



# EMPLOYEE HANDBOOK

ADMINISTRATORS AND  
PROFESSIONAL TECHNICAL STAFF

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#### **YOU ARE SEAHAWK**



## SEAHAWK WELCOME

Welcome to Broward College! We are delighted that you have chosen to be a part of the Broward College seahawk family. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and to support the college's goals. The Employee handbook provides Broward College employees with information about policies, procedures, applicable benefits, services, and activities that will help you carry out your responsibilities at Broward College. The handbook is prepared by the Human Resources Talent and Culture department and is updated to reflect changes to policy, procedures, and additional general employment information.

Professional Technical Staff (PTS) employees who are represented employees, should review their [Collective Bargaining Agreement](#). Provisions applying solely to faculty are described in the [Faculty Handbook](#) and in the faculty Collective Bargaining Agreement ([Faculty CBA](#)).

The Broward College Employee handbook is not a legal document. It does not create, amend, or abolish any legal right, federal, state, or local laws. It does not create any contractual obligations for Broward College. 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. Your Employee Handbook should not be the only source or explanation for your employment rights. You must refer to applicable employment laws for that purpose.

Broward College 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 remaining informed of those changes in laws, regulations, Broward College policies, and college benefits.

Since the information contained in this handbook is general, more specific detailed information on topics covered can be obtained from the Human Resources, Talent and Culture department, or from the related departments within Broward College.

The office of Human Resources, Talent and Culture is available to assist and answer any questions you may have as you navigate your new career with Broward College.



# HISTORY OF THE COLLEGE

Broward College opened its doors in 1960, its goal was to serve a growing community in South Florida.

In 1957, under the leadership of Governor LeRoy Collins, Florida embarked upon a program to create a network of community colleges which would enable Floridians to 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 had begun. Under the leadership of Dr. Joe B. Rushing the Junior College of Broward County's opened in August 1960 at the former Naval Air Station Junior High School on the grounds of Fort Lauderdale/ Hollywood International Airport with its first class of 701 students. The college's first permanent buildings were completed in Davie in time for the start of classes in fall of 1963.

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.

From 1968 to 1986, Broward Community College 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. In 1987, the college continued its physical expansion in libraries and student services facilities. The Pines Center in Pembroke Pines opened in 2000, and work was begun establishing centers in Miramar and Weston.

The State Board of Education approved the college's status as a four-year institution in February 2008 and effective July 1, 2008, Broward Community College changed its name to Broward College. Broward College launched its first baccalaureate degree program, the Bachelor of Science (BS) in Teacher Education. In January 2009, with 5 areas of concentration. One year later, Broward College offered its first classes leading to a Bachelor of Applied Science (BAS) in Supervision and Management. New BAS programs in Information Technology and Technology Management started in the fall term, 2010, and Broward College launched its BS in Nursing program in January 2011.

Broward College student and staff population continues to grow. In 2023, Broward College recorded a population of approximately 40,000+ students and 4000 full-time or part-time faculty and staff members. Broward College 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.

Take a moment to learn more about the [history of the college](#)



# LOCATIONS

## OFFICES, CAMPUSES AND CENTERS

### **WILLIS HOLCOMBE CENTER (WHC) DOWNTOWN**

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

### **JUDSON A. SAMUELS SOUTH CAMPUS**

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

### **A HUGH ADAMS CENTRAL CAMPUS**

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

### **EMIL BUEHLER AVIATION INSTITUTE**

7200 S. Airport Road, Building 99, Hangar 14  
Pembroke Pines, FL 33023

### **NORTH CAMPUS**

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

### **CYPRESS CREEK ADMINISTRATIVE CENTER**

6400 NW 6th Way, Fort Lauderdale, FL 33309  
954-201-7449

### **TIGERTAIL LAKE RECREATIONAL CENTER**

580 Gulfstream Way, Dania Beach, FL 33304  
954-201-4500

### **WESTON CENTER**

4205 Bonaventure Ste. 2, Weston, FL 33332  
954-201-8501

### **PINES CENTER**

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

### **MIRAMAR TOWN CENTER**

2050 Civic Center Place Miramar, FL 33025  
954-201-8601

### **MIRAMAR WEST CENTER**

1930 SW 145th Ave  
Miramar, FL 33027

### **BC ONLINE CAMPUS**

6400 N.W. 6th Way, Fort Lauderdale, FL 33309  
954-201-7900

Explore your campus. Find campus/center maps and directions [HERE](#)



# MISSION AND VISION

## OUR VISION, OUR MISSION



### OUR VISION

Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace student, faculty, staff, and business partnerships - and foster a welcoming, affirming, and empowering culture of respect. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students in the local and global communities through technical, professional, and academic careers.

### OUR MISSION

Transforming students' lives and enriching our community through academic excellence, innovation, and meaningful career opportunities.

### COLLEGE ACCREDITATION AND GOVERNANCE

Broward College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to Associate in Arts, Associate in Science, Associate in Applied Science, Bachelor of Science, and Bachelor of Applied Science degrees. Broward College also may offer credentials such as certificates and diplomas at approved degree levels.

### EDUCATION MASTER PLAN

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

### ORGANIZATIONAL STRUCTURE

Broward 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. Additional details on [our leadership](#) structure illustrating the various levels of authority and responsibility may be found on the [Broward College website](#).

### GOVERNANCE

The District Board of Trustees of Broward College is the institution's policy-making body. 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.



# EMPLOYMENT RELATIONSHIP

## EMPLOYMENT AT WILL RELATIONSHIP

Under Florida law, employment contracts that do not specify a definite term of employment are terminable “at will.” Neither you, nor Broward College, is bound to continue the employment relationship if, 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. Broward College 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.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT AND COMMITMENT

Broward college supports and provides educational services to staff, students and applicants regardless of race, color, sex, gender, national origin, religion, sex, gender, national origin, religion, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran status, or any other legally protected classification are guaranteed equal opportunity and advancement, as well as participation in programs and activities in accordance with applicable laws. Please [non-discrimination policy](#).

