



FLORIDA POLYTECHNIC UNIVERSITY



EMPLOYEE HANDBOOK

Revised April 3, 2019

Florida Polytechnic University is committed to equal employment opportunity and nondiscrimination towards the applicants and employees with respect to race, color, religion, age, disability, sex, sexual orientation, marital status, national origin, and veteran status consistent with Federal and State law. Unlawful discrimination, harassment, and retaliation are prohibited by the University. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

TABLE OF CONTENTS

Preface	5
University Mission and Vision Statements	6
Employee Code of Conduct	7
Introduction	
Compliance with the Law	
Discrimination, Harassment and Mistreatment	
Use of the University Resources	
Outside Employment and Activities	
Confidential Information	
Using Organizational Status to Influence Business Decisions	
Nepotism/Reporting Structure	
Purchase of Property from Board of Trustees	
Gifts of Honoraria	
Use of University Intellectual Property, Copyright, Patents and Trademarks	
Professional Associations' Codes of Ethics	
Procedures for Alleged Violations	
Conclusion	
General Information	8
Paydays and Paychecks	
Florida Poly ID Cards	
Parking on Campus	
Benefits Enrollment	
Cell Phone Allowance	
Employee Dress Code	
Public Records and Florida's Sunshine Law	
Official University Travel	
Hours Worked While Traveling on Official University Business	
International Travel	
Attendance	
Lunch Break	
Work Break Periods	
Working Hours	
Non-Exempt and Exempt Status	
Probationary Period	
Employee Performance Appraisals	
Time Worked	
Overtime Compensation	
Salary Increases	

Special Pay Increases
Changing Positions

Leave Policies 17

Annual Leave
Sick Leave
Sick Leave Pool
Administrative Leave
Family and Medical Leave Act (FMLA)
Other Types of Leave
University Holidays

University Benefits 20

Benefits Enrollment
 State/People First Plans
 Eligibility
 Coverage for Dependents
 Spouse Program
 Open Enrollment
 Qualifying Events for Changing Benefits Coverage
Health Benefits
Life Insurance

University Retirement 24

Employee Performance and Conduct 24

Disciplinary Action
Employee Grievance Process
Layoff
Non-Discrimination and Equal Opportunity
Sexual Harassment
Complaint and Investigation Procedure
Mandatory Training on Preventing Sexual Harassment
Personnel File
Visa Status

Employee Safety 28

Worker's Compensation
What to Do if an Employee is Injured While Performing Their Job

Employee Disability Accommodations 30

Reasonable Accommodations
Notification of Special Needs During an Emergency Situation

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 REGULATION, POLICY OR GUIDELINE THE MOST CURRENT REGULATION, POLICY OR GUIDELINE SHALL GOVERN.

PREFACE

This Handbook has been prepared by the University to provide employees with general information concerning University regulations, policies, and 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 has the responsibility to familiarize himself/herself with the University's regulations, policies and procedures. By accepting a position of employment at Florida Polytechnic University, 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 there is an applicable collective bargaining agreement pertaining to the employee's employment with the University, the employee is "at will" and the employee may be terminated at any time for any reason, or no reason, at the will of the University or 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.

Florida Polytechnic University was granted the status of candidacy by the Southern Association on Colleges and Schools Commission on Colleges on June 17, 2016 to award bachelor and master level degrees. For information contact the Southern Association on Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4558.



**FLORIDA POLYTECHNIC
UNIVERSITY**

Mission Statement

Serve students and industry through excellence in education, discovery and application of engineering and applied sciences.

Vision Statement

Florida Poly will be a premier STEM university known for producing highly desirable graduates and new technology solutions.

