



FLORIDA POLYTECHNIC
UNIVERSITY®



STUDENT EMPLOYEE HANDBOOK

UPDATED - SEPTEMBER 2025



Purpose of the Handbook

This Handbook has been prepared by the University to provide student employees with general information concerning University regulations, policies, procedures, and facts of interest. It should not be construed as a contract between the student employee and the University.

Each student employee has the responsibility to familiarize himself/herself with University regulations, policies, and procedures. By accepting a position of employment at Florida Polytechnic University, the student employee is deemed to have given his/her consent to the policies and regulations of the University. The University reserves the right to alter the 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 approved through official university channels), student employment is considered "at will" and employment may be terminated at any time and for any (or no) reason without prior notice at the will of the University or the employee.

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Congratulations on Your New Student Worker Position!

We're excited to welcome you to campus employment at Florida Polytechnic University. Your role as a student worker offers more than just a part-time income - it provides valuable opportunities to gain real-world experience, develop professional skills, and build connections that can support your academic and career goals.

Through student employment, you can gain hands-on experience related to your field of study, network with professionals and mentors, and establish references that may benefit you after graduation.

This handbook serves as your guide to working on campus. Inside, you'll find important information about employment expectations, communication with your supervisor, work policies, scheduling and hours, payroll procedures, and more.

If you have any questions or need clarification on the contents of this handbook, please reach out to your supervisor or contact the Department of Human Resources.

Sincerely,

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.

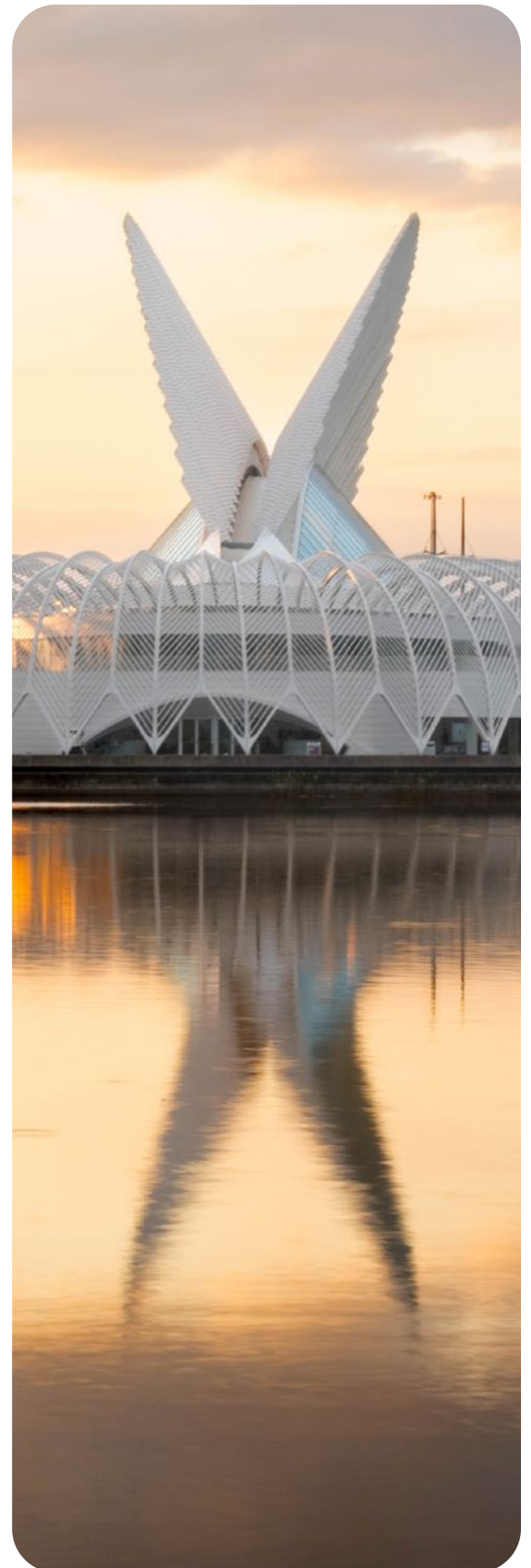
Its high-achieving student body has grown significantly, sparking the need to build a third residence hall which opened in the fall of 2024. The University has also successfully attracted Fortune 500 company IFF as its first research partner on campus, and two new facilities have been named after generous 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, Florida 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 experience.