## AMERICAN WITH DISABILITIES ACT (ADA) & REASONABLE ACCOMMODATIONS

Broward college is committed to assuring access to services and programs to all students, staff and faculty. In accordance with the American with Disabilities Act (ADA), following a request for an accommodation, Broward college engages in the interactive process to determine a reasonable accommodation that would allow an employee with a known disability to perform the essential functions of their job. The ADA accommodation process may be reviewed in [our college policies and procedures](#).

As provided by the federal Pregnant Workers Fairness Act (PWFA), Broward College will provide reasonable accommodations to employees and applicants with limitations related to, affected by or arising out of pregnancy, childbirth or pregnancy related medical conditions.

## PROBATIONARY PERIOD

All full-time professional technical staff employees will serve a 120- day probationary period, which may be extended at the request of the manager. This probationary period is intended to give employees new to the college or new to a role 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. Administrators serve on an annual contract renewed yearly and are not required to serve a probationary period.

## POLICIES AND PROCEDURES

College policies and procedures are maintained by the colleges Office of General Counsel. Policies are indexed by sections: Board of Trustees, Administration, Personnel, Academic Affairs, Student Affairs, Business Affairs, Facilities and Informational Technology. Please review our Harassment and Complaint policy and procedures, Conflicts of Interest, Code of Ethics for Public Officers & Employees of Agencies and all other [college policies and procedures](#).

## EMPLOYMENT CLASSIFICATIONS

**Administrator (ADM)** – A full-time regular or temporary employee designated as “exempt” with academic credentials and/or professional training, holds an annual contract, and can 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.

**Librarian** – A full-time non-instructional 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.

**Part Time Faculty** – A part-time temporary faculty member who teaches on an as-needed basis and who is hired for a set period 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 work in a support position.

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

**Interim/Acting role**– An internal full-time employee temporarily appointed to a budgeted position for a stipulated period.

**Supervisor**: An individual with authority, in the employer's interest, to supervise or direct one or more employees.

**Exempt** – A position not eligible for overtime based on the provisions of the federal Fair Labor Standards Act (FLSA).

Exempt employees include executives, administrative employees, professional employees, those engaged in outside sales and certain levels of IT positions. 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 Broward College 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 Broward College’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.

**Non-Exempt** – An individual who regularly works on a wage or salary basis and is eligible for overtime.

Broward College prohibits non-exempt employees from working “off the clock.” Broward College 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 office of Human Resources, Talent and Culture.

# EMPLOYEE ONBOARDING

## ORIENTATION, LOYALTY OATH, EMPLOYEE RECORDS

### EMPLOYEE ONBOARDING & NEW HIRE DOCUMENTATION

The Human Resources, Talent and Culture department 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.

Broward College 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 CLEARANCE AND FINGERPRINTING

As a prerequisite and condition of employment, you must submit to a background check or fingerprinting. Broward college use a third-party provider to complete background searches. A background screening may include a Florida Department of Law Enforcement (FDLE) search.

You may not begin work until cleared in writing by the Human Resources Talent and Culture department.  
Please review [college policy](#).

### EMPLOYMENT ELIGIBILITY VERIFICATION- FORM I-9

As required by federal law, Broward College must verify the identity and employment authorization of individuals hired for employment in the United State via Form I-9. Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. Employees must present original (except for a certified copy of a birth certificate), acceptable, and unexpired documentation that establishes their identity and employment authorization on or before three business days after your first day of employment. Broward College is an E-Verify employer. For more information on this requirement please visit the U.S. Citizenship and Immigration Services web page.

### ORIENTATION – New Hire Experience

Human Resources, Talent & Culture recognizes the importance of making the new hire experience seamless. All new hires and rehires will complete a course aimed to help them get acclimated to Broward College. The course includes a step-by-step guide through essential preboarding activities, familiarize them with our company culture, learn about policies, procedures, expectations and provide valuable tips to set them up for success!

### SECURITY FORMS

Your onboarding is not complete until you have completed all tasks in Workday. You must sign to acknowledge each step of the process in Workday. You are required to sign an acknowledgment form which covers statement on our Sexual Harassment policy, Drug Free Workplace policy, the employee's responsibilities as a college employee with access to student educational records. You must also read and acknowledge receipt of the Fair Use Guidelines, Security Rules & Affidavit.

### LOYALTY OATH

As a condition of employment, when you onboard, you are required to sign the State of Florida Loyalty Oath sent to you in Workday. You may review this in the [college policy](#)



## EMPLOYEE RECORDS

The Human Resources, Talent and Culture department maintains the official personnel files for all college employees. Once employed, employees are responsible for completing all necessary documentation. The contents of personnel files are considered confidential and are the exclusive property of Broward College.

To give you instant access to your personal information, Workday allows for the update of your personal information (marital status, name change, emergency contact information, mailing address, federal W4 election) online. For online access to the Workday system, login to One Login/One Access with your username and password and click on the Workday icon.

Employees may review the contents of their personnel by completing the [Employee Review of Personnel File](#) form. Upon receiving a request, a records management representative will schedule an appointment for the employee to review the file in the Talent and Culture office.

Broward College is governed by Florida's Government-in-the-Sunshine Law. As such, Broward College complies with Chapter 119.071, 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. Your manager is responsible for assigning your job tasks and is also responsible for reviewing your job description with you.

## WORKWEEK

The college's workweek is Sunday through Saturday, with most employees working 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. As indicated in college policy, your daily schedule may change at the discretion of your supervisor. 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 workstation during this break.

## YOUR DEPARTMENT

Your immediate supervisor will review your job tasks with you. Do not hesitate to ask questions, seek advice or offer suggestions. The relationships you establish with co-workers, students, vendors, and management are critical to your success at the college.