PERSONNEL CODE OF CONDUCT AND ETHICS

The Florida Polytechnic University's Board of Trustees and the University's administration value high ethical standards. Thus, it is expected that all of 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 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. <https://floridapolytechnic.org/wp-content/uploads/FPU-6.002-Personnel-Code-of-Conduct-and-Ethics-12.11.14.pdf>

The University, through its faculty, staff and representatives, including contractual agents (hereinafter collectively "personnel"), is entrusted by the public with financial resources and social responsibilities. All University personnel play a key role in assuring that high standards of ethical practice are utilized regarding the custody and use of these resources. To accomplish this, it is expected that University personnel observe and be faithful to the values embodied in the Code of Conduct and Ethics so that all in the University community will enjoy a professional and supportive work environment.

The Code, however, is not intended to stand alone. Rather, it complements and serves as a link with state and federal laws and other rules and regulations that govern the University's operations and its personnel's ethical conduct. Further, the Code is described in a general manner and is not intended to address every circumstance of expected ethical behavior. As such, any member of the University community who may be confronted with an ethical dilemma should first contact his or her immediate supervisor or others in their supervisory chain to seek guidance in addressing issues that are not directly covered by this Code.

All University personnel are required to become familiar with the Code and conduct themselves in an ethical manner in the performance of their University duties and responsibilities. Should any person require advice or clarification regarding their obligations pursuant to the Code, they should consult their supervisor or appropriate University representative in order to gain an understanding of the requirements of the Code so that the reputation of those covered by the Code, including the University, continues to be held in high regard by all that with whom we interact.

GENERAL INFORMATION

Paydays and Paychecks

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 date.

Prompt completion of an employee's new hire paperwork and the Workday onboarding process will ensure timely payment of their wages. It is critical that the employee's personal information is entered into Workday and is verified and that 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 select in Workday during their onboarding process. Electronic pay slips may be accessed via Workday where employees can print them directly if needed.

Once the employee receives their first pay, they need to verify that all the information is accurate, particularly their benefit deductions (if applicable). The employee should contact the Payroll Department immediately if they have any concerns about the information on their pay slip.

Non-exempt employees will be paid based on their hourly rate times the number of hours submitted in a workweek. Florida Polytechnic University's standard workweek is 12:00 am Friday to 11:59 pm on Thursday. If a non-exempt employee physically works over 40 hours in a workweek, those hours over 40 will be calculated as overtime at one and a half times the hourly rate.

Exempt employees are paid based on an annual rate. Semi-monthly rates are calculated by dividing the annual rate by 24 (the number of semi-monthly pay cycles in a calendar year).

Federal income and Social Security taxes are deducted each pay period. Employee may request other deductions from their pay such as payments for insurance plans, deferred compensation, meal plans, parking and voluntary contributions to the Florida Polytechnic University Foundation. .

Florida Poly ID Cards

The Florida Poly ID card is the official picture ID card of Florida Polytechnic University. All students and employees are required to have a Florida Poly ID Card. In addition to it being their official identification card, this card is also their "key" to accessing many of

the buildings and rooms on campus. Please store this card in a safe place at all times. Should they lose their ID card, please contact Business & Auxiliary Services as soon as possible to obtain a replacement. Employees will be charged \$15.00 for a replacement card. Employees should wait until they have been contacted by a member of Business & Auxiliary Services to have their photo taken for the ID card, or to use one of the "Selfie" stations around campus.

Business & Auxiliary Services is not able to produce an employee ID card prior to receiving the appropriate authorization from Human Resources.

Parking on Campus

Employees parking on campus must obtain a valid parking permit and are responsible for complying with the University's Parking rules. [6C13-1.003 Parking on University Property.](#)

Parking & Transportation Services (P.A.T.S.) is responsible for regulating the parking of vehicles on campus. P.A.T.S. issues parking authorizations, processes parking fines and appeals, and maintains parking lots and signs. Employees may contact P.A.T.S. at Parking@Floridapoly.edu.