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 including student employees 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.

It is expected that as a student employee you will conduct yourself in a manner consistent with the values and expectations within the Personnel Code of Conduct and Ethics in addition to the Student Code of Conduct as described in University regulation FPU-3.006.

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

2.2 Overview of Student Employment

Student employees are considered temporary, OPS (Other Personnel Services), non-exempt, at-will employees. Student OPS positions are only available to those students who are currently enrolled and registered as students at Florida Polytechnic University.

Student OPS positions are contingent upon the availability of departmental funds. Students desiring to work on campus must meet enrollment criteria, be eligible to work in the United States, and meet and maintain specific academic criteria.

Employment Eligibility Criteria for Current Students

- Current student workers must maintain a cumulative GPA of 2.25 (or higher).
- Have successfully completed 9 or more credits in the most recent fall or spring semester – with a GPA of 2.0 or better.
- Be enrolled (and maintain enrollment) for at least half-time as an undergraduate or graduate student.

Employment Eligibility Criteria for New Students

- Must maintain a minimum cumulative GPA of 2.25 (or higher).
- Be enrolled at least half-time as an undergraduate or graduate student.

2.3 Types of Student Employment

There are a variety of student jobs available at Florida Polytechnic University. Each position seeks to create meaningful real-world opportunities wherein the student employee acquires and develops applied workplace experience, knowledge, skills, and abilities through practical applications in a professional setting. Student positions are posted on the Florida Polytechnic University careers page at www.floridapoly.edu

Student workers must not work more than 20 hours per week while classes are in session and may not work during scheduled classes or exams.

Federal Work Study Program (FWSP)

The Federal Work Study Program (FWSP) was established by Congress as part of the Economic Opportunity Act of 1964. The primary mission of the FWSP is to help students who need part-time employment income to help meet educational expenses, assist the student in developing positive work habits in preparation for entering the workforce, provide valuable employment opportunities that reflect educational goals of the student and improve relations between the University and the community. FWSP employment is reflected as part of the student's financial aid package and cannot be awarded unless the student has submitted a Free Application for Federal Student Aid (FAFSA) application.

Federal Work Study students can work a maximum of 20 hours per week (part-time). The supervisor of the Federal Work Study position will confirm the weekly number of hours the position is scheduled to work.

To qualify for the Federal Work Study Program, a student must meet the following criteria:

- Have a current year, error-free, verified FAFSA on file.
- Meet standards for Satisfactory Academic Progress.
- Have remaining financial need in their Cost of Attendance for the Academic Year.
- Be attending at least part-time each semester (6 credit hours).

Qualification for the Federal Work Study Program does not guarantee the position and is subject to university funding constraints and the student maintaining a qualified status.

For more information on the Federal Work Study position, Florida Polytechnic University students may call 1.863.874.4774, email financialaid@floridapoly.edu or visit the Office of Financial Aid.

2.4 Dress Code

All employees are expected to dress professionally and, in a manner, consistent with the demands and expectations of their work environment. Department supervisors should be consulted regarding specific dress code requirements.