## YOUR BC SEAHAWK ID CARD

Your Broward College Seahawk, photo identification (ID) card, is issued at no cost to you. It may be obtained in the Physical Security office in the Department of Safety, Security and Emergency Preparedness. Your BC ID is your access, to all access-controlled spaces and photocopy machines. You are responsible for the safety of your college ID. The college recommends that you always keep your ID card with you while on college business. ID cards must be returned to Broward College upon separation from the college.

## EMPLOYEE RESOURCE GROUPS (ERG's)

Broward College Employee Resource Groups (ERGs) are peer groups whose members have common interests. They are voluntary, member-led, and meet in high-trust, open environments. ERGs strengthen the connection of Broward College employees by allowing individuals to contribute to the mission of Broward College by fostering and supporting employee interests. To learn more about our ERG's visit [Employee Resource Group](#)



# TRAINING AND DEVELOPMENT

MANDATORY COMPLIANCE TRAINING, BC LEAD, EMPLOYEE RECOGNITION

## WORKPLACE LEARNING

Broward College encourages professional development for all employees, and it is committed to position our faculty and staff to be trendsetters. The Workplace Learning team strives to ignite professional excellence and personal growth and fosters a culture of continuous learning grounded in the framework of the 5Cs of Leadership Credibility (Competence, Character, Composure, Courage, and Care for People). Training opportunities are available for PTS, Faculty and Administrators through in-house workshops, presentations, technology classes, external resources, an annual day-long Professional Development Day, and other college-wide activities. Employees are encouraged to use the MY LEARNING application in Workday to explore and enroll in professional learning programs, such as BC LEAD and Management PATHS.

## CENTER FOR TEACHING EXCELLENCE & LEARNING (CTEL)

The Center for Teaching Excellence & Learning (CTEL) is dedicated to supporting the professional development and growth of all our part-time or full-time faculty, by providing comprehensive training and development opportunities. Our offerings are supported by our core values as defined in our [teaching and learning framework](#).

Center for Teaching Excellence & Learning (CTEL) offer continued education for faculty and staff. Throughout the year. CTCL offers book clubs, workshops, nationally accredited speaker presentations and more. Participation counts towards the required hours of professional development that faculty must complete according to the schedule identified in their Collective Bargaining Agreement (CBA). Teaching and Learning Excellence at Broward College is characterized by the following core values: Fostering a Supportive Learning Environment, Assessment and Reflection, Continued Learning in Area of Discipline, Continued Learning of Evidence-Based Best Practices, Technology to Enhance Instruction. Faculty may click [here](#) to explore professional development opportunities.

## STAFF & PROGRAM DEVELOPMENT (SPD)

Various opportunities for professional development are available to you through SPD funds. Funding is available for activities such as travel to seminars, conferences in person and online, 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, Talent and Culture. Funds are limited based on availability. Please review the [SPD website](#) for more detailed information. If you have any questions, please email [spdtravel@broward.edu](mailto:spdtravel@broward.edu)



## MANDATORY EMPLOYEE TRAINING

Each employee is required to complete all mandatory trainings. These training are available in your MY LEARNING app in Workday. The mandatory compliance trainings are separately identified for non-managers and for managers of others. Mandatory employee courses will include the following:

- Workplace Harassment Prevention for Employees or if you will be managing employees, you must complete the Workplace Harassment Prevention for Managers Training
- Title IX for Higher Education
- Family Educational Rights and Privacy Act (FERPA)
- Shots Fired

Additionally, each employee should complete a Cyber Security training as scheduled by the Informational Technology department. Please ask your manager for assistance meeting this requirement.

Departments may require trainings that are specific to the service the department provides. In addition to the collegewide mandatory compliance trainings, each employee is responsible for completing each training specific to his or her department. While most professional learning opportunities are available to all Broward College employees, it is recommended that employees review their professional development plans with a supervisor. For some topics, supervisor approval will be automatically initiated in Workday. Upon successful completion, professional learning activity hours will be logged within the Workday MY LEARNING application viewable by the employee and supervisor.

## PROFESSIONAL TECHNICAL STAFF (PTS) RECOGNITION PROGRAMS

his recognition award program 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 your employment, should you complete a degree above the requirements of your position, you are also eligible to apply for the educational incentive award. [Broward College Policies and Procedures](#)



# TOTAL REWARDS PROGRAM

## EMPLOYEE BENEFITS, TIME OFF & LEAVE, WORK LIFE PROGRAMS

Broward College offers a comprehensive Total Rewards Program designed to meet its commitment of attracting and retaining talented faculty, professional and technical staff (PTS) and administrators in support of the College's vision, mission, and core values. The Total Rewards Program comprises of the direct and indirect financial benefits associated with compensation, benefits, work-life programs, leave programs, and educational benefits.

Employees are encouraged to review the State Group Insurance Program plan options, through People First, and the additional options offered by the College before completing their selections. Once enrolled, most changes are only allowed during the open enrollment period. If you experience a qualifying event in your personal life and notify People First 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. Plan and summary documents are available through the link to the State Group Insurance Program (SGIP) [on the Talent and Culture website](#).

### EDUCATIONAL BENEFITS

Broward College encourages all employees to continue educational activities. Two types of educational benefits are available to you as an employee: tuition assistance for courses taken at Broward College and tuition reimbursement for courses taken at any regionally accredited degree granting educational institution other than Broward College.

#### TUITION ASSISTANCE PROGRAM

This program is available to all full-time and part-time employees, except for work study students, allowing you to take Broward College credit and noncredit courses. Spouses, dependent children, and dependents of a deceased employee may also receive tuition assistance for a limit of 18 Broward College credits per academic year and part-time employees 9 credits per academic year, or 3 credits in Term I, II, or III. The employee, dependent or spouse and dependents of a deceased employee will be required to reimburse the college for any course attempt in which the employee, dependent or spouse does not receive a grade of 'C' or better. Please review college policy [-Educational Benefits for Employees](#) for details and qualifying requirements.

