

WELCOME

TO FLORIDA POLYTECHNIC UNIVERSITY

Employee Handbook

Updated - July 2026



FLORIDA POLYTECHNIC
UNIVERSITY®

PURPOSE OF THE HANDBOOK

The University has prepared this handbook to provide employees with general information concerning University regulations, policies, procedures and facts of interest, and does not create a contract between the employer and the employee, either express or implied. In addition to consulting this handbook, every employee must familiarize themselves with the University's regulations, policies, and procedures. By accepting a position of employment at Florida Polytechnic University (Florida Poly), an employee is deemed to have given his/her consent to the policies and regulations of the University. The University reserves the right to alter rules, regulations and policies referenced herein, for which notice will be given through standard and established channels. This handbook may be revised from time to time and placed on the University's website. Unless specifically set forth in writing to the contrary and signed by the president and the employee, or where there is an applicable

collective bargaining agreement pertaining to the employee's employment with the University that states otherwise, the employee is "at will" and his or her employment may be terminated at any time for any reason, or no reason, at the will of the University or the will of the employee, without prior notice. To the extent information in this handbook conflicts with a collective bargaining agreement (CBA), the CBA will control as to employees who are in-unit.

NOTICE: The Florida Poly Employee Handbook provides general references and links throughout to the University's regulations, policies, and guidelines for your convenience. In the event language contained within this handbook conflicts with the language contained in the most current University or Board of Governors regulations, policy, or guideline, the most current regulation, policy, or guideline shall govern.



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FLORIDA POLYTECHNIC
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WELCOME TO FLORIDA POLYTECHNIC UNIVERSITY

Dear New Team Member,

Welcome to Florida Poly! On behalf of our entire University community, I'm delighted to extend a warm welcome to you as you begin this journey with us. We are excited to have you on board and look forward to the unique contributions you will bring to our institution.

At Florida Poly, we strive to redefine the boundaries of science, technology, engineering, and math (STEM). Our mission is to serve students and industry through excellence in education, discovery, and application of engineering and applied sciences. As a new member of our team, you are now an essential part of this mission, and I'm confident that your skills and expertise will help us continue to achieve outstanding results and reach new heights.

Our University thrives on collaboration, creativity, and a forward-thinking approach. Here, you will find a culture that fosters innovation and supports your professional growth. We believe in the importance of a collaborative workplace where every team member's voice is heard and valued. I encourage you to engage actively with your colleagues, share your ideas, and take full advantage of the opportunities for learning and development available to you.

As you begin this new chapter, please remember that you are joining a community dedicated to making a meaningful impact on the lives of our students. Your role will play a crucial part in shaping the future of Florida Poly and contributing to our collective success. I am eager to see the positive influence you will have and the new perspectives you offer.

Once again, welcome to Florida Polytechnic University. I hope you find here a sense of purpose and a strong community that supports your aspirations. Together, we will accomplish great things. Here's to a successful and rewarding path ahead!

Warm regards,

Dr. Devin Stephenson
President, Florida Polytechnic University





A MESSAGE FROM YOUR HUMAN RESOURCES TEAM

We are thrilled to welcome you to Florida Polytechnic University! As you embark on this new chapter of your professional career, we want you to know how much we value your presence in our community. Your individual talents and insights will be key in helping to shape our future. We can't wait to see the impact you will make as part of our dynamic team.

At Florida Poly, we are committed to fostering a culture of excellence, collaboration, and creativity. We want to assure you that our team is here to support you every step of the way. We believe that your unique skills, experiences, and perspectives will enrich our community and help us achieve our shared goals.

In this employee handbook, you will find essential information and resources to help you navigate your first few weeks at Florida Polytechnic University. From understanding our University's mission and values to practical details about benefits, policies, and campus facilities, we have designed this handbook to provide you with the necessary tools for a smooth transition.

Your role here is integral to our mission of providing high-quality education, driving innovation, and making a positive impact on our community and beyond. We encourage you to embrace your role with enthusiasm and dedication, knowing that your contributions will have a real impact on Florida Poly as we grow.

Please do not hesitate to reach out to our Human Resources team if you have any questions, need assistance, or simply wish to connect. We are here to support your professional growth and ensure your experience at Florida Poly is fulfilling and rewarding.

Once again, welcome to the Florida Poly family. We look forward to seeing you thrive and make a lasting mark on our vibrant campus.

Sincerely,

Human Resources Team

Florida Poly Human Resources Team

CHAPTER 1: WHO WE ARE

1.1 About Us

As the state's only all-STEM public university, Florida Poly is cementing itself as the state's best resource of highly skilled professionals prepared to excel in engineering and applied sciences fields. With an emphasis on project-based learning and small classes, the University empowers students with real-world industry experience through internships, capstone projects, and employment opportunities with high-tech employers throughout the state.

During its first decade of instruction, Florida Poly has experienced significant growth in student enrollment, distinguished research faculty, academic programs, industry collaborations, and campus facilities.

Its high-achieving student body has grown significantly, sparking the need to build a third residence hall which opened in the fall of 2024. The University has also successfully attracted Fortune 500 company IFF as its first research partner on campus, and two new facilities have been named after generous philanthropic donors: the Barnett Applied Research Center and the Gary C. Wendt Engineering Building.

1.2 Mission Statement

We serve students and industry through educational excellence and the discovery, advancement, and application of knowledge in science, technology, engineering, and mathematics.

1.3 Vision Statement

Highly desirable graduates and solutions for a resilient high-tech economy

1.4 Non-Discrimination and Equal Opportunity

The University is committed to providing and maintaining a dignified environment in which all members of the University community appreciate and respect one another by collectively sustaining a welcoming environment to work, study, and interact with one another free from any form of unlawful discrimination. The University shall not unlawfully discriminate in offering access to any educational programs or activities or in conducting its employment practices on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status (each hereinafter referred to as a "protected class") or any other legally protected class or basis under applicable



