equity Plan in accordance with the Policy on Diversity and Inclusive Excellence 6Hx2-. The Vice President for Human Resources and Equity and the Affirmative Action Coordinator shall include review and approve all recommendations for hire for compliance with affirmative action and equity goals prior to the extension of a hiring offer by hiring managers.

The Vice President for Human Resources and Equity is charged with regularly reviewing compensation recommendations that could have adverse impact with respect to any protected category such as gender, race, ethnicity, age, disability, service in the uniformed services, or any other classification protected by federal, state or local law. In addition, the Vice President for Human Resources shall annually perform an analysis to evaluate progress in organizational units to comply with Executive Order 11246 and Title 41, Chapter 60 of the Office of Federal Contract Compliance Programs.

II. THE POLICY and THE STUDENT

The core values of Broward College reflect the importance of achieving student success and academic excellence and creating an educational environment based upon mutual respect, integrity, communication and engagement. As such, the College seeks to provide a twenty-first century approach to its Total Rewards offerings to attract and retain diverse and talented professional technical staff and administrators in support of vision, mission, and core values.

III. THE POLICY AND STAFF

AGENDA ITEM VII-L

History: Revised as Policy		DEC 1 2009	
Approved by the Board of Trustees		ENCLOSURE <u>2</u>	
Date 00/00/00	President's Signature	Date 00/00/00	

Policy Manual



Title: Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators	6Hx2-
Legal Authority: Fla. Statutes: 240.335 (2) 1012.855 Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (6) (a); 6A-14.0262 (7)(b)	Page: 2 of 5

New Hires

Through the Total Rewards Program, the College has established broad salary ranges to foster internal growth within the range and to be able to attract high quality professional technical staff and administrators. Prior to extending an offer of a position to a new hire, the hire must be authorized by the Vice President for Human Resources and Equity and the Affirmative Action Coordinator in compliance with the College's equity and affirmative action goals. All hires at the level of administrator or above must be authorized by the President. The Vice President for Human Resources and Equity will review salary offers before finalization for approval. All hires above minimum require that departmental funds support the salary offer. The funding for positions that are vacated at salary levels above the minimum of a band will be retained by the Vice President/Provost's budget until the position is refilled.

Hiring in the first quartile of the salary range. During the offer phase of the recruitment process and subject to approval by the Vice President for Human Resources and Equity, Vice Presidents and Provosts may offer starting salaries from the minimum of the range through the first quartile of the salary range based on the candidate's experience, educational credentials, documented competitiveness in the labor market, or a failed search due to salary issues. To hire above the minimum and within the first quartile, the candidate must have credentials which exceed the minimum requirements for the job band based on the position description and job level guide. Vice Presidents/Provosts must provide a written rationale for requesting a hire in the second quartile of the range, certifying issues that include incumbents/candidates current salary, documented competitiveness in the labor market, or a failed search due to salary issues. Vice Presidents and Provosts are responsible for meeting established equity goals and for promoting equity among internal positions in hiring decisions. Vice Presidents and Provosts must certify in writing that these criteria have been met prior to final approval of the salary offer by the Vice President for Human Resources and Equity.

Hiring in the second quartile of the salary range. In unusual circumstances when Vice Presidents/Provosts recommend a hire in the second quartile of the salary range, the Vice President for Human Resources and Equity will review and evaluate all requests to hire above the first quartile up to the midpoint of the salary range for approval. A full internal equity analysis (analysis of comparable positions, adverse and budgetary impact) will be conducted the Vice President for Human Resources and Equity or his/her designee before such offers are considered for approval. Hiring up to the midpoint of the range requires that the candidate have exceptional experience, documented expertise, and educational credentials that support such placement. Vice Presidents/Provosts must provide a written rationale for requesting a hire in the second quartile of the range, certifying issues that include incumbents/candidates current salary, documented competitiveness in the labor market, or a failed search due to salary issues. Vice Presidents and Provosts are responsible for meeting established equity goals and for promoting equity among internal positions in hiring decisions. Vice Presidents and Provosts must certify in writing that these criteria have been met prior to final

History: Revised as Policy		AGENDA ITEM <u>✓ 4-2</u>	
Approved by the Board of Trustees		DEC 1 2009	
Date 00/00/00	President's Signature	Date 00/00/00	ENCLOSURE <u>2</u>

Policy Manual



Title: Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators	6Hx2-
Legal Authority: Fla. Statutes: 240.335 (2)-1012.855 Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (6) (a); 6A-14.0262 (7)(b)	Page: 3 of 5

approval of the salary offer by the Vice President for Human Resources and Equity.