#### TUITION REIMBURSEMENT PROGRAM

This program is available to all full-time employees for college courses taken at regionally accredited institutions other than Broward College that are directly related to current or potential employment at Broward College. The college will provide tuition reimbursement for no more than 12 credits per academic year for the actual tuition paid less any fees at the current-year basic in-state rate of Florida Atlantic University or Florida International University. The employee will be required to receive a grade of 'C' or better. Employees who receive tuition reimbursement more than that allowed by Internal Revenue Service guidelines in a calendar year must pay federal income tax on the amount reimbursed. Positions covered under a Collective Bargaining Agreements may vary from this policy.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the Employee Assistance Program (EAP), Broward College provides confidential access to professional counseling services for help in confronting personal challenges and life stressors, including depression and anxiety, family problems, financial or legal matters, workplace situations, alcohol and substance misuse, and other issues that threaten to disrupt health and well-being. The EAP provides a valuable service that can help each person deal with personal and professional circumstances through sensitive and individualized communication. The EAP is available to you and members of your household offering problem assessment, short-term counseling, and referrals to appropriate 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 (all persons residing at your address) 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. Visit your benefits page for additional information and services or programs provided through the EAP.

# EMPLOYEE TIME OFF AND LEAVE



## ANNUAL VACATION LEAVE

Vacation time should be scheduled and approved in advance so there will be minimal disruption to the operation of your department and the college. Some departments may have calendar blackout dates. This is determined based on the staffing needs of the department.

Vacation time accrual rate is based on your years of service. 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 may be accumulated up to a maximum of 500 hours per calendar year. Annual leave earned over 500 hours in any calendar year shall be used that calendar year or be transferred to sick leave on December 31. Such vacation leave transferred to sick leave cannot be used in the calculation of terminal sick leave pay as authorized in Section 110.122(2), Florida Statutes. Should an individual not be able to use their vacation due to circumstances beyond their control, an exception to the transfer to sick leave policy may be made which allows an employee to postpone the deadline for accrual to March 31. Such exceptions may be requested by providing documentation of need to the Vice President of Human Resources, Talent and Culture. Exceptions will be reviewed on a case-by-case basis and determinations made at the discretion of the College. At termination or resignation, you may receive payment for up to 500 accumulated vacation hours.

## ABSENCES WITHOUT APPROVED LEAVE (AWAL)

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 disciplinary action up to and including termination. If you are absent from work for a period of three consecutive days without contacting the college or your supervisor or manager, you are considered to have voluntarily resigned. You will be informed in writing of the action taken by the appropriate authority. Review your [college policies & procedures](#) or the respective [collective bargaining agreement](#).

## AUTHORIZATION OF LEAVE

Requests for leave must be entered in the college's Workday platform. All leave types, with or without pay, require prior approval by your supervisor, except for personal leave and sick leave time off taken for unforeseen illness. For all leaves type 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. Please review the [employee leave policy](#) and procedure.

## 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.

## 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 or designee 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 Broward College or because of action in line of duty, you shall be considered on duty and shall turn over any fees received from the court.



### **DOMESTIC VIOLENCE TIME OFF**

Employees who have been employed with the college for three (3) months or greater are entitled to three (3) days leave in a 12-month period if the employee or a member of the employee's family or household is a victim of [domestic violence](#). Please review policy details.

### **FAMILY & MEDICAL LEAVE ACT (FMLA)**

In accordance with the provisions of the Family and Medical Leave Act (FMLA), eligible employees who have been employed with Broward College 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 or for the employee because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a reservist, national guard or an active service member. In addition, there is a military caregiver leave which entitles employees to 26 weeks of FMLA leave in a 12-month period to care for a son, daughter, parent or next of kin who is a covered service member or veteran recovering from an injury or illness sustained in the line of duty. The college recognizes a "rolling year" for tracking FMLA leave. FMLA is an unpaid leave, and you must exhaust your accrued sick leave, then vacation leave, if you have no sick leave available while on FMLA leave. See [Broward College Policies and Procedures](#) for leave details.

### **LACTATION ACCOMODATION**

Under the Fair Labor Standards Act (FLSA), most nursing employees have the right to reasonable break time to express breast milk while at work. Broward college will provide an identified location and allow reasonable break times for a nursing employee to express breast milk.

### **MILITARY DUTY LEAVE**

Employees who enlist or are called to active duty (voluntarily or involuntarily) or are members of a reserve component of the U.S. Armed Forces reserve command or the National Guard shall be granted Extended Active-Duty Military Leave. Copies of orders shall accompany each leave notice. Employees who are ordered to active duty shall be granted Military Leave of Absence from their respective office and duties. Please see [college policy](#) for guidance.



Military leave shall be granted to employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or are members of the National Guard to engage in active or inactive duty training upon presentation of official orders. The first two hundred and forty (240) hours of such leave in a fiscal year shall be with pay. Such leave for additional periods shall be without pay. When possible, the employee applying for such military leave shall decide to do so as not to interfere with the efficient operation of the College. The Florida Retirement System requires that a member shall have applied for re-employment with the same employer within 90 days from the date of discharge or separation from active military service or within the time limits set forth in section 2021 or 2024 of the Veteran's Re-employment Rights Act for hospitalization continuing after discharge and must be re-employed by such employer. Employees discharged or separated under honorable conditions shall be reinstated or re-employed as soon as possible after application for re-employment but not later than one year after the date of separation from the military service or from hospitalization continuing after discharge.

A member of the Florida Retirement System may receive up to 4 years of retirement credit, or more if required for the convenience of the Federal Government as provided in section 2024 of the Veteran's Re-employment Rights Act, for active military service in the Armed Forces of the United States which interrupts continuous employment, regardless of whether an official leave of absence was granted subject to certain provisions specified in the rules.