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

2.5 Attendance

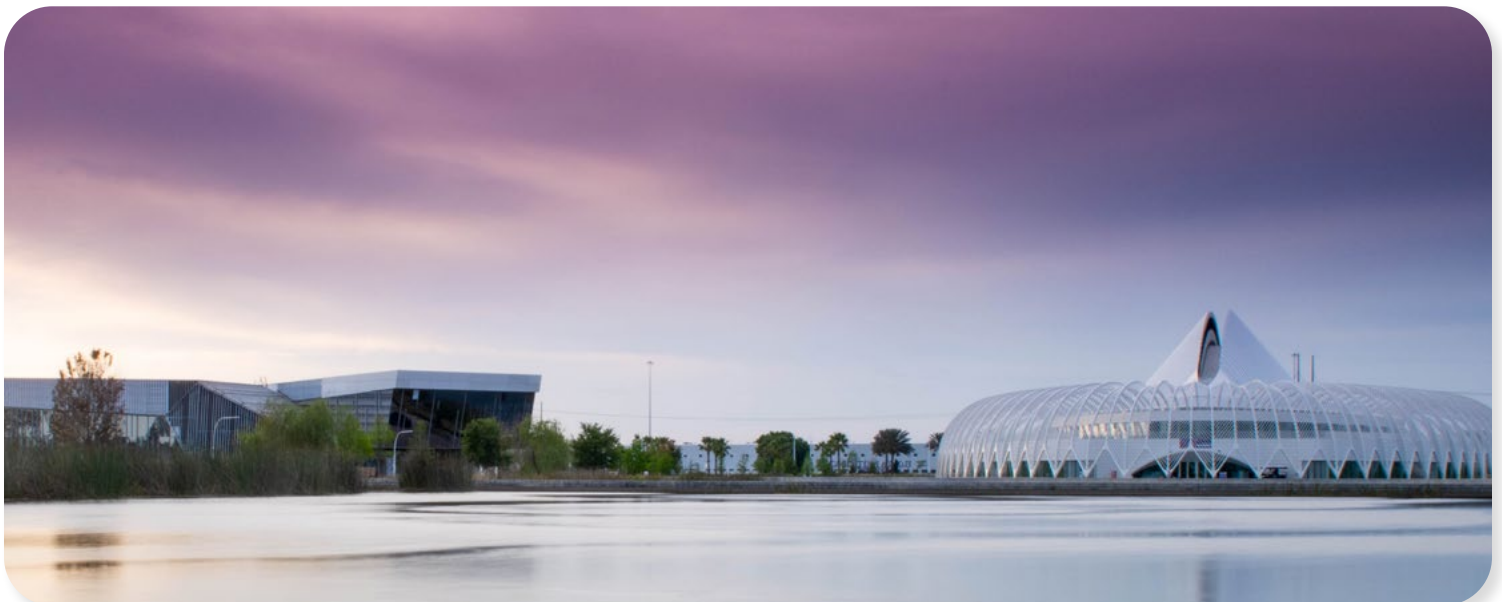
When an employee is hired at Florida Polytechnic University, they accept the responsibility to work each day as scheduled. As a general guideline, the employee will be considered excessively absent if their absences impact on the efficient operation of their department. Excessive absenteeism may lead to disciplinary action, up to and including termination.

Management can determine the facts of a specific situation, considering any extenuating circumstances.

It is the employee's responsibility to notify and request leave from their supervisor as soon as practicable of any anticipated leave; typically, at least two weeks before their leave is expected to occur.

If an employee is unavoidably absent from their job (absent for reasons other than pre-approved 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.



2.5 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, Regulations, and Rules webpage.



2.7 Student Payroll and Entering Time

Student employees must record their daily work hours via the "Time" tab in Workday. All time for the workweek must be submitted by the student employee every Thursday to allow time for supervisors to review and approve the information every Friday. The university's standard work week is 12 a.m. Friday to 11:59 p.m. on the following Thursday.

Student 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.

A student employee may not take work home to be completed after scheduled working hours unless approved, in advance, by their immediate supervisor since this work will be treated as 'hours worked.'

Student 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.

2.8 Payroll Calendar

University employees are paid on a semi-monthly pay cycle. Pay dates fall on the 15th and last day of the month. If either the 15th or the last day of the month falls on a weekend, the Friday preceding that date will be the pay day.

