A Career &
Technical
College
2980 Collins Avenue, St. Augustine, FL 32084
Phone: 904.547.3282 · Fax: 904.547.3388

Faculty and Staff Handbook
2015-2016

The Board of Directors of First Coast Technical College
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FCTC Administration
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James Price, Vice President Instructional Programs
Frank McElroy, Vice President of Operations
Jeannie Dopson, Chief Financial Officer
Welcome to First Coast Technical College! You are an integral part of our college and we are excited to have you a part of our team. The experience you bring will play a vital role in our mutual success. You serve as our representative and your contributions help us provide services of the highest quality to our students.

This Faculty/Staff Handbook provides employees with an overview of pertinent College policies, programs and benefits we provide. We believe that understanding the mission and vision of FCTC is an important step in developing and maintaining a productive working relationship. Familiarize yourself with the contents of the handbook as soon as possible, for it will answer many questions about employment with FCTC.

First Coast Technical College (FCTC) and its Board of Directors hope that your career with us is an enriching and engaging experience. We hope your position here will be challenging, enjoyable and rewarding. I encourage you to see me if you have questions or need additional information.

Sincerely,

Sandra L. Fortner
President
## TABLE OF CONTENTS

Welcome Message ........................................................................................................... 2  
MISSION STATEMENT ........................................................................................................ 9  
ACCREDITATION ............................................................................................................... 9  
CERTIFICATION/APPROVAL AGENCIES ........................................................................... 9  
BOARD OF DIRECTORS .................................................................................................... 10  
STEERING COMMITTEES .................................................................................................. 10  
STUDENT ORGANIZATIONS ............................................................................................ 10  
General Information ........................................................................................................ 10  
ACTIVITIES REQUESTS ................................................................................................. 10  
BUS TRANSPORTATION .................................................................................................. 10  
CALENDAR ....................................................................................................................... 10  
CAMPUS MAP ................................................................................................................ 10  
CAREER CENTER ............................................................................................................ 11  
CERTIFICATES (FOR STUDENTS) ................................................................................... 11  
CUSTODIAL SERVICES .................................................................................................... 11  
EMPLOYEE LOUNGE ....................................................................................................... 11  
EQUAL OPPORTUNITY EDUCATION ............................................................................. 11  
IDENTIFICATION CARDS - EMPLOYEE ....................................................................... 11  
KEYS .................................................................................................................................. 11  
MAINTENANCE SERVICES ................................................................................................ 12  
MEALS .............................................................................................................................. 12  
MEETING INFORMATION ............................................................................................... 12  
PARKING ........................................................................................................................... 12  
SPEED LIMIT ON CAMPUS ............................................................................................. 12
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUPLICATING SERVICES</td>
<td>21</td>
</tr>
<tr>
<td>INTERNET USAGE</td>
<td>21</td>
</tr>
<tr>
<td>EMPLOYEES’ USE OF SOCIAL NETWORKING WEBSITES</td>
<td>21</td>
</tr>
<tr>
<td>PUBLICITY/PHOTOGRAPHY REQUESTS</td>
<td>22</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>22</td>
</tr>
<tr>
<td>DISPOSITION OF PROPERTY</td>
<td>22</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>23</td>
</tr>
<tr>
<td>EQUIPMENT REPAIR</td>
<td>23</td>
</tr>
<tr>
<td>PROPERTY</td>
<td>23</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>23</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>24</td>
</tr>
<tr>
<td>ACCIDENTS</td>
<td>24</td>
</tr>
<tr>
<td>BASIC SAFETY RULES</td>
<td>25</td>
</tr>
<tr>
<td>EMERGENCIES</td>
<td>27</td>
</tr>
<tr>
<td>EQUIPMENT AND FACILITIES</td>
<td>27</td>
</tr>
<tr>
<td>FIRE/EVACUATION</td>
<td>27</td>
</tr>
<tr>
<td>GATES</td>
<td>28</td>
</tr>
<tr>
<td>SECURITY PERSONNEL</td>
<td>28</td>
</tr>
<tr>
<td>Faculty</td>
<td>28</td>
</tr>
<tr>
<td>CODE OF ETHICS FOR TEACHERS</td>
<td>28</td>
</tr>
<tr>
<td>ACCESS TO STUDENT RECORDS</td>
<td>30</td>
</tr>
<tr>
<td>AMENDMENT OF COURSES</td>
<td>30</td>
</tr>
<tr>
<td>AUXILIARY AIDS</td>
<td>31</td>
</tr>
<tr>
<td>CANCELLATION OF COURSES</td>
<td>31</td>
</tr>
<tr>
<td>CERTIFICATION - FOR INSTRUCTORS</td>
<td>31</td>
</tr>
<tr>
<td>COURSE/PROGRAM OFFERINGS</td>
<td>31</td>
</tr>
<tr>
<td>COURSE REQUESTS FOR NEW PROGRAMS</td>
<td>31</td>
</tr>
</tbody>
</table>

Faculty/Staff Handbook 2015-2016
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXTBOOKS (FOR STUDENTS)</td>
<td>39</td>
</tr>
<tr>
<td>WITHDRAWAL/TERMINATION, STUDENT</td>
<td>39</td>
</tr>
<tr>
<td>PERSONNEL</td>
<td>39</td>
</tr>
<tr>
<td>BUSINESS CONDUCT</td>
<td>40</td>
</tr>
<tr>
<td>BUSINESS ETHICS</td>
<td>40</td>
</tr>
<tr>
<td>CHECK OUT SHEET</td>
<td>40</td>
</tr>
<tr>
<td>CONFIDENTIAL &amp; PROPRIETARY INFORMATION</td>
<td>41</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST</td>
<td>41</td>
</tr>
<tr>
<td>EQUAL EMPLOYMENT OPPORTUNITY</td>
<td>41</td>
</tr>
<tr>
<td>JOB DESCRIPTIONS</td>
<td>42</td>
</tr>
<tr>
<td>OUTSIDE EMPLOYMENT</td>
<td>42</td>
</tr>
<tr>
<td>STAFFING</td>
<td>42</td>
</tr>
<tr>
<td>General Working Policies</td>
<td>42</td>
</tr>
<tr>
<td>ACCESS TO PERSONNEL FILE</td>
<td>42</td>
</tr>
<tr>
<td>ATTENDANCE &amp; PUNCTUALITY</td>
<td>42</td>
</tr>
<tr>
<td>LEAVING CAMPUS, EMPLOYEES</td>
<td>43</td>
</tr>
<tr>
<td>AUTOMOBILE USAGE</td>
<td>43</td>
</tr>
<tr>
<td>DRUG &amp; ALCOHOL USE</td>
<td>44</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>44</td>
</tr>
<tr>
<td>EMPLOYEE CONDUCT &amp; WORK RULES</td>
<td>45</td>
</tr>
<tr>
<td>EMPLOYEE CORRECTIVE ACTION</td>
<td>45</td>
</tr>
<tr>
<td>INTRODUCTORY (PROBATIONARY) PERIOD</td>
<td>46</td>
</tr>
<tr>
<td>EMPLOYMENT CATEGORIES</td>
<td>46</td>
</tr>
<tr>
<td>EMPLOYMENT REFERENCE INQUIRIES</td>
<td>46</td>
</tr>
<tr>
<td>EVALUATIONS</td>
<td>47</td>
</tr>
<tr>
<td>GRIEVANCE/COMPLAINT PROCEDURE FOR PERSONNEL</td>
<td>47</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td>48</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>PAYROLL</td>
<td>49</td>
</tr>
<tr>
<td>PERSONAL APPEARANCE</td>
<td>49</td>
</tr>
<tr>
<td>PERSONNEL DATA CHANGE</td>
<td>50</td>
</tr>
<tr>
<td>PERSONAL INTIMATE (SEXUAL) RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>51</td>
</tr>
<tr>
<td>SEPARATION OF EMPLOYMENT</td>
<td>51</td>
</tr>
<tr>
<td>SEXUAL &amp; OTHER UNLAWFUL HARASSMENT</td>
<td>51</td>
</tr>
<tr>
<td>WORKPLACE VIOLENCE PROTECTION</td>
<td>53</td>
</tr>
<tr>
<td>CAMPUS SAFETY AND SECURITY</td>
<td>53</td>
</tr>
<tr>
<td>Sexually Violent Predators</td>
<td>53</td>
</tr>
</tbody>
</table>
MISSION STATEMENT
The mission of the First Coast Technical College is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce.

ACCREDITATION
First Coast Technical College is accredited by the following organizations:

Council on Occupational Education (COE)
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898
Fax: 770.396.3790 http://www.council.org/

Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), a division of AdvancED
9115 Westside Parkway
Alpharetta, GA 30009
http://www.advanc-ed.org

CERTIFICATION/APPROVAL AGENCIES
First Coast Technical College holds certification/approval from the following organizations:

- American Culinary Federation
- American Welding Society
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Division of Vocational Rehabilitation, Florida Department of Labor
- Federation of Dining Room Professionals (FDRP)
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Cosmetology
- Florida State Board of Massage Therapy
- Florida State Board of Nursing
- Florida State Department of Education
- National Automotive Technicians Education Foundation
- State of Florida Department of Veterans Affairs
- U. S. Department of Education, Office of Students and Financial Aid
- U. S. Department of Veterans Affairs

**BOARD OF DIRECTORS**

A Board of Directors governs the College under the sponsorship of the St. Johns County School Board. The Board of Directors is made up of business and industry representatives appointed from the geographic area served by the College. Board meetings are advertised and open to the public.

**STEERING COMMITTEES**

Training programs within the College must have a Steering Committee to assist in the development and general operation of the course. The purpose of the committee is to provide advice for the operation of the program. These committees are the liaison and serve as the communication links between business-industry and the actual training program. Instructors are responsible for maintaining active Steering Committees in their area of responsibility. See the “Guidelines for Operation of Steering Committees Handbook” for further information.

**STUDENT ORGANIZATIONS**

Technical student organizations like Skills USA are sponsored by FCTC. Skills USA is a national organization that serves all trade, industrial, technical, and health occupations students and instructors. Dedicated to developing well-rounded students and future employees, it provides leadership, citizenship and character development programs and enhances job skill training. It builds and reinforces self-confidence, positive work attitudes and good communications skills while emphasizing respect for the dignity of work, high standards in ethics, superior workmanship, high scholarship, and maximum safety. Members compete on a regional, state and national level.

**GENERAL INFORMATION**

**ACTIVITIES REQUESTS**

All activities must be submitted on the proper form to your administrator at least four weeks prior to the proposed scheduled event. If not submitted in a timely manner the request may be denied.

**BUS TRANSPORTATION**

Bus transportation is not provided by FCTC. Local bus transportation through community systems may be available on a limited basis for day students living in the tri-county area (St. Johns, Putnam and Clay counties). Printed schedules of routes and times as available can be found at Registration.

**CALENDAR**

The FCTC operates with an approved calendar, which is distributed on an annual basis.

**CAMPUS MAP**

Campus maps are available from Registration and [www.fctc.edu](http://www.fctc.edu)
CAREER CENTER

The Career Center in Building A at the St. Augustine Campus assists students in determining vocational aptitudes, interests and needs as they relate to career and training choices. Upon completion of an evaluation, recommendations can be made to assist the Guidance Department in making suggestions for positive, realistic vocational training and occupational placement.

CERTIFICATES (FOR STUDENTS)

Certificates of Completion (technical certificates) are awarded to students who complete all of the requirements of the program in which they are enrolled. Criteria for certificates are addressed in the current Student Handbook. Certificates are issued on/or following the respective graduation dates. Contact the Vice President of Instructional Programs if you have any questions.

CUSTODIAL SERVICES

The College realizes the importance of a clean environment to the overall health and well-being of students, faculty and staff. The custodians employed at FCTC routinely clean work areas (offices, etc.), classrooms and restrooms. Some of their job functions include vacuuming carpets, waxing floors, emptying trash, etc.

It is the responsibility of instructors and students to cooperate in maintaining the appearance of the classrooms, shops, laboratories, and outside areas immediately adjacent to class activities. Areas must be neat and clean as they are utilized for multi-purposes. Erase white boards, replace books and supplies, and return equipment and furniture to the proper place.

Eating or drinking is not permitted in classroom and laboratory areas.

EMPLOYEE LOUNGE

Employee lounges are located throughout all compasses. The lounge is provided for the convenience of our employees and may be used during any official break or lunch time.