All administrators and professional technical staff hires in the second quartile of the salary range or above must be authorized by the President and approved by the Board of Trustees.

Hiring above midpoint of the range. In rare cases when there has been a failed search and when a potential hire's current salary combined with exceptional experience, and documented competitiveness in the labor market the College may consider hiring above midpoint, the President may authorize hiring above the salary range's midpoint subject to the approval of the Board of Trustees. The Vice President for Human Resources and Equity or his/her designee will conduct an analysis based on internal equity, budgetary impact, analysis of comparable positions and adverse impact and provide a written recommendation to the President.

Interim Appointments

When employees assume an interim role during the recruitment process of a critical vacancy within the College, the temporary appointments must be made in accordance with the Recruitment, Selection, and Assignment of Personnel Policy 6H3x-3.02 and may not extend beyond 24 months.

When interim appointments are banded higher than the incumbent's current position, the incumbent must meet all the requirements to perform the higher level position including requirements for experience and educational attainment. Formal requests to initiate an interim appointment are made by the appropriate Vice President/Provost to the Division of Human Resources and Equity and must be accompanied by a summary of the credentials of the employee recommended for interim assignment, a current resume, and indication of the time period for the initiation of a search for the permanent position. Interim assignments are authorized by the College President and approved by the Board of Trustees. The incumbent must perform all duties necessary to fulfill the requirements of the vacant position. Examples include, but are not limited to fulfilling the duties of an employee absent on extended leave or assuming the full responsibilities of a vacant position during the department's recruitment process/

Lead Worker – When an employee's position is changed to include leading full-time employees without assuming the full range of supervisory responsibilities, a supplement of up to 3% may be added to an employee's base salary. The assigned lead responsibilities may be temporary or become a regular part of the job's responsibility. If temporary, the supplement is removed when the employee is not longer performing the responsibilities of the lead. Lead responsibility is limited to leading the work of two or more full-time employees in the same job family or related job family. Written justification documenting the number of employees being lead and their classifications is required as well as the recommendation of the appropriate Vice President or Provost. The Division of Human Resources and Equity will review all requests for Lead Worker responsibility for approval. Credit shall not be given for responsibilities for leading or supervision of part-time or student employees.

History: Revised as Policy

AGENDA ITEM VII

DEC 1 2009

Approved by the Board of Trustees	Date 00/00/00
-----------------------------------	---------------

President's Signature	Date 00/00/00
-----------------------	---------------

ENCLOSURE 2

Policy Manual



Title: <u>Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators</u>	6Hx2-
Legal Authority: <u>Fla. Statutes: 240.335 (2)-1012.855</u> <u>Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (6) (a); 6A-14.0262 (7)(b)</u>	Page: 4 of 5

In-Range Adjustments

The College's salary ranges are broad, provide flexibility and facilitate employee movement within the range. The Division of Human Resources and Equity will review and evaluate all requests for in-range adjustments outside of the annual compensation planning cycle based on an evaluation and comparability. Analysis and review of a requested out-of-cycle in-range adjustment is subject to the following criteria:

- Internal equity
- Pay compression
- Significant additional duties within an existing band
- Consistency and comparability among similar positions within the College

In order to be considered for an out-of-cycle in-range adjustment, the employee must be employed in the position for a minimum of six consecutive months and attain a current level of "Achieves Performance Standards" or above on his/her performance evaluation.

Vice Presidents/Provosts may request in writing an out-of-cycle in-range adjustment for positions that meet the criteria above and document how the position meets the existing criteria. The Vice President for Human Resources and Equity will review and evaluate the request for approval in light of the criteria identified above. In-range increases are subject to the availability of funds within the division/campus initiating the request. Any in-range increase that exceeds more than 6 percent of the existing pay rate must be authorized by the President and subject to the approval of the Board of Trustees.

Permanent Assignment of Additional Duties -- When an employee is assigned significant duties that do not qualify for movement to a new band, a request may be made by the appropriate Vice President/Provost for an in-range adjustment. The Vice President/Provost shall submit a new position description that delineates the specific duties added to the position as well as a letter documenting the changes to the position. Additional responsibilities must have a significant and measurable impact on the area's objectives. Pay adjustments will be determined by the complexity of the new function, magnitude of change as a result of the additional responsibilities, comparability of positions with similar responsibilities, internal equity, and level of experience/expertise compared with similar positions.