## **PARENTAL LEAVE**

Parental Leave will be provided to eligible full-time employees for 20 consecutive days for the birth, adoption, or foster care intake of an employee's child. Paid Parental Leave is an additional college paid benefit that will not be deducted from an employee's accrued sick or vacation banks. Please review eligibility and leave details on the HR Talent and Culture site.

## **PERSONAL LEAVE**

Full-time employees may use a maximum of four (4) days of accrued sick leave for personal reasons each fiscal year. Personal leave does not require prior approval (see Policy 6Hx2-3.11). For unanticipated personal leave, the employee must enter leave time. Paid personal leave is deducted from your sick leave balance. Personal leave not used within the fiscal year is not continued as personal leave time off for the following fiscal year.

## **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 and faculty\* may apply for sabbatical leave for initiation or continuation of a degree program, formal study, or 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 employment. Administrators with at least five continuous years of full-time service to the college and not in the FRS DROP program may apply for sabbatical leave for a full year at half pay, a one term at full pay, or the equivalent of one-term for a full academic year. upon the available resources and based on operational needs of each department. There is a non-faculty sabbatical leave committee which makes recommendations to the president with the final decision made by the Board of Trustees.

*\*Faculty members should refer to Article 6.30 of the current UFF Collective Bargaining Agreement (CBA) 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 is a contingent benefit and may be taken only when illness or injury requires it. This leave may also be used for preventive 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 Broward College, 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 is given.

## **SICK LEAVE POOL**

Full-time employees are eligible to join the sick leave pool during open enrollment and after completing one continuous academic year of full-time employment with the college. Your sick time accruals should have a minimum of eight days of sick leave. 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.

## **WORKERS' COMPENSATION**

The college provides a comprehensive workers' compensation insurance program to you at no cost. This program covers any injury or illness sustained during 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 reporting 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.

## **DISABILITY INSURANCE**

All full-time employees are automatically enrolled in Broward College'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 which equals to 60 percent of your base pay up to a maximum of \$10,000 per month or as detailed in the current plan document.

## **GROUP LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)**

All full-time employees are covered at no cost for term life insurance and Accidental Death and Dismemberment (AD&D) at one time their annual salary rounded to the next \$1,000 up to a maximum of \$250,000. The combination of the life insurance coverage and AD&D is provided by Broward College and the State Group Insurance Program (SGIP) You also have the option to voluntarily purchase additional term life insurance coverage based on personal need.

The 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.

Please contact our [Employee Benefits team](#) for all plan details.



## EMPLOYEE HEALTH BENEFITS



### MEDICAL

Broward College offers you the option of enrolling in the State Group Insurance Program (SGIP) medical plan. Details may be found through the link on the benefits page of the Human Resources, [Talent and Culture website](#).

### DENTAL

Broward College offers, through SGIP, several dental insurance options to its employees and eligible dependents. Costs and coverage details are provided through a link to the SGIP site on our benefits page of the Human Resources, [Talent and Culture website](#). Your cost and coverage may also be verified by contacting your employee benefits team.

### VISION

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

### PRESCRIPTION PLAN

Your prescription drug coverage is covered within your medical plan. Employees currently covered by the college's medical plan are automatically covered on the Prescription plan. There is no additional premium to cover you, or your dependents covered on your medical plan.

### SAVINGS AND SPENDING ACCOUNTS

The SGIP program offers Flexible Spending accounts, Health Savings Accounts and Health Reimbursement Accounts. Specific criteria's that may apply to enroll as well as funding specifics can be found through the link on the benefits page of the Human Resources, [Talent and Culture website](#).

### OTHER SUPPLEMENTAL PLANS

Broward College offers employee-paid Life coverage through Gabor. Gabor has life policies for employees, spouse and child(ren). Separately Broward College offers through SGIP several employee-paid options for pre-tax benefits that include Short-Term Disability, Hospitalization, Hospital Intensive Care, Accident, Cancer policies.

For plan details, please contact your benefits department at [benefits@broward.edu](mailto:benefits@broward.edu).

# 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 65 with at least eight or more years of creditable service or at any age with at least 33 years of creditable service. If you worked in the FRS system at any time prior to July 1, 2011, you are eligible for retirement benefits at age 62 with at least six years of creditable service or at any age with 30 years of creditable service. Retirement plans accept employer and employee contributions, and the rates are set by the Florida Legislature.

## **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.

## **FLORIDA RETIREMENT SYSTEM (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.

## **STATE COMMUNITY COLLEGE OPTIONAL RETIREMENT PROGRAM (SCCORP)**

Administrators, excluding Sr. FRS employees, and faculty 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 choose to participate in DROP. You will continue to work and receive regular compensation and benefits for up to 96 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 to participate. Enrollment will not automatically carry over from one year to the next.

## **SOCIAL SECURITY**

Broward College 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. Additional information is available at HR Benefits website [Employee Benefits](#)

## **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 HR Benefits website [Employee Benefits](#)

# PAYROLL INFORMATION

## ADMINISTRATIVE CALENDAR

Please access the college [intranet site](#), to view the complete Broward College administrative calendar, including non-duty days. Represented employees are encouraged to review their respective Collective Bargaining Agreement for approved non-duty days. Broward College provides the following days off (Non-Duty Days):

- New Year's Day (**January 1**)
- Martin Luther King, Jr.'s Birthday (third Monday in **January**)
- Spring Break (five days at the midpoint of the winter/spring semester, usually in **March**.)
- Memorial Day (last Monday in **May**)
- Juneteenth (**June 19**)
- Independence Day (**July 4**)
- Labor Day (first Monday in **September**)
- Veterans Day (**November 11**)
- Day before Thanksgiving (fourth Wednesday in **November**)
- Thanksgiving Day (fourth Thursday in **November**)
- Day after Thanksgiving (fourth Friday in **November**)
- Winter Break (usually in late **December**. (The college publishes the dates each year)

## DIRECT DEPOSIT

You are strongly encouraged to participate in direct deposit. Newly hired employees will select and complete their direct deposit option during their initial on-boarding process. Current employees wishing to change or update their payment election can do so by logging into Workday using your Workday ID and password and click on the pay application. Any changes made to your banking information should be made at least four (4) business days prior to pay day to be included in the upcoming pay run.