EQUAL OPPORTUNITY EDUCATION

The First Coast Technical College acts in compliance with all federal and state laws prohibiting discrimination. Discrimination on the basis of race, color, national or ethnic origin, sex, handicap, age, religion, or marital status against a student or an employee at the FCTC is prohibited. No person shall on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices. The contact for compliance is the Human Resources Manager. FCTC shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

IDENTIFICATION CARDS - EMPLOYEE

All full-time and part-time employees are issued a photo identification card. The ID card should be worn at all times while on the College’s facilities.

KEYS

Keys are issued as requested in writing and approved by the appropriate administrator. Keys are assigned to an individual and are not to be lent to any other person. When an employee terminates, they must turn in keys as part of
the check-out procedure. All personnel not employed during the summer term must turn in their keys before leaving for the summer.

MAINTENANCE SERVICES

If you have maintenance request please enter a Service Request via the college’s on-line ticketing system. If you have an emergency, such as a safety hazard or leaking faucet, contact the Facilities Supervisor.

MEALS

Staff and Faculty: Dining services are available in Building C on student contact days. Students: Scheduled meal times for students are shown on the Class Schedule.

Food service is not available in the Putnam or Clay County centers.

MEETING INFORMATION

Faculty/Staff Meetings:
Faculty/Staff meetings are scheduled on the first Wednesday of the month. Instructional Faculty meetings are scheduled on the third Wednesday of the month. Instructors will be notified at least 24 hours prior to the day of the meeting. Attendance is required for all full-time faculty members. If an instructor is unable to attend, permission must be obtained from administration prior to the meeting.

Evening faculty/staff meetings and departmental meetings are scheduled by the director or coordinators as needed. Advance notice will be sent out prior to the meetings. Attendance of part-time instructional staff is required. If an instructor is unable to attend, permission must be obtained from the director or coordinator prior the meeting.

<table>
<thead>
<tr>
<th>Type of Meeting</th>
<th>Occurrence - Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff</td>
<td>1st Wednesday afternoon (3:05 p.m.)</td>
</tr>
<tr>
<td>Leadership Team</td>
<td>1st Wednesday afternoon (1-3 p.m.)</td>
</tr>
<tr>
<td>Discipline Committee</td>
<td>3rd Thursday afternoon</td>
</tr>
<tr>
<td>Coordinator’s</td>
<td>2nd Friday morning</td>
</tr>
<tr>
<td>Professional Development</td>
<td>3rd &amp; 4th Wednesday</td>
</tr>
<tr>
<td>Departmental/Evening</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Professional Meetings:
All personnel are encouraged to join their professional associations and participate in workshops and conferences in their discipline areas. Organizations include, but are not limited to: Association of Career and Technical Educators (ACTE), Florida Association of Career and Technical Educators (FACTE), American Association of Adult and Technical Educators (AAACE), Adult and Community Educators of Florida (ACE of Florida).

PARKING

Parking is available on all campuses. A parking decal is required and may be obtained from registration. Handicapped and visitor parking is available near the school entrance.

SPEED LIMIT ON CAMPUS

The speed limit on campus is 15 miles per hour. Personnel are responsible to observe and aid in the enforcement of
this regulation. Students are not allowed to operate any vehicle in labs or on campus unless they hold a valid operator’s license. Strict observance of this policy is mandatory. Irresponsible driving on or near the campus can lead to severe consequences with automatic loss of driving privilege on campus.

POSTERS/SIGNS/ADVERTISING

The College’s facilities must not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, or individual organization; nor shall FCTC employees or students be employed in such a manner. Please refer to the St. Johns County School Board Policy Section 9.05 Advertising in Schools for exceptions to this policy.

PROFESSIONAL ORGANIZATIONS

Staff members are encouraged to join professional organizations that represent respective occupational areas.

ACTE - ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

The ACTE is the national voice of technical education. The Association is the bonding unit of technical interest sponsoring legislation and informing legislators as to the needs of technical education. In the past, a majority of the funding bills backing occupational education have resulted from efforts of the ACTE. Web site: www.acteonline.org

FACTE - FLORIDA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

FACTE is your voice in the State of Florida. As with ACTE, the purpose of FACTE is to influence legislators regarding needs of career, technical, and adult education. On the state level, we are in competition with the total educational system for the available dollars that can be spent for education. Your interests are backed by the FACTE that operates only through the dues contributed by its members. Web site: http://www.facte.org

ACE – American Council on Education

National Higher Education Association representing two and four year colleges private and public universities private and for private universities. Their mission is to tackle higher education challenges with a focus on improving access and preparing every student to succeed. Web site: http://www.acenet.edu

AAACE – American Association for Adult and Continuing Education

Dedicated to the belief that lifelong learning contributes to human fulfillment and positive social change. AAACE provides leadership in the field of adult and continuing education by expanding opportunities for adult growth and development unifying adult educators fostering the development and dissemination of theory, research and best practices. Promoting identity and standards for the profession and advocating relevant public policy and social change initiatives. Web site: http://www.aaace.org

SOLICITATION CRITERIA

Solicitation and/or distribution of goods and literature by non-employees on company property shall be prohibited at all times. Distribution of goods and literature by employees on company property in nonworking areas during working time, which in any way is disruptive to operations, shall be prohibited. Contributions/sales must be approved in advance by the President. Any unauthorized solicitation should be reported to your administrator immediately.

Faculty/Staff Handbook 2015-2016
SPECIAL EVENT REQUESTS

Special events must be scheduled through the Culinary Arts Administrative Assistant. Events involving food requests must fall within the Culinary Arts training curriculum and will be highly restricted so as not to be in competition with the local food service industry. Requests must be made at least three weeks prior to the function.

TELEPHONE SYSTEM

Personal telephone calls should be limited to non-student contact time except in case of emergencies. Instructors are not to be interrupted by non-emergency telephone calls during their scheduled student contact time. The College telephone number is not to be given out to conduct personal business.

*Long Distance Calls*

Personal long distance telephone calls shall not be made from company telephones without prior approval. Personal long-distance phone calls, even of an emergency nature, are not to be charged to FCTC. All long-distance calls except for FCTC business must be authorized by the appropriate administrator before the call is placed. Other than individuals with specific authorization, long-distance calls are to be placed by the Communications Center Operator, who will log each call.

*Students Use*

There is a local area telephone for student use located in Building A of the St. Augustine Campus. Students will not be allowed to leave class to use the telephone except by a referral pass. Permission cannot be granted to use other telephones unless the call is connected with specific assigned duties. Students are allowed to have cell phones with them at all campuses; however, the phones are to be turned off during class time and used only during authorized breaks from class. Students are not to be interrupted by telephone calls during their scheduled class time unless it is an emergency.

*Telephone Directory*

A current telephone listing of all personnel may be obtained from the Communications Operator at the St. Augustine Campus and one is also located in FCTC docs.

TOBACCO FREE POLICY

Smoking and/or tobacco products of any kind are not permitted at any FCTC facility. Tobacco products include the use of any product whether intended to be lit or not, which include: smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes is also prohibited.

The purpose of the First Coast Technical College Tobacco Policy is to protect people from the health hazards of tobacco, including second hand tobacco smoke, and to maintain compliance with the Florida Health Initiative in Section 20, Article X of the Florida State Constitution. The responsibility for the enforcement of this policy rests with all members of the college.

Visitors and contractors on campus who are in violation of the policy will be reminded of the policy and required to comply by discarding the tobacco product or leaving the campus.

FCTC has a high school located on the main campus. It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. (Florida Statute 569.11) Any high school or adult student in violation of the tobacco policy will be subject to progressive discipline. An initial violation will result in disciplinary action which may include a warning, and/or tobacco and health related educational assignments. A
second violation will result in a student contract, work detail, or detention. A third violation will result in out-of-school suspension. Subsequent violations may result in expulsion.

Faculty and staff will lead by example. Any faculty or staff member that fails to comply with the tobacco policy will be reported to their immediate supervisor for disciplinary action. A written reprimand will be issued. Subsequent violations will result in suspension and eventual termination of employment.

FCTC students and staff will be notified of the Tobacco Policy through the following mechanisms, including but not limited to: the College’s web page, Student Handbook, Faculty/Staff Handbook, orientation, signs, posters, and multimedia ads in areas where students congregate and the employee lounge.

For information on tobacco education and cessation programs promoted by or offered through FCTC, please visit our website at www.fctc.edu or call (904)547-FCTC. The Florida Quit-for-Life line is a toll free telephone and internet-based cessation service that provides tobacco counseling and cessation services. Call 877-U-CAN-NOW or visit www.quitnow.net/florida.

**TRAVEL POLICY**

*Local Travel (Short Form)*
Local travel is that which is required and approved for your position within St. Johns County and the four contiguous counties of Clay, Duval, Putnam and Flagler. In the event a school car is not available and with approval to use your personal car from your supervisor, you must use the approved mileage chart from the St. Johns County School District to calculate mileage. Local travel forms should be completed on a monthly basis, signed by your supervisor, and submitted to the business office by the first of the next month.

*In-State (Long Form)*
In state travel (not local travel) must have the prior approval of your supervisor, the College President (or designee) and the Chief Financial Officer (or designee). If at all possible, these requests should be made at least thirty days prior to the start of travel.

Estimate your expenses as accurately as possible. In the event a school car is not available and with approval to use your personal car from your supervisor, you must use the approved mileage chart from the St. Johns County School District to calculate mileage. Indicate on your form the funds to be charged: General Operating, Grant or Internal.

When you return from travel, submit your completed form with actual reimbursement costs and original receipts to the Business Office within five (5) business days. If you have made reservations on the Internet, you must submit the reservation, which shows the amount charged, with a copy of the hotel receipt showing the dates that you stayed. Airline tickets booked through the Internet will need a printed electronic reservation form attached.

*Out of State Travel (Long Form)*
Out of state travel requires the same form as above with all approvals in addition to the FCTC Board approval. Since FCTC Board meetings are scheduled only once a month, the request must be made a minimum of forty-five (45) days before travel. Please use approximate costs in calculating your expenses. Use mileage from SJCSD mileage chart. Indicate the funding source to be charged for your reimbursement: General Operating, Grant or Internal funds. When you return from travel, submit your completed form with actual reimbursement costs and original receipts to the business office within five (5) business days. Payment will be made on regular paydays. If you have made reservations on the Internet, you must submit the reservation which shows the amount charged, with a copy of the hotel receipt showing the dates that you stayed. Airline tickets booked through the Internet will need a printed electronic reservation form attached.
VENDING MACHINES

Vending machines are conveniently located on each campus. These machines are stocked regularly and carry items such as chips, cookies, crackers, candies, and cold drinks.

There should be no loitering around these areas. Students are not to use vending machines except during the officially scheduled break times, lunch break, before and after school. The College does not provide change for vending machines.

It is the responsibility of all FCTC staff and students to assure that these vending areas stay neat and uncluttered.

VISITORS

Visitors are required to report to Reception Areas on the Main Campus, the Public Safety Campus, Putnam County and Clay County Centers. Visitors are not allowed on school property without an approved pass. Students are not permitted to bring visitors into their program areas without prior permission--this includes dependent children. All vendors working on campus must be cleared through the St. Johns County School District as required by the Jessica Lunsford Act.

All persons shall be classified as visitors except those who are employed at the First Coast Technical College, members of the immediate families of those employees, or students enrolled at FCTC.

All requests for campus tours must be scheduled. A guide will be assigned to conduct the group around the campus.

Passes will not generally be issued for visitors to classroom/laboratory areas except to prospective students through the Guidance Office.

WORKSHOP GUIDELINES

All requests for attendance at external workshops, seminars, etc., must be reviewed and approved by the appropriate administrator. These should be staff development type activities. Requests should be submitted on a Request for Temporary Duty Assignment Form.

The decision to allow persons to attend should be based on the following prioritized needs:
1. To update skills of a specific job,
2. To gain interpersonal skills necessary for a specific job,
3. To learn how to work with low expectancy students,
4. To participate in regional curriculum workshops.

Monies must be budgeted in advance to cover all costs, including per diem and mileage, of all approved requests unless costs are paid by other sources.

Reimbursement Guidelines
1. Instructors under contract and salaried personnel are reported on temporary duty and if not receiving stipends or other reimbursements, are reimbursed for cost of workshop, mileage and per diem.
2. Part-time employees receive no pay and are reimbursed for cost of workshop, mileage and per diem.
3. If initiated by an administrator and for the institution’s benefit, a contracted instructor working part-time during the summer months may receive part-time pay.
## BUDGET AND FINANCE

### BIDS

Formal bids are required for goods or services above the $25,000 threshold, unless the item(s) are on state contract. Bids must be originated and completed by the Business Office. Employees must allow at least forty-five (45) days when requesting goods or services through the bid process.