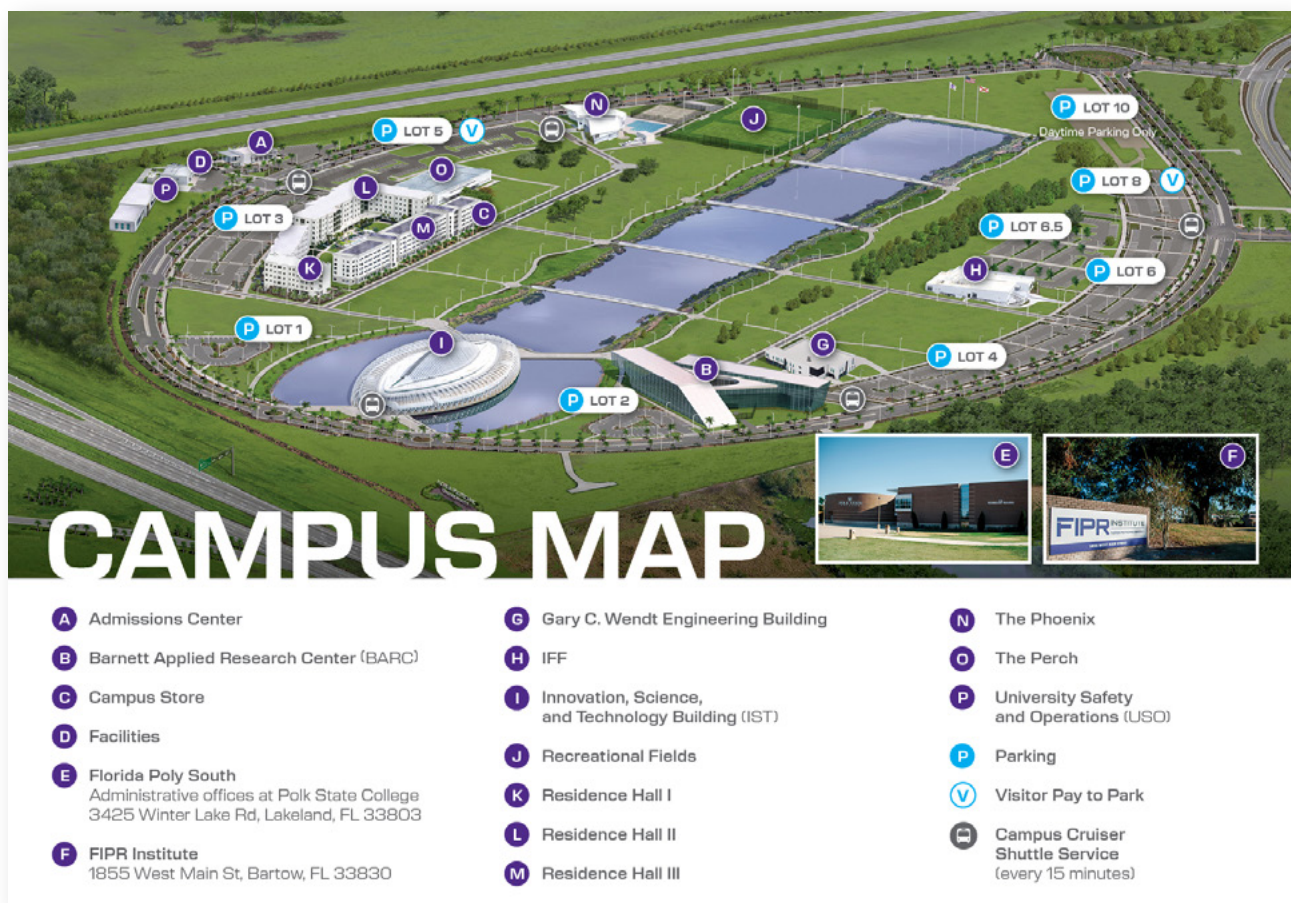
federal and/or state laws. For additional information, please see FPU- 1.004 Non-Discrimination and Equal Opportunity on the [University Policies, Regulation, and Rules webpage](#).

The purpose of this regulation is to provide the University's expectations to maintain and foster an inclusive and welcoming environment in which diversity is valued and opportunity is equalized. This regulation provides guidelines and information regarding conduct that constitutes unlawful discrimination or harassment, reporting responsibilities, and requirements for filing a complaint of discrimination or harassment with the University. All complaints of discrimination or

harassment filed with the University will be handled in accordance with applicable University grievance and disciplinary procedures.

1.5 Campus Locations

The University's main campus is located at 4700 Research Way, Lakeland, Florida 33805. In addition, several of our business departments are located at Poly South, Polk State College, Lakeland at 3425 Winter Lake Rd, Lakeland, FL 33803. Our third location is the Florida Industrial and Phosphate Research Institute (FIPR), located at 1855 West Main Street, Bartow, Florida 33830.



CHAPTER 2: WORKING AT FLORIDA POLY

The purpose of Chapter 2 “Working at Florida Poly” is to provide valuable information regarding your day-to-day work life.

2.1 Personnel Code of Conduct and Ethics

Florida Polytechnic University’s Board of Trustees and the University’s administration value high ethical standards. Thus, it is expected that all the University’s businesses, operations and interactions with those within and outside the University community will be executed in a manner exhibiting the highest degree of ethical standards and conduct.

To provide the University faculty, staff, and representatives with guidance and notice of their obligations, University regulation FPU-6.002 Personnel Code of Conduct and Ethics was adopted and describes general expectations for achieving and maintaining an organizational culture that affirms the University’s responsibility to protect its resources, its employees, its students and its reputation.

For additional information, please see FPU-6.002 Personnel Code of Conduct and Ethics on the [University Policies, Regulation, and Rules webpage](#).

2.2 University Audit and Compliance

Compliance and ethics begin with you because of the difference your decisions can make. When a concern is identified by anyone, it is important that the University can respond to the matter and correct the issue. Your choice to report the matter or not will have a significant impact on the University – and this is just one way that compliance and ethics begins with you.

It is important to create an environment where ethical concerns can be expressed, independently reviewed, and corrected as necessary to enhance the public trust. To facilitate this concept, the University has structured the position of Chief Audit Executive and Compliance Officer with a reporting line directly to the Board of Trustees rather than to executive management of the University. In accordance with University regulations, any ethical concerns not resolved with your immediate supervisor should be reported to University Audit and Compliance (UAC). For more information on the various reporting options, please see the [UAC webpage](#).

Additionally, should you have any questions with respect to potential audit or compliance concerns, feel free to reach out to UAC for a consultation.

2.3 Probationary Period

Employees serve a 90-day probationary period upon commencing employment in their position at Florida Poly unless the University extends the probationary period (this may be extended to last up to six months).

Florida Polytechnic University’s probationary appraisals for non-faculty employees should take place within one month after the employee’s first 90 days of employment.

Current employees who change positions within Florida Polytechnic University have a 90-day probationary period that starts on the new position’s effective date.

2.4 Employee Dress Code

All employees are expected to dress professionally and in a manner consistent with the University environment. It may be appropriate for certain University departments to develop their own dress code in accordance with the University's public interests.