## PAYDAY AND PAY CHECKS

Broward College payrolls are processed semi-monthly, for 24 pay checks per year. Federal income tax, Medicare, and FICA (Social Security) are automatically deducted from your salary. Arrangements may be made for any additional optional deductions. For online access to your paystubs, login to Workday using your Workday ID and password and click on the pay application.

## PAYROLL DEDUCTION

The payroll department performs pay period audits of statutory deductions for Federal Income Tax, Medicare, and FICA (Social Security) to ensure that withholdings are accurate and appropriate.

Updates or amendments to your payroll deductions must be completed in the college's Workday system.

## **OVERTIME**

Non-exempt employees may be asked to work overtime in emergency situations or under circumstances the college determines necessary. Full-time, non-exempt employees on a 37.5-hour workweek will receive time and a half pay after they work beyond 40 hours. The first 2.5 hours worked beyond 37.5 hours will be paid at the normal hourly rate. Overtime hours worked must be recorded in Workday and are to be submitted in the system for supervisor's approval to be paid. Full-time non-exempt, non-represented professional technical staff (PTS) employees who work 50 percent or more of their weekly shift after 2:00 p.m. will be paid a second-shift differential. Full-time non-exempt, non-represented employees who work 50 percent or more of their weekly shift after 12:00 midnight will be paid a third-shift differential. Full-time represented employees should consult the FOPE contract which can be accessed at [Broward College's Collective Bargaining Agreement](#)

## **COMPENSATION FOR DECLARED EMERGENCY WORK BY EXEMPT EMPLOYEES**

Full-time exempt employees who are required to end their regularly schedule workday early or to remain at home due to a college declared emergency shall be compensated in accordance with college policy.

Full-time exempt employees who called back to work or remain at work during a College Emergency will be paid for all hours worked during the emergency in accordance with college policy.

## **SHIFT DIFFERENTIAL**

An additional monetary amount, paid hourly to employees require to work a substantial defined portion of the workday in the second or third shift. Amounts and times are defined in the annual salary schedule or in the collective bargaining agreement.



# 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 on the Benefits page located on the Human Resources, [Talent and culture website](#).

## COLLECTIVE BARGAINING AGREEMENTS

Currently, the District Board of Trustees of Broward College acknowledges the following certified bargaining units:

- Federation Of Public Employees (FOPE): 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, Certification #1096.
- United Faculty of Florida (UFF): This is the exclusive collective bargaining representative for Broward College faculty members as certified by the Public Employees Relation Commission, Certification #539

## EQUAL EMPLOYMENT/OPPORTUNITY (EEO)

Broward College is an equal opportunity employer. It is Broward College's policy to make all personnel recommendations based on your ability to perform the duties and responsibilities of a particular position without regard to race, color, sex, gender, national origin, religion, age, disability, marital status, sexual orientation, gender identity, genetic information, 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 CHANGES

The Human Resources, Talent and Culture department 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 Compensation department is responsible for job evaluation, assignment to a job level guide, band, and title, and the classification/compensation. Significant changes to a position may involve reclassification to a lateral, higher or lower band within the job level guide.

For a Professional Technical Staff (PTS) or an Administrator (ADM) 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. [Broward College Policies & Procedures](#).

## **PAY ADJUSTMENTS**

All requests for pay adjustments for professional technical staff or administrators outside of the annual compensation planning cycle are evaluated and reviewed by the Human Resources, Talent and Culture department. The Vice President of Human Resources, Talent and Culture 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 follows federal and state law.

## **EMPLOYMENT OF RELATIVES**

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 if 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. Please review Employment of Relatives Policy on the [Broward College policies & Procedures](#) site.

## **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. The probationary review does not require a self-evaluation. 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.

## **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. Please review [Broward College Policies & Procedures](#).

## **EMPLOYMENT OPPORTUNITIES**

In preparing our workforce for internal promotional opportunities, the college launched the [Inside First Program](#) to assist colleagues with preparing for their next career growth at the college. Employees are encouraged to update their [Professional Profile](#) in Workday as their profile is used as a candidate sourcing mechanism during the recruitment process.

Additionally, employees can sign-up for Job Alerts to receive email notifications when new job opportunities in their areas of interest opens for application.

Learn more about Job Opportunities and [what makes Broward College a great place to work](#)

# EMPLOYMENT GUIDELINES

## ATTENDANCE, WORKPLACE ATTIRE, AND ACCOMMODATIONS

### ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Broward College 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 a workplace accommodation, an employee should contact the office of [Employee Relations](#). Broward College continuously inspects campuses to ensure there are no barriers in accessing facilities. Any difficulties you experience while accessing the facilities should also be reported to the office of [Employee Relations](#).

### ATTENDANCE AND PUNCTUALITY

Broward College depends on you to help accomplish departmental and organizational goals. Regular attendance is important and considered a responsibility for all personnel. Please review our college policy and procedure on work hours.

### COMPUTER, NETWORK AND E-MAIL USE

All computers and related information technology resources are owned and operated by Broward College. The College Network and Software Usage by Employees policy applies to all who use Broward College computing resources whether on campus or from remote locations. You are expected to utilize the equipment for college purposes only. Please review the college's [Information Technology policies](#) and use of all Information Technology systems.

### PERSONALLY OWNED COMPUTING EQUIPMENT

Broward College is not responsible for configuring or supporting personally owned computing equipment.