In-range salary adjustments must be authorized by the Vice President for Human Resources and Equity and may not be awarded to an employee more than once within a 12 month period. The Division of Human Resources and Equity will evaluate each request to promote internal equity and consistency across campuses and divisions.

IV. IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The Vice President for

History: Revised as Policy		AGENDA ITEM <u>VII-L</u>	
Approved by the Board of Trustees	Date 00/00/00	President's Signature DEC 1 2009	Date 00/00/00
ENCLOSURE 2			

Policy Manual



Title: <u>Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators</u>	6Hx2-
Legal Authority: <u>Fla. Statutes: 240.335 (2)-1012.855</u> <u>Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247 (6) (a); 6A-14.0262 (7)(b)</u>	Page: 5 of 5

Human Resources and Equity has responsibility for the implementation of this policy.

V. VIOLATION OF POLICY.

Policy violations shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Policy violations will subject the employee to appropriate disciplinary action up to and including termination.

DEFINITIONS

Failed search – A failed search is an officially closed search by the Human Resources and Equity, Recruitment Office. In order to close the search, the hiring manager must notify the Recruitment Office in writing. A failed search occurs when no candidates qualify for the position; an offer is made and declined by the recommended candidate; or the pool lacks sufficient candidates (3 or more) or sufficient diversity to make a hire.

In-Range Adjustment- A temporary or base building salary adjustment within guidelines not to exceed the maximum of the positions salary range.

Interim – Temporary appointment to a position of a higher grade.

Lead Employee- An employee whose position includes leading full-time employees without assuming the full range of supervisory responsibilities. The lead employee may facilitate and guide the work of a minimum of two or more full-time employees performing similar functions. A lead employee does not evaluate performance, coach employees or recommend hires or separations as a part of their normal work functions.

Quartile – A quartile represents one quarter of the salary range. A salary range is divide into four quartiles.

History: Revised as Policy

AGENDA ITEM VII-L

DEC 1 2009

**Approved by the
Board of Trustees**

Date
00/00/00

President's Signature

ENCLOSURE 2

Date
00/00/00

Policy Manual



Title: Total Rewards Program Policy for Professional Technical Staff and Administrators	Number: 6Hx2-3.
Legal Authority: Fla. Statutes: 1012.855	Page: 1 of 2

I. GENERAL STATEMENT

Broward College offers a comprehensive Total Rewards Program designed to meet its commitment of attracting and retaining talented and diverse professional and technical staff (PTS) and administrators in support of the College's vision, mission, and core values. The Total Rewards Program is comprised of the direct and indirect financial benefits associated with compensation, benefits, work-life programs, leave programs, performance management, educational benefits, recognition programs, and professional development. The College's Total Rewards Program offerings are limited to those offered at any given time. The offerings described in this policy and its procedure may or may not be offered at any given time and are only intended for demonstrative purposes. Nothing within this policy and procedure is intended to be a contract or to bestow a right to these offerings or to supplement offerings in any existing contract. The College reserves the right to change, alter or modify Total Rewards Program at any time. Program information is available through the Division of Human Resources and Equity and on the Human Resources website.

The Total Rewards Program is supported by the following policies:

- Annual Adoption of the Salary Schedule, 6Hx2-3.27
- Group Insurance, 6Hx2-3.11
- Leaves of Absence, 6Hx2-3.08
- Sick Leave Pool, 6Hx2-3.12
- Educational Benefits for Employees, 6Hx2-3.14
- Employee Performance Appraisal 6Hx2-3.21
- Staff and Program Development Plan , 6Hx2-2.13
- Total Rewards Pay Adjustments for Professional Technical Staff and Administrators 6Hx2-xx
- Total Rewards Program: Position Classification and Reclassification for Professional Technical Staff and Administrators 6Hx2-3.24

II. THE POLICY and THE STUDENT.

The core values of Broward College reflect the importance of achieving student success and academic excellence and creating an educational environment based upon mutual respect, integrity, communication and engagement. As such, the College seeks to provide a twenty-first century approach to its Total Rewards offerings to attract and retain diverse and talented professional technical staff and administrators in support of vision, mission, and core values.

III. THE POLICY and THE STAFF.

The Vice President for Human Resources and Equity is responsible for administering the College's Total Rewards Program, recommending updates or changes to current programs, and

History:		AGENDA ITEM VII-L	
		DEC 1 2009	
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00
		ENCLOSURE <u>3</u>	

Policy Manual



Title: Total Rewards Program Policy for Professional Technical Staff and Administrators	Number: <div style="text-align: center; font-weight: bold;">6Hx2-3.</div>
Legal Authority: Fla. Statutes: <u>1012.855</u>	Page: <div style="text-align: center;">2 of 2</div>

monitoring these programs for equity in compliance with federal, state and local laws and College policy. The College prohibits unlawful discrimination on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability or pregnancy in any of its Total Rewards programs or activities.