Any dress code established by an individual department shall be enforced consistently within that department. An employee should talk with their supervisor about what type of dress is appropriate for their work area.

For additional information, please see FPU-6.0006P Dress Code on the [University Policies, Regulation, and Rules webpage](#).

2.5 Attendance

When an employee is hired at Florida Poly, they accept the responsibility to work each day as scheduled. As a general guideline, the employee will be considered excessively absent if their absences are impacting the efficient operation of their department. Excessive absenteeism may lead to disciplinary action, up to and including termination. Management can determine the facts of a specific situation, considering any extenuating circumstances.

If an employee is unavoidably absent from their job (absent for reasons other than for the pre-approved use of annual or sick leave), it is their responsibility to let their supervisor know of the circumstances of their absence as soon as possible on the first day of their absence and when they expect to return to work. If an employee's anticipated return date changes, they must keep their supervisor informed.

Please note: An employee who is absent without authorization for three or more

consecutive workdays may be considered to have abandoned his or her position and to have voluntarily resigned from the University.

2.6 Parking Information (Main Campus & Poly South)

All vehicles parking on campus must register for a Florida Poly digital parking permit through the online [Parking Portal](#). To learn about parking lot locations and the type of permit required to park in each lot, please see our [Campus Map](#).

Follow these steps to apply for a parking permit:

- Visit the [Parking and Transportation Permit webpage](#).
- Scroll down to "Purchasing a Digital Permit" and click on "Parking Portal."
- Log in with your Florida Poly login information.
- Click on "Permit" and "Purchase Permit" and follow the additional steps.

Any questions should be directed to Auxiliary Services at 863-874-8432 or email auxserv@floridapoly.edu.

Make sure to have the following information available:

- Personal information to include name, address, email, and phone number.
- State-issued driver's license and number.
- License plate number and state issued.
- Vehicle information (Tip: Your vehicle registration will help you fill in the information)
- Color
- Make
- Model
- Type



Permit Fees: Payment can be taken from your University pay. Fill out the payroll deduction form found on the website and submit it to Payroll. Annual permits are for the academic year, not the calendar year.

If you are a Poly South employee, select the \$10.00 fee (Special Employee Decal) option.

Parking Permit Fees for Employees

PARKING PERMIT FEES FOR EMPLOYEES

FEES	ANNUAL	PERMIT TYPE
\$500	Reserved Annual	R- Reserved
\$200	Faculty/Staff (salary under \$25K)	G-General
\$225	Faculty/Staff (salary 25k-35k)	G-General
\$250	Faculty/Staff (salary 35K+)	G-General
\$100	Adjunct Faculty	A-Adjunct
\$10.00	Special Employee Decal (Available only to faculty/staff whose primary assignment is at a location other than the main campus)	G-General

SINGLE SEMESTER PARKING PERMIT FEES

\$200	Reserved
\$80	Faculty/Staff (salary under 25K)
\$90	Faculty/Staff (salary 25k-35k)
\$100	Faculty/Staff (salary 35K+)
\$50	Adjunct Faculty

For additional information, please see 6C13-1.003 Parking on University Property on the [University Policies, Regulation, and Rules webpage](#).

2.7 Florida Poly Identification Card Information

The Florida Poly identification card (ID) is issued to all Florida Polytechnic University employees. The ID is also issued to members of the Florida Poly community, including students and vendors.

The Florida Poly ID card is mainly used to access doors and to copy and print on the Phoenix copy machines. To receive a Florida Poly ID card, email a color photo of yourself to selfie@floridapoly.edu. To ensure your photo

will be accepted, make sure to follow the following guidelines:

- Photograph must be in color, just you in the photo, no filters.
- The background should be a solid, light color without designs or patterns. Avoid panel doors as background.
- Image should be a full front view facing the camera at eye level from above the head to across the top of shoulders with enough space around the face to crop the photo square.
- Do not wear a hat, earbuds or other headgear or dark glasses unless required for religious or medical reasons.
- JPG format is preferred.

You may pick up your new ID card at Auxiliary Enterprises, located in the Wellness Center. Make sure to bring proper identification (a valid government-issued card).

2.8 Work Hours

For most full-time employees, the university's normal work schedule is a five-day, 40-hour week. Employees who work less than full time will work a number of hours proportional to their full-time hours. The University may require employees to work nontraditional work shifts where such is necessary to maintain continuous operations. An employee must obtain their supervisor's preapproval for any variations to their normal schedules. This includes working a flexible working schedule. Flexible work allows employees to work a standard full- or part-time workweek with different start and end times than the regular workday. Example: An employee working from 10 am to 6 pm.

Supervisors will inform employees if their work schedule needs to be changed. Any approved adjustment to a work schedule to make up time missed during regular working hours or to offset working beyond the regular workday when the 40-hour week must be maintained should be arranged within the affected workweek.

For additional information, please see FPU-6.003 Hours of Work and Overtime on the [University Policies, Regulation, and Rules webpage](#).

2.9 University Holidays

Florida Polytechnic University's official holidays each year are:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Winter Break (the four weekdays between Dec. 25 and Jan. 1)

When an official holiday falls on a Saturday, it is observed on the preceding Friday. Whenever the official holiday falls on a Sunday, it is observed on the following Monday. For additional information please see FPU-1.008 University Holidays Regulation on the [University Policies, Regulation, and Rules webpage](#).

2.10 Work Break Periods

Employees work better when they are refreshed. During each four hours an employee works, they can take a 15-minute break when possible. Employees are encouraged to leave their workstations during the break period. Supervisors will advise their employees of

arrangements necessary for taking breaks in their department. Break periods may not be accumulated for later use that is, break periods may not be accumulated to extend the employee's lunch hour or to arrive late or leave early. An employee also may not combine break periods to allow one half-hour break during an eight-hour shift.

2.11 Break Time for Nursing Mothers

Florida Poly encourages and supports a family-friendly work environment. In support of this and in accordance with Section 7 of the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C. 207), the University provides nursing mothers with

1. a reasonable break time for the purpose of expressing breast milk for her nursing child for a minimum of 1 (one) year after the child's birth each time the employee has need to express milk and,
2. a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public where the nursing mother may express breast milk.

For additional information, please see FPU-6.0131P Break Time for Nursing Mothers on the [University Policies, Regulation, and Rules webpage](#).

2.12 Lunch Breaks

An employee's lunch break is set by the employee's supervisor. University employees work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. For example, if an employee works from 8 a.m. to

5 p.m., Monday through Friday, they will typically be scheduled for a one-hour lunch break. If an employee works from 8 a.m. to 4:30 p.m., Monday through Friday, they will typically be scheduled for a half-hour lunch period. All employees are encouraged, and may be required by their supervisor, to leave their workstations during their regularly scheduled lunch breaks.