### BILLING PROCEDURES

Billing for fees or services to outside agencies is handled by the FCTC Business Office utilizing standard operating procedures.

### BUDGETS

All programs/budgets operate within an annual allocation. Each year the instructors/administrators must budget for supplies, equipment, repairs, travel and other items necessary for the operation of the College.

### CHECK ACCEPTANCE POLICY

1. Checks are accepted for the transaction amount only.
2. No second party checks will be accepted.
3. Checks are made payable to First Coast Technical College.
4. Include identification on the check, complete home address (not mailing address), telephone number and driver’s license number and name of student.
5. A service charge will be assessed for any checks returned by the bank.

Any department or program handling monies as part of its production and service activities must also use this procedure for accepting checks.

### CLUBS/CLASS ACTIVITIES

Approval for the existence of all club and class activities is the responsibility of the President. Raffles and other activities of chance are prohibited. The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the President and is responsible for retaining duplicates of said documents and records. These records may include an organization budget, duplicate receipts for all income from dues, fund-raising activities, entertainments, assessments, or donations, and approved request for payment. All collection of monies received by a club or school organization must be deposited in the school internal fund.

All disbursements by any club or school organization must be requested via an FCTC requisition with a copy of the club minutes authorizing the request. Disbursement shall be approved by the appropriate organization officer, the sponsor, and the administrator.

### COLLECTION OF MONIES

Any monies collected through any function of FCTC must follow the requirements established through FCTC Policies, School Board Policies, State Board of Education Regulations and requirements of law, with emphasis on sound business practices.
Monies collected on the FCTC campus must be collected through the Business Office and processed through internal account funds, excluding programs engaged in production and services activities and approved to collect monies (such as Cosmetology) and school-sponsored clubs. No student owing fees is enrolled in any course until all fee obligations are cleared. Florida statutes mandate a serious penalty to the College if a student owing back fees is re-enrolled in a course.

Instructors of programs engaged in production and services authorized to collect monies must account for money and turn it in to the FCTC Business Office as outlined in their approved production and services policies. These policies are updated and approved annually.

**CONTRACTING FOR SERVICES**

Requests for contracts for services should be submitted to the FCTC Business Office a minimum of 10 working days before the service date. Appropriate approval must be obtained before performance of service. Service can be provided only for approved contracts. After service is rendered, the original copy of the contract is submitted to the FCTC Business Office, showing date services were completed and appropriate signatures.

**EMERGENCY PURCHASES**

Items needed in an emergency may be obtained by contacting one of the Vice Presidents or CFO for approval. The purchase order will be processed through the Business Office and may be faxed or hand carried to the vendor. For other emergencies, key administrators may make purchases with a credit card. Receipts must be turned into the Business office.

**FUNDING**

*Secondary Programs*  
All monies for program operations are derived from the Florida Educational Funding Program. The funds received from the state to pay salaries, purchase equipment, etc., are determined by a formula based on student attendance. For any course to continue there must be enough students attending to guarantee the funds necessary for program operation. Since secondary programs are funded based on student enrollment and attendance, instructors should make every effort to encourage students to attend regularly.

*Postsecondary Programs*  
(WORKFORCE DEVELOPMENT EDUCATION FUNDING FORMULA)  
The funding formula for postsecondary vocational certificate programs is derived annually by the Florida legislature and contains two primary components: the first is a workload component based on the enrollment and size of the program and secondly there is a performance component based on program completion, job placement, and licensure passing rates of students and graduates. To produce the highest levels of state funding, it is necessary that all of these component areas are considered as essential to the success of FCTC.

**PETTY CASH**

Petty cash is kept on hand in the business office for reimbursement of small purchases made by employees. The petty cash limit is $20.00.

**PURCHASING POLICY**

All goods and services must be pre-authorized with a properly signed First Coast Technical College purchase order. Individual employees are fiscally responsible for any purchase that is obtained without following the approved purchase order procedure.
The purchase order process starts with a requisition which is input into an on-line purchasing program. A requisition is a formal request to expend the funds from the appropriate budget. Be as detailed as possible with descriptions and item numbers when ordering. Remember to list shipping costs. The on-line purchasing program assigns a sequential requisition number that will allow you to track your request.

Please note on the requisition if the purchase order is to be prepaid or faxed to the vendor—specify this by placing information in the comment field and highlighting the information when printed.

Once a requisition is committed, it cannot be changed on line. Any changes that need to be made after commitment must be done by writing on the requisition in red ink and initialed by the appropriate supervisor and submitted to the Business Office.

When the requisition is approved and becomes a purchase order, the requester will receive a copy. This copy informs you that the process has been completed to this point. This copy must not be mailed or faxed to the vendor since the Business Office has already completed that action. All goods coming to the campus must be cleared through the Receiving Department.

**QUOTES**

Quotes are required for goods or services above the $5,000 threshold (per individual item), unless the item is on state contract. At least three quotes are required. All quotes must be originated and completed by the Business Office. Vendors must supply this information directly to the Business Office. Employees must allow at least thirty days when requesting an item through the quote process.

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**CLERICAL SUPPORT SERVICES**

**COMMUNICATION CENTER**

The Communication Center Operator is located in Building A at the St. Augustine Campus. Check with the operator for hours of operation.

**CORRESPONDENCE**

First Coast Technical College letterhead will be utilized for official correspondence and signed by a College employee. If letters are written by students that relate to their training program, the letters may be on FCTC letterhead only if co-signed by their instructor.

*Incoming Mail*

Mail is delivered by the Post Office Monday – Friday (except during Holidays).

*Mail for County Office or Other Schools*

Mail boxes are located in the Mail Room in Building A at the St. Augustine Main Campus.

*Inter-Office School Mail*

Mail boxes marked with department name are located in the Mail Room in Building A. A mailbox directory is available in the Mail Room.

Departments have designated person(s) responsible for mail pick-up and deposit. Any non-official School Board business mail is not to be distributed through the school mail system. For union mailbox use, please refer to the
appropriate section of the negotiated contract.

Outgoing Mail
All outgoing mail (official only) is processed through the Mail Room utilizing the following procedure:

1. All letters are to be placed in the designated containers. Envelopes should always include department with return address.
2. Correspondence to be mailed to a foreign country requires special processing. Always attach a note to the envelope informing the Mail Clerk.
3. Mail requiring special processing (certified, return receipt, etc.) should also have a note of explanation attached for the Mail Clerk.
4. Items shipped by methods other than the United States Post Office are handled by the Receiving Department at FCTC.

Bulk Mail
FCTC has a non-profit bulk mail permit, which allows us to send 200 or more of the same letter, flyer, etc., for a reduced rate per piece. If you anticipate a bulk mailing, please contact your Program Administrator and the Communication Center for special instructions for processing.

COPYRIGHT GUIDELINES

Duplications (GUIDELINES FOR DUPLICATING COPYRIGHTED MATERIAL)
Faculty and staff should follow the Fair Use Guidelines listed below:

Fair use is a legal principle that provides certain limitations on the exclusive rights of copyright holders. Section 107 of the Copyright Act sets four fair use factors: (1) the purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes, (2) the nature of the copyrighted work, (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and (4) the effect of the use upon the potential market for or value of the copyrighted work.

The limitations and conditions in these guidelines do not apply to works in the public domain such as US Government works or works on which copyright has expired for which there are no copyright restrictions. A teacher may make multiple copies (one to a student) for classroom use of:

- Poems less than 250 words
- Excerpts of less than 250 words for longer poems;
- Articles, stories, essays of less than 2,500 words;
- Excerpts of less than 1,000 words or 10% of the book (prose);
- One chart, graph, diagram, drawing, cartoon or picture per book or periodical.
- Two pages (maximum) from an illustrated work less than 2,500 words.

A teacher may not make multiple copies:
- for another teacher in the same school,
- of work from the same author more than once a term
- as a substitute for an anthology
- make copies of consumable materials, such as workbooks.
- substitute copying for the purchase of books, publishers’ reprints or periodicals.
Computer Software
A computer software program is set of statements or instructions to be used directly in a computer to cause a certain result. It is not an infringement on copyright laws if the new copy or adaptation is for archival purposes only and all archival copies are destroyed in the event that continued possession of the computer program should cease to exist. Any copies prepared or adapted may not be leased, sold or otherwise transferred without the authorization of the copyright owner.

Violating terms of applicable software purchase, licensing, or acquisition agreements or infringing any patent, copyright, trademark, or other intellectual property rights is strictly forbidden. Software licensure varies. Some computer companies give express written permission to install software on multiple computers; however, MOST licenses are for one computer only. If unsure contact IT Department; failure to do so may result in a substantial fine or penalty. See Acceptable Use Policy.

DUPLICATING SERVICES
Duplicating services are available through the copy machines located throughout the campus. For large orders requests must have a completed Copy Request Form attached, which has been signed by an administrator.

Note: All copyright laws are to be followed.

INTERNET USAGE
The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students is to promote educational excellence by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school. The First Coast Technical College views information gathered from the Internet in the same manner as reference materials identified by any other means. Specifically, the college supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

Therefore, both students (including parents of minors) and employees must sign and return a copy of the Acceptable Use Policy for Computer and Internet Usage while at FCTC or using equipment belonging to FCTC. The purpose of the AUP is to ensure the safety, reliability, accountability, data integrity and security of the digital network and other FCTC technology resources. It also protects our students, staff and technology resources. This agreement must be signed prior to having access and the use of college computers, etc.

Reasonable Suspicion: Florida State Statute 1006.09 (9) states: A school principal or a school employee designated by the principal, if she or he has reasonable suspicion may search lockers or storage areas (cellphones).

EMPLOYEES’ USE OF SOCIAL NETWORKING WEBSITES
Social networking websites such as Facebook and Twitter have become a widely used means for people to share personal views in many forms, including photographs, text, podcasting (audio files) and videos. Such media reaches millions of public viewers over the Internet in seconds after publishing. Personal websites, public blog websites, podcast websites, online chat rooms and video sharing websites (like Youtube) also provide instant Internet access.

FCTC and District employees are expected to be professional, civil and appropriate in all their communications with
students, parents, fellow employees and the public, including in their electronic and on-line communications. This expectation applies to the posting of publicly accessible communications and material (collectively referred to as “Material”) on the Internet, where it is available for viewing by members of the public, including students and parents. For purpose of this rule, websites, other electronic media and online Material are deemed to be publicly accessible if they can or may be viewed by District students, parents or the general public. The FCTC/School Board finds that publication of inappropriate or unbecoming Material on publicly accessible websites or electronic media by an employee has the potential to disrupt the educational process, damage the reputation of the District, its teachers and staff, damage the District’s reputation and stature, and subject the District, its teachers and employees to ridicule. Accordingly, employees shall refrain from publishing Material on publicly accessible media that is unsuitable for school-age children to view or read, or otherwise is objectionable under the guidelines described below.

This applies to District employees who publish or cause to be published, material on social networking websites, and any other broadcast media where such material may be viewed by students, parents and other members of the public. Employees shall not publish on social networking websites or other publicly accessible electronic media Material that is unprofessional or unbecoming of an FCTC/District employee, including:

a. Material that is unlawful or unethical within the meaning of the Code of Ethics for the Education Profession in Florida.
b. Slanderous, false or defamatory Material.
c. Obscene, vulgar or sexually suggestive Material.
d. Material that encourages or celebrates substance abuse.
e. Material that promotes or incites violence.
f. Material that is contrary to the pillars of Character Counts!
g. Material that foreseeably could impair the employee’s effectiveness in the performance of his or her duties.
h. Material that is unsuitable for school-aged children to view or read.
i. Material that otherwise could hold the employee or the District up to ridicule or otherwise could foreseeably could disrupt the educational process.

These rules do not apply to private communications and publication of Material on private, secure websites, where they cannot be viewed by District students, parents or the general public. However, an employee who privately publishes Material on private websites or media is responsible for ensuring that it remains private and does not become publicly accessible.

Employees are permitted to have personal or business web pages hosted on non-district web servers, but those personal web pages must not contain information related to students, and if they are publicly accessible, the web pages’ contents and postings must comply with the requirements of this rule.

**PUBLICITY/PHOTOGRAPHY REQUESTS**

All requests for photographs, news articles, media advertising, etc., are to be submitted to the Director of College Advancement.