Employees may purchase their employee parking permit for campus by visiting P.A.T.S. in the Wellness Center, Monday through Friday during normal business hours or by going online to: <https://floridapoly.edu/campus-life/campus-services/parking-transportation/>

Parking Permit Fees for employees as follows:

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	

Benefits Enrollment

All benefit-eligible employees have the opportunity to enroll in state benefit plans. (See the "University Benefits" section below for details.) Please note that new employees must complete the enrollment process themselves by going online to the People First web site **within 60 days** of becoming employed in the benefit-eligible position or will otherwise have to wait until the next open enrollment period occurs.

For more information on benefit enrollment, please contact Human Resources.

Cell Phone Allowance

Employees who are required to maintain and carry a cell phone for work may be eligible to receive a cell phone allowance. The employees supervisor is responsible for determining which employees are required to maintain and carry a cell phone to perform their University duties, and are therefore eligible for a cell phone allowance to assist with the cost.

For more information regarding cell phone allowances, employees should contact their immediate supervisor or the office of the CFO.

Please see [FPU-6.0005P Cell Phone Allowance](#) in our University Policies and Regulations.

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. It is recommended that an employee talk with their supervisor about what type of dress is considered appropriate for their work area.

Please see [FPU-6.006P Florida Polytechnic University Dress Code Policy](#) in our University Policies and Regulations.

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.

Please see [FPU-1.0036P Drug-Free Environment](#) in our University Policies and Regulations.

Public Records and Florida’s Sunshine Law

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

Open Meeting Requirements

The Sunshine Law Open Meetings Act, located in [Chapter 286, 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 in order 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 materials, 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.

Please see [FPU-1.0123P Public Records Policy](#) in the University Policies and Regulations and [6C13.6.008 Personnel and Limited Access Records](#) in the University Rules.

Official University Travel

Employees who intend on traveling for official University business must have an approved spend authorization completed and approved by their supervisor prior to their departure and before accruing any nonrefundable fees or expenses related to the request. With the granting of approval by the designated supervisor, employees may be reimbursed, within limits, for certain costs of travel on official university business. Such costs must be included in the spend authorization in Workday. A completed spend authorization is necessary in order for an employee to be eligible for coverage under Worker's Compensation while traveling on business.

Employees who are traveling on official University business are subject to the applicable requirements and restrictions governing travel by state employees, as provided in [Florida Statutes, Sections 112.061, 1004.22, 1011.90, and 1012.06](#) FPU-7.0092P Travel Between University Facilities, and FPU-11.014P Uses of IT Resources when Traveling Abroad and with export control requirements. Employees are responsible for ensuring compliance with these provisions while traveling on official University business.

If an employee uses his/her personal car for approved travel, the employee will be reimbursed at the current official mileage rate. The designated departure and return times are used for calculating per diem

Hours Worked while Traveling on Official University Business

Travel to and from an employee's home to the employee's regularly assigned headquarters cannot be counted as hours worked. If a non-exempt employee is called back to work after his or her scheduled hours of work for the day, the employee should be credited with the additional actual time worked, such additional actual time worked shall include the time from the employee's home to the assigned work location, the time spent working at the location, and time from the assigned work location back to the employee's home or a minimum of two additional hours of work—whichever is greater.

An employee may be required to attend a meeting or conference or otherwise work at an out-of-town location as part of their employment with Florida Poly. During such times, the official travel time that occurs either during or outside of the employee's normal work schedule is considered time worked. If official travel time results in a non-exempt employee exceeding 40 hours in the work week, the employee must be compensated for overtime according to standard overtime policies.

Employees should direct questions about university travel to their immediate supervisor.

International Travel

International travel for official university business requires specific approval by the Vice President of the employee's department or designee prior to the commencement of the travel. International travel requests should be prepared well in advance to allow time for processing and must comply with any export control requirements. Reference FPU-11.014P Use of IT Resources when Traveling Abroad.

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 has the discretion to determine the facts of a specific situation, taking into consideration any extenuating circumstances.

If an employee is unavoidably absent from their job (absent for reasons other than for the preapproved 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.