2.13 Payroll and Time Tracking

Employee Classification:

- Exempt salary employees include executive service, administrative managerial professional (AMP), and most faculty. Pay is calculated based on the employee's annual compensation divided by 24 pay dates. Exempt employees are not eligible for overtime compensation in accordance with the Fair Labor Standards Act.
- Non-exempt hourly employees includes support personnel (SP), other personnel services (OPS), and student workers. Pay is calculated based on the employee's hourly rate times the number of work hours, time off hours, and holiday hours entered in Workday. Non-exempt employees are eligible to receive overtime compensation in accordance with the Fair Labor Standards Act. (See overtime section below.

Workweek: The University's standard work week is 12 a.m. Friday to 11:59 p.m. on the following Thursday.

Pay Dates: All University employees are paid on a semi-monthly pay cycle, or 24 times a year. Pay dates fall on the 15th and last day of the month. If either of those dates fall on a weekend,

the Friday preceding that date will be the pay date.

Payroll Changes: Links to both exempt and non-exempt payroll calendars can be found in Workday. Click on the MENU in the top left corner, select the "Benefits and Pay" app, and look for the Suggested Links section in the left-hand column.

Certifying Time (Exempt): Exempt employees must certify their time once each pay period in Workday. Click on the MENU in the top left corner and select the "Time Off" app. Additional instructions on how to certify time may be obtained by emailing payroll@floridapoly.edu.

Entering Time (Non-Exempt): Non-exempt employees must record their daily work hours in Workday in accordance with payroll deadlines outlined on the Payroll Calendars. Click on the MENU in the top left corner and select the "Time" app. Time entries must be submitted every Thursday to allow sufficient time for supervisors to review and approve those hours by payroll deadlines. Additional instructions on how to enter time may be obtained by emailing payroll@floridapoly.edu.

Overtime (Non-Exempt): When calculating overtime during the workweek, any hours *physically worked* over 40 will be considered overtime and compensated at time and a half. Holidays and time off hours (vacation, sick, personal holiday) are not considered hours worked for purposes of overtime calculations. Employees must receive approval from their supervisor prior to working overtime.

Additionally, non-exempt employees should not begin work before the employee's normal work schedule starting time, nor should they work

beyond the established work schedule ending time unless specifically authorized, in advance, by their supervisor.

Also, non-exempt employees may not take work home to be completed after scheduled working hours unless approved, in advance, by their supervisor. If approved, that will be treated as hours worked.

Since the University operates on a set budget each fiscal year, overtime worked by non-exempt (hourly) employees is limited to emergency situations or pre-planned and approved overtime for peak work periods. Please direct questions about overtime compensation to the [Human Resources Department](#).

For additional information, please see FPU-6.003 Hours of Work and Overtime on the [University Policies, Regulation, and Rules webpage](#).

Time Off Type and Eligibility:

- Annual Time Off (vacation) = Executive Service, AMP, and SP employees are eligible.
- Sick Time Off = Executive Service, AMP, SP, and Faculty employees are eligible.
- Personal Holiday = SP employees only.
- OPS personnel are not eligible to earn time off.

Time off requests must be entered in Workday so they route to supervisors for review and approval. Click on the MENU in the top left corner and select the "Time Off" app. Additional instructions on how to request time off may be obtained by emailing payroll@floridapoly.edu.

Time off accruals take place on the 15th and last day of the month, even if those dates fall on

the weekend. Employees cannot take time off until the accrual has been posted and there is sufficient balance to cover the absence.

Payment Elections (Bank Accounts): The University strongly encourages direct deposit. Employees maintain this information in Workday and can update it at any time. Click on the MENU in the top left corner, select the "Benefits and Pay" app, select "Pay" option, and select "Payments." Scroll down to find the Payment Elections section. The accounts on file in Workday at the moment payroll is finalized are where the direct deposit will route.

Additional instructions on how to add, change, or delete a bank account may be obtained by emailing payroll@floridapoly.edu.

Pay Slips: Pay slips are published in Workday on the pay date. Employees may download and print a copy for their files. After the first payment is received, please take a few minutes to review the information. If there are any questions or concerns, please contact the Payroll Office at payroll@floridapoly.edu.

Payroll Taxes: Three payroll taxes will be deducted from each payroll: Federal Income Tax, Social Security Tax, and Medicare Tax.

Federal Income Tax is based on your W-4 form; the University uses Workday to house all W-4 information. The federal taxes will calculate based on the information entered by the employee. This information can be updated at any time. Click on the MENU in the top left corner, select the "Benefits and Pay" app, select the "Pay" option, and select "Tax." Scroll down to find the Tax Elections section.

Additional instructions on how to change your W-4 elections may be obtained by emailing

payroll@floridapoly.edu. Social Security Tax (aka OASDI) is 6.2% of gross wages and cannot be changed.

Medicare Tax is 1.45% of gross wages and cannot be changed.

Payroll Tax Documents (W-2 Form): All W-2 forms are housed in Workday. To keep your personal information secure, the University strongly encourages employees to select to receive their W-2 electronically. This allows employees to download and print their W-2 once it becomes available in Workday. If an employee does not select “electronic only,” a paper copy will be mailed to the address listed in Workday by the IRS deadline of Jan. 31.

Click on the MENU in the top left corner, select the “Benefits and Pay” app, select the “Pay” option, and select “Tax.” Selecting “electronic only” is found in the Printing Elections section. W-2 documents will be found in the “All-Tax Documents” section.

Employees who falsify any type of University document or falsely report time-worked, leave usage, etc., shall be subject to disciplinary action up to, and including termination.

2.14 Personnel File

An employee’s personnel file is kept and maintained by the Human Resources Department. This file may contain items such as their application, performance appraisals, performance improvement plans, changes in work and any other information pertinent to their job at Florida Poly. An employee may review their file by contacting the Human Resources Department and should first provide at least 24-hour notice. This office can also provide instructions regarding making changes to an employee’s name, address, telephone number, etc.

As a Florida Poly employee, all public records, including the employee’s personnel file, shall be made available, upon reasonable request, to any person requesting to review it unless the information requested is exempt from the public records or is confidential pursuant to Florida law. Public information includes home addresses and phone numbers as well as education and employment information, but does not include birth dates, Social Security numbers, banking information or medical records, if any, contained in an employee’s file. Copies of such documents will be reviewed for confidential information and then provided upon request.