**EQUIPMENT AND SUPPLIES**

**DISPOSITION OF PROPERTY**

Any property items that is no longer of use, obsolete, broken beyond repair, or otherwise unnecessary for present or
future use should be turned into the Receiving/Inventory Specialist. Items will be removed from the individual’s inventory and temporarily stored in the warehouse.

A list of items recommended for disposal will be submitted to the FCTC Board of Directors for approval. Items will be offered for sale to the public or transferred to another school or to a non-profit agency.

### EQUIPMENT

All personnel are responsible for the accountability, control, safekeeping and proper use of equipment, tools, and supplies entrusted to their care.

Information on policies and procedures may be obtained from the Receiving Department.

### EQUIPMENT REPAIR

The following procedures should be used when equipment repair is needed:

1. The instructor/department administrator should determine whether equipment is covered under warranty or service contract. If equipment is covered by contract, notify the agency that has the service contract, and arrange for the repair work to be done.

2. For the repair of equipment not covered by warranty or service contract, obtain estimates on equipment that can be repaired locally. For equipment that must be shipped back, call the repair department or manufacturer for shipping instructions and request estimates prior to any work being done.

3. When estimates for repair are obtained, contact the appropriate Vice President of Instructional Programs to determine whether repairs are economically feasible and whether funds are available. A purchase order will be processed through the Business Office.

### PROPERTY

**Stolen Property**

Notification of suspected stolen property should be reported to one of the FCTC Vice Presidents as soon as discovered. A copy of the Security/Police Report concerning the stolen property will be transmitted by the employee to the Vice President. A copy will also be sent to the present accountable custodian delegate of the item. Upon receipt of this form, the accountable custodian delegate will contact the Receiving Department for establishment of responsibility for the item.

**Missing Property**

After a thorough search has failed to locate property by the custodian delegate and receiving personnel, a memo describing the attempts to locate the item(s) will be written by the accountable custodian delegate and copies sent to the Receiving Department and President’s Office. These incidents will be investigated thoroughly and a decision made at an administrative level concerning possible personal liability, which may be appropriate as the circumstance of the loss or theft may indicate.

### SUPPLIES

Program supplies should be ordered directly by the program area staff. The only item currently available through the FCTC Receiving Department is paper which may be ordered by completing a Request for Supplies form and must be signed by an administrator.

In order to maintain appropriate materials that meet required safety standards, instructors are responsible for updating their program’s supplies every year and discarding out-of-date or expired supplies.
SAFETY AND SECURITY

ACCIDENTS

In case of an accident on campus, use the following procedures:

1. Employees may handle minor incidents where general first aid is appropriate, such as superficial lacerations or abrasions. Each program/department is supplied with first aid kits.

2. Injuries requiring further medical attention should be reported to the Communication Center by dialing 1111 on the main campus. In dire emergencies and life threatening situations please call 911.

3. Students are not to be transported by school personnel unless authorized by administration, as that person becomes liable for the student’s welfare until reaching the destination. Do not give student medication of any kind.

Reporting
All accidents and near accidents occurring on College properties or during school programs and activities must be reported and investigated. The investigation shall determine all obtainable facts of each accident and shall cite causative factors and recommend corrective action.

If a school employee, visitor or student has an accident, report it at once to the Human Resource Department, even if it seems minor in nature. An Accident Investigation Report must also be completed and submitted to the Human Resources Department.

Employee Accidents
A Notice of Injury Explanation/Description of Accident is to be completed by the injured employee on the accident date (new form as of July 2013). Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

A Supervisor’s Investigation Report is to be completed by the employee’s immediate supervisor within 48 hours of the accident date (regardless of how insignificant the incident may seem). Those who may have witnessed the accident will be asked to complete an Accident Investigation Form. If the injured employee is refusing medical treatment, he/she will sign the Refusal of Medical Attention Form (new form as of April 2013). If medical attention is needed (beyond first aide), the Human Resource Dept. should be contacted for a Treatment of Authorization Form and to provide specific details to proceed.

All completed forms should be submitted to the Human Resource Dept. for further processing. If not submitted in a timely manner (within 24 hrs.), a letter of explanation will be required. Supervisors are expected to know and understand these requirements.

You shall be expected to maintain a safe work area, free of clutter and obstacles that may cause accidental injury. Exercise caution in work activities and report any unsafe condition to the appropriate supervisor. If you violate safety standards, deliberately create hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, violation of this policy shall have occurred.

Visitor Accidents
A visitor is considered anyone visiting the campus. A Visitor Accident/Injury/Illness Report form must be filled out at the time of the accident.
Student Accidents
Any student accident must be reported and a Student Accident/Injury/Illness Report from completed at the time of
the accident.

As stated above, Human Resources should be notified of all incidences and all completed forms must be submitted
in a timely manner for further processing.

First Aid Supplies
First aid supplies are available within each program or department area of the College. Initial or additional supplies
may be obtained by contacting our Facilities Supervisor.

BASIC SAFETY RULES
Compliance with safety rules is expected and required and is a condition of employment.
Personnel are responsible for the security of their assigned workstation and/or classroom and its contents. It is also
the responsibility of all personnel to help discourage any loitering on campus.

• All employees must be aware of safety procedures and practices in their departments. Refer to Critical
  Incident Plan.

• Clean up spilled liquids immediately. Place “Wet Area” signs to identify wet surfaces.

• Lift objects safely by standing as close to the object as possible and positioning your feet securely. Squat
to grasp the object and lift using your leg muscles. Never bend over to lift. Do not attempt to lift beyond
your capacity. Ask for help if the load is too heavy.

• When required, always wear personal protective equipment. Make sure equipment is in good condition.
Wear job appropriate footwear (i.e. closed toe, closed heels). Custodians are required to wear non-slip sole
shoes when mopping, waxing, stripping or refinishing floors. Food Service employees are required to wear
clean, non-slip, closed toe shoes.

• No obstructions are allowed in corridors or in front of exit doors. Classroom doors must be unlocked when
students are present.

• Avoid accumulation of combustible debris. Staff and faculty members must be alert to hazardous
conditions and report these to administration.

• Basic first aid supplies are maintained throughout the campus. All personnel can administer first aid
supplies (bandages, tape) to victims and will use protective latex gloves for any first aid emergency when
body fluids are present. No school employee should ever dispense, administer, or apply any medication to
another person (including aspirin or antiseptics).

• All staff and faculty members must be knowledgeable about the location and operation of fire
extinguishers. Custodians are responsible for making monthly inspections of all fire extinguishers to ensure
proper conditions and pressurization. Learn the prescribed fire evacuation route for your area. Learn what
you are to do in case of a fire alert. Respond immediately to all fire alarms.

Safety Practices for General Classroom Procedures
Teachers should assume leadership roles in bringing the safety message home to their students, taking advantage of
all safety material and programs available, and by their own actions and example, demonstrating safety at all times.
- Take student attendance during all scheduled class hours
- Ensure that their students are aware of standard emergency procedures.
- Lock classroom and/or office doors when not in use.
- Secure valuables and purses in lockable cabinets.
- Avoid showing large sums of money. Do not keep money in the classroom.
- Wear name badge when on duty.
- Don’t provide setting for temptation.
- Avoid any personal behavior which could be misunderstood as harassment.
- Know where your students are at all times.
- Keep a (working) flashlight in your safety file holder.
- Ask for an escort or go in groups to parking lot after dark. Leave the campus promptly.

OSHA Guidelines – Work Practice Controls

Work Practice Controls are rules that ensure employees perform procedures in the safest way possible. The concept of Universal Precautions, which recommends that all blood and potentially infectious materials other than blood must be handled as if infected, is a basic tenet of the OSHA regulations. Specific procedures for handling biohazardous waste, sharps, and other potentially pathogenic substances are established in health science programs.

- Hand-washing: This is a very necessary basic procedure. The OSHA regulations require hand-washing as soon as possible after removal of gloves or other personal protective equipment. Never assume that wearing gloves, for example, is foolproof protection. Even if the integrity of a glove is not compromised, the act of taking it off can lead to exposure. After any skin or mucous membrane contact with blood or other potentially infectious materials, wash the affected area with soap and water. When running water is not immediately available, use an antiseptic hand cleanser. You are still required to wash with running water as soon as possible thereafter.

- Eating, drinking, and hygiene: Do not eat or drink in work areas where there is any risk of occupational exposure. The rule extends also to smoking, applying cosmetics, and handling contact lenses. In addition, food and drink must not be stored in places where other potentially infectious materials are kept. Refrigerators, freezers, shelves, cabinets, counter tops and bench tops are all covered under this regulation. All employees must wash their hands after using the restroom.

- Routine Cleaning: Employers are responsible for seeing that work sites are kept clean and sanitary. A written schedule for cleaning and decontaminating is required.

However, when equipment or surfaces come in overt contact with potentially infectious materials (such as after a spill) they must be cleaned as soon as possible.

- Broken Glass: Never pick up by hand any broken glassware that may be contaminated. Sharp edges could easily break the skin, allowing pathogens to enter. Recommended mechanical means of cleanup include use of a brush and dust pan, tongs, or forceps. Excerpts from AMA Publication, For Your Protection: The OSHA Regulations on Bloodbourne Pathogens, 1992.

Security

Emergency Phone Notification System

A special announcement will be broadcast over the phone system if there is an emergency for a specific building or an entire campus. Fire drills are conducted monthly for buildings with high school students and conducted yearly for adult students.

Fire/bomb threat
Dial 1111
Take roll book and take attendance
Go to the predetermined meeting area.
Wait for the maintenance crew to give an all clear.

**Lock Down Drill**
Stay in classroom,
Don’t pull the fire alarm
Listen for the telephone system announcement
Lock door
Sit on floor
Cover window with pre-designated folder.

**Combustible materials**
Material Safety Data Sheets are posted in specific programs and are updated annually by Fire Inspectors.

*Refer to the Emergency Preparedness Chart and the Critical Incident Plan for more detailed instruction*

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**EMERGENCIES**

In case of fire, inclement weather, bomb threats or other emergencies, students should follow the directions given by the instructors. In case of emergency situations requiring evacuation, students should follow evacuation routes that are posted by every designated exit. In other emergency situations students should go to the designated safety areas inside the buildings as instructed. In St. Augustine, calls for security and emergency services are accessed through the College’s communications operator located in the Building A lobby, by dialing Extension 0 or 1111. At the Putnam County centers, assistance can be obtained by contacting the Front Desk.

An approved Critical Incident Plan is in effect at First Coast Technical College. All areas should have copies readily accessible and all personnel should be thoroughly familiar with this plan. A copy may be obtained from your administrator’s office.

**EQUIPMENT AND FACILITIES**

Employees are responsible for the security and safety of equipment and facilities in their assigned areas. Immediately report any missing equipment or material to an administrator. A missing property report must be filed. Remove any broken or unsafe equipment from the area until it can be properly repaired.

Secure all doors and tool cabinets and turn out lights when class is over. **Do not let anyone have your keys.** They should stay in your possession at all times.

**FIRE/EVACUATION**

Several drills will be held during the year. Drill instructions and evacuation routes are posted in all classrooms and labs. In accordance with State regulations, all staff and students must be familiar with routes and procedures. When an alarm sounds, it is imperative for all students and personnel to evacuate immediately via the nearest exit. In case of a fire in your area, you should:

1. Immediately sound the fire alarm in your area.

2. Notify the Communications Center Operator (Ext. 1111-St. Augustine or Front Desk at Putnam) of the exact location and type of fire, giving as much detail as possible. The operator will notify emergency services/campus security.

3. Upon exiting the classroom/department, close all interior and exterior doors and be sure all machinery and mechanical equipment is shut off. You do not need to shut down the computers. Leave all lights on. **Do
**not lock doors.** Teachers should be sure to take their student roll book with them to insure that all students are accounted for.

4. Stand at least 100 feet from the building. Teachers should be sure to keep their students together and check the roll. Any students not accounted for should be reported to security or appropriate administrator.

5. Do not re-enter the building until instructed to do so by an administrator.

Fire extinguishers are located in selected areas throughout the facility. Fire extinguishing equipment in your area should be used to try to extinguish and/or contain the fire, if it can be done safely. Access to the extinguisher must always remain free and clear. When a unit is discharged, it must be immediately reported to the Facilities Supervisor for immediate attention and recharge.

**GATES**

The gates to the First Coast Technical College campuses are locked each day from 10:00 p.m. to 6:00 a.m. and weekends from 10:00 p.m., Friday to 6:00 a.m. on Monday unless otherwise arranged for course schedules. Should you need access to your area during these periods of time, you must request approval from your administrator.