Prompt completion of an employee's new hire paperwork and the Workday onboarding process will ensure timely payment of wages. It is critical that the employee's personal information is entered into Workday, is verified, and any changes are made by the employee in a timely manner.

The University strongly encourages direct deposit. The employee's pay will be deposited directly into the account they enter in Workday during their onboarding process. Electronic pay slips may be accessed via Workday where employees can print them directly, if needed.

Once an employee receives their first pay slip, they need to verify that all the information is accurate; particularly any deductions (if applicable). The employee should contact the Payroll Department at payroll@floridapoly.edu if the student employee has any questions on their pay slip.

Student employees will be paid based on their hourly rate times the number of hours submitted in a workweek. A student worker should only work 20 hours a week while classes are in session and no more than 29 hours a week during summer breaks. Federal income, Social Security, and Medicare taxes are deducted each pay period.

2.9 Exemption from Federal Withholdings and FICA Taxes

Federal Withholding tax is calculated based on the information entered in Workday on the Withholding Elections (W-4) form.

FICA taxes are Social Security and Medicare payroll taxes collected under the

authority of the Federal Insurance Contributions Act (FICA). In general, Federal Work Study Program (FWSP) and Student OPS employees are exempt from FICA taxes if they maintain the criteria for holding a student employment position (i.e., are enrolled at least half time per semester, making satisfactory progress to degree, and are working less than 29 hours per week). If the student does not maintain eligibility to remain employed as a 'student,' the student and hiring department are subject to all federal taxes, including FICA.

Nonresident aliens (NRA) currently on an F-1 or J-1 visa are exempt from FICA taxes under IRC section 312(b). NRA students that fall out of status on their visas will be assessed FICA taxes retroactive to the beginning of the year. J-2 and F-2 visa holders are subject to FICA taxes. H1B1 visa holders are subject to FICA taxes.

FICA tax calculations (exemptions) are based on an integration between Workday and the student information system.

For additional information on tax calculations, contact Florida Polytechnic University Payroll Department at payroll@floridapoly.edu

2.10 International Student Workers

To be employed at Florida Polytechnic University, international students are required to obtain a Social Security receipt. A receipt from the Social Security Administration (SSA) confirming that an application for a Social Security Number (SSN) has been submitted is acceptable for employment verification for up to 90 days. During this time, the receipt may be used as temporary documentation for completing Form I-9, Employment Eligibility Verification. The employee must present the official Social Security Card or another form of acceptable documentation within the 90-day period.

2.11 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 is accepted, make sure to follow the following guidelines:

- The 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 of 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).

2.12 Resignation / Termination

Student employees are “at-will” employees and may be terminated at any time. A student employee is not guaranteed continued employment from one semester to the next. A supervisor may end an appointment at any time.

Student employees should exercise professional courtesy when resigning from their position. Two weeks’ advance notice is considered appropriate in both the private and public sector. This allows sufficient time to complete outstanding projects and for the supervisor to post the position vacancy.



2.13 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, 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 accommodation is needed 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 reasonable accommodation, applicants and employees should contact the Human Resources Department. For more information, please contact the Human Resources Department.

Chapter 3: Safety and Benefits

3.1 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](tel:863.874.8472) or police@floridapoly.edu



3.2 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 Florida Polytechnic University student employee, you are encouraged to 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

3.3 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).

3.4 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.

3.5 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.

3.6 Workers' Compensation

If you are injured, you (or your supervisor, if you are unable) should immediately report the injury by calling 1.800.455.2079. 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 the Human Resources Department.

3.7 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.

3.8 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 (1.863.874.8472, 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.

3.9 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.

3.10 Employee Perks

Florida Poly employees are encouraged to enjoy the Florida Poly Perks program which entitles student workers 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](#) and scroll to “Discounts and Perks.”

Chapter 4: Required Training

4.1 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-11.0011P Mandatory Information Security Training for Employees in the University Policies, Regulation, and Rules webpage.