By law, exemptions may apply to certain individuals and their spouses according to the employee’s current and former employment classifications upon the employee’s written request. Exempt classifications available upon written request include, but are not limited to, law enforcement personnel, firefighters, judges, and attorneys.

For additional information, please contact the Human Resources Department or please see FPU-1.0123P Public Records Policy and 6C13.6.008 Personnel and Limited-Access Records on the [University Policies, Regulation, and Rules webpage](#).

2.15 Employee Performance Appraisals

Performance appraisals are used to strengthen the University’s workforce by providing periodic information exchange between supervisor and employee about progress, accomplishments and, if applicable, areas needing improvement. They are an

opportunity for an employee and the supervisor to discuss the employee's key responsibilities, to align them with the objectives of the department and the University's strategic plan, and to discuss how the employee's behavior fits within the organization's values. Performance appraisals are also an opportunity to clarify work standards, discuss training and development needs, and set goals for the next year and identify the support needed to reach such goals.

Probationary appraisals for non-faculty employees should take place within 30 days after the employee's first 90 days of employment in the position, and for out-of-unit faculty members, soon after the faculty member's first semester of employment in the position. In the absence of a completed probationary appraisal, a probationary employee will default to "achieves" (or equivalent rating if "achieves" is not the term used in the appraisal instrument). If the employee's probationary period ends during the three months just prior to the annual appraisal, the employee's immediately following annual appraisal may be skipped. If skipped, the employee should then be placed on the cycle for the next appraisal period. The original of the completed performance appraisal will be filed in the employee's personnel file. For annual appraisals, supervisors must complete an annual written appraisal for each of their direct reports, and review and discuss the appraisal with the employee. The signed appraisal must be submitted to Human Resource Department, and it will be placed in the employee's personnel file. For additional information, please see FPU-6.0122P Performance Appraisals on the [University Policies, Regulation, and Rules webpage](#).

2.16 Employee Disability / Reasonable Accommodation

Upon request, the University provides reasonable accommodation(s) to persons with disabilities. Consistent with its obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and all other federal and state laws and regulations prohibiting discrimination on the basis of disability. The University provides reasonable workplace accommodations to qualified employees and applicants with disabilities.

The ADA defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified individual with a disability is a person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without a reasonable accommodation, can perform the essential functions of such position. The term "reasonable accommodation" means a modification or adjustment to the job, the work environment or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It is the intent of Florida Poly to extend reasonable accommodations to the known



limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform the University that an accommodation is needed in order for the individual to participate in the application process, to perform the essential job functions or to receive benefits and privileges of employment.

All requests for accommodation will be evaluated on an individual basis. This will be done through an interactive process with the individual requesting the accommodation(s), which also may include providing documentation. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual's disability. To request a reasonable accommodation, applicants and employees should contact the Human Resources Department. For more information, please contact the [Human Resources Department](#).

2.17 Changing Positions

To be considered for any open position, an employee must apply for the position by following the University's processes. Promotions are not allowed if an employee received a "does not meet expectations" rating (or equivalent rating if "does not meet expectations" is not the term used in the appraisal instrument) on his or her last performance appraisal.

Also, an employee who has received a written reprimand or who has been suspended is not eligible for other University employment

opportunities until the employee has six months of satisfactory service following such discipline.

CHAPTER 3: BENEFITS AND RETIREMENT

Florida Poly employees have the opportunity to take advantage of a variety of health benefits (through the state of Florida) to help meet their specific needs, as well as the needs of their family. This chapter outlines the different types of benefits and our employee discount program.

3.1 Benefits and Retirement

The State University System (SUS) participates in the Florida State insurance and retirement programs. All benefits and retirement options are administered by either [People First](#) (for health benefits) or the Florida Retirement System ([FRS](#)) (for retirement options).

3.2 What is People First?

Florida Poly is a state university and participates in the State Group Insurance Program. [People First](#) is the plan administrator for the State Group Insurance Program. They are responsible for plan enrollments, determining eligibility, processing changes, and COBRA.

3.3 Retirement Programs

There are two options available with the Florida Retirement System ([FRS](#)): the pension plan and the investment plan. Also available to qualifying positions is the State University System Optional Retirement Program plan (or SUSORP).



The pension plan is a defined benefit plan, and the investment and SUSORP plans are defined contribution plans. As a defined benefit plan, upon retirement, the pension plan pays a guaranteed lifetime monthly benefit using a formula based on your years of service and the 5 highest years' salary while you are working for an FRS-participating employer. Alternatively, as defined contribution plans, such as the FRS Investment Plan and the SUSORP Plan, your benefit depends on the amount of money contributed to your account and its growth over time (how well it does in the market). With the SUSORP plan, you decide how to allocate the money in your account among the available investment fund providers.

For more information, click on this [link](#). For additional information on benefit enrollment, please contact the [Human Resources Department](#).

3.4 Employee Perks

Florida Poly employees are encouraged to enjoy the Florida Poly Perks program which entitles staff and faculty to a wide variety of discounted offers aimed at consistently providing a high quality of work-life balance

and demonstrating appreciation for our valued employees. To view the discounts and perks, click on this [link](#).

3.5 Annual Leave Time

Annual leave offers employees the opportunity to take vacations, enjoy time off for personal reasons, or supplement other forms of leave. Annual leave for non-OPS full-time executive service, faculty, administrative and support employees (collectively referred to as “budgeted employees”) will accrue as follows, with proportionate accrual for less than full-time. Any employee appointed for nine months or less of each year will not accrue annual leave.

A support employee's accrual of annual leave hours is based on the employee's number of months of creditable service with the University and such service will be awarded as one month of service credit for each calendar month that the employee is either on the salaried (non-OPS) payroll of the University

or on authorized unpaid leave. An employee must accrue annual leave prior to its use. An employee must get their supervisor's approval prior to using annual leave. An employee may accrue annual leave in excess of the year-end maximum during a calendar year. However, if on Dec. 31 of each year the employee has accrued annual leave in excess of the year-end maximum for the employee's pay plan, the excess annual leave will be converted to sick leave on an hour-for-hour basis on the next day, Jan. 1. An employee must receive approval from Human Resources by Dec. 31 of each year to retain annual leave hours in excess of the year-end maximum. Florida Polytechnic University will recognize and accept the maximum transfer of up to 80 hours of accrued annual leave for budgeted employees from any institution within the Florida State University System (SUS), the Florida State College System (SCS), Florida State Government Agency, and Florida Public School Systems.

This transfer is permissible under the condition that the employee has not been compensated for these annual leave hours at their previous institution. Furthermore, there must be no more than a 31-day gap between the employee's final day of work at the one originating institution and their first day of employment at Florida Polytechnic University.