IV. IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy.

V. VIOLATION OF POLICY.

Violations of this policy shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Violations of this policy may result in disciplinary action up to and including termination.

VI. DEFINITIONS

Direct Financials – Compensation programs that include but are not limited to base pay and shift differentials for eligible employees that are offered at any given time.

Indirect Financials – Non-cash benefits offered by the College to eligible employees at any given time. These Programs may include such programs as group insurance (medical, dental, vision, prescription drug, life insurance, long-term disability, retirement), tuition assistance and reimbursement, as well as professional development and recognition and reward programs offered at any given time.

Total Rewards Program- The program of direct and indirect financial benefits associated with compensation, benefits, work-life programs, performance management, educational benefits, recognition, development and career opportunities that are offered by the College to eligible employees at any given time.

The offerings described in this policy and its procedure may or may not be offered at any given time and are only intended for demonstrative purposes. Nothing within this policy and procedure is intended to be a contract or to bestow a right to these offerings or to supplement offerings in any existing contract.

AGENDA ITEM VII-L

History:	DEC 1 2009
-----------------	------------

Approved by the Board of Trustees	Date 00/00/00	President's Signature <div style="text-align: center; font-size: 1.5em;">ENCLOSURE <u>3</u></div>	Date 00/00/00
--	-------------------------	---	-------------------------



Procedure Manual

Title: <u>Total Rewards Program Pay Adjustments for Professional Technical Staff and Administrators</u>	Number: A6Hx2-
Policy Number: <u>6Hx2-</u>	Page: 1 of 1

Requests to hire above the minimum or to provide a salary adjustment must be submitted to the Division of Human Resources and Equity on the personnel recommendation form (PER-6) along with all required documentation (written justification) and signatory approvals.

Documentation for any adjustment or to hire above the minimum includes:

- Personnel Recommendation Form (PER-1)
- Written recommendation and rationale via memo from vice presidents/provosts to include:
 - Certification VP/Provost that above minimum hire will not create equity disparity within the unit or campus of comparable positions
- Documentation of the candidate's/incumbent's credentials (Resume)
- Current salary of the recommended candidate if applicable
- Proof of failed search if applicable
- Budgetary justification

Total Rewards Program pay adjustment requests for professional technical staff and administrators requests based on interim appointments, lead worker status, or in-range movement must be submitted and approved through the department's appropriate supervisory levels including the Vice President/Provost prior to being submitted to the Division of Human Resources and Equity for review, evaluation, and approval. Salary adjustment requests received without the required signatory approvals will be returned to the department initiating the request.

Documents to be submitted for consideration for pay adjustments related to interim appointments, lead worker status, or in-range-movement include the following:

- Written rationale for requested payment from vice presidents/provost to include:
 - Certification VP/Provost that above minimum hire will not create equity disparity within the unit or campus of comparable positions
- Detailed description of the level of duties and responsibilities of the additional work required
- Explanation of the relationship between the additional duties and the employee's regular job responsibilities
- Estimated time period during which additional duties are to be performed if not permanent
- Organizational chart
- Budgetary justification

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 4

Recommending Officer's Signature 05/21/97	Date	President's Signature 05/21/97	Date
---	-------------	--	-------------

Procedure Manual



Title: Total Rewards Program Procedure for Professional Technical Staff and Administrators	Number: <div style="text-align: center; font-weight: bold;">A6Hx2-3.</div>
Policy Number: 6Hx2-3.	Page: <div style="text-align: center;">1 of 2</div>

Broward College's Total Rewards Program is comprised of the direct and indirect financial benefits associated with compensation, benefits, work-life programs, leave programs, performance management, educational benefits, recognition programs, and professional development opportunities offered by the College to eligible employees at any given time. The College affirms its commitment to promote equity in decisions regarding applications for programs under the Total Rewards umbrella in accordance with College policy 6Hx2-3.34, Discrimination, Harassment and Retaliation as well as with all applicable federal, state and local laws. The Division of Human Resources and Equity under the direction of the Vice President for Human Resources and Equity is responsible for administering the Total Rewards Program.

To access information on the College's Total Rewards Program, please refer to the specific policy and procedure for each program's benefits and offerings.