Lunch Break

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 to leave their workstations during their regularly scheduled lunch breaks.

Work Break Periods

Employees work better when they are refreshed. During each four hours that an employee works, they are permitted to take a 15-minute break period whenever possible. Employees are encouraged to leave their workstation during the break period. Supervisors will advise their employees of particular 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 in order 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.

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 the number of hours proportional to their FTEs. The University may require employees to work non-traditional 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. Supervisors will inform employees if their work schedule needs to be changed. Any approved adjustment in 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 payroll purposes, including overtime accrual issues for non-exempt employees, the university’s workweek begins at 12:00 a.m. each Friday and ends on the following Thursday at 11:59 p.m..

Please review [FPU-6.003 Hours of Work and Overtime](#) for further details.

Non-Exempt and Exempt Status

Positions are designated as either non-exempt or exempt for overtime compensation under the Fair Labor Standards Act. Non-exempt (hourly) employees are eligible for

overtime compensation, while exempt employees—whose duties are usually executive, professional or administrative—are not eligible for overtime compensation.

Probationary Period

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

Employee Performance Appraisals

Performance appraisals are used to assist in strengthening the University's workforce by providing for a periodic exchange of information 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.

Please see [FPU-6.0122P Performance Appraisals](#) in our University Policies and Regulations.

Time Worked

1. Support and OPS employees must record their daily work hours via the "Time" Worklet in Workday. All time for the workweek must be submitted by the employee every Thursday to allow time for supervisors to review and approve the information every Friday.
2. Exempt employees must certify their time *once* a pay period via the "Time Off" Worklet within Workday. Instructions on how to complete this process are located on the employee's homepage, Poly Workday Job Aids worklet, "How To Certify Your Time".
3. Time-worked and leave reported by an employee within Workday must be approved by the employee's immediate supervisor or by the designated approver to ensure proper and accurate payment and leave balance accruals.
4. In computing the workweek, time off charged to any type of leave or holiday is not considered to be hours worked for purposes of overtime pay.
5. A Support or OPS employee 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.
6. A Support or OPS employee may not take work home to be completed after scheduled working hours unless approved in advance by their immediate supervisor, as such will be treated as hours worked.
7. 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 dismissal.

Overtime Compensation

Due to the fact that 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.

Please see [FPU-6.003 Hours of Work and Overtime](#) in our University Policies and Regulations.

Changing Positions

Florida Poly employees who have successfully completed six months of service at the University, may apply for other positions at the University. To view vacancies and apply for jobs, employees may use their Career Worklet to access open positions.

Promotions are not allowed if an employee received an “unsatisfactory” rating (or equivalent rating if “unsatisfactory” 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.

To be considered for any open position, an employee must apply for the position by submitting their application, resume and cover letter for the position through the same process as all other candidates for the open position.

LEAVE POLICIES

Annual Leave

Annual leave is earned on the 15th and the last day of the month in proportion to the amount of time in paid status for eligible employees. There is no waiting period for using annual leave. Once annual leave is posted to the balance, employees may request to use it. However, requests for annual leave should be submitted to the supervisor in advance and taken only after the supervisor’s approval has been received. Annual leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Hours Accrued During Pay Period:

	SEMI-MONTHLY	YEAR-END MAXIMUM	MAXIMUM PAYOUT
FACULTY	7.3125	352	352
ADMINISTRATIVE	7.3125	352	352
EXECUTIVE SERVICE	9.75	480	480
SUPPORT (Months of service)			
0-6	4.3334	240	240
6-120	5.4167	240	240
Over 120	6.5000	240	240

Employees may accrue annual leave throughout the year. However, any accrued hours in excess of 240 hours for Support employees, 352 for Faculty and Administrative employees, and 480 hours for Executive Service employees will convert to sick leave hours on December 31 of each year.

Annual leave transfers with the employee if he or she moves to other benefits-eligible positions within Florida Poly.