For additional information, please see FPU-6.004 Annual Leave on the [University Policies, Regulation, and Rules webpage](#).

Hours Accrued During Pay Cycle

	Semi-Monthly	Year-End Maximum	Maximum Payout
Administrative	7.3125	352	352
Executive Service	9.7500	480	480
Support (Months of Service)			
0-6 Months	4.3334	240	240
6-120 Months	5.4167	240	240
Over 120 Months	6.5000	240	240

3.6 Sick Leave

Sick leave for full-time executive service, faculty, administrative and support employees (collectively referred to as "budgeted employees") will be as follows, with proportionate accrual for less than full-time. OPS employees, adjunct faculty, and visiting faculty do not accrue sick leave. Faculty on nine-month contracts will only accrue sick leave during the nine-month contract period for each year of the contract. There is no maximum amount of sick leave that can be accrued. During a leave of absence with pay, an employee will continue to earn sick leave hours. An employee will give notice to his or her supervisor of the employee's absence due to illness, injury, disability, or exposure to a contagious disease on or before the first day of absence. The University accepts the transfer of a maximum of 80 hours of sick leave accrued by the budgeted employee from another state university within Florida for which payment has not been received by the employee provided no more than 31 days have elapsed between the last day of employment with the other State university and the first day of the budgeted employee's employment with Florida Poly. For additional information, please see FPU-6.005 Sick Leave on the [University Policies, Regulation, and Rules webpage](#).

3.7 Administrative Leave

Administrative leave is leave with pay that is not charged against individually accrued leave balances. It is designed to keep employees in full-pay status under certain circumstances and typically can be granted only in the amount necessary to equal the employee's regular FTE,



not to exceed the 40-hour workweek. University employees may be granted administrative leave in specific enumerated circumstances such as jury duty or Florida disaster volunteer leave. For additional information, please see FPU-6.007 Other Types of Leave on the [University Policies, Regulation, and Rules webpage](#).

3.8 Family and Medical Leave Act (FMLA)

Covered employees may take up to 12 weeks of unpaid leave under the Family and Medical Leave Act of 1993. This leave must be necessary for either a serious health condition of the employee; the birth or adoption of a child by the employee; to care for an employee's spouse, child or parent who has a serious health problem; or to care for a member of the military.

Whenever possible, employees must provide at least 30 days' notice of their intent to take this leave. If 30 days' notice is not practicable, then the employee must provide as much notice as possible.

Employees should contact the [Human Resources Department](#) for specific terms and conditions of this leave, or if they think they may need this type of leave.

For additional information please see FPU-6.0071P Family and Medical Leave of Absence on the [University Policies, Regulation, and Rules webpage](#).

3.9 Other Types of Leave

Employees are provided with different types of leave that correlate with special circumstances. For additional information please see FPU-6.007 Other Types of Leave on the [University Policies, Regulation, and Rules webpage](#).

3.10 Employee Tuition Waiver Program

Subject to University regulation FPU-4.002 and University policies, full-time Florida Polytechnic University employees who meet academic requirements may, if approved by their supervisor, register for up to six (6) college credit hours per semester at Florida Poly on a space-available basis. Eligible employees may assign up to six (6) of their undergraduate credit hours or up to three (3) graduate credit hours per semester to their dependents (spouse or children listed as dependents for tax purposes) who meet academic requirements and are admitted to the University. Employees are responsible for completing the Employee Tuition Waiver Program Request Form, which is located on the Florida Polytechnic University web page, obtaining the appropriate signatures, and submitting the form to Human Resources for approval prior to registering for the course.

3.11 Educational Expenses and Time Away from Work

Florida Polytechnic University does not reimburse employees for tuition, books, fees, travel expenses, meals, or any other personal educational costs associated with courses or degree programs offered by institutions other than Florida Polytechnic University.

Employees who enroll in courses or teach classes during their regularly scheduled work hours must obtain prior supervisory approval and use applicable accrued leave or other approved time off for the time spent attending or teaching those classes. Participation in educational activities or outside teaching assignments may not interfere with the employee's assigned job responsibilities or work schedule.

CHAPTER 4: SAFETY

Safety first! This chapter is designed to highlight some of the most important facets of keeping our university and work areas safe. Please spend some time reviewing this section to ensure you are safe whenever and wherever you are performing work on behalf of Florida Polytechnic University.

4.1 University Police Department

The University Police Department is responsible for the wellbeing of more than 2,000 students, employees, and visitors at Florida Poly, 24-hours-a-day, 365 days a year. The department works closely with administrators, students, and employees to create and maintain a safe and secure atmosphere for academic achievement and success. The department employs full-time sworn police officers, as well as one non-sworn public safety officer and administrative staff. University police officers are state-certified and undergo mandatory annual retraining in a variety of contemporary policing topics to maintain their Florida law enforcement certification.

For **non-emergency** situations, the University Police Department can be reached at 863-874-8472 or police@floridapoly.edu.

4.2 Campus Alerts

Florida Poly Alerts is a communication method that alerts our employees and students when there is an emergency on our campus. Alerts could be based on weather-related issues or other dangerous activities. As a new Florida Polytechnic University employee, you can sign

up to receive alerts on your work email, mobile devices, or work phone.

To sign up, please do the following:

- Sign into Workday with your login information.
- Click on your profile and click the “Contact” section.
- Click on the “Emergency Alerts” tab and go to “Edit Home Contact Info.”
- Go to “Additional Phone” and edit/add an emergency phone number, verify, and click “submit.”

All new Poly South employees are added to the Polk State College – Lakeland campus emergency list. The Human Resources Department collects this information and provides it to Polk State College. By default, your work email will be added to the alert list. If you would like to add an additional communication method to this alert list, please email hr@floridapoly.edu.

4.3 Notification of Special Needs During an Emergency Situation

This process was developed to officially notify the University if an individual would need assistance in an emergency situation. Individuals are encouraged to report any special needs to the Human Resources Department or the ADA Coordinator, so that they may be protected during emergencies. This will help the University prepare and assist the individual in case of emergency. Once an individual is registered, arrangements will be made in collaboration with Environmental Health and Safety (EH&S).



4.4 Employee Health and Safety

Florida Poly is committed to providing a safe and healthy environment in which all faculty, staff and students may work and study. To help uphold this commitment, the Facilities and Safety Services Department, Environmental Health and Safety (EH&S) is responsible for informing the Florida Poly community of the general safety training that is required of employees. University employees must practice good safety habits and always observe appropriate precautions for the protection of themselves and others. Even then, accidents and injuries on the job can happen. If an employee sustains a work-related injury, their medical expenses and a portion of their earnings may be covered under the Florida Poly Workers' Compensation program.