- For information on the benefits component of the College's Total Rewards Program please reference the policy on 6Hx2-3.17 Group Insurance, 6Hx2-3.11 Leaves of Absence, and 6Hx2-3.08 Sick Leave Pool
- For information regarding Professional Training and Development, please reference the policies on 6Hx2-3.12 Educational Benefits for Employees, 6Hx2-3.21 and 6Hx2-3.33 Professional Development
- For information on SPD - Staff and Program Development Plan A6Hx2-2.13

Overview of the College's Total Rewards Programs

The College's Total Rewards Program offerings are limited to those offered at any given time. The offerings listed below may or may not be offered at any given time and are only intended for demonstrative purposes. Nothing within this procedure is intended to be a contract or to bestow a right to these offerings or to supplement offerings in any existing contract. Specific program information is available through the Division of Human Resources and Equity and on the Human Resources website.

Group Insurance (Benefits)
Medical *
Dental *
Prescription Drug*
Vision*
Long Term Disability
Retirement
Life Insurance & AD& Dismemberment
Tax Sheltered Annuities
Social Security

Compensation/Financial
Annual Salary
Shift Differentials
PTS Educational Incentive Awards
PTS Sick Leave Incentive
Longevity Incentive

Development and Career Opportunities
Tuition Reimbursement
Tuition Assistance*
Professional Development
SPD Travel and Program Funds

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 5

History:			
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00

Procedure Manual



Title: Total Rewards Program Procedure for Professional Technical Staff and Administrators	Number: <div style="text-align: center; font-weight: bold;">A6Hx2-3.</div>
Policy Number: 6Hx2-3.	Page: <div style="text-align: center;">2 of 2</div>

Performance and Recognition
PTS Retreat
PTS Outstanding Achievement Award
PTS Peer Choice Award
Colleague Recognition Ceremony – Years of Service Awards
Professional Development Day
Language of Inclusion Day

Leave Programs
Vacation and Sick Days
Spring and Winter Breaks
Sick Leave Pool
Holidays
Paid Breaks

Work Life Balance
Flexible Summer Hours
Employee Assistance Program*
Wellness Programs & Centers
PTS Sick Leave Incentive
Child Care Centers - North, Central, South
Tuition Assistance for Dependents

*May be available to employees and dependents

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 5

History:			
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00

Policy Manual



Title: <u>Total Rewards Strategy: Position Classification & Reclassification Policy Plan for Professional Technical Staff and Administrators</u>	Number: <p style="text-align: center; font-weight: bold;">6Hx2-3.24</p>
Legal Authority: <i>Fla. Statutes 240.335-(2)-1012.855, Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance.</i>	Page: <p style="text-align: center;">1 of 3</p>

All classified positions are assigned titles and pay grades as identified in the salary schedules. The Position Classification Plan is designed to pay employees fair and equitable compensation based on the responsibilities and duties of the position in comparison with other positions within the organization and the knowledge and skills required to perform the job. The pay range for each position is determined through periodic salary surveys of jobs with comparable responsibilities and requirements. The College strives to provide a competitive salary structure within the local job market.

The President is authorized to issue detailed procedures to implement this policy.

I. GENERAL STATEMENT

The Division of Human Resources and Equity is responsible for the administration of the College's classification and compensation plan for Professional Technical Staff and Administrators as developed by the Total Rewards Program. Specifically, the Human Resources and Equity Division is responsible for job evaluation, assignment to a job level guide, band, and title, and the classification/compensation of professional technical staff and administrators positions at the College. Job levels and job titles will be determined using the College's system of job families and job level guides developed as part of the Total Rewards Strategy Program. A job level guide identifies discrete bands based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; and competencies. The job level guides also identify the levels of educational attainment required for each band. Since job bands encompass broad salary ranges, they are designed to facilitate movement within the band based on progression within an existing classification that may involve enhanced skills and/or additional responsibilities.

Significant changes to a position may involve reclassification to a lateral, higher or lower band within the job level guide. In order for a professional technical staff or administrator position to be eligible for reclassification to a lateral, higher or lower band, the new duties of the position must meet the criteria established in the job level guide for the new band and must be comparable in scope, responsibility, complexity and impact to positions in the new band. Furthermore, employees must meet all eligibility requirements for the new band including the level of educational attainment required. All vacant positions will be reviewed by the Human Resources and Equity Division for appropriate placement in a job level guide and band prior to recruitment.