For more information on annual leave, please refer to the following regulation [FPU-6.004 Annual Leave](#) or contact the Human Resources department.

Sick Leave

Sick leave is earned on the 15th and the last day of the month in proportion to the amount of time in paid status for eligible employees. There is no waiting period for using sick leave. Once sick leave is posted to the balance, employees may request to use it. Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others, personal visits to doctors or dentists and for personal illness. Sick leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Sick leave transfers with the employee if he or she moves to other benefits-eligible positions within the University.

For more information on sick leave, please refer to the following regulation [FPU-6.005 Sick Leave](#) or contact the Human Resources department.

Sick Leave Pool

The university's Sick Leave Pool is a way for employees to contribute a portion of their individually accrued sick leave for collective use of the members. Leave-accruing employees who have at least 64 hours of sick leave on balance at the end of the open enrollment period may apply to join the Sick Leave Pool during the Open Enrollment period in October/November each year. Membership is approved if the criteria are met. Once membership is approved, full-time employees contribute 8 hours of sick leave to the Sick Leave Pool. All figures associated with the sick leave pool are figured on a prorated basis for part-time employees.

Members of the Sick Leave Pool who have exhausted all their accrued leave (sick, annual, etc.) may apply for hours from the pool in the event of a personal catastrophic

illness or injury. Catastrophic injury or illness is defined as “a severe condition or combination of conditions affecting the mental or physical health of the employee that has resulted in a life-threatening condition and/or has had a major impact on life functions.”

For more information on the sick leave pool, please refer to the following regulation [FPU-6.006 Sick Leave Pool](#) or contact the Human Resources department.

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 the 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 more information regarding Administrative Leave, please refer to the following regulation [FPU-6.007 Other Types of Leave](#) or contact the Human Resources department.

Family and Medical Leave Act (FMLA)

Covered employees may take up to twelve 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 a spouse, child or parent of the employee who has a serious health problem, or to care for a member of Military.

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

Employees should contact Human Resources for specific terms and conditions of this leave, or if they think they may be in need of this type of leave.

Other Types of Leave

Other types of leave may include:

- Bereavement Leave
- Compulsory Leave

- Military Leave
- Workers Compensation Leave
- Domestic Violence Leave
- Personal Holiday (for support employees only)

For more information on other types of leave, please contact Human Resources.

Please see [FPU-6.007 Other Types of Leave](#) in our University Policies and Regulations.

University Holidays

Florida Poly official holidays each year are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day
- Winter Break (the four week days between December 25 and January 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 more information on holidays, please refer to the following regulation [FPU-1.008 University Holidays Regulation](#) or contact the Human Resources department.

UNIVERSITY BENEFITS

Employee benefits can represent a significant portion of the employee's overall compensation, based on the elections made. Florida Poly picks up a large percentage of the overall cost of some types of insurance, particularly health and basic life, resulting in an employee paying lower premiums. A variety of other supplemental plans, which are strictly employee-paid, are also available.

BENEFITS ENROLLMENT

State/People First Plans

Within a few weeks of employment, a letter with the employee's People First ID (PFID) will be mailed to their home address along with password information. The PFID is assigned by the state.

The PFID is a permanent identifier that will allow the employee to:

- Enroll in their selected benefits
- View benefits during the year
- Make qualified status changes
- Make other adjustments to their benefits during the annual Open Enrollment periods

Premiums and deductions for benefits will be established based upon the employee's enrollment decisions.

New employees and those experiencing a qualifying status event must complete enrollments through the People First portal or by calling the People First service center at 1-866-663-4735.

Eligibility

All active, permanent, full or part-time Florida Poly employees qualify for coverage under the State of Florida Insurance Programs. Employees who work less than .75 FTE (30 hours per week) are not eligible to participate in the State of Florida's Insurance Programs.