4.5 Reporting Workplace Injuries or Hazards

Any hazards or injuries should be reported immediately using the approved Safety Services reporting form. The forms for employee injuries and non-employee injuries can be found at the link along with other [Facilities and Safety Services Forms](#). All injuries and hazards should be reported so EH&S can best respond to and address your injuries and any hazards that may exist that could pose a continuing risk to others.

4.6 Workers' Compensation

If you are injured, you (or your supervisor, if you are unable) should immediately report the injury by calling 800-455-2079. Be sure your supervisor is aware of your injury. The forms for employee injuries can be found at the link along with other [Facilities and Safety Services Forms](#). Note, additional instructions on workers' compensation reporting are included on the second page of the reporting form for employees. If you have any questions on workers' compensation, please contact [Human Resources](#) or [EH&S](#).

4.7 Risk Management and Insurance

Florida Poly is a member of the State University System (SUS) and as such, Florida Poly is self-insured by the State Risk Management Trust Fund (the "Fund"). These coverages include general liability, automotive liability, and property insurance. The University also procures a variety of other coverages to protect itself from financial loss. These coverages are managed through Florida Poly's Department of Risk Management. Employees with any questions regarding insurance coverage or adding coverage should contact Risk Management. Additional information regarding Risk Management can be found [here](#).

4.8 Wildlife on Campus

Alligators can be found in virtually every body of water on campus and are normally shy creatures. But when fed by people, they lose that fear and associate people with food. There are numerous cases in Florida where alligators have attacked people or pets because they

have lost the fear of humans. Employees should be aware of the possibility of alligator attacks when in or near fresh or brackish water bodies. Attacks may occur when people do not pay close enough attention to their surroundings when working or recreating near water.

- Do not swim in any of the ponds or lakes on or near the campus as the waters might be inhabited by alligators.
- Alligators are most active between dusk and dawn.
- Leave alligators alone. State law prohibits killing, harassing, or possessing alligators.
- Never feed or entice alligators – it is dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food.

To report a dead, injured, stray, distressed or threatening animal, call the Florida Poly Police Department (863-874-8472, option 2). The University Police can place humane traps to capture and relocate animals or take them to a shelter. Facilities is responsible for the removal of dead or injured animals. Of the many species of native snakes in Florida, not all are venomous. Still, we strongly suggest that individuals give all snakes plenty of room.

For additional information please see FPU-1.0031P Campus Water Bodies on the [University Policies, Regulation, and Rules webpage](#).

4.9 Fire Drills

Fire drills are conducted periodically at all campus locations in addition to the



performance of annual fire safety, fire sprinkler, and fire alarm inspections. The purpose of these activities is to organize evacuations from campus buildings and reduce loss due to fire perils. Fire drills will involve complete evacuation of the building(s), and all employees and students are required to participate. It is essential that everyone be aware of their roles and responsibilities in the event of a fire emergency. For additional information on fire safety, visit the [fire safety webpage](#).

CHAPTER 5: REQUIRED TRAINING

It is the University's objective to provide employees with general training for their daily work life on campus. All University employees are required to take the following training.

5.1 Information Technology Training (KNOWB4 Email Notification)

As a new employee at Florida Polytechnic University, you are required to complete assigned Cyber Security training no later than 30 days from your start date. Completion of this training, as well as the annual training, is a condition of your employment. Please be aware that failure to complete the assigned training by the designated due date may result in disciplinary action, which can include consequences up to and including termination of employment.

If you have any questions regarding the Cyber Security training, please reach out to helpdesk@floridapoly.edu.

For further information, you may refer to FPU-11.001P Mandatory Information Security Training for Employees in the [University Policies, Regulation, and Rules webpage](#).

5.2 Sexual Misconduct and Title IX Compliance and Training

Florida Poly's sexual misconduct policy affirms the University's commitment to ensuring that members of the University community are permitted to work, study, live, and interact with one another in a dignified learning environment free from any form of sexual misconduct. University policy imposes mandatory reporting of violations for certain University employees and all employees are expected to comply with such requirements.

Note: The definition of sexual harassment excludes the use of sexual material in a classroom setting for academic purposes. If an employee needs advice about how to present sexual material in class or how to respond to student concerns about such material, contact the provost/designee.

Employees may direct any person who believes they have been subjected to sexual misconduct including but not limited to sexual harassment, sexual assault, dating violence, domestic violence, or stalking; any person who believes they have been subjected to retaliation related to an allegation of sexual misconduct; or any person who believes that others have been subjected to sexual misconduct, in violation of the University's sexual misconduct policy, who may wish to seek guidance, counseling, or file a complaint to:

**Title IX Coordinator
Michelle Disson**

**4700 Research Way, Lakeland,
FL 33805-8531
863-874-8484**

TitleIXCoordinator@floridapoly.edu



For additional information and grievance process, please see FPU-1.005P Sexual Misconduct on the [University Policies, Regulation, and Rules webpage](#) or contact the Title IX Coordinator. New Florida Polytechnic University employees are required to complete the online Title IX training. All employees are required to complete annual online Title IX training, which will be sent to your Florida Poly email address.

If you have any questions, please email Michelle Disson, Title IX Coordinator at mdisson@floridapoly.edu.

5.3 Active Assailant Training

Florida Polytechnic University employees are required to take the Active Assailant Training, provided by the University's Police Department. This training is in person and the information and scheduling can be found in the Weekly Phoenix, which is delivered every Wednesday to your work email.

Optional training sessions are provided by the Florida Poly Police Department and those training options will be in the Weekly Phoenix.

If you have any questions, please email the Florida Poly Police Department at FloridaPolyPolice@floridapoly.edu.

5.4 Other Training

Your department may require specific training. Please communicate with your supervisor with any questions regarding specific department training.

CHAPTER 6: POLICIES, REGULATIONS AND GUIDELINES

Florida Poly policies provide guidance on expectations and requirements for those conducting business on behalf of the University. To view all of the University regulations, policies and guidelines, please visit [University Policies, Regulation, and Rules webpage](#). Instead of providing the entire list of policies, here are some key references that can help develop your awareness of Florida Poly regulations and policies.

6.1 Drug-Free Environment

Florida Polytechnic University abides by the requirements of the Drug-Free Schools and Communities Act Amendment of 1988 and the Drug-Free Workplace Act of 1988. Accordingly, the University prohibits the unlawful manufacture, alteration, possession, use, distribution, or dispensation of a controlled substance or use of any illicit drugs by the members of the University community on its property, or as part of any University-sponsored activity.