Examples of the need for requesting a reclassification review include merging or subsuming a significant set of duties and responsibilities from another position of equal or higher level with existing responsibilities or allocation of new areas of responsibility resulting in significant changes to a position description. The Division of Human Resources and Equity will prepare a

AGENDA ITEM VII-L

DEC 1 2009

History: Revised as Policy 3.34 on December 15, 1987; revised and re-numbered on May 21, 1997		ENCLOSURE	
Approved by the Board of Trustees	Date 05/21/97	President's Signature	Date 05/21/97



Policy Manual

Title: <u>Total Rewards Strategy: Position Classification & Reclassification Policy Plan for Professional Technical Staff and Administrators</u>	Number: <div style="text-align: center; font-weight: bold;">6Hx2-3.24</div>
Legal Authority: <i>Fla. Statutes 240.335 (2)-1012.855</i> , Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance.	Page: <div style="text-align: center;">2 of 3</div>

written analysis of the reclassification request that may involve an on-site audit. Fundamental alteration of the majority of a position's duties will require recruitment.

Reclassification of positions will be addressed through the College's operating budget. The Vice President for Human Resources and Equity will review the allocation of funds for position classification among Vice President/Provost areas to ensure overall equity. Recommendations for reclassifications of all professional technical and administrator positions will be submitted to the President and Board of Trustees for final approval.

II. THE POLICY and THE STUDENT.

The core values of Broward College reflect the importance of achieving student success and academic excellence and creating an educational environment based upon mutual respect, integrity, communication and engagement. As such, the College seeks to provide a twenty-first century approach to its Total Rewards offerings to attract and retain diverse and talented professional technical staff and administrators in support of vision, mission, and core values.

III. THE POLICY and THE STAFF.

Requests for reclassifications of professional technical staff or administrators are submitted to the Division of Human Resources and Equity for evaluation, analysis and band placement. The Vice President for Human Resources and Equity shall review all requests and recommendations for reclassifications for internal equity and to ensure that employment recommendations are free from discrimination, harassment, and retaliation in accordance with federal, state and local laws and College policy. Pursuant to the College's Diversity Policy, the Vice President for Human Resources and Equity shall perform analyses to evaluate consistency and progress across and within organizational units and to promote the availability of enhanced opportunities to protected classes in compliance with Executive Order 11246 and Title 41, Chapter 60 of the Office of Federal Contract Compliance Programs.

IV. IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The Vice President for Human Resources and Equity and his or her designee has responsibility for the implementation of this policy.

V. VIOLATION OF POLICY.

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 6

History: Revised as Policy 3.34 on December 15, 1987; revised and re-numbered on May 21, 1997			
Approved by the Board of Trustees	Date 05/21/97	President's Signature	Date 05/21/97



Policy Manual

Title: Total Rewards Strategy: Position Classification & Reclassification Policy Plan for Professional Technical Staff and Administrators	Number: <div style="text-align: center; font-weight: bold;">6Hx2-3.24</div>
Legal Authority: Fla. Statutes 240.335-(2)-1012.855, Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance.	Page: <div style="text-align: center;">3 of 3</div>

Policy violations shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Policy violations will result in appropriate disciplinary action up to and including termination.

VI. DEFINITIONS

- a. **Bands** - Groupings of positions in a job family based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; level of educational attainment; and competencies required. Each band has a corresponding salary range.

- b. **Classification** - Assignment to a job based upon a discreet set of responsibilities, knowledge skills, and abilities for a given position based on established job criteria.

- c. **Essential job functions** - Essential requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related and be able to perform those functions required with or without reasonable accommodation to accomplish the responsibilities of the job.

- d. **Job Family** - A group of jobs in which the work performed is generally of a similar nature. Each job family is comprised of job bands. See above job band definition.

- e. **Job Level Guide** - Methodology under the Total Rewards Strategy Program for assigning employees to a job band within a job family based on job scope and responsibility; complexity and impact; knowledge, skills and abilities; level of educational attainment; and competencies required.

- f. **Reclassification** - Change in position to a lateral, lower, or higher job within a band level of a professional technical staff or administrator position. The change is based upon an evaluation by the Division of Human Resources and Equity Compensation Unit to appropriately reflect significant, material and/or permanent changes (complete change, increases or decreases) in job duties and responsibilities as reflected in the job level guide. Such changes require that the position meet the criteria of the new band and that an incumbent meet the educational and other requirements of the band in question.