**SECURITY PERSONNEL**

FCCTC employs a resource deputy at the main campus. It is also the responsibility of all instructional, support, and administration staff to enforce all school policies, county ordinances and state laws. Citations can be issued for parking and speeding violations, littering, etc.

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**FACULTY**

**CODE OF ETHICS FOR TEACHERS**

State Board of Education Rule 6B-1.001:

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

The Principles of Professional Conduct of the Education Profession in Florida:

1. The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida (State Board of Education Rule 6B-1.006).

2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator’s certificate, or the other penalties as provided by law.

3. Obligation to the student requires that the individual:
a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.

b. Shall not unreasonably restrain a student from independent action in pursuit of learning.

c. Shall not unreasonably deny a student access to diverse points of view.

d. Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.

e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

f. Shall not intentionally violate or deny a student’s legal rights.

Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b. Shall not intentionally distort or misrepresent facts concerning any educational matter in direct or indirect public expression.

c. Shall not use institutional privileges for personal gain or advantage.

d. Shall accept no gratuity, gift, or favor that might influence professional judgment.

e. Shall offer no gratuity, gift or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague’s exercise of political or civil rights and responsibilities.

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual’s performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

f. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.

g. Shall not misrepresent one’s own professional qualifications.

h. Shall not submit fraudulent information on any document in connection with professional activities.

i. Shall not make any fraudulent statement or fail to disclose a material fact in one’s own or
another’s application for a professional position.

j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k. Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

m. Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) and 943.059(4), Florida Statutes.

n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

p. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

ACCESS TO STUDENT RECORDS

Only Student Services personnel are to routinely have access to student records. When Student Services personnel are not available, only those listed below are to have access:

Financial Aid Personnel
Guidance Personnel
Senior Administrator’s Assistants

Files should not be removed unless the check-out log is signed and an “out” file is put in the proper place in the file. Any exception to this must be approved by a Vice President.

Student information may not be given out to anyone unless written permission is given by the student.

AMENDMENT OF COURSES

The course request form is also used to notify appropriate persons of any changes or amendments to the course, such as change in instructor, hours, location, etc. When a course is being amended, the course number, sub-number and name should be indicated. Only the information to be changed, added, or deleted is to be shown. The request is then forwarded to your administrator for approval.
AUXILIARY AIDS

Auxiliary aids and services such as interpreters, adaptive equipment, and low vision aids may be available for disabled students who complete the required forms that are available from the guidance counselor. Requests for interpreters should be submitted by the student at least one week in advance of need and requests for adaptive equipment 30 days ahead of need.

CANCELLATION OF COURSES

Prior to canceling any course, approval must be obtained from the appropriate administrator/coordinator and proper forms submitted. Requests for refunds must be handled as outlined in the current fee policy.

CERTIFICATION - FOR INSTRUCTORS

All full-time personnel employed at the First Coast Technical College in an instructional capacity must hold a valid Florida or District teacher’s certificate. It is the responsibility of these employees to maintain the validity of their certificates. Re-certification and technical certification is handled by the Human Resources Specialist at FCTC. It is the personal responsibility of each teacher/administrator to make sure that all state education certification requirements are met and that paperwork for either initial certification or re-certification is submitted on time. This includes but is not limited to appropriate course work, required testing, and/or documentation of in-service points. It is also wise to keep copies of any paperwork you have pertaining to certification and request that verbal information received be put in writing to you.

All technical instructors must hold, at a minimum, the industry certificate expected of their students through completion of their program.

COURSE/PROGRAM OFFERINGS

All courses/programs, regardless of location, schedule or mode of delivery, are qualitatively consistent whether they are offered at the Main Campus, North Campus, or Putnam Center locations. All courses/programs are approved and administered under the same established institutional policies and supervised by a College administrator.

COURSE REQUESTS FOR NEW PROGRAMS

A course request form must be initiated prior to any new course offerings.

Prior to canceling any course, approval must be obtained from the appropriate administrator/coordinator and proper forms submitted. Requests for refunds must be handled as outlined in the current fee policy.

The course request form is also used to notify appropriate persons of any changes or amendments to the course, such as change in instructor, hours, location, etc. When a course is being amended, the course number, sub-number and name should be indicated. Only the information to be changed, added, or deleted is to be shown. The request is then forwarded to your administrator for approval.

CURRICULUM

The Florida Department of Education (FLDOE) publishes curriculum frameworks each year. The framework provides general and specific information on the Occupational Completion Points (OCP) and Literacy Completion Points (LCP) including:
Instructors must have a strong working knowledge of the curriculum framework for their program. For more information go to [http://www.fldoe.org/workforce/dwdframe](http://www.fldoe.org/workforce/dwdframe).

FCTC instructors are required to have a complete curriculum outline based on current FLDOE curriculum frameworks consistent with the policy and philosophy of FCTC. Course outlines should be approved by the Steering Committee and any course changes must be recommended by the steering committee and approved by administration.

**Course outline should include:**
- Learning goals based on Student Performance Standards.
- Criterion referenced assessments aligned with learning goal
- Pacing guide for timely completion of program
- Requirements for obtaining program certificates.

## CURRICULUM ASSISTANCE

The Director of Curricula and Instructional Support provides assistance and professional development for all instructors. The support includes the incorporation of curriculum frameworks, developing lesson plans, pacing guides, and integrating state educational initiatives. The Instructional Support Specialist can provide assistance on an individual basis on accreditation information, effective teaching and learning strategies, rigorous instruction and assessment techniques.

## DUTIES: RESPONSIBILITIES AND OPPORTUNITIES OF THE TEACHER

You were employed because your background, training and expertise qualified you to be a teacher. The ultimate success of the total program depends upon you, the teacher.

Your responsibilities include:

- Assistance in counseling of students in order to help them decide which programs they desire to pursue or for which specified objective they wish to study.
- Planning and developing curriculum to insure maximum usefulness to quality teaching activities, revising contents, and continually updating, in keeping with the needs of industry.
- Practicing effective classroom management techniques and allotting time among students so no one will feel left out.
- Fostering a spirit of cooperation and unity within the group.
- Submitting promptly all reports and data required by the administration of the College.
- Initiate timely requisitions for securing the necessary materials for instruction.
- Reporting to the classroom in time for organizing activities before the class is scheduled to begin.
- Beginning and dismissing the class promptly.
- Developing, posting, and following an organized daily schedule.
- Assuming responsibility for the care and upkeep of the physical classroom or laboratory facilities in which the program is offered.
- Carefully explaining the general rules, specific policies, and operational procedures of the College and see
that students follow them.

- Admitting students to class after being properly registered and visitors only with official visitor’s pass.
- Referring pertinent questions and problems to the respective administrator or guidance personnel. If they cannot give adequate and satisfactory answers, they will refer you to someone who can.
- Carrying out all directives issued by the administration and provide feedback information in any problem area.
- Circulating among the students during class, giving help and encouragement where needed, treating each student as an individual with specific needs and objectives.
- Cooperating wholeheartedly with the other faculty, staff and administrators in all matters pertaining to the College, helping to keep communication flowing in both directions.
- Approaching each situation as an opportunity and challenge with continual emphasis on the College’s image and public relations within the service area.

**DUTY HOURS**

Duty hours for faculty will vary according to program schedule.

**EMPLOYABILITY SKILLS**

Employability competencies are integrated into all programs as specified in the curriculum framework. To be employable and in order to graduate from FCTC, every student must have an up-to-date resume developed prior to completion of the program.

**COMMON CAREER TECHNICAL CORE – CAREER READY PRACTICES**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

**FIELD TRIPS - FOR STUDENTS**

All off-campus visits for educational activities must be conducted in accordance with FCTC and School Board policies. The following procedures will be used for field trips.

1. At least ten days prior to the date of the field trip, the instructor should complete the Field Trip Request Form which may be obtained from the office of the Vice President of Student Services and/or Instructional Services. The following information is required:
   - Name and type of business, industry or event and location;
   - Number of students and time involved in the trip;
   - The specific reason or objective of the field trip.

   This form, upon completion, should be sent to the appropriate administrator for approval.

2. If use of a bus is required, a School Bus Request form must be filled out and turned in with the Field Trip Request Form. Forms may be obtained from your administrator.

   The Transportation Department will be sent copies of the Request for Use of School Bus Form and will
return notification to us of approval or disapproval for the bus request.

3. Written permission of the parent or guardian for the field trip will be required for any high school student (including those over the age of 18) or minor students enrolled on a full-time basis in adult programs. The permission slip must be signed by the respective high school principal/FCCTC designee. The high school teachers’ signatures are required for all periods affected by the high school student’s absence. In case of out-of-school minors registered in adult programs, only the parent’s/guardian’s signature is required.

Permission slips, along with a roster of students and staff going on the field trip, must be submitted to the Vice-President before the date of the field trip.

Any student who does not properly complete and submit the permission form will not be permitted to participate in the field trip activities.

4. Scheduling of meaningful activities must be made by the program instructor for pupils who do not participate in the field trip.

5. If a field trip extends beyond the normal school day, prior arrangements need to be made for the students to be transported home.

6. The use of private cars for trips is discouraged. If private automobiles are utilized for any school sponsored activity, there are specific requirements to be cleared through the Vice President of Instructional Programs.

FOLLOW-UP SURVEYS - STUDENT PLACEMENT

The First Coast Technical College conducts an exit survey of all students in technical programs. The survey provides valuable data for program evaluation in order to meet the needs of students and business and industry. Instructors will receive a copy of the compiled data.

GRADING SYSTEM

Student assessment is based on student performance of the FLDOE curriculum framework competencies. Grades are earned based on the student’s level of mastery of occupational expectations and predetermined criteria. Students should know in advance the competencies to be performed, the conditions of the performance, and the standards of evaluation.

<table>
<thead>
<tr>
<th>Score</th>
<th>Numerical Rating</th>
<th>Description</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>3.5 – 4.0</td>
<td>Excellent</td>
<td>A</td>
</tr>
</tbody>
</table>

The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.

| 80-89 | 2.5 – 3.4 | Above Average | B   |

The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.

| 70-79 | 1.5 – 2.4 | Average      | C   |

The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress, and is sometimes off task. There is some evidence of lack of positive attitude toward
training and occupational goals.

60-69 1.0 – 1.4 Below Average D

The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility.

Below 60 .9 - 0 At Risk/Reassess F

There are serious questions about the student’s work attitudes and behaviors. The student should rethink his/her personal objectives and career goals.

**Satisfactory Progress**

Students are expected to adhere to the attendance policy and maintain satisfactory academic progress in the programs. In order to remain in good standing, a student must satisfy both the qualitative and quantitative requirements.

**Qualitative**

This is the required grade/criteria for mastery of an assignment. The criteria may range from 70% to 100%.

**Quantitative**

This component consists of a maximum time frame in which a student must complete his or her educational program. The time frame must be no longer than 150 percent of the published length of the program. A minimum of 90% of the grading period hours must be completed each grading period. Students are responsible for every hour they are enrolled in the programs whether or not they are present. Documented absences do not provide more time to complete the work. In addition, students not meeting the minimum attendance requirements for FCTC will be withdrawn for excessive absences regardless of satisfactory progress. Noncredit remedial courses are not included in the quantitative progress calculation. Students are accountable for membership hours if they withdraw during a grading period. Students receiving financial assistance through Title VI funds cannot exceed 150% of the program hours and continue to receive financial aid. Hours dropped during an enrollment period will reduce Pell Grant Awards and may delay Pell Grant disbursement. A student may repeat any area of study until the required competency level is met but must do so within the maximum timeframe allowed. Partial credit will be given at the end of a grading period for work in progress. If a student withdraws during a grading period, the required progress hours are determined by the number of hours a student was enrolled. A student enrolled fewer than 15 days during a grading period will receive No Grade (NG).

**Incomplete Work**

There is no grade assigned for incomplete work; however, partial credit will be given at the end of a grading period for work in progress.

**Graduation - Commencement Ceremony**

First Coast Technical College holds graduation/commencement ceremonies in January and June. Students must complete all competencies before graduation. Instructors should submit the Commencement Clearance Worksheet to the Data Reports Supervisor and should plan to attend the ceremony. Caps and gowns are furnished for the occasion.

**Illness of Students**

If a student indicates a need to leave class due to illness, the following is to be observed:

- Adult students must notify their instructor before leaving class. High school students should have a parent’s or
guardian’s prior permission to leave. If the student does not have transportation, a parent or guardian will be notified and asked to pick the student up from school. If the student drives a car, the parent can authorize student to leave by car. If parent cannot be contacted, student cannot leave campus. Parent/guardian of adult students who are minors will be contacted prior to permission being granted to leave campus. If parent cannot be contacted, student cannot leave campus.