Certain variable hour and OPS employees qualify for the State's Insurance Program. OPS employees who regularly work 30 hours/week or more may enroll in the state's plans upon hire. OPS employees are eligible to participate in a majority of the state plans with the exception of Optional Term Life, Medical Reimbursement and Limited Purpose Reimbursement Accounts. Employees will be notified of their eligibility for state plans by the State of Florida.

All eligible employees should review the Marketplace Notice included in the appendix section of the Description Employee Benefits Package administered to new employees upon hiring. The Marketplace Notice is required under the Affordable Care Act and provides employees additional information about affordable health plan options that are available through the Marketplace or Health Care Exchanges.

Coverage for Dependents

Dependents eligible for State of Florida sponsored plans include:

- Employee's spouse

- Employee’s children through age 30* (natural, adopted, step, foster, and those for whom the employee has legal guardianship)
- Employee’s disabled children beyond age limits; incapable of self-sustained employment; dependent for financial support
- Employee’s eligible dependent’s newborn child for 18 months after birth, or until eligible dependent who is the infant’s parent no longer qualifies as a dependent, whichever comes first

**Eligibility of dependent children ages 19 through 30 include:*

- Family Coverage Tier: Children age 19 through the end of the calendar year in which they turn 26, are covered under the regular “family plan”
- Optional Over-Age Coverage: For health insurance only—coverage for children age 26 through the end of the calendar year they turn 30 may be purchased at an additional premium if they:
 - A.
 - are not married,
 - have no dependents (i.e., children, domestic partner),
 - are dependent for financial support,
 - are not provided or otherwise have available health insurance,

And
 - B. • Either live in Florida or are a student in another state.

The eligibility requirements listed above apply to the State of Florida-sponsored plans.

Spouse Program

An eligible employee whose spouse also works in a benefits-eligible position for a State of Florida government agency or University may enroll in the health insurance Spouse Program. This program combines the state’s matching portion of each member’s insurance premium, providing health insurance at a minimal cost provided both employees are in full-time, benefits eligible positions. Should one spouse terminate employment with the State of Florida—or in the event of a divorce, change in FTE, or leave of absence—the employee must notify People First of the event within 60 days of the event.

Open Enrollment

Open Enrollment is a period of time when employees have an opportunity to make additions, changes or deletions to their elected benefit options. During this time, Open Enrollment communications provide information to employees regarding critical dates, new plan options, or other important changes for the upcoming plan year. After the Open Enrollment period begins, employees may access the People First enrollment system 24 hours a day to make necessary changes. Benefit elections can be made

throughout the Open Enrollment period, however once the Open Enrollment period ends, all of the employee's elections in the system are final and coverage for the elections will begin on the following January 1. The Open Enrollment period generally varies from year to year and usually occurs around mid-October to early November. For specific dates, check with the Human Resources department each fall.

Qualifying Events for Changing Benefits Coverage

Under certain circumstances, employees may be allowed to make changes to their benefit elections during the plan year. Within 60 calendar days of the qualified event date, the employer must make these changes through the People First portal or by calling the People First service center at 1-866-663-4735.

Qualifying status changes/events include:

- Employee gives birth to, adopts, or becomes the legal guardian of a child (employee must add each child even if the employee already has family coverage)
- Employee gets married or divorced
- Employee's spouse or dependent dies
- Employee's employment is changed from full-time to part-time or from part-time to full-time
- A change in employee's spouse's employment status (resulting in a gain or loss of other coverage)
- A change in dependent's eligibility for benefits
- Termination of employee's employment

The employee may be required to submit documentation for certain events and such documents must be consistent with the requested benefit change. Outside of the 60-day qualifying status change window, changes to an employee's plans are limited to the annual Open Enrollment period.

HEALTH BENEFITS

Benefit Eligible employees may choose from several health insurance plan options.