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 6

History: Revised as Policy 3.34 on December 15, 1987; revised and re-numbered on May 21, 1997

Approved by the Board of Trustees	Date 05/21/97	President's Signature	Date 05/21/97
--	-------------------------	------------------------------	-------------------------



Procedure Manual

Title: Total Rewards Strategy: Position Classification & Reclassification Procedure for Professional Technical Staff & Administrators Plan	Number: A6Hx2-3.24
Policy Number: 6Hx2-3.24	Page: 1 of 2

The purpose of reclassification is not to create a reorganization nor to provide a salary increase for an outstanding employee; rather it is to ensure that comparable positions are compensated in a comparable manner.

New Position

The Division of Human Resources and Equity is responsible for the evaluation, assignment to a job level guide, band, title and classification/compensation of all existing, vacant and new professional technical staff and administrator positions within the College's Total Rewards Strategy Program. Upon receipt of an existing or new job position description, the Department-Division of Human Resources and Equity will review the position and recommend assignment of the position to a job title and band within the appropriate job level guide. Requests for reclassification to a lateral, higher or lower job title or band should be submitted via the on-line employment system and be accompanied by a revised on-line position description, organizational chart, and memorandum of request from the Vice President/Provost outlining the specific changes in duties and responsibilities involved. a title and grade to all newly created classified positions. Existing positions may be reclassified when so justified by a change in duties and responsibilities.

Requests for Reassignment ~~Reclassifications~~

Reclassification is the process by which an established professional technical staff or administrator position is modified following evaluation by the Division of Human Resources and Equity to appropriately reflect significant, material and permanent changes (increases or decreases) in job duties and responsibilities that qualify for a lateral, higher or lower band level within a job family/job level guide. Requirements for the band level are specified in the job level guide for the job family. To be eligible for reclassification to a lateral, higher or lower band, the incumbent must meet all eligibility requirements for the new band including the level of educational attainment. Requests for reclassification should be submitted by the appropriate Vice President/Provost to the Vice President for Human Resources and Equity. ~~Reclassification reviews will be conducted by the Division of Human Resources and Equity on a quarterly basis based upon date of receipt of the request. The of the Human Resources Department will review reclassification requests on a quarterly basis and recommend appropriate action to the Vice President, for Human, Financial, and Information Resources, who will forward these recommendations to the President. Applicants will be notified of these decisions as soon as possible.~~

In order to file a request a for reclassification, the hiring manager employee must complete the *Position Questionnaire (PER-7)* a position description using the on-line position description request form and provide written justification for the requested change as well as an updated organizational chart. The *Position Questionnaire* shall be submitted to the appropriate supervisor, hiring manager who shall review it for accuracy and add additional comments and justification, if necessary. The *Position Questionnaire* shall

The Division of Human Resources and Equity will review reclassification requests, determine the need for additional information, and may conduct an on-site audit. A written analysis will be prepared that addresses FLSA status, comparability with other positions and internal position equity. Positions that affect funding will be forwarded to the budget office for budgetary approval. Following review and approval by the Vice

History: 5/21/1997		AGENDA ITEM <u>VII</u>	
Approved by the Board of Trustees	Date 05/21/97	President's Signature 05/21/97	DEC 1 2009 Date ENCLOSURE <u>1</u>



Procedure Manual

Title: Total Rewards Strategy: Position Classification & Reclassification Procedure for Professional Technical Staff & Administrators Plan	Number: A6Hx2-3.24
Policy Number: 6Hx2-3.24	Page: 2 of 2

President for Human Resources and Equity, a letter is issued to the employee and copied to the supervisor and vice president/provost notifying him/her of the classification determination subject to final approval by the President and Board of Trustees.

Reconsideration & Appeals-Process.

Reconsideration of a classification decision must be forwarded through the appropriate supervisory levels including the vice president/provost. If the request for reclassification is denied, the vice president/provost may submit a to the Vice President Human, Financial, and Information Resources a written appeal containing justification for further review Within 30 calendar days of receipt of the initial notification of determination, the Vice President/Provost, may submit The Reconsideration Form and supporting documentation through the Appeals Committee Process. The Vice President for Human Resources and Equity will consider the facts presented in the appeal Reconsideration Request and make a decision in conjunction with the recommendation and facts presented by the Appeals Committee. Upon review of all information, he/she will to a and issue a decision which may be subject to final approval by the President and Board of Trustees. If the employee and/or supervisor is dissatisfied with the decision rendered on appeal, the request may be subsequently appealed to the President, who will review the facts and issue a final and binding decision.