For additional information please see FPU-1.0036P Drug-Free Environment on the [University Policies, Regulation, and Rules webpage](#).

6.2 Intellectual Property Agreement

The University is dedicated to teaching, research, and the pursuit of knowledge for the benefit and use of society. An inherent objective of the University is to encourage creative activity and nurture innovation by recognizing and rewarding individuals who



engage in such endeavors. The University recognizes that the natural outgrowth of research, scholarly work, and other University activities conducted by faculty, staff, students and others may result in the development of inventions and discoveries of commercial importance. Consequently, it is incumbent upon the University to seek assurance that any intellectual property and related rights arising from research, scholarly work, and other University activities are administered consistent with the public interest. Because the protection of intellectual property can often enhance the potential for investment and commercialization, the University seeks to protect the property rights of those ideas and discoveries that arise out of the activities of its faculty, staff, students, and others where it appears necessary or beneficial to do so. This policy is intended to facilitate the development and transfer of University technology to the marketplace for the public benefit, while encouraging the prompt and open dissemination of research results by securing publication rights and availability of University technology for educational purposes and providing recognition to individual creators by achievement of a fair and equitable distribution of royalty income.

As a condition of employment, all University employees are immediately bound by this policy. Furthermore, to provide full disclosure and acknowledgment of rights, the University requires, as a condition of employment, that all University employees acknowledge in writing their duty to recognize and adhere to this policy. University students and others working on sponsored research projects or utilizing significant University resources (defined below), are likewise bound to, and required to acknowledge in writing their duty to recognize and adhere to this policy.

6.3 Public Records and Florida's Sunshine Law

The [Florida State Constitution](#), in conjunction with the provisions of [Chapter 119, Florida Statutes](#), on Public Records and section 286.011 on Public Meetings, also known as the Sunshine Law, provides the structure for the State's open government by affording the public a right of access to records and meetings. Florida Poly employees are considered state employees and therefore are required to adhere to any applicable provisions of the public records and public meetings requirements.

Open Meeting Requirements

Florida's Government in the Sunshine Law, section 286.011, Florida Statutes, provides an open government by establishing the public's basic right of access to all meetings held by any board or commission of a public entity, at which official business is to be conducted. The law requires meetings of the University's Board of Trustees and University search committees and purchasing evaluation committees be open to the public, that the public be provided with reasonable notice of such meetings, and that minutes of such meetings are taken.

Public Records

Under Florida law, most of the University's records are considered public records and subject to public inspection upon request. However, there are specific exemptions for certain records, or portions thereof, to be held and maintained as confidential. Requirements pertaining to public records, including a list of

specific exemptions to the mandatory disclosure requirements, can be referenced in Chapter 119 of the Florida Statutes. Employees should review the applicable statutory provisions to ensure compliance is continuously maintained. The two primary exemptions that apply to university records and provide the records with confidentiality protections include: (1) faculty academic evaluative information, and (2) student records protected under The Family Educational Rights and Privacy Act (FERPA). Employees are required to immediately forward all public record requests to the Office of the General Counsel for handling.

For additional information, please see FPU-1.0123P Public Records Policy and 6C13.6.008 Personnel Records and Limited-Access Records on the [University Policies, Regulation, and Rules webpage](#).

CHAPTER 7: OTHER PROCEDURES

Florida Poly encourages a proactive, collegial work environment in which employees can informally discuss and resolve work-related concerns with the appropriate supervisor.

7.1 Employee Grievance Process

Florida Poly encourages informal resolution of grievances and complaints whenever possible. An employee's immediate supervisor is available to help resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, an employee may choose to initiate a formal grievance or complaint. For additional information please see FPU-6.0011P Employee Grievance Procedure on the [University Policies, Regulation, and Rules webpage](#).

7.2 Complaint and Investigation Process

The Chief Compliance Officer (CCO) or designee is responsible for administering the complaint and investigation procedures related to allegations of discrimination or harassment. All reports and complaints, whether formal or informal, must be reported to the CCO. Reports or allegations of discrimination or harassment will be processed upon the filing of a complaint with the CCO. For additional information, please see FPU-1.004 Non-Discrimination/Equal Opportunity and FPU-1.005 Discrimination and Harassment Complaint and Investigation Procedures on the [University Policies, Regulation, and Rules webpage](#) or contact the [Chief Compliance Officer](#).

7.3 Disciplinary Action

While the majority of University employees may never need discipline, exceptions do occur. Disciplinary actions may include, but are not limited to, oral reprimands, written reprimands, suspensions, and dismissals, depending on the severity of the offense. Management has the discretion to determine the degree of discipline to administer for a particular offense.

To ensure equity in disciplinary action, the following categories act as guidelines for the University to determine when discipline may be necessary: unsatisfactory attendance; misconduct; negligence; and violation of provision of law, University regulation or policy, procedure or practice that is verbal, written or understood.

This includes an employee who willfully enters a restroom or changing facility designated for the opposite sex on University

property for reasons other than those permitted by section 553.865, Florida Statutes, and refuses to depart when asked to do so by administrative personnel, faculty member, security personnel, or law enforcement personnel. The terms used in this paragraph have the same meanings as assigned to them in section 553.865, Florida Statutes. The University reserves the right to consider, on a case-by-case basis, each individual employee's record of offenses, underlying circumstances, and disciplinary action history when evaluating what action is both appropriate and in the best interest of the University. For additional information, please consult the [Human Resources Department](#).

7.4 Layoff

A layoff is defined as a termination of employment due to abolishment of positions caused by adverse financial circumstances; re-allocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; curtailment of one or more programs or functions; shortage of work; or a material change of duties.

An employee may be laid off at any time as a result of any of these circumstances. An employee appointed to fill a full- or part-time contract, grant or auxiliary position, or a position that has been designated as a time-limited appointment, does not have layoff rights.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Florida Polytechnic University Employee Handbook.

I acknowledge that I have read the handbook, understand it, and agree to follow it during my employment with the University.

I acknowledge that the University reserves the right to change, revise, edit or delete the plans, policies, benefits, and procedures described in this handbook at any time the University determines a change is necessary or desirable.

I acknowledge that this handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of University policy, including statements made in the course of performance evaluations, will be taken as constituting an express or implied promise of continued employment.

I also agree to comply with the contents of the employee handbook where compliance is expected or required.

Employee Name (please print)

Employee Signature

Date

Witness Signature





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