LABORATORY ASSISTANTS/AIDES

Laboratory Assistants/Aides may be used in some programs to help the instructor in laboratory or practical situations, depending upon program budget and student load. Individuals filling these positions are not required to have teaching certificates; however, they must meet requirements as stated in the official job descriptions.

LEAVE OF ABSENCE, STUDENTS

A student who knows he/she will be absent for five or more days for an excused reason may request a leave of absence for up to 30 calendar days. The request should be submitted in writing, in advance, to their instructor giving the dates and reasons. If approved, the leave of absence ensures a student of placement back into the program if an opening exists. If an opening is not available, the student will be placed first on the waiting list. If a leave of absence is not approved, the instructor will notify the student of the reason. Students returning from a leave of absence must report to Registration before returning to class.

Each technical program contains media/library areas which house materials directly related to the program. Programs are responsible for maintaining an up-to-date inventory of all media materials and equipment.

The IT Department is available to assist in selection, use, checkout, accountability and disposition of all AV materials and equipment.

Programs may also utilize the St. Johns County School District’s Learning Resource Center and other media services. Website access; [http://www.stjohns.k12.fl.us/depts/media/resource](http://www.stjohns.k12.fl.us/depts/media/resource).

LITERACY COMPLETION POINTS (LCP)

The Florida Department of Education developed Literacy Completion Points for Adult Basic Education, Adult Secondary, and English for Speakers of other Languages (ESOL). These are equivalent to OCPs in CTE programs. LCPs represent levels of mastery of the Student Performance Standards that increase in complexity as the student progresses through the program. Instructors are responsible for tracking student completion of LCPs. This becomes part of students’ permanent records when they complete the program. The state funding model incorporates student program completion, completion of LCPs, attendance, and enrollment.

A master schedule is prepared for each term and lists the start date, number of hours, day and time of the courses being offered.

MEDIA

Each technical program contains media/library areas which house materials directly related to the program. Programs are responsible for maintaining an up-to-date inventory of all media materials and equipment.

The IT Department is available to assist in selection, use, checkout, accountability and disposition of all AV materials and equipment. Programs may also utilize the St. Johns County School District’s Learning Resource Center and other media services. Website access; [http://www.stjohns.k12.fl.us/depts/media/resource](http://www.stjohns.k12.fl.us/depts/media/resource).
ORIENTATION FOR NEW STUDENTS

All full-time and part-time students receive an orientation to the College.

The **mandatory** sessions are scheduled based on the class start dates and include:

- review of the student handbook,
- overview of the school programs
- services available (financial aid)
- student responsibilities (code of conduct, dress code, parking)

*Students New to a Program/Course*

Instructors are responsible for providing each new student an orientation to his/her class that includes:

- course syllabus
- hours
- grading
- format of instruction
- rules of the classroom
- location of supplies
- resource centers
- grooming and attendance requirements

PRODUCTION SERVICE PROGRAMS

There are many occupations where production service work is essential to teach the learner the skills necessary to make him/her employable. Potentially, each technical program is an individual business operation requiring many production services or training jobs to be selected, work order prepared, materials obtained as needed to complete each job, cost of the production services calculated and funds collected to cover the operational cost from the organization or individual for whom the training job was performed.

RELEASE OF INFORMATION

In compliance with State laws governing student records, the College has made all student records available for inspection by the student, and parents/guardians of the student less than 18 years of age. Student records consist of grades, test scores, diplomas, certificates and other pertinent information concerning the student. Student records are on file in the Support Services area at the St. Augustine campus.

No school records concerning a student may be released to any individual, agency, firm, institution, etc., outside the tri-county school system by anyone unless the student involved completes a copy of the official release form. If the student is a minor, the form must be signed by parent or guardian. It is the student’s responsibility to sign the necessary release form or notify the school, in writing, if school records are to be sent to an outside agency.

REPORT CARDS

At the end of each designated grading period, instructors enter grades for all post-secondary students who have finished a course within the designated grading period. Instructors will post grades for all secondary students every grading period. After report cards are printed, they are routed to the instructor to be issued to students.

REPORTS, ATTENDANCE

Entry codes, hours, absences and withdrawal codes are used to record attendance. Instructors enter attendance on a daily basis, on-line. Attendance verification reports are printed monthly and must be verified, signed and returned.
by instructors according to posted deadlines.

**REQUESTING A SUBSTITUTE TEACHER**

A substitute teacher should be requested as soon as the instructor is aware that he or she will be unable to provide instruction in their assigned area during their designated duty time. Instructors should contact the Human Resources Department to request a substitute teacher. Lesson plans and/or activities for the day/days absence should be left for the substitute teacher.

**STAFF DEVELOPMENT-INSTRUCTORS**

A pre-planning is held annually for all instructors a week before returning to work as an overview of their job responsibilities and to assist instructors in developing competencies needed as they enter the classroom.

Professional development is scheduled throughout the year to provide faculty with instructional support and opportunity for growth.

**STUDENT CONTRACTS**

All full-time programs must have student contract agreements signed by students; students who are under the age of 18 must (parents/guardians) have a signature. Our contracts must be revised/updated and approved by the appropriate administrator on an annual basis. A copy of the approved program contract must be on file in the office of the respective vice president.

All contracts will include uniformed sections pertaining to dress code, safety requirements, and program objectives. Program specific language shall be added as needed.

**STUDENT HANDBOOK**

It is important that you and your students are aware of all policies and procedures of the College and how they relate to your classroom. Be familiar with and make sure your students are familiar with the handbook. It should be an integral part of orientation during a student’s first class. The Student Handbook is available on the FCTC website; [http://fctc.edu/current-students/student-handbook/](http://fctc.edu/current-students/student-handbook/)

**STUDENT RECORDS**

*Retention*

The individual records at FCTC are standardized and centralized in Student Services at the St. Augustine Campus. (This does not preclude programs from keeping duplicates of the information they need in their departments). Student records consist of, but are not necessarily limited to:

- Academic work completed
- Attendance data
- Financial Records
- Identifying Data
- Intelligence, aptitude, and psychological tests, if applicable
- Interest inventory ratings and observations, if applicable
- Level of achievement (grades, standardized achievement test scores) Scores on standardized achievement
- Verified reports of serious or recurrent behavior patterns
- Other pertinent information concerning the student

In compliance with law governing student records, the College has made all student records available for inspection.
by student and/or parents/guardians.

SUBSTITUTE TEACHERS

The College’s President is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. Applicants who seek employment as substitute teachers must meet the minimum qualifications and provide the appropriate documentation. The College shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.

TERMINATION CODES

Termination Codes are required on all students exiting programs. It is important that the proper codes be used. These codes are as follows for technical programs:

C A student who has completed a planned sequence of competencies or courses and met all the requirements of the Institution for occupational, or literacy completion. This student has achieved one or more literacy completion points or occupational completion points and exited the program.
S A secondary student who has achieved an occupational or literacy completion and exited the program but is still in secondary school.
R A student who is remaining in the occupational or literacy instruction.
Z None of the above.

TEXTBOOKS (FOR STUDENTS)

First Coast Technical College furnishes required textbooks free of charge to all high school students; however, adult students must purchase any required books. All required textbooks may be purchased through our E-Campus virtual bookstore by using the link from our Web Page or by going to www.ecampus.com/lctc.

WITHDRAWAL/TERMINATION, STUDENT

An adult student may request to be withdrawn. The student will notify the instructor of the program in which he/she is enrolled. That teacher will withdraw student in SOL.

The student shall ensure that:
1. School property (books, tools or other materials) have been returned,
2. All work orders with various shops are cleared,
3. Appropriate financial aid personnel are notified,
4. Job placement information provided when appropriate.

PERSONNEL

This section is designed to provide you with information about working conditions and some of the policies affecting your employment. It describes many of your responsibilities as an employee along with our objectives to provide a work environment that is conducive to both personal and professional growth.

In order for any group to work together efficiently and effectively, it is necessary to have a reasonable code of conduct. You are expected to be respectful and considerate of others and behave and present yourself in an appropriate manner.

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws
and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees are expected to present themselves and act in a way that will merit the continued trust and confidence of the public and internal workforce. FCTC has established standards of conduct, integrity and values to provide a reasonable assurance of compliance with internal controls.

**BUSINESS CONDUCT**

You are expected to be respectful and considerate of others and behave and present yourself in an appropriate business manner.

The listing below (not all inclusive for this policy) is presented to give you guidance with regard to this policy.

- Absenteeism, tardiness and/or leaving the job during working hours without permission from supervisor. This includes failing to attend events, trainings, meetings or other company directed activities that have been mandated by your supervisor.
- Accepting a gift, loan, reward, promise of future employment or personal service that may represent a conflict of interest in the performance of job duties.
- Being convicted of a felony or misdemeanor involving moral turpitude or dishonesty.
- Disclosing or using information not available to the public for personal gain or benefit or the gain or benefit of any other person or business entity.
- Engaging in offensive or disrespectful language, disrespectful behavior, hostility, insubordination or unprofessional conduct.
- While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises the policy will be enforced consistent with the applicable law.

No employee policy can anticipate every circumstance or question. FCTC reserves the right to revise, supplement, interpret or rescind any policy or portion of this policy from time to time. Violation of any policy – expressed or implied—may lead to disciplinary action up to and including termination of employment. These policies are not intended to be comprehensive and do not address all possible applications of, or exceptions to, the general policies and procedures described.

**BUSINESS ETHICS**

If you have knowledge of or a concern of unlawful activity or unlawful harassment, contact your immediate supervisor. You are encouraged, in the first instance, to address such issues with your supervisor as most problems can be resolved swiftly. If for any reason that is not possible or if you are not comfortable raising the issue with your supervisor, you should contact the Human Resource Department (HR). FCTC shall address all reported instances of unlawful behavior. However, you must exercise sound judgment to avoid baseless allegations. Intentionally filing a false report of wrongdoing shall be defined as inappropriate business conduct and shall be a breach of this policy.

Protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower shall be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide the accused individual their legal right of defense. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action, such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact HR immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

**CHECK OUT SHEET**

Any personnel ending employment or leaving for the summer must complete the check-out sheet for FCTC, which is
generated by the Human Resource Department and reviewed by supervisor.

**CONFIDENTIAL & PROPRIETARY INFORMATION**

Company property includes not only tangible property, but also intangible property such as information. Proprietary information includes all information obtained by our employees during the course of their work. Employees of FCTC will receive and have access to information that is confidential in nature to the organization, its customers and vendors. The protection of confidential information is vital to FCTC. This information includes but is not limited to research, strategic plans, personnel files, marketing data, formulas, and customer lists. Employees are not to disclose any such information to (a) any other person in the organization unless there is a legitimate business reason for doing so or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the organization.

The organization has developed certain proprietary products, written information, and/or processes that are unique to the organization. Keeping such information from competitors plays an important part in our success. The organization protects proprietary information by restricting visitor access to certain designated areas and access to documents to only those who have business reasons to view them.

*Work Product Ownership*

All FCTC employees must be aware that FCTC retains legal ownership of the product of their work. No work product created while employed by FCTC can be claimed, construed, or presented as property of the individual, even after employment at FCTC has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for FCTC, regardless of whether the intellectual property is actually used by FCTC. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer’s meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of FCTC.

**CONFLICT OF INTEREST**

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision in a personal gain for that employee, a relative or any other person as a result of company business dealings. No presumption of guilt is created by the mere existence of a relationship outside with firms. However, if you have any influence on transactions involving purchases, contracts, or leases, etc. it is imperative that you disclose to the President or your supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where you or a relative have a significant ownership in a firm with which FCTC does business, but also when you, a relative, or other person is associated with you receives a kickback, bribe, gift or special consideration as a result of any transaction or business dealings with FCTC. Please consult with the President if you have any questions regarding these types of relationships.

**EQUAL EMPLOYMENT OPPORTUNITY**

FCTC is an equal opportunity employer. FCTC prohibits unlawful discrimination and harassment and affords equal opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic disposition/information, veteran status or any other characteristic protected by and in accordance with applicable federal, state and local laws. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities and all employment actions such as promotions, compensation, benefits, and acts of discharge that result in termination of employment. FCTC makes reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship in accordance with the ADA and the ADAAA or other applicable laws.
JOB DESCRIPTIONS

Duties and responsibilities of each position are specified in written job descriptions and must be signed and available to employees. Requests for copies may be made by contacting the Human Resources Department.