### OFFICIAL COMMUNICATION

The official means of communication for all employees is electronic mail (e-mail). Each employee is assigned an email address.

**ELECTRONIC MAIL:** College assigned electronic mail (email) should always be used for college-related business. Email may be subject to Federal and state of Florida's public records laws. Your email may also be subject to discovery in the event of litigation. No email received or sent using the college's system is considered private communication. Be aware of this possibility when sending e-mails within and outside the college.

**INTERNET:** If you connect to the internet through the Broward College network, you are expected to use it responsibly, efficiently, and legally in accordance with the mission, goals, and objectives of the college. Employees should not have the expectation of privacy using college owned computers or electronic devices. Anyone in violation of the established procedures and requirements may be subject to disciplinary action, including termination.

**MONITORING INDIVIDUAL USAGE:** While Broward College 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, 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.

### WORKPLACE DRESS ATTIRE

You are expected to use good judgment when deciding the proper professional attire to wear during work hours. Certain activities or functions may have direct bearing on the clothes you wear. Some departments may be required to wear specifically identified clothing such as uniforms or safety equipment/clothing depending on the nature of their job. If you are in doubt, have a question or a complaint regarding attire, please contact Human Resources Talent and Culture.

## DRUG FREE WORKPLACE

Broward 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. Broward College has adopted a drug free workplace policy that complies with Florida Statutes and the State Board of Education Rules. Visit your [policies and procedures](#) page.

## TOBACCO/ SMOKE-FREE ENVIRONMENT

Broward College is committed to promoting a safe and healthy environment for its faculty, staff, students, and visitors. The use, distribution, or sale of tobacco or objects or devices intended to simulate tobacco use, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, vapor devices, water pipes, or hookah electronic cigarettes and cigars is prohibited in all indoor and exterior areas of all property and facilities owned, leased or operated by the College. The restricted areas include but are not limited to, atria, entranceways, enclosed hallways within buildings, parking lots, grounds, rooftops, courtyards, and exit ways. Smoking is prohibited in college-owned or leased vehicles, whether it is on college property. Please review our Tobacco-Free and Smoke- Free Environment Policy on the [Broward College Policies & Procedures](#) page.

## EMPLOYEE CONDUCT

Your conduct as an employee of Broward College, is important both on and off-the-job. On-the- job courtesy, cooperation, and a positive attitude is always expected. Off-the-job activities are personal but should not bring discredit to you or Broward College; 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.

## EMPLOYEE COMPLAINT

Whenever possible, Broward College encourages open communication and the informal resolution of all issues, concerns, or complaints. However, employees may use the formal complaint process to resolve conflicts. If you are unable to informally resolve a concern or problem with your supervisor, you should contact the office of [Employee Relations](#). The Employee Relations office is responsible for managing the compliance of the college policies and procedures, conducting investigations and processing complaints.

## SAFETY IN PRIVATE SPACES

Broward College is committed to enhancing the privacy and safety of members of the college community. To that end, it is the policy of the College to provide the level of safety and privacy as directed by the CS/HB 1521 Facility Requirements Based on Sex and in accordance with the [Safety in Private Spaces Act policy](#). All members of the college community are entitled to feel safe in private spaces. This policy applies to all faculty and staff and requires them to report any violations of the [Safety in Private Spaces Act](#).

## COMPREHENSIVE EMERGENCY PLANS (CEMP)

The Broward College Comprehensive Emergency Management Plan (CEMP) is the master operations document governing Broward College's ability to respond to emergencies and minor, major and catastrophic disasters on all campuses and facilities. You may obtain the most accurate, up-to-date information on emergency preparedness at the Broward College website. In addition, each of the college's locations has a Standard Operating Guideline (SOG) that governs a more customized all-hazards approach particular to each campus and its associate centers. Review [Broward College's crisis communication policy/procedures](#) online.

Broward College also utilizes an alert notification system – BC Alert – that provides timely updates an information related to emergency and crisis situations (weather, power outages, etc.) It is vital that your contact information in the College's system is current to ensure that you receive timely information through BC ALERT. Please follow our [ONLINE process to verify or update your information](#).



## OUTSIDE EMPLOYMENT

Employees are expected to devote time, energy, and effort to employment with the college. Outside employment or activities that conflict with the college's mission, values, or objectives or compromise your ability to perform your duties effectively are prohibited. It is your professional obligation to keep your supervisor informed about outside employment.

In accordance with **Florida State Statute 216.262**, individuals employed by a state agency, including the College, may not hold more than one full-time equivalent (FTE) position at a time or receive compensation simultaneously from more than one state agency. Employees are prohibited from collecting pay from two state agencies unless prior approval is obtained from the Department of Management Services, or as otherwise delegated by the agency head or Chief Justice. Violations of this statute could result in disciplinary action.

## SAFETY AND OUR WORK ENVIRONMENT

Broward College 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. To improve the safety and health conditions of the college environment, Broward College 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 Broward College 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 the college's Department of Safety, Security & Emergency Preparedness [Department of Safety, Security & Emergency Preparedness](#)

## FLORIDA RIGHT-TO-KNOW FOR HAZARDOUS MATERIALS

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

## BLOOD BORNE PATHOGENS

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

## 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, favor or service based upon any understanding that the vote, official action, or judgment of the officer or employee would be influenced thereby.

# EMPLOYEE SERVICES

## BAILEY HALL

Bailey Hall is Broward College's 1071 seat premier performing arts center located on the A. Hugh Adams Central campus. Bailey Hall brings many top artists for performances on the Bailey Hall stage and master classes in music, theater and dance. Bailey Hall offers excellent discounts for Broward college employees. Employees should contact the box office directly and present a valid ID to receive discounts.