4.2 Supporting Students in Distress Training (Florida Poly Success Primers Notification)

As a new student worker, our students face increasing pressures that can lead to emotional stress, depression, anxiety, substance abuse, and even thoughts of suicide. To address these challenges, the Board of Governors requires all Florida SUS schools to provide training designed to equip us with tools to support our students. To that end, Florida Polytechnic University has launched a new program called Supporting Students in Distress. This online conversation simulation will help you recognize signs of distress in students, learn techniques to express your concerns, and refer students to appropriate resources when necessary. Details of this training will be sent to the students' email address and should be completed no later than 30 days from your start date. For more information, please reach out to hr@floridapoly.edu

4.3 Other Training

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

Chapter 5: Policies, Regulations and Guidelines

Florida Polytechnic University policies provide guidance on expectations and requirements for those conducting business on behalf of the university. To view all the university regulations, policies and guidelines, please visit University Policies, regulations and Rules webpage. Below are some key references that can help develop your awareness of Florida Poly regulations and policies.

5.1 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.

5.2 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 are likewise bound to and required to acknowledge in writing their duty to recognize and adhere to this policy.

5.3 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.

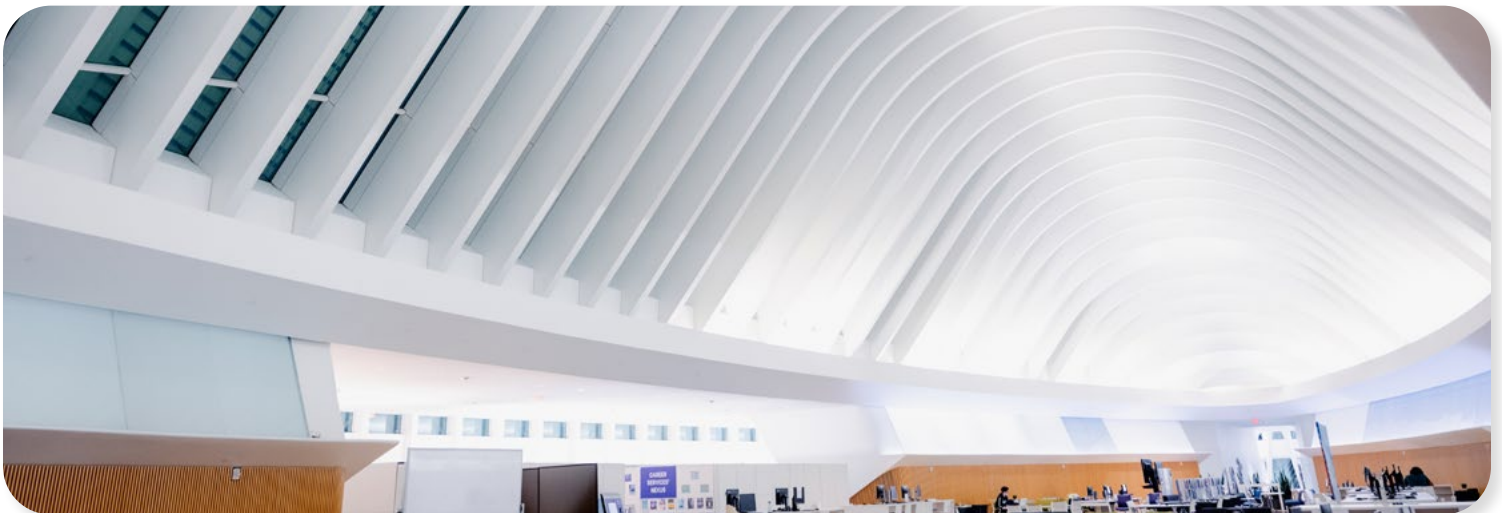
Open Meeting Requirements

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, among others, 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: 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.



5.4 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

5.5 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.

5.6 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.

5.7 Disciplinary Action

While most 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.