OUTSIDE EMPLOYMENT

All employees shall be managed by performance standards and shall be subject to operational scheduling demands, regardless of outside work requirements. You are cautioned to consider carefully the demands that outside employment activity will create. Outside employment shall not be considered an excuse for job performance, absenteeism, tardiness, leaving early, refusing to travel or refusing to work varied hours if necessary.

Engaging in outside work activities during your assigned FCTC work hours is prohibited per this policy. Engaging in outside employment while using your sick leave (or while receiving sick leave credits) is prohibited per this policy. Engaging in outside work activities while on any form of medical leave of absence is prohibited per this policy. Outside employment that constitutes a conflict of interest is prohibited per this policy. In the event of conflict with any outside activity, your obligations to FCTC must be given priority. You were hired and continue in FCTC’s employ with the understanding that FCTC is your primary employer. Employees should notify their supervisor of other outside employment via written documentation.

STAFFING

FCTC retains the right to staff temporary and/or short term positions without posting, or to recruit internally and externally simultaneously. FCTC may also reassign employees involuntarily to restructured or different positions to meet business, operational or budgetary needs.

GENERAL WORKING POLICIES

ACCESS TO PERSONNEL FILE

Personnel files are maintained for all employees. Personnel files include such information as your resume, records of training, documentation of performance, salary information and other employment records. Personnel files may be inspected and examined as permitted by law. You may schedule an appointment with Human Resources to review your personnel file. It is also your right to request copies of documents from your file. Full time employee’s official personnel files are located at the St. Johns County School District Office.

ATTENDANCE & PUNCTUALITY

Because FCTC and student success depends heavily upon its faculty and staff, it is important that employees attend work as scheduled. Dependability, attendance, and punctuality are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. Supervisors shall advise employees of an alternative person to contact if he/she is unavailable. Supervisors will supply employees with contact information along with the preferred method of contact (telephone, e-mail, etc.).

Leave request forms are required for all absences and must be completed and submitted to immediate supervisor. If you fail to properly notify your supervisor of an absence you will be considered absent without official leave. Excessive tardiness and absenteeism are disruptive to operations and will be addressed per this policy.
Full and part time instructors

Instructors who will be absent due to illness should notify their coordinator/administrator as soon as possible before school opening along with a call to the Human Resource Department (part-time staff required to call HR Dept. only if filling in for full time instructor). This is imperative in order to arrange for a substitute. The following procedures should be followed:

An emergency lesson plan must be provided for the substitute teacher and found in your classroom, a sub folder with the following items:
1. A lesson plan using the FCTC template;
2. Your Administrator’s Office name, phone number, and room number;
3. Your daily schedule (class periods, etc);
4. Any extra duties, time and place;
5. Class lists;
6. Attendance collection sheet;
7. Discipline policy and coordinator contact information regarding student discipline issues.

If any further information is necessary for the substitute, a call to the office in the morning would be helpful. Instructors (or other certified employees) may not teach part-time programs on days when they have taken a day of sick leave (due to illness) from their full-time position.

When leaving campus during a normal workday, instructors are required to sign a log book located in Building 1 upon exiting campus and upon return if applicable.

LEAVING CAMPUS, EMPLOYEES

Employees must submit an Employee Leave Request to their supervisor for approval. Anyone absent without official leave is in violation of the negotiated contracts and/or School Board policy and will be reported to the President.

AUTOMOBILE USAGE

FCTC provides vehicles for business use to allow employees to drive on company designated business. If you are authorized to use a company vehicle you are prohibited from using the vehicle for personal use. Company vehicles are to be parked in a secure area at a FCTC worksite at the end of each workday. Company vehicles shall not be used for transportation to and from work unless authorized in advance by the President. Regardless of the vehicle you drive on company business, you shall exercise due diligence to drive safely. You will be responsible for any driving infractions or fines as a result of your driving. You shall immediately report an accident, theft or malicious damage involving a company vehicle to your supervisor, regardless of the extent of damage or lack of injuries.

If you are involved in a vehicular accident while conducting company business, regardless of whether the vehicle is company or personal, you shall immediately notify your supervisor. The HR Department will set up an immediate authorization for a drug test requiring you to report to an authorized workers’ compensation provider (unless you sustain injuries that require emergency room or hospitalization).

You shall not operate any vehicle (company or personal) for company business when any physical or mental impairment prevents you from driving safely. You shall not operate any vehicle while on company business under the influence of alcohol, illegal drugs or prescription medications that may affect your ability to drive. These prohibitions include circumstances in which you may be temporarily unable to operate a vehicle safely or legally due to impairment, illness, medication or intoxication.

Smoking and cell phone usage while driving is prohibited.
**Drug & Alcohol Use**

**Drug-Free and Alcohol-Free Workplace**

1. No employee shall possess, consume, sell, or be under the influence of alcoholic beverages on the college premises whether working on the job or in the workplace. No employee shall manufacture, distribute, dispense, possess, use or be under the influence of any narcotic, illegal drug or any other controlled substance on the job or in the workplace as defined in the Controlled Substances Act and as further defined by regulations of the Florida Statutes.

2. “Workplace” is defined as the site for the performance of work done in connection with the duties of an employee of the FCTC and St. Johns County School District. That term includes any place where the work of the College is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

3. As a condition of employment, each employee will:
   
   a. Abide by the terms of this policy, and
   b. Notify the President or appropriate administrator of any criminal drug statute arrest or conviction no later than five (5) days after conviction.

4. The School Board and FCTC shall:
   
   a. Notify the appropriate agencies within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and,
   b. Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:

   Require such an employee to participate satisfactorily in a drug abuse assistance program approved for school purposes by a federal, state or local health, law enforcement, or other appropriate agency; or, if the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the School Board or FCTC; or take appropriate personnel action against such an employee, up to and including termination.

   Offer assistance and information on drug abuse in order to maintain an alcohol and drug-free workplace. Employee assistance will be available through the Human Resources Department. The School Board shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.

   If you have a drug or alcohol problem you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Accumulated leave time may be authorized for use in lieu of unpaid leave if applicable. If you have questions or concerns about substance dependency or abuse you are encouraged to use the resources of the Employee Assistance Program (EAP).

**Employee Benefits**

Eligible employees are provided a wide range of benefits. A number of programs (such as Social Security and workers’ compensation) cover all employees in the manner prescribed by law. Some benefit programs are
maintained entirely by employee contributions. The following benefits are currently available to eligible employees and are subject to change with or without notice:

- Annual and/or Sick Leave (depending on employment category)
- Sick Leave Bank (depending on employment category)
- Health, Dental and Vision Insurance
- Short and Long Term Disability
- Employee Assistance Program
- Flexible Spending Accounts
- Life Insurance
- State of Florida Retirement System
- Holidays

Full benefit orientation is given by St. Johns County School District during your new hire orientation. Please see www.hrconnection.com for detailed information. Questions should be directed to the Human Resource Department, some inquiries may be referred to a specialist at the District.

**EMPLOYEE CONDUCT & WORK RULES**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Your supervisor will address those issues that are determined to be unacceptable. The following are examples of infractions of rules of conduct (this list is not all-inclusive):

- Engaging in offensive or disrespectful language, disrespectful behavior, hostility or unprofessional attire or conduct
- Supplying false or misleading information applicable to employment or during employment (work history, education, etc.)
- Personal use of company credit cards
- Unauthorized or inappropriate removal or possession of company property.
- Falsification of company records, emails, timekeeping records to include inaccurate recording of time worked, accessing another employee’s email account or other records, etc.
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct towards other employees or our customers
- Smoking
- Sexual or other unlawful harassment
- Excessive absenteeism and tardiness or absence without notice
- Violations of written policies

**EMPLOYEE CORRECTIVE ACTION**

FCTC shall monitor employee progress and provide feedback by coaching and performance development to encourage and foster continuous improvement. Corrective action may utilize the following steps: coaching, verbal warning, written warning, suspension, with or without pay, or termination of employment. FCTC shall retain the discretion to manage disciplinary issues as they arise and as determined appropriate; therefore, steps may be bypassed. All instances of corrective action shall be documented in writing (to include coaching and verbal warnings). Your signature will be required on written warnings and above to acknowledge the receipt of the communication and may not necessarily signify that you agree. Should you refuse to sign the documentation, your supervisor will indicate “employee refused to sign” and provide you with a copy.
INTRODUCTORY (PROBATIONARY) PERIOD

As an employee new to FCTC, or as an employee assuming a different or restructured position with FCTC, you shall experience an initial period of adjustment as you learn about the college and your job. During this time you have an opportunity to find out if you are suited to the position.

For professional staff (instructional) the introductory employment period is defined in the collective bargaining agreements and shall begin the first day of employment and continues for a period of one (1) year. (School Board Rule 6.015)

For Administrative, Managerial, and Confidential employees (AMC) and employees who provide direct clerical and administrative support to such individuals, the introductory period is 97 work days.

For support staff (non-instructional) the introductory period is defined in the collective bargaining agreement as six calendar months. Employment during probation must be continuous for it to be successfully completed.

EMPLOYMENT CATEGORIES

Regular, full-time employees are those who are not in a temporary status and who are regularly scheduled to work. The number of hours per day for full time employment for employees subject to a collective bargaining agreement shall be set by the agreement. The number of hours per day for full time employment for all other employees is generally eight (8) hours; however, there may be times when those employee’s schedules will need to be adjusted.

Part-time employees are those who work continuously, however, schedules still may vary. Part-time employees are employed to render less than the minimum number of hours each day required for full time employment as defined above. Part-time employees receive all legally mandated benefits (such as Social Security, and worker’s compensation).

Temporary positions, substitute teaching positions and part-time as needed positions are considered employment status for some employees at FCTC. These positions are typically for a limited time and to fill a vacancy which a permanent employee is not available or to perform work of a temporary nature. Such employment will cease at the close of the school term, the end of the school fiscal year, or when the temporary work is complete. A temporary employee may be part-time or full-time employee.

All professional employees are those who hold a valid Florida Educator’s Certificate or who have vocational certification which allows them to be assigned direct responsibility for the instruction and evaluation of students. All professional employees are subject to and further defined under the collective bargaining agreement between the School Board and the St. Johns Education Association.

Support employees provide services in support of the educational program. They are assigned to a job that does not require a professional certificate as described above, and are subject to and further defined under the collective bargaining agreement with the St. Johns School Support Association.

Administrative, Managerial, and Confidential employees (AMC), include managerial, administrative and supervisory personnel. Also included are employees who provide direct clerical and administrative support to such individuals.

EMPLOYMENT REFERENCE INQUIRIES

All employment reference inquiries regarding a current or former employee must be referred to the Human Resource (HR) Department. Should an employee receive a written request for a reference, he/she should refer the request to the HR for handling. No FCTC employee may issue a reference letter to any current or former employee without permission from HR. Under no circumstances should any FCTC employee release any information about any current
or former FCTC employee over the telephone. All telephone inquiries regarding any current or former employee of FCTC must be referred to HR. In response to an outside request for information regarding a current or former FCTC employee, HR will furnish or verify an employee's name, confirm dates of employment, and job title/position held. No other data (including wages) or information regarding his/her employment with FCTC will be furnished unless the employee authorizes FCTC in writing to furnish this information, releasing FCTC from liability in connection with furnishing the information or if FCTC is required by law to furnish further information.

EVALUATIONS

All non-instructional, instructional, and administrative personnel are evaluated in accordance with policies adopted by the FCTC Board of Directors, the St. Johns County School Board, the St. Johns Education Association and/or the St. Johns Educational Support Professionals Association. Your appraisal will correspond with the employment category in which you are classified. The purpose of the evaluation shall be to improve the services of personnel in all departments.

The evaluation of all employees shall be based on observations of the individual’s work and shall be made at least once each year prior to reappointment. Prior to preparing the written report of the evaluation, the individual being assessed shall be informed of the criteria and the procedure to be used. The evaluation shall be reviewed with the employee and discussed with him/her by the person who made the evaluation. Please contact your administrator for review procedures.

GRIEVANCE/COMPLAINT PROCEDURE FOR PERSONNEL

FCTC promotes an atmosphere where employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, HR is available for consultation and guidance. FCTC is interested in all of our employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible and maintain this informal open door policy.

The School Board, the Superintendent and the College’s President recognize that good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned by working toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort will to be made to arrive at a satisfactory resolution of the problem in an informal manner. To foster sound employee-employer relations through communication and reconciliation of work-related problems, FCTC provides employees with an established procedure for expressing employment related concerns.