## BROWARD COLLEGE FOUNDATION

The Broward College Foundation is a 501(c)(3) non-profit organization and the officially designated means of making private, charitable contributions to Broward College. Its purpose is to change lives through education by providing community awareness, advocacy and funding to the College. Members of the Foundation's volunteer board of directors work closely with the College's Office of Advancement to raise money to support scholarships, academic programs and learning facility enhancements. We believe every person who is determined to change their life through the pursuit of higher education should be afforded that opportunity. For more information, visit [Broward College Foundation](#).

## DENTAL CARE CENTERS

The Broward College Dental Clinic is located on our A. Hugh Adams Central Campus in Building 08. It's a full range dental clinic using dental students working with dentists to provide the college and community with affordable, quality dental care. The clinic is in Building 41, room 164.

## VISION CARE CLINIC

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

## BOOKSTORES

Broward College maintains an external partnership for our bookstores. Employees have full access to bookstores located on each of the college's main campuses. You can find materials and supplies you need at one of the many bookstore locations, which also offer an online shopping experience.

## 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 Broward College and Florida Atlantic University (FAU). The use of U/CL by any Broward College student, faculty or staff member requires a valid Broward College ID card. The libraries on North and South campuses, and the Willis Holcombe, Weston Center, Miramar Center 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.



### **PARKING**

All employees are required to secure a faculty/staff parking hangtag to park on campus in parking spaces designated for faculty and staff. Employees who park at the Willis Holcombe Center must have a hangtag for parking on the 6th and 7th floor of the parking garage or they may receive a parking citation from the City of Fort Lauderdale Parking Enforcement. Employees are responsible for knowing and observing all rules and regulations concerning vehicles, parking, registration and fees. Questions concerning parking and parking decals should be directed to Public Safety by calling 954-201-4357.

### **PROCUREMENT SERVICES**

The office of procurement services manages procurement activity for the entire college. Our mission is to ensure the highest value is attained in the acquisition of goods and services through sound, effective and efficient business processes, and customer focus. We become strategic partners with all stakeholders to bring maximum value to the procurement of goods and services utilized in making Broward College a world-class leader in higher education.

Procurement is Broward College's standard operating practice and is incorporated in all business opportunities through the college's supplier process. Visit our [Business Services and Resource Management page for more information.](#)

### **TIGERTAIL LAKE RECREATIONAL CENTER**

Conveniently located in Dania Beach, near I-95 and Griffin Road, [Tigertail](#) Lake is the recreation destination! During your visit, you can play on the inflatable waterpark - the "Tigertail Aqua Challenge" or go paddle boarding, kayaking, sailing or windsurfing on the 5+ acre lake. Parties, teambuilding and climbing on the ropes course are available for advance reservation, as well as lessons/certifications for lifeguarding and other certifications. Please visit [the website](#) or call and ask our amazing team of Seahawks about all the services offered. Employees receive a discount on specified rentals.

# EMPLOYEE WELLNESS



## FITNESS & WELLNESS CENTERS

Broward College wellness centers offer a safe workout environment for students, faculty, and staff to improve their wellbeing, increase energy levels, and boost quality of life. Workout facilities for employees are available on our North, Central, South campuses and at our Cypress Creek Administrative Center. A valid Broward College ID card is required to utilize these facilities. Employees are expected to wear appropriate workout gear and exercise safely when using any of our facilities.

## EMPLOYEE HEALTH & WELL-BEING

Live Well at Broward College fosters a supportive workplace culture that promotes personal and professional health and well-being for all employees, enabling them to excel in their career path and contribute to positioning Broward College as a destination for academic excellence.





# WHEN YOU LEAVE BROWARD COLLEGE

## **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

COBRA gives you and qualified dependents the opportunity to continue health and dental insurance coverage under Broward College'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 Broward College's group rates plus an administration fee. If you are eligible, Broward College 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.

Please contact your Employee Benefits Department for additional details.

## **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. Please review your benefit with our [Employee Benefits team](#).

## **VOLUNTARY AND INVOLUNTARY SEPARATION**

Voluntary separation includes resignations from employment and retirement. If you decide to leave your employment with Broward College, we request that you provide two weeks' notice of your intent to leave. Involuntary separation includes termination from employment for 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 6Hx2- 3.28 to petition for review of the employee's termination from employment.

## **SEAHAWK OFF-BOARDING SURVEY & EXIT INTERVIEW**

If you decide to resign from your position, you need to submit a letter of resignation to your department. After your notice of resignation or retirement has been processed, you should receive the Seahawk Off-Boarding Survey in Workday. You may also receive an invitation to interview with the Vice President, Human Resources, Talent and Culture, or designee prior to the last day of employment. The Seahawk Off-Boarding Survey or exit interview process is your opportunity to share valuable perspectives that can inform the college's people strategy. Your feedback will help us improve the employee experience, enhance recruitment initiatives, and refine retention efforts to ensure Broward College continues to be a great place to work.

## **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 to receive this benefit.

# YOU ARE A SEAHAWK

We are happy that you have chosen to work for Broward College, and we hope your experience with the college will be a rewarding one. We trust you will find this Employee Handbook informative and helpful during your transition into the college. Feel free to contact the office of Human Resources Talent and Culture if you need further information or clarification on any items in the handbook.

During your onboarding process, you will be given guidance on where to access the Employee Handbook. Your employee handbook provides guidance on college policies, procedures, practices, and expectations of the college, as well as your responsibilities as an employee.

This handbook is not intended to cover every situation that may arise during your employment, and it is a general guide to the goals, policies, practices, benefits, and expectations of Broward College.

As a final note, understand that the Broward College Employee Handbook is not a contract of employment and should not be deemed as such.

## WELCOME SEAHAWK!



Broward College does not discriminate because of race, color, sex, gender, national origin, religion, age, disability, marital status, sexual orientation, genetic information or other legally protected classification in its programs and activities.

# BROWARD<sup>®</sup> COLLEGE