AGENDA ITEM VIII

History: 5/21/1997		DEC 1 2009	
Approved by the Board of Trustees	Date 05/21/97	President's Signature 05/21/97	ENCLOSURE <u>1</u> Date

Policy Manual



Title: Total Rewards Strategy Program– Administrator Contracts	Number: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">6Hx2-</div>
Legal Authority: Florida Statutes 1001.64, 1012.83 State Board of Education Rule 6a-14.041	Page: <div style="text-align: center;">1 of 2</div>

I. GENERAL STATEMENT

Broward College is committed to the recruitment and retention of diverse and talented administrators consistent with the College’s mission, vision, and values. The College’s Total Rewards Strategy recognizes the importance of a total compensation approach that minimizes turnover, recognizes and rewards contributions to the College, and ensures continuity and consistency in the oversight provided by the College’s leadership positions. In all cases, the College recognizes its obligation to ensure equity and consistency and to provide employment opportunities free from discrimination in accordance with federal, state and local laws and College policy.

Administrator contracts are issued on a fiscal year basis at the recommendation of the President or the appropriate Vice President or Provost and approved by the Board of Trustees. All renewals, multi-year contract, and non-renewal recommendations are reviewed and approved by the Board of Trustees on an annual basis.

The contract specifies the term of service, including beginning and ending dates, salary according to appropriate salary schedule, and additional health benefits provided. During the term of a contract, the Board may suspend or dismiss the administrator for cause pursuant to the law, and/or pursuant to the rules of the State Board of Education and/or the District Board of Trustees of Broward College. Determination by the Board of Trustees that a contract shall be non-renewed shall not entitle the person to the reasons for non-renewal or to a hearing.

Due to the significant need for recruitment, retention, and continuity at the executive leadership level, positions within the Executive Level Guide (vice presidents and provosts) are eligible for multiyear contracts not to exceed three years. Eligibility for multiyear contracts requires service as vice president or provost for three academic years.

II. THE POLICY and THE STUDENT.

Administrative contract employees (administrators) shall abide by the provisions of the Family Educational Rights and Privacy (FERPA) Act of 1974, also known as the Buckley Amendment, to protect the privacy of student records and shall safeguard the privacy of student records in accordance with Policy 6Hx2 – 5.03.

III. THE POLICY and THE STAFF.

Recommendations for administrator contract renewal, executive leadership multi-year contracts, or non-renewal are submitted to the Board of Trustees at the March board meeting.

IV. IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The President shall

History: Revised as Policy		AGENDA ITEM <u>VII-L</u>	
Approved by the Board of Trustees	Date 00/00/00	President’s Signature <div style="text-align: center; font-size: 1.5em;">8</div>	Date DEC 1 2009 00/00/00
ENCLOSURE			

Policy Manual



Title: Total Rewards Strategy Program- Administrator Contracts	Number: 6Hx2-
Legal Authority: Florida Statutes 1001.64, 1012.83 State Board of Education Rule 6a-14.041	Page: 2 of 2

present to the board a list of recommendations for the March board meeting. The Vice President for Human Resources and Equity has responsibility for the implementation of this policy and for coordinating the recommendations of the Vice Presidents to the President. The President has the authority to recommend multiyear contracts for members of his senior leadership team. Recommendations for offering multiyear contracts to executive leadership shall be on an equitable basis based upon performance evaluations, evidence of meritorious performance, and contribution to the College's mission, core values and goals. If a vice president or provost does not qualify for a three year contract, he/she will be retained on a year-to-year basis until he/she qualifies for consideration of a multiyear contract.

- V. VIOLATION OF POLICY. Policy violations shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Policy violations will subject the employee to appropriate disciplinary action up to and including termination.

AGENDA ITEM VII-L
DEC 1 2009
ENCLOSURE 8

History: Revised as Policy			
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00

Procedure Manual



Title: Annual Adoption of the Salary Schedule	Number: A6Hx2-3.27
Policy Number: 6Hx2-3.27	Page: 1 of 1

GENERAL STATEMENT

The Vice President for Human Resources and Equity shall annually prepare the Annual Salary Schedule for review and approval by the Board of Trustees. The President shall forward a copy of the official salary schedule with the annual budget when it is submitted to the Division of Community Colleges. The Board shall report to the State Board of Community Colleges on or before March 15 of each year the results of its program to eradicate any known discrimination on the basis of race, color, age, national origin, religion, gender, marital status, sexual orientation, veteran status or disability or other legally protected classes in the granting of salaries to employees.

AGENDA ITEM VII-L

DEC 1 2009

ENCLOSURE 9

History: Revised as Policy			
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00