Current available state health plans include:

- Preferred Provider Organization (PPO) Plans
- Health Maintenance Organizations (HMO) Plans
- Health Investor (High Deductible) PPO or HMO Plans
- Health Savings Accounts
- State Prescription Drug Program

- Flexible Health and Dependent Care Spending Accounts

No matter which plan the employee chooses, health insurance premiums are deducted on a pre-tax basis unless the employee requests post-tax deductions through a state pre-tax waiver. Please note that coverage is NOT effective until AFTER the employee receives their insurance cards from the companies.

The State of Florida makes a variety of other health insurance and benefit programs available to eligible employees. For more information, please visit:

<http://www.myflorida.com/MyBenefits/Health/Health.htm>

LIFE INSURANCE

The State of Florida offers Basic and Optional term life insurance coverage to eligible full-time and part-time employees and their dependents.

For more information, please visit:

http://www.myflorida.com/mybenefits/Health/Life_Insurance/Life_Insurance.htm

UNIVERSITY RETIREMENT

Depending on their job classification, an eligible employee may choose to participate in one of three plans: the State University System Optional Retirement Program (SUSORP), the Florida Retirement System's Florida Pension Plan (FPP), or the Florida Retirement System's Florida Investment Plan (FIP). All three retirement plans include employer and mandatory employee contributions.

To select a retirement plan, the employee must fill out the appropriate form and turn it in to the Human Resources department for processing.

For more information regarding the State University System's Optional Retirement Program (SUSORP), please visit:

http://www.dms.myflorida.com/workforce_operations/retirement/optional_plans/state_university_system_optional_retirement_program

For more information about the Florida Retirement System's Florida Pension Plan (FPP) and Florida Investment Plan (FIP) options, please visit: <https://www.myfrs.com/>

If your position is eligible for SUS Optional Retirement Plan (ORP) an employee has 90 days from their date of hire to enroll. All employees in positions eligible to participate in a state-sponsored retirement plan may choose either the Florida Retirement System (FRS) Pension Plan or the FRS Investment Plan. The choice period to enroll in either plan is 8 calendar months after their date of hire. If a plan is not actively selected within the prescribed deadlines, you will default into the FRS Investment Plan.

Deferred Retirement Option Program (DROP)

For more information, please visit:

https://www.myfrs.com/FRSPro_Pension_DropRoll.htm

Deferred Compensation Plan

For more information, please visit:

<https://www.myfloriddeferredcomp.com/SOFWeb/default.aspx>

EMPLOYEE PERFORMANCE AND CONDUCT

Disciplinary Action

While the majority of university employees may never need discipline, exceptions do occur. Disciplinary actions may include 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 departmental policy, procedure or practice that is verbal, written or understood.

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 about disciplinary issues, please consult the Human Resources department.

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.

Please see [FPU-6.0011P Employee Grievance Procedure](#) in our University Policies and Regulations

Layoff

A layoff is defined as a termination of employment due to abolishment of positions caused by adverse financial circumstances; reallocation 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 function; 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 which has been designated as a time-limited appointment, does not have layoff rights.

Non-Discrimination and Equal Opportunity

Florida Poly 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 about non-discrimination and equal opportunity, please see [FPU-1.004 Non-Discrimination and Equal Opportunity Regulation](#) in our University Policies and Regulations.

Sexual Harassment

Florida Poly's Sexual Harassment policy affirms the University's commitment to ensure that members of the University community shall be permitted to work, study, and

interact with each other in a dignified learning environment free from any form of sexual harassment. 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 that believes he or she has been subjected to sexual harassment; any person that believes he or she has been subjected to retaliation related to an allegation of sexual harassment; or any person that believes that others have been subjected to sexual harassment, in violation of the university's sexual harassment policy, that may wish to seek guidance, counseling, or file a complaint to:

Title IX Coordinator
Michelle Disson
Mailing Address: 4700 Research Way, Lakeland, FL 33805-8531
(863)874-8484
TitleIXCoordinator@floridapoly.edu

For additional information about sexual harassment, please review the following policy [FPU-1.005P Sexual Harassment](#) or contact the Title IX Coordinator.

Complaint and Investigation Process

The University President or his/her 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 President. Reports or allegations of discrimination or harassment will be processed upon the filing of a complaint with the President.

For additional information about the complaint or investigation process, please review the following regulation- [FPU-1.005 Discrimination and Harassment Complaint Policy and Procedures](#) or contact the Human Resources department.

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, Personal Improvement Plans, changes in work or personal status and any other information pertinent to their job at Florida Poly. An employee may review their file by contacting the Human Resources department. Employee should provide at least

a 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 more information, please contact the Human Resources department.

Please see [FPU-1.0123P Public Records Policy](#) in our University Policies and [6C13.6.008 Personnel and Limited Access Records Rule](#) in our University Rules.

Visa Status

An employee's visa status affects appointment eligibility as well as withholding for federal, Social Security and Medicare (FICA) taxes. Employees who fail to provide Human Resources with copies of their past or current visa documents are responsible for paying their respective tax liability. The Foreign National Tax Information Form and the I-9 must be completed and sent to the Human Resources department if there is an extension or change of status for the employee. An employee will not be put on payroll without the report from the Human Resources department. Employees are encouraged to consult with their own tax advisers concerning their visa and tax status.

EMPLOYEE SAFETY

Workers Compensation

Florida Poly is committed to providing a safe and healthy environment in which all faculty, staff and students may work and study. In order to help uphold this commitment, the Facilities & Safety Services Department, Environmental Health & 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 observe appropriate precautions at all times 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.

What Employees must Do If Injured While Performing Their Job

1. Notify their supervisor immediately. The supervisor must then contact the Facilities & Safety Services Department. An incident report will need to be completed.
2. If medical attention is required, contact either Facilities & Safety Services or the Human Resources department prior to going to a medical care provider. The employer will then receive guidance on getting the medical attention that they may need.
3. To obtain authorization for Workers' Compensation claims, employees need to contact **AmeriSys at 1-800-752-0886**. They will be asked a series of questions about their work related injury and then will be instructed on which medical facility to go to for services.
4. When they arrive at an authorized medical care provider's facility, the employee should be prepared to show proof of identification.
5. Provide Human Resources with medical documentation of their initial work status and any subsequent changes to it. The employee's authorized medical care provider must support, in writing, all injury-related time away from work.
6. Contact their supervisor daily or according to a schedule established by the supervisor in order to keep him/her informed about their current work status, ongoing treatment and prognosis for recovery.
7. Attend all of the scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.
8. When an authorized medical care provider releases the employee to return to work (regardless of assigned limitations or restrictions), the employee must be willing and able to return to the workplace.

For more information regarding Workers' Compensation, please contact the Human Resources department or the EH&S department.

Alligators and Snakes

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's dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food.

Report nuisance alligators to Florida Fish and Wildlife Conservation Commission (FFWCC) by calling 1-866-FWC-GATOR. 866-392-4286

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.

Please see [FPU-1.0031P Campus Water Bodies](#) in our University Policies

EMPLOYEE DISABILITY ACCOMMODATIONS

Reasonable Accommodations

Upon request, the University provides reasonable accommodations 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 the term "disability" with respect to an individual that, has a physical or mental impairment that substantially limits one or more major life activities such individual, a record of such an impairment, or being regarded as having such an impairment. A qualified individual with a disability as 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

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 accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual’s disability. To request a reasonable accommodation, applicants and employees should contact Human Resources.

For more information on requesting an accommodation, please visit the Human Resources page of the Poly Pulse.

Notification of Special Needs during an Emergency Situation

Individuals are encouraged to report any special needs to their supervisor and the Human Resources department so that they may be protected during emergencies. The employee should work with Human Resources and EH&S to make arrangements with if they will need assistance in exiting a building during an emergency.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

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