**When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein.**

**Complaint Procedure**

Informal discussion - In situations where an employee feels a complaint is in order, the following steps should be taken:

If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor. The employee shall discuss the complaint with his/her immediate supervisor within five (5) work days of the occurrence of the alleged violation. The supervisor will give an answer orally to the employee within five (5) workdays. Note: Oral statements made in the informal complaint conference shall not be recorded by either party.
Formal:

Level one - If the complainant is not satisfied with the informal resolution he/she may within five (5) work days, file formal complaint in writing and deliver it to his/her immediate supervisor. The supervisor shall communicate his/her answer in writing to the complainant within five (5) work days after receipt of the complaint. Complaints involving more than one supervisor and complaints involving the immediate supervisor may be filed by the complainant at level two.

Level two – If the complainant is not satisfied with the resolution at level one, he/she may within five (5) work days of the answer, file a copy of the complaint with the next level supervisor and/or the Human Resource Manager. Within ten (10) work days of receipt of the complaint, the next level supervisor and/or Human Resource Manager shall indicate his/her disposition to the complainant in writing.

Level three - Unless the parties agree to adopt the report of the next level supervisor and/or HR, it may be submitted to the President. The President and the aggrieved employee shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The President shall communicate his/her decision, in writing, to the aggrieved employee within ten (10) workdays after the meeting. Management reserves the right to extend the above timeframes as required. FCTC will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

The following situations are exempt from the formal complaint procedure.
1. The non-reappointment of any employee.
2. The failure to reemploy a Part Time as Needed employee.
3. Any matter involving substance (content) of employee evaluations.

Employees Covered by a Collective Bargaining Agreement See Below:

Faculty and Support Staff:
Faculty should refer to St. Johns Educational Association contract and support staff should refer to the St. Johns Educational Support Professional Association contract for appropriate grievance procedures.

A copy of the negotiated agreement may be obtained at http://www.stjohns.k12.fl.us/policies/contracts/.

LEAVE OF ABSENCE

A leave of absence is permission granted by the College or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave.

A request for leave of absence must be submitted in writing along with a leave request form corresponding to each payroll period of absence. The President is authorized to grant the following types of leave:

- Sick Leave
- Personal Leave
- Vacation Leave
- Annual Leave
- Jury Duty Assignment
- Military Leave
- Emergency Leave
- Family Medical Leave (FMLA)
- Other Leave

Vacation leave should be signed by your supervisor and submitted to the payroll office at least 10 days prior to the
start of vacation. Submit vacation time on separate forms, which correspond to each pay period.

**REMEMBER: You are required to use at least one half (½) of your vacation time within the year it is earned.**

Personal leave should be signed by your supervisor and submitted to the payroll office in a timely manner. Abuse of leave provision and/or falsifying leave documents is a serious offense and grounds for disciplinary action, up to and including discharge.

Any employee returning from sick leave due to surgery or other serious health issue must submit a physician’s return to work release to HR before reporting back to work duty.

FCTC will emulate the Leave Policy as stated by St. Johns County School District under 6.20 Personnel.

### PAYROLL

FCTC takes all reasonable steps to ensure the correct amount of pay is issued each pay period and that wages are paid promptly on the scheduled pay date. The College has a Finance Specialist who is assigned to handle all payroll issues and all questions concerning payroll. Ten-month and twelve-month employees are paid bi-monthly or in accordance with the appropriate pay schedule. Each paycheck shall include earnings for hours worked through the end of the payroll period. Pay is directly deposited into the designated bank account provided by the employee. Time sheets are required for part-time as needed of employees. These sheets are available from an administrator and must be kept daily as well as submitted timely. Each employee will be responsible for the accuracy of his/her timesheet. FCTC does not provide salary advances.

### PERSONAL APPEARANCE

During business hours or when representing FCTC, employees are expected to present a clean, neat, and well-groomed appearance. Unusual clothing and personal appearance which creates unfavorable attention or distracts others shall be considered detrimental to the school program. The following personal appearance guidelines should be followed:

1. Dress shoes or other appropriate footwear required; open sandals are acceptable; however, shower shoes (flip-flops) are not allowed.

2. All employees’ attire shall be professional and appropriate for their particular job assignment; jeans, capris, shorts, t-shirts, etc. are not allowed.

3. Attire that meets business standards in cut and fit is appropriate at all times.

4. Employees who are provided uniforms shall be expected to wear them appropriately during duty hours. Uniforms shall not be worn during off-duty hours.

5. Dress down is a relaxation of the dress code in a manner that maintains professionalism. The President may authorize seasonal dress codes.

As we often have visitors, including outside agencies, it is important to maintain this professional image.

Students should dress in accordance with accepted standards in business and industry, including health and safety requirements. The State Department of Labor sets a standard of dress for safety and health. Instructors in each occupational program will provide students with these standards in the student contract.
PERSONNEL DATA CHANGE

You are responsible for ensuring your personal information is current and up to date. Update your online personnel information in SunGuard (benefit change form must also be submitted noting address change, etc.), in addition all staff should also notify HR with any changes to your home mailing address, telephone number and/or emergency contact information.

PERSONAL INTIMATE (SEXUAL) RELATIONSHIPS

Consenting personal intimate relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and the College. Any such relationship may, therefore, be contrary to the best interests of the College.

Accordingly, the College strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a personal intimate relationship.

By its discouragement of personal intimate relationships, the College does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a personal intimate relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Human Resource Director or President. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The College recognizes the ambiguity of and the variety of meanings that can be given to the term "personal intimate". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Human Resource Director or President shall inform the Executive Leadership Team and others with a need-to-know of the existence of the relationship, including in all cases, the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the Executive Leadership Team may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made). The supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage the employee.

In addition, and in order for the College to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the President.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.
PROFESSIONAL DEVELOPMENT

Requests for professional enrichment shall be submitted to your immediate supervisor who will either approve or deny based upon budgetary resources and foreseeable benefit to the College.

SEPARATION OF EMPLOYMENT

Resignation (AMC & Support Staff)
A resignation is the voluntary act of the employee terminating their employment with the FCTC. It is requested that the employee provide FCTC with a written two-week advance notice. Vacation days or personal days may not be included in the two-week notice period. Employees will only be compensated for unused vacation when the employee works throughout the notice period. If the employee is terminated for gross misconduct or cause, unused vacation will be forfeited. If the employee's supervisor wishes the employee to leave prior to the end of the employee's two-weeks' notice, the employee may be paid for the remainder of that period.

Resignation Professional Staff (instructional)
A resignation may be accepted during the contractual period of service; provided that an acceptable reason is given and a qualified and satisfactory replacement is available. The Superintendent shall pursue any remedy against an employee for breach of contract or otherwise, as the School Board deems in the best interest of the District. Also, a certificated employee who violates the employee's contract by leaving the employee's position without first being released by the School Board shall be referred by the Superintendent to Professional Practices.

Retirement (All Staff)
Retirement is the resignation of the employee concurrent with application for benefits from the Florida Retirement System. For purposes of these rules, participating in DROP (Deferred Retirement Option Program of the Florida Retirement System) shall not be considered retirement. Any employee who plans to retire shall concurrently submit their resignation to the School Board and their application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the Florida Retirement System check is issued in the month following the last month of service with the School Board.

Discharge (All Staff)
Involuntary termination initiated by FCTC administration.

Note: Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance (i.e. COBRA).

Return of Property
Employees are responsible for all FCTC property, materials or written information issued to them or in their possession or control. All company property must be returned on or before the last day of work. FCTC may withhold from the employee’s final pay the cost of any items that are not returned when required. FCTC may also take all action deemed appropriate to recover or protect its property.

SEXUAL & OTHER UNLAWFUL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment or a student’s education;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or
academic decisions affecting such individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or student’s educational performance, or creating an intimidating, hostile, or offensive work or school environment.

Types of conduct which are prohibited and which may constitute sexual harassment include these examples, but are not limited to the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity; including repeated unwelcome requests for dates;
- Repeated remarks, which may include graphic verbal comments, to a person with sexual or demeaning implications (e.g., a person’s body, clothes, or sexual activity, etc.);
- Unwelcome or inappropriate physical contact; such as patting, pinching, or unnecessary touching;
- Cornering or blocking normal movements;
- Spreading sexual rumors;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Unlawful harassment consists of unwelcome conduct, whether verbal, physical or visual that is based upon a person’s protected status, such as sex, color, race, ancestry, national origin, age, disability, genetic disposition/information, sexual orientation or legally protected group status. FCTC policy defines harassment as repeated disrespectful or unprofessional conduct based on a protected characteristic.

Sexual harassment and unlawful harassment in any form is prohibited. Allegations of harassment will be subject to a prompt and thorough investigation.

It is the responsibility of any employee to promptly report any occurrence of alleged harassment. All complaints should be filed within ten (10) work days of the alleged incident. This policy on harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of harassment that management will promptly investigate all alleged incidence of harassment, and appropriate corrective action will be taken. If you experience or witness unlawful sexual or other harassment, bring the issue to the attention of your immediate supervisor. Complaints should be in writing, state the act(s), state the date(s), state the name(s) of witnesses (if applicable) and should be signed by the complainant. Unless the problem is directly attributed to your supervisor, your supervisor should be the first point of contact and shall address and take action to correct the situation. Supervisors shall immediately notify HR or President of the reported problem.

Allegations of unlawful harassment shall be quickly and discreetly investigated to the greatest extent possible. Upon completion of the investigation, corrective measures shall be taken as appropriate. Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs.

FCTC prohibits any form of reprisal for reporting in good faith the incidents of unlawful harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

FCTC also recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Any individual who knowingly files a false complaint of sexual harassment against another individual shall be subject to appropriate disciplinary action, up to and including termination.
WORKPLACE VIOLENCE PROTECTION

All employees shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, ‘horseplay’, tossing objects or other conduct that may be dangerous to others. Firearms, weapons and other dangerous devices or substances shall be prohibited from the premises at FCTC, unless contrary to law.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, shall not be tolerated. All threats of (or actual) violence, both direct and indirect, shall be reported (in writing or via e-mail) to your supervisor or Human Resources. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. When reporting a threat of violence, be as specific and detailed as possible. FCTC shall act upon reports of threat of (or actual) violence and of suspicious individuals or activities.

Any disputes with fellow employees should be brought to the attention of your supervisor or HR (in writing or e-mail) before the situation escalates. Anonymous reports are disruptive to operations and may not be acknowledged.

CAMPUS SAFETY AND SECURITY

FCTC is committed to assisting all members of the FCTC community in providing for their own safety and security. The annual security compliance document is available on the FCTC website at http://fctc.edu/about/annual-security-report/ If you would like to receive the Annual Security Report which contains this information, you can stop by the FCTC Main Campus Reception Desk at 2980 Collins Avenue, Building A, St. Augustine, FL 32084. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on each campus; in certain off-campus buildings or property owned or controlled by FCTC; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The First Coast Technical College, Operations Division.

FCTC is also required to maintain a crime log that tracks current reports of crimes that occurred on each campus; in certain off-campus buildings or property owned or controlled by FCTC; and on public property within, or immediately adjacent to and accessible from the campus. Students or employees may review the log during normal office hours at the FCTC Main Campus (Reception Desk) at 2980 Collins Avenue, Building A, St. Augustine, FL 32084.

SEXUALLY VIOLENT PREDATORS

The Florida Department of Law Enforcement sexual predator and sexual offender registry website is https://offender.fdle.state.fl.us and the toll-free telephone number is 1-888-357-7332.
FACULTY/STAFF HANDBOOK
ACKNOWLEDGMENT AND RECEIPT

First Coast Technical College’s Faculty/Staff Handbook describes important information about FCTC, and I understand that I should consult my supervisor/administrator or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with FCTC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or FCTC can terminate the relationship at will, with or without cause at any time, so long as there is no violation of the local union agreements for those faculty/staff who are classified accordingly and covered under said agreements as well as no violation of applicable state or federal laws.

I understand and agree that, other than the president of college, no manager, supervisor or representative of FCTC has any authority to enter into any agreement for employment other than at will. Only the president of the college has the authority to make any such agreement and then only in writing with the appropriate signature.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with FCTC. By distributing this handbook, the college expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I acknowledge that this handbook is neither a contract of employment nor a legal document.

I understand violation of any policy or procedure contained in this handbook may result in disciplinary action including termination.

I acknowledge that I have received a copy of FCTC’s Faculty/Staff Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

____________________________________
Employee’s Signature

____________________________________
Employee’s Name (Print)

____________________________________
Date

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE