



November 15, 2010

**MEMORANDUM**

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan., President *BRS*  
**SUBJECT:** Policy Manual Revision - Chapter 4

**Item Description:**  
Policy Manual Changes.

**Overview:**  
As a continuation of the complete revision of the TCC Board Policy Manual that was described at the September 2008 Board meeting, revisions to Chapter 4 are presented for your consideration. These proposed changes have been through the appropriate College Standing Committees for review and comment. The new versions of the policies are attached. Links are provided at the end of each policy to the copies of current policies showing the edits so that you can see the details of the proposed changes.

**Salient Facts**

Policy manual revision is necessary for the following reasons: to remain compliant with new state and federal laws; to update organizational/staff references; to remove procedures from policy, and to recommend changes to improve College governance and operations. Changes to Chapter 4 are summarized here:

Policy Manual Revisions – Chapters 4

No.	Comments	No.	Comments
04-00	No changes to language.	04-01	Language clarified.
04-02	Minor word changes to clarify full-time positions.	04-03	Minor wording changes to remove non-policy language.
04-04	Minor wording changes to remove non-policy language and move language to procedure.	04-05	Wording updated to clarify changes to Salary Schedule and move non-policy language to procedure.

04-06	Minor wording changes to remove language and move non-policy language to procedure.	04-07	Minor wording changes to remove non-policy language and move language to procedure.
04-08	Minor wording changes to remove non-policy language.	04-09	Non-policy language moved to procedure.
04-10	No Policy.	04-11	Non-policy language moved to procedure.
04-12	Minor wording changes to clarify staff and move non-policy language to procedure.	04-13	Repealed – Moved to Procedure.
04-14	Minor wording changes to clarify staff and move non-policy language to procedure.	04-15	Minor wording changes to clarify staff and move non-policy language to procedure.
04-16	Minor wording changes to clarify full-time employees and move non-policy language to procedure.	04-17	Minor wording changes to clarify outside employment and move non-policy language to procedure.
04-18	Minor wording changes to clarify relationships and move non-policy language to procedure.	04-19	Language modified to clarify employment of relatives and move certain language to procedure.
04-19	No Policy	04-20	Update Fla. Adm. Code chapter number. No changes to language.
04-21	Minor wording changes to clarify language.	04-22	Minor wording changes to clarify language.
04-23	Wording updated to clarify language.	04-24	Repealed – Move to Procedure.
04-25	Minor wording changes to clarify language.	04-26	Minor wording changes to clarify language and move non-policy language to procedure.

04-27	Minor wording changes to clarify language and move non-policy language to procedure.	04-28	Wording changes to clarify language and move non-policy language to procedure.
04-29	Wording changes to clarify language.	04-30	Minor wording changes to clarify language.
04-31	Minor wording changes to clarify language and move non-policy language to procedure.	04-32	Minor wording changes to clarify language.
04-33	Wording changes to clarify policy.	04-34	Repealed – Moved to Policy PM 04-33
04-35	Repealed – Moved to Policy PM 04-33	04-36	No Changes
04-37	Minor wording changes.	04-38	Repealed – Moved to Policy PM 04-40
04-39	Repealed – Moved to Policy PM 04-31	04-40	Minor wording changes to clarify language and move non-policy language to procedure.
04-41	Repealed – Moved to Procedure and included in 04-33	04-42	Wording changes to move non-policy language to procedure.
04-44	Repealed – Moved to Policy PM 04-33	04-45	Policy number 09-13 changed to 04-45. Non-policy language moved to procedure.
04-46	Wording changes to move non-policy language to procedure.		

**Past Actions:**

The College began the process of revising and updating the policy manual last year. This is a continuation of that process.

**Future Actions:**

This Board Item completes the review of Chapter 4.

**Funding/Financial Matters:**

No costs are related to this item.

**Staff Resource:**

Teresa Smith.

**Recommended Action:**

Approve policy revisions as presented.

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Employee Acceptance of College Policies	<b><u>NUMBER:</u></b> 6Hx27:04-00
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1006.35, 1012.80 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Florida Statutes obligate all employees of state institutions of higher education to consent to the policies of the institution and laws of the State of Florida.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Established Positions	<b><u>NUMBER:</u></b> 6Hx27:04-01
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:07-00
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

Established positions are positions authorized by the Board within the following classifications: Faculty, Non Teaching Faculty, Executive, Administrative, Managerial Professional and Classified Staff. A complete listing of these positions may be found in the salary schedule.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Full-Time Equivalent (FTE)	<b><u>NUMBER:</u></b> 6Hx27:04-02
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-28 6Hx27:04-29
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 5/15/00	<b><u>PAGE:</u></b> 1 of 1

Each established position has an assigned FTE (full-time equivalent). An employee who is in an established position with an FTE of 1.0 is scheduled to work forty hours per work week.

Full-time Faculty in established positions have an FTE of 1.0.

The FTE for less than full-time established positions shall determine the total hours to be scheduled per work week.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Work Week	<b><u>NUMBER:</u></b> 6Hx27:04-03
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261 Fair Labor Standards	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 5/15/00; revised 2/17/03	<b><u>PAGE:</u></b> 1 of 1

All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College. In accordance with the academic calendar adopted by the Board, the President may authorize seasonal departures from the standard workday/work week.

[Link to Marked Up Policy](#)



**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Pay Periods	<b><u>NUMBER:</u></b> 6Hx27:04-04
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

College employees are paid on the last College business day of each month.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Annual Salary Schedule	<b><u>NUMBER:</u></b> 6Hx27:04-05
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Annually, the Board shall adopt a Salary Schedule as recommended by the President or designee. This Salary Schedule provides for compensation of all College employees except those classified as contracts/grant employees. The Salary Schedule shall be in accordance with Florida Statutes and appropriate rules. Only the Human Resources Director or Vice President of Administrative Services may enter Board approved changes to the Salary Schedule.

Policies that conflict with the Salary Schedule shall not be written.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Personnel Actions	<b><u>NUMBER:</u></b> 6Hx27:04-06
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 1/22/01; revised 6/17/02	<b><u>PAGE:</u></b> 1 of 1

The President shall recommend original appointments and separations required for Board approval. Although the President may initiate these actions prior to official action of the Board, such actions shall be considered temporary until approved by the Board at its regular meeting. Should the Board fail to approve an action as recommended, an employee will be paid only for days of service performed unless otherwise authorized by the Board.

**Appointment**

Recommendations for appointment of employees shall be made to the Director of Human Resources by the President or Executive Committee Member.

The Director of Human Resources shall submit to the President the names of employees appointed for consideration by the District Board of Trustees.

**Personnel Actions Requiring Employee Notice**

Notice of reduction in pay, reassignment, reduction in force, or demotion shall be sent to the employee by certified mail, return receipt requested, prior to the College taking the action.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Personnel Records	<b><u>NUMBER:</u></b> 6Hx27:04-07
<b><u>AUTHORITY:</u></b> Florida Statute: 119.07(1), 1001.64, 1001.65, 1012.81 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

All personnel records shall be maintained as required by the Department of State, Bureau of Archives and Record Management. The Director of Human Resources is designated as the custodian of all College personnel records and the records of applicants seeking employment in established positions at the College. The Vice President for Administrative Services shall serve as custodian in the director's absence.

Requests for Information

The College shall protect employees by responding only to proper requests for information as dictated by Florida Statute.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Recruitment, Eligibility, and Selection	<b><u>NUMBER:</u></b> 6Hx27:04-08
<b><u>AUTHORITY:</u></b> Florida Statute: 1000.05, 1001.64, 1001.65, 1012.855 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Ax27:05-00 6Ax27:07-02
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

TCC shall develop procedures committed to hiring the most qualified candidates to meet the needs of the College and its mission, and to develop procedures that reflect equity, efficiency and simplicity in hiring practices.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> In Processing of New Employees	<b><u>NUMBER:</u></b> 6Hx27:04-09
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 5/24/99	<b><u>PAGE:</u></b> 1 of 1

New employees are required to complete forms, provide documentation, and participate in the appropriate orientation(s) as required by Human Resources Department procedures.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Retirement Plans and Insurance Coverage	<b><u>NUMBER:</u></b> 6Hx27:04-11
<b><u>AUTHORITY:</u></b> Florida Statute: 121.111, 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 6/17/02	<b><u>PAGE:</u></b> 1 of 1

Retirement Plans

All employees in established positions are required to become members of either the Florida Retirement System (FRS) or the Community College Optional Retirement Plan. (CCORP). Information on the available plans and election periods is available in Human Resources.

Health Insurance

All full and part-time employees in established positions are enrolled in group health insurance through the Florida Community Colleges Risk Management Consortium.

Life Insurance

The College provides all full and part-time employees in established positions with term life insurance based on their annual salary.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Electronic Banking	<b><u>NUMBER:</u></b> 6Hx27:04-12
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

The capability of depositing net payroll checks to any financial institution by electronic banking is available to all TCC employees.

The College retains the right to cancel the electronic banking authorization of any employee at any time. Every effort will be made to notify the employee as soon as possible in the event of cancellation.

[Link to Marked Up Policy](#)



**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Employee Name and/or Address Changes	<b><u>NUMBER:</u></b> 6Hx27:04-13
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1
<b>REPEALED – Moved to Procedure</b>	

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Tuition Reimbursement Non-TCC Courses	<b><u>NUMBER:</u></b> 6Hx27:04-14
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:05-13
<b><u>DATE ADOPTED:</u></b> 12/97; rev 8/15/00; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

Employees in established positions who have completed their initial probationary period and are in good standing with the College are eligible for tuition reimbursement for college-level courses taken at institutions other than the College. Tuition reimbursement shall be contingent upon the availability of funds, prior approval of the course(s) taken, proof of satisfactory completion of the course, and evidence of payment of fees by the employee.

Tuition reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.

Contingent upon the availability of funds, employees in established positions may be reimbursed for college or university tuition costs, not to exceed six credit hours per term. Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position. The College shall not reimburse an employee for application fees, lab fees, books, or supplies.

Employees who are enrolled in classes at a university or at a different site must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the supervisor.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> TCC Classes for College Employees	<b><u>NUMBER:</u></b> 6Hx27:04-15
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1009.23 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

To encourage employee development/growth through courses that update or upgrade competence and general knowledge, employees in established positions may register for courses offered by the College without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior approval of the immediate supervisor on the form provided by the Human Resources Department before registering for any courses.

All employees who utilize this benefit shall meet the admission requirements of the College.

For this College benefit employees must have completed six (6) months of satisfactory, continuous, and creditable service at the College.

Full-time employees may register for up to six (6) credit or equivalent hours per semester. Less than full-time employees may register for up to a maximum of three (3) credit or equivalent hours per semester.

[Link to Marked Up Policy](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<b><u>TITLE:</u></b> TCC Classes for Spouses and/or Dependents of College Employees	<b><u>NUMBER:</u></b> 6Hx27:04-16
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1009.23 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Spouses and/or dependents of full-time employees in established positions may enroll for a maximum of six (6) credit or equivalent hours per semester (pro-rated per FTE) without payment of resident per credit hour fees. This does not include fees such as lab fees or other special fees. The employee must be in an established position and have six (6) months of satisfactory, continuous, and creditable service.

All spouses and dependents who utilize this benefit shall meet the admission requirements of the College.

The term ***spouse*** is defined as one who is legally married to the employee and resides in the same household. The term ***dependent*** is defined as an unmarried child including an employee's adopted child, stepchild, or a child under legal guardianship. An unmarried child must depend primarily on the full-time employee for support and maintenance and must live with the employee in a regular parent-child relationship. Children may be eligible until age twenty-four (24).

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Outside Employment	<b><u>NUMBER:</u></b> 6Hx27:04-17
<b><u>AUTHORITY:</u></b> Florida Statute:112.313, 1001.64, 1001.65, 1012.855 FAC: 6A-14.0261, 6A-14.0262	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 1/22/01, revised 12/16/02	<b><u>PAGE:</u></b> 1 of 1

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its employees, to the College, and to the community of the many types of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well. Accordingly, College employees may engage in outside employment that does not result in any conflict of interest between the outside employment activity and the College and does not interfere with their employment at the College. The President or his/her designee shall approve all requests for outside employment.

If approved by the President, all other recommendation(s) shall be forwarded to the Board for review and consideration.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Professional Relationships - (Employees/Students, Supervisors/Employees)	<b><u>NUMBER:</u></b> 6Hx27:04-18
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Implicit in the concept of professionalism is the recognition by those in positions of authority that their relationships with students or other employees may include an element of power. It is incumbent on those with authority not to abuse, or seem to abuse, the power with which they are entrusted.

Therefore, the initiation of or consent to an intimate or sexual relationship between an employee of the College and any current student of the College for whom the employee has direct professional responsibility is unacceptable. Such an intimate or sexual relationship may have the effect of undermining the atmosphere of trust on which the educational process depends. If a complaint is filed by the student, it is defined as a complaint of sexual harassment.

The untoward initiation of or consent to an intimate or sexual relationship is also unacceptable between a supervisor and an employee for whom the supervisor has direct professional responsibility. If a complaint is filed by the employee, it is defined as a complaint of sexual harassment.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b>TITLE:</b> Employment of Relatives	<b>NUMBER:</b> 6Hx27:04-19
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.80 FAC: 6A-14.0261	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> December 1, 1997	<b>PAGE:</b> 1 of 1

Employment of related persons is prohibited where these conditions pertain:

1. The employee has or would have direct or indirect administrative or decision-making authority over the related person.
2. Employment would involve a conflict of interest, actual or potential.
3. Decisions of employment may affect such other person.

“Related person” for the purposes of this policy, means an individual who is related as defined in Florida Statute 112.312(21): father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the employee or who otherwise holds himself or herself out as or is generally known as the person whom the public employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.

Any exception to this policy must be approved by the President of the College.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Disruptive Activities	<b><u>NUMBER:</u></b> 6Hx27:04-20
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.80 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

College employees shall not engage in disruptive activities. Disruptive activities include, but are not be limited to, the following:

1. Violence committed against any member or guest of the College community;
2. Forcible interference with the freedom of movement of any member or guest of the College;
3. Obstruction of the normal processes, activities, and functions of the College community;
4. Disruptive activities as defined and prohibited in accordance with the criminal provisions of Section 877.13 FS.

Participation in disruptive activities may result in immediate termination.

[Link to Marked Up Policy](#)



**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Employee Soliciting	<b><u>NUMBER:</u></b> 6Hx27:04-21
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855 FAC: 6A-14.0261, 6A-14.0262	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

An employee of the College may not solicit or accept anything of value that would cause the employee to be influenced in the discharge of his/her responsibilities.

Students or the public may not solicit an employee of the College while the employee is on duty, unless otherwise approved by the President or designee.

An employee of the College may not solicit students, or another employee while either is on duty for any purpose not specifically authorized by the President or designee.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Political Activity of Employees	<b><u>NUMBER:</u></b> 6Hx27:04-22
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855 FAC: 6A-14.0261, 6A-14.0262	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Any employee under the jurisdiction of the Board may seek election to hold public office upon approval of the President and ratification by the Board under the following conditions must occur.

1. Such activity shall not interfere with the employee's usual duties and responsibilities.
2. Before seeking election to and holding such public office the employee must establish that no conflict of interest exists between this activity and the responsibility of the individual to the College and to the State of Florida.

When an employee elects to run for and hold public office and such action is judged by the President to interfere with the full discharge of regular duties, then the employee must obtain leave of absence or submit a resignation.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Reductions in Force or Consolidation/Reduction in Program(s)	<b><u>NUMBER:</u></b> 6Hx27:04-23
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261 6A-14.0411, 6A-14.0412	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 3

**Purpose and Scope**

The purpose of this policy is to prescribe the manner in which eligible employees are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College's employees in regularly established positions.

The College may implement a reduction in force for one or more of the following reasons:

- a. Adverse financial circumstances;
- b. Reallocation of resources;
- c. Reorganization of academic or administrative structures, programs, or functions;
- d. Curtailment or abolition of one or more programs or functions

**Management Decisions**

All possible means for reducing expenses should be implemented before faculty or staff reduction in force is considered. Should a reduction in force become necessary, the policy shall be implemented as humanistically as possible. Personnel who are to be laid-off will be identified and notified as soon as possible. At least one (1) month's notice will be provided when feasible, and a minimum of two (2) weeks' notice shall be required.

The College shall determine the following items prior to implementing a reduction in force plan:

- a. What is the reason(s) for the reduction in force;
- b. What areas(s) of the College are to be impacted by the reduction in force and/or;
- c. What class/group(s) of personnel are to be impacted by the reduction in force

### **RIF Criteria**

The following criteria will be utilized in the event that it becomes necessary to reduce College personnel:

- a. Part-time instructors in any field for which full-time faculty are equally qualified shall be dismissed in favor of full-time faculty.
- b. Faculty on annual contract will, except in rare instances, be terminated before those on continuing contract.
- c. If possible, an individual whose position has been eliminated shall be offered immediate placement into a vacancy for which the individual is equally qualified in another department or program. In the event such an offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to this policy.
- d. Continuing contract faculty who are to be released because of discontinuation of a program or academic subject area shall receive notice as soon as practicable after the decision of discontinuation is reached.

Additional criteria to be considered:

#### Full-time Faculty

- a. Efficiency in performance as determined by existing evaluations
- b. Educational qualifications and/or expertise in assigned position(s)
- c. Teaching qualifications in related areas
- d. Capacity to meet the needs of the education community
- e. Length of service at the College
- f. Length of total teaching service

#### Executive/Administrative Staff

- a. Efficiency in performance as determined by existing evaluations
- b. Educational qualifications and/or expertise in assigned position(s)
- c. Administrative experience
- d. Capacity to meet the needs of community
- e. Length of service at the College

### Managerial/Professional and Classified Staff

- a. Efficiency in performance as determined by existing evaluation
- b. Qualifications
- c. Length of service at the College
- d. Inter-departmental transfer potential

Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in State Board of Education Rules.

### **Reemployment/Recall**

- a. The College shall commit itself to a first priority review of the qualified applications from both full-time and part-time laid-off personnel for re-employment within two (2) years of the reduction.
- b. All persons on the recall list shall regularly be sent the TCC position vacancy announcements. For this purpose, it shall be the employee's responsibility to keep the College advised of the employee's current address. Should a vacancy occur at the College the employee must apply to receive consideration.
- c. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to this policy.
- d. An employee who held a continuing/permanent status appointment on the date of termination by reason of layoff shall resume the continuing/permanent status appointment upon recall.
- e. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.
- f. If the employee has not been recalled within twenty four (24) months, the layoff shall be considered permanent.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Out Processing of Employees	<b><u>NUMBER:</u></b> 6Hx27:04-24
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:05-15
<b><u>DATE ADOPTED:</u></b> December 1, 1997  <b>REPEALED: Moved to Procedure</b>	<b><u>PAGE:</u></b> 1 of 1

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Separation Pay	<b><u>NUMBER:</u></b> 6Hx27:04-25
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855, 1012.865(2)(d), 1012.865(2)(e) FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:07-06
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 1/22/01; revised 6/18/01	<b><u>PAGE:</u></b> 1 of 2

Payment for unused annual, compensatory, or sick leave shall be made to employees in established positions upon termination of employment as outlined below. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Payment for unused annual or sick leave shall be made to contract/grant employees based on availability of funds and the approval of the contract/grant project director.

Annual Leave

An employee who separates from the College shall be paid for unused accrued annual leave as of the date of separation up to a maximum of thirty (30) days or 240 hours at the employee's hourly rate at the time of separation. For classified staff or contract/grant employees, payment is made only if the employee has at least six (6) months of satisfactory service from date of original appointment.

Employees in established positions designated as Senior Management (Executive) or Select Exempt, (Administrative and Managerial Professional) are paid for annual leave as outlined in 6Hx27:07-06.

Compensatory Leave

All separating employees shall be paid for accumulated compensatory time on an hourly basis at the hourly rate of pay at the time of separation.

## Sick Leave

Payment for terminal sick leave shall be made in accordance with Florida Statutes 240.343(2)(d)1.2.3.4.

2. During the first three (3) years of service, the daily rate of pay shall be multiplied by 35 percent times the number of days of accumulated sick leave.
3. During the fourth year of service through the sixth year of service, the daily rate of pay shall be multiplied by 40 percent times the number of days of accumulated sick leave.
4. During the seventh year of service through the ninth year of service, the daily rate of pay shall be multiplied by 45 percent times the number of days of accumulated sick leave.
5. During the 10th and subsequent years of service, the daily rate of pay shall be multiplied by 50 percent of the number of days of accumulated sick leave.

The maximum payment for accumulated sick leave shall not exceed 480 hours.

If an employee receives terminal sick leave pay benefits based on unused sick leave, all sick leave credits shall become invalid.

If an employee chooses not to receive terminal sick leave payout, the employee may request to have all unused sick leave transferred to another community college or state agency as long as the request is made within 30 days of termination of employment.

## Sick Leave - Senior Management (Executive) Positions

Employees in established positions designated as Senior Management (Executive) are paid for sick leave accumulated prior to July 1, 2001, as outlined above.

Payment for sick leave accumulated on or after July 1, 2001, may not exceed an amount equal to one-fourth of the employee's unused sick leave or sixty (60) days, whichever is less.

[Link to Marked Up Policy](#)



**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Holidays and College-Closed Periods	<b><u>NUMBER:</u></b> 6Hx27:04-26
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 5/15/00; revised 6/19/00	<b><u>PAGE:</u></b> 1 of 1

Holidays and College-Closed Periods are adopted annually in the Academic Calendar and published via website.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Absence From Duty	<b><u>NUMBER:</u></b> 6Hx27:04-27
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-28 through 6Hx27:04-41
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Overview

An employee absent from duty on approved has the right of returning to employment without prejudice upon expiration of the leave. Granting of leave shall be determined on the basis of policies designed to protect the operations of the College against undue interruption.

Any employee who is absent from duty without approved leave shall be in leave without pay status for that period and shall be subject to dismissal.

When deemed appropriate by the College, the President or designee shall have the right to require that an employee provide a written statement from a health care provider, or other written documentation to substantiate use of paid or unpaid leave of more than five (5) days or to verify that an employee is physically incapable of performing assigned duties at the College.

In carrying out the provisions of this Policy, the College shall remain in compliance with reasonable accommodation provisions of the Americans with Disabilities Act.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Absence From Duty	<b><u>NUMBER:</u></b> 6Hx27:04-27
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-28 through 6Hx27:04-41
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1

Overview

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Any employee who is absent from duty without approved leave shall be in leave without pay status for that period and shall be subject to dismissal.

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In carrying out the provisions of this Policy, the College shall remain in compliance with reasonable accommodation provisions of the Americans with Disabilities Act.

[Link to Marked Up Policy](#)

## TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

### POLICY

<b><u>TITLE:</u></b> Annual Leave	<b><u>NUMBER:</u></b> 6Hx27:04-28
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-02 6Hx27:04-25 6Hx27:04-27 6Hx27:07-06
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 2

#### Accrual

Annual leave is allocated for full and part-time employees in established positions, excluding teaching faculty, based on service in any Florida community college.

Accrual and payout of annual leave for positions designated as Senior Management (Executive) and Select-Exempt (and Managerial Professional) shall be stated in 6Hx27:07-06.

1. Full-time employees will earn eight (8) hours of annual leave for each month of service for the first five years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.
2. Full-time employees will earn ten (10) hours of annual leave for each month of service for the sixth (6) through tenth (10) years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.
3. Full-time employees will earn twelve (12) hours of annual leave for each month of service over ten years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.

An employee receiving benefits under the Florida Workers Compensation provision shall continue to accrue annual leave as though regularly employed.

### Maximum Accumulation of Leave

The maximum accumulation of annual leave shall be forty-four days (352 hours) as of December 31st of any calendar year.

### Using the Leave

Annual leave must be scheduled so that there shall be minimum disruption of the operation of the College.

Annual leave must be approved in advance by the appropriate supervisor and be requested in writing by using the Leave Request Form.

### Using the Leave during Probation (Classified Staff)

The use of annual leave may not be granted to a classified staff employee who has not completed six (6) months of satisfactory service from date of original appointment without the approval of the President, or appropriate Vice President.

If an employee does not complete the probationary period for original appointment, the final paycheck for this employee shall be adjusted to reflect reimbursement to the College for any annual leave used during this probationary period.

### Terminal Annual Leave Pay

Upon separation of employment from the College, the employee shall be paid for unused annual leave in accordance with the College terminal/separation pay policy for annual leave.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<p><b><u>TITLE:</u></b> Sick Leave</p>	<p><b><u>NUMBER:</u></b> 6Hx27:04-29</p>
<p><b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855, 1012.865 FAC: 6A-14.0261</p>	<p><b><u>SEE ALSO:</u></b> 6Hx27:04-03 6Hx27:04-25 and 04-27 6Hx27:04-38 and 04-39 6Hx27:07-06</p>
<p><b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01</p>	<p><b><u>PAGE:</u></b> 1 of 2</p>

Accrual of Sick Leave

Accrual of sick leave is allocated for full and part-time employees in established positions. Full-time employees will earn eight (8) hours of sick leave for each month of service. Part-time employees will earn a prorated amount of sick leave based on their FTE.

A person who resigns from another Florida community college, the Florida university system, the Florida Department of Education, a Florida public district school board, or a state agency to accept employment with the College within thirty-one (31) days shall be credited with sick leave per Florida Statutes. If an employee is being hired in a full-time faculty position and their last employment with a Florida Community College, the Florida university system, the Florida Department of Education, a Florida public district school board, or a state agency ended within 120 days of their full-time faculty appointment with the College, the employee may transfer sick leave as long as the request is made within 10 days of their hire date with the College.

Using the Leave

Sick leave may be used when an employee in an established position is unable to perform duties at the College because of personal illness or because of the personal illness or death of any member of the immediate family of the employee or spouse.

Sick leave may also be used for appointments with a health care provider. Appointments with health care providers must be approved in advance and should be scheduled so that there is minimum disruption to the operations of the employee's immediate department.

#### Definition of Immediate Family

Immediate family is defined as the spouse, the grandparents, parents, brothers, sisters, children, grandchildren, or other close relative or member of the employee's own household. Children may include a biological child, an adopted child, a stepchild, a foster child, a child under legal guardianship, or a child of a person standing in *loco parentis* who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

#### Payout of Sick Leave

Upon separation from the College, the employee shall be paid for unused sick leave in accordance with the College separation pay policy and the current Board-approved Salary Schedule.

#### Sick Leave for Positions Designated as Senior Management and Select Exempt

Accrual and payout of sick leave for positions designated as Senior Management or Select Exempt shall be as stated in 6Hx27:07-06.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Sick Leave Pool	<b><u>NUMBER:</u></b> 6Hx27:04-30
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.865(6) FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-38 6Hx27:04-39
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 3

Eligibility and Enrollment in the Pool

Any full-time employee shall be eligible for participation in the Pool after one (1) year of employment with the College provided that the employee has accrued at least twelve (12) days (96 hours) of accumulated sick leave. Upon enrollment, each participating employee shall make an initial contribution to the Pool of two (2) days (16 hours) from accrued sick leave.

The Human Resources Department shall notify each employee who is eligible to join the Pool concerning the enrollment process and dates. Enrollment in the Pool shall be open during the annual enrollment period of October 15 through 31.

Participation in the Sick Leave Pool shall be voluntary.

Use of the Pool

Sick Leave Pool hours must be used for the member's own personal illness, accident or injury.

Use of sick leave from the Pool requires a physician's statement verifying the period of time an employee is unable to work.

Use of leave from the Pool shall at all times be contingent upon the availability of days in the Pool. A participating employee shall not be able to use sick leave from the Pool until all the employee's accrued sick leave has been depleted. The maximum number of days for which an employee may draw sick leave from the



Pool shall be limited to ten (10) times the amount of sick leave days that the participant has contributed. A participating employee who uses sick leave from the Pool shall not be required to recontribute leave days to the Pool, except as provided for the replenishment of the balance.

#### Replenishment of the Pool

Contributions shall be made to replenish the overall Pool balance or to replenish an individual account.

The replenishment of the overall Pool balance shall be equally required of all members. The Vice President for Administrative Services shall authorize a call for replenishment when the balance is less than fifty (50) percent of the enrollment contributions balance. Each call for replenishment shall be for one (1) day (eight hours) from each participant in the Pool.

If at the time of replenishment, a member does not have the sufficient number of days to make the required one day contribution, the member shall automatically be withdrawn from the Pool until enough sick leave is accumulated by the employee to make the required replenishment contribution for immediate reinstatement.

A member may replenish an individual account during the open enrollment period if the balance of usable Sick Leave Pool hours is less than forty hours for that member and the member has accrued twelve (12) days or ninety-six (96) hours of regular sick leave.

A member's contribution rate to replenish an individual account to a maximum of 160 hours will be one hour of regular sick leave for every ten (10) hours or fraction thereof of Sick Leave Pool hours.

#### Withdrawal from Membership in the Pool

An employee may withdraw from the Pool during the annual enrollment period (October 15 - 31) or at the time of a call for replenishment of the Pool. An employee shall be withdrawn from the Pool upon termination of employment or death. An employee who withdraws from the Sick Leave Pool shall not be eligible to withdraw any sick leave already contributed to the pool.

#### Administration of the Pool

The Human Resources Department shall maintain complete and accurate records of the Pool. Each enrollment, contribution, use of leave, and withdrawal by participating members shall be documented on a signed form.

The Human Resources Department shall investigate any alleged abuses of the Pool and shall report its findings to the Vice President for Administrative Services. The Vice President shall determine if the Pool has been abused, and if so, the offending employee shall repay all sick leave used from the Pool and shall be subject to other disciplinary action as provided by the rules of the Board.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Personal Leave	<b><u>NUMBER:</u></b> 6Hx27:04-31
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.865(2)(c) FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 3/15/99	<b><u>PAGE:</u></b> 1 of 1

Accrual

Personal Leave is allocated for employees in established positions.

Maximum Accumulation of Leave

A maximum of 32 hours per fiscal year may be charged to accrued sick leave for personal (non-sick) reasons. Unused leave for personal reasons shall not be carried over to the next fiscal year.

Using the Leave

Personal leave requires completion of a Leave Request form and should be approved in advance by the appropriate supervisor.

If an unforeseen emergency prevents an employee from requesting leave in advance, the employee should notify the supervisor as soon as possible.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<p><b><u>TITLE:</u></b> Leave of Absence Without Pay</p>	<p><b><u>NUMBER:</u></b> 6Hx27:04-32</p>
<p><b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261</p>	<p><b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-38 6Hx27:04-39</p>
<p><b><u>DATE ADOPTED:</u></b> 12/1/97; rev 5/15/00; revised 1/22/01</p>	<p><b><u>PAGE:</u></b> 1 of 1</p>

Leave of absence without pay for a period of up to three (3) months, excluding leave approved under the Family and Medical Leave Act may be granted by the President or Executive Team Member. However, the use of leave without pay is not allowed when there is sufficient leave available for use. Any leave without pay or extension of leave without pay beyond three (3) months must be approved by the President.

Each decision to grant leave without pay shall be based on the requirements for the efficient operation of the College.

Any employee in a leave-without-pay status for an entire pay period electing to continue benefits must reimburse the College for the monthly college-paid insurance premiums for that period. This does not apply to a leave period approved under the Family and Medical Leave Act except as provided in that policy.

If an employee is in leave-without-pay status the day preceding or the day following a holiday, or a college-closed period, the employee shall not receive pay for the holiday(s) or college-closed period.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Administrative Leave	<b><u>NUMBER:</u></b> 6Hx27:04-33
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 1/22/01; revised 8/21/06	<b><u>PAGE:</u></b> 1 of 4

Administrative leave are absences authorized for College employees in established positions. Administrative leave must be approved by the immediate supervisor and/or an Executive Team Member.

**Use of Administrative Leave**

Administrative leave shall only be used as authorized in this section. Administrative leave shall not be granted except on an employee's regular workday and shall not exceed the number of hours in the employee's normal workday. Hours granted as administrative leave shall not be included as hours worked for the purpose of computing overtime. An employee should submit a leave request form for the administrative leave to his/her supervisor.

1. Bereavement

An employee shall use up to 3 days of administrative leave with pay for the death of an immediate family member as defined in the Sick Leave Policy No. 6Hx27:04-29.

2. Elections

An employee who lives at such distance from the assigned work location as to preclude voting outside of working hours may be authorized a maximum of two hours of administrative leave with pay for this purpose. Any other employee may be granted one hour of administrative leave with pay for the purpose of voting during normal working hours. An employee shall not be granted administrative leave to work at the polls during elections.

### 3. Court

- a. An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday. If the jury duty does not require the employee's absence for the entire workday, the employee shall return to the office immediately upon release by the court. Any jury fees shall be retained by the employee, but the College will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- b. An employee subpoenaed as a witness in a court or administrative hearing, excluding personal litigation or service as a paid expert witness, shall be granted administrative leave with pay, not to exceed three days. The employee shall be required to turn over to the College any fees received from the court. The employee will not be reimbursed by the College for meals, lodging, and travel expenses incurred while serving as a witness.
- c. An employee subpoenaed in the line of duty to represent the College as a witness or defendant shall not be granted administrative leave, and appearance in such cases shall be considered as hours worked. The employee shall be paid any eligible per diem and travel expenses and shall be required to turn over to the College any fees received from the court.
- d. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may be granted annual leave in such cases with the approval of the supervisor.

### 4. Job Interviews

An employee may be granted administrative leave with pay for the purpose of interviewing for another position at Tallahassee Community College.

### 5. Natural Disasters and Temporary Hazardous Conditions

When the College is closed because of natural disasters such as hurricanes, tornadoes, floods, or other temporary hazardous conditions, employees shall be granted administrative leave with pay. Any employee who is required to work to provide essential services shall be allowed to earn compensatory leave in addition to being compensated for hours

actually worked.

## 6. Mentoring

An employee in a Board-established position may be granted up to one hour of administrative leave with pay per week, not to exceed five hours per month, to participate in the following educational or community voluntary activities:

- a. Mentoring, tutoring, guest speaking and, when participating in an established mentoring program serving a school district, providing any related services at the direction of the program or volunteer coordinator.
- b. Participating in community service programs that meet the needs of children, adults, or the elderly, including Guardian Ad Litem, Big-Brother/Big-Sister, Senior Corps, and Adult Literacy.

Administrative leave for mentoring purposes for less than full-time employees will be prorated based on the assigned FTE for the position.

In granting administrative leave for mentoring, the supervisor shall take into consideration the impact of such leave on the employee's work unit.

## 7. Disaster Relief Services

An employee may be granted administrative leave with pay not to exceed 3 working days and administrative leave without pay not to exceed 12 working days when approved by the appropriate Vice President. (Total paid leave not to exceed 3 working days in any 12 month period. Maximum leave not to exceed 15 working days in any 12 month period.) This leave may be granted to participate in specialized disaster relief services for the American Red Cross or the Florida Division of Emergency Management providing:

- a. The employee must be certified as a disaster service volunteer of the American Red Cross or by the Florida Division of Emergency Management.
- b. The employee offers services relating to a disaster within the boundaries of the State of Florida. Upon the recommendation of an Executive Team Member, the President may approve an employee's provision of disaster relief services in the continental United States.

- c. The employee must provide documentation to his/her supervisor from the American Red Cross or the Florida Division of Emergency Management of the services that he/she has been asked to provide.

Employees granted leave under these provisions shall not be eligible for worker's compensation for injuries sustained during the performance of their voluntary service.

#### 8. Civil Disorders or Disasters

Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit, or law enforcement organization may be granted administrative leave upon the approval of a Vice President when such employees are called to perform duties in times of civil disturbances, riots, and natural disasters.

Documentation of the employee's request for services must be provided. Employees granted administrative leave under this provision shall not be eligible for worker's compensation for injuries sustained during the performance of their voluntary service.

An employee may be granted administrative leave for Civil Disorders or Disasters with pay not to exceed 3 working days and administrative leave without pay not to exceed 12 working days when approved by the appropriate Vice President. (Total paid leave not to exceed 3 working days in any 12 month period. Maximum leave not to exceed 15 working days in any 12 month period.)

#### 9. Other Administrative Leave

Administrative leave may also be authorized or imposed in specific situations approved by the President or an Executive Team Member.

[Link to Marked Up Policy](#)



**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Leave to Vote	<b><u>NUMBER:</u></b> 6Hx27:04-34
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-33
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 1
<b>REPEALED Moved to PM 04-33</b>	

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Court-Related Leave	<b><u>NUMBER:</u></b> 6Hx27:04-35
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-33
<b><u>DATE ADOPTED:</u></b> December 1, 1997 <b>REPEALED</b> Moved to PM 04-33	<b><u>PAGE:</u></b> 1 of 1

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**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Military Leave	<b><u>NUMBER:</u></b> 6Hx27:04-36
<b><u>AUTHORITY:</u></b> Florida Statute: 115.07, 115.09, 115.14, 121.111, 295.09, 1001.64, 1001.65 FAC: 6A-14.0261, 6A-14.0432, 60S-2.005 United States Codes: Chapter 43 of Title 38	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-33
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 6/17/02	<b><u>PAGE:</u></b> 1 of 2

Active or Inactive Military Training

An employee in an established position who is a member of the United States Armed Forces Reserve, including National Guard, shall upon presentation of a copy of the employee's official orders issued be granted administrative leave during periods in which the employee is ordered to active or inactive duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one calendar year.

Active Military Service

An employee in an established position who volunteers for active military service, or is ordered to active duty in connection with reserve activity other than short term, will be granted a leave of absence from an assigned position for the duration of one (1) year from the date of induction for the required active duty service. The employee must present a copy of official orders in order to be granted leave, which begins with the date of induction and shall terminate upon death or the 31st day succeeding the date of release or discharge from active military service, return from military service, one (1) year from the date of induction or whichever occurs first.

The first thirty (30) calendar days of active military service will be with full pay provided official written orders have been received. (The employee may elect to use unused annual or compensatory leave or be placed on leave without pay status for this period until the official orders have been received.) All unused leave benefits will be retained by the employee and will be credited to the employee's record if reinstated to a position. During such leave, the employee

will be entitled to preserve all seniority rights, performance ratings and promotional status.

Thereafter, for a period not to exceed one (1) year from date of induction, the College will supplement the employee's military pay in an amount necessary to bring total salary, inclusive of the base military pay, to the level earned at the time they were called to duty.

While in pay status, the retirement contribution and health benefits will continue to be provided for the employee. When the period of active military duty is more than thirty (30) calendar days, the group life insurance coverage ceases.

Upon separation from the military service, the employee will be eligible to return to the former position or a different position in the same class and the same geographic location provided that reinstatement is requested within the requirements of Uniformed Service Employment and Reemployment Rights Act (USERRA) reemployment provisions.

An employee who is reemployed under the USERRA provisions is entitled to the additional seniority, rights and benefits that such employee would have attained if the person had remained continuously employed.

The employee may receive Florida Retirement System service credit in the membership class to which the employee belonged immediately prior to military service upon meeting the requirements of FRS for said credit.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Workers' Compensation Leave	<b><u>NUMBER:</u></b> 6Hx27:04-37
<b><u>AUTHORITY:</u></b> Florida Statute: 440, 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-33 6Hx27:12-02
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 3

An employee in an established position shall be entitled to workers' compensation leave when absent from duty because of personal injury or occupationally incurred illness (workers' compensation incident) received in the discharge of duty for the College.

The following requirements must be met.

1. The employee must be authorized under the provisions of the workers' compensation law of Florida (Florida Statutes, Chapter 440).
2. The administrative leave period shall be limited to a maximum of ten (10) work days per workers compensation incident and shall not exceed ten (10) days of administrative leave for workers' compensation during any calendar year regardless of the number of incidents during a calendar year (eighty [80] hours for a full-time employee).
3. Administrative leave for workers' compensation purposes is not cumulative and cannot be credited from year to year.

**Leave and Benefits**

An employee under the provisions of the Florida workers' compensation law shall be entitled to use workers' compensation administrative leave and shall continue to accrue sick and annual leave and other benefits as though regularly employed. Time spent by employees waiting for or receiving medical attention due to a workers' compensation incident shall be counted as administrative leave if such medical attention was authorized by appropriate College personnel.

## Indemnity Payments

Indemnity payments issued under the provisions of the Florida workers' compensation law represents 66.6 % of the average weekly wage of the employee for the thirteen (13) weeks immediately preceding the occurrence of the workers' compensation incident. The average weekly wage used in calculating the indemnity payment cannot exceed the maximum amount set by current Florida law.

When an employee is under the workers' compensation provision, the following shall apply.

1. If an employee is absent from work for fourteen (14) calendar days or less, the appropriate amount of administrative leave shall be used to compensate the employee for this period.
2. If an employee is absent from work for more than fourteen (14) calendar days but less than twenty-two (22) calendar days, the employee shall qualify under the law to receive tax-free indemnity payments for the eighth through the fourteenth calendar days.

The College shall allow the employee to be in proportionate retroactive leave without pay status in order to receive the indemnity payment. The employee shall also be allowed to use administrative leave during this period to compensate for the difference between the indemnity payment and the employee's salary.

3. If an employee is absent from work for twenty-two or more calendar days, the employee shall qualify under the law to receive tax-free indemnity payments for the first through the seventh calendar days and also for the twenty-second and succeeding calendar days.

The College shall allow the employee to be in proportionate retroactive leave without pay status in order to receive the indemnity payment. If administrative leave has not yet been exhausted for this workers' compensation incident/calendar year, the employee shall also be allowed to use administrative leave during this period to compensate for the difference between the indemnity payment and the employee's salary.

If an employee has exhausted the workers' compensation administrative leave available and is still unable to return to work, the employee has the option to use appropriate accrued leave or be in a leave-without-pay status in addition to receiving the tax-free indemnity compensation.

### Returning to Work

An employee under the provisions of the Florida workers' compensation law who does not report for duty must provide the Human Resources Department with a written excuse for the absence from a College-approved health care provider.

If an employee has been given a written release by a College-approved health care provider to return to light duty, the employee must provide written guidelines from a College-approved health care provider outlining the light duty tasks using the appropriate position description on file in the Human Resources Department as a guideline. The written guidelines must be presented at the beginning of the employee's scheduled work hours on the first day back of the return to duty.

If an employee does not provide the College with a written release to return to duty or if an employee who has been given a release to return to duty does not return to duty, the employee shall be in leave-without-pay status. Under these circumstances, the employee cannot use accrued leave of any type and may be terminated.

An employee under the provisions of the Florida workers' compensation law who does not report for duty must provide the Human Resources Department with a written excuse for the absence from a College-approved health care provider.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF  
TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Maternity Leave	<b><u>NUMBER:</u></b> 6Hx27:04-38
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-29 6Hx27:04-30 6Hx27:04-32 6Hx27:04-40
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 3/20/00	<b><u>PAGE:</u></b> 1 of 1
<b>REPEALED Moved to PM 04-40</b>	

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**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Parental Leave	<b><u>NUMBER:</u></b> 6Hx27:04-39
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-29 6Hx27:04-30 6Hx27:04-32 6Hx27:04-40
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 3/20/00 <b>REPEALED MOVED TO PM 04-31</b>	<b><u>PAGE:</u></b> 1 of 1

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## TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

### POLICY

<b><u>TITLE:</u></b> Family and Medical Leave	<b><u>NUMBER:</u></b> 6Hx27:04-40
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-28 6Hx27:04-29 6Hx27:04-32 6Hx27:04-38 6Hx27:04-39
<b><u>DATE ADOPTED:</u></b> December 1, 1997	<b><u>PAGE:</u></b> 1 of 4

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible faculty and staff may use up to a total of twelve (12) weeks of leave per twelve month period with the right of returning to employment without prejudice on expiration of the leave under the following conditions:

1. To care for the employee's child in the first twelve (12) months after childbirth;
2. To care for a child placed with the employee for adoption or foster care within the first twelve (12) months of the placement;
3. To care for an employee's spouse, child, or parent who has a serious illness, impairment, or physical or mental condition that involves inpatient hospital care, hospice, a residential medical care facility, or continuing treatment by a health care provider;

Written certification from a qualified health care provider is required and must explain the family member's medical condition and include a statement that the employee is needed for this care with an estimate of the time needed.

**Child** is defined as "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis* who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability."

**Parent** is defined as "the biological parent of the employee or an individual who stood in *loco parentis* to the employee." This does not include the parent of the employee's spouse.

4. For a serious health condition of the employee where the employee is unable to perform the functions of the job.

Written certification from a qualified health care provider is required and must explain the employee's medical condition and include a statement that the employee is unable to perform the functions of the job as outlined in the approved position description.

5. Any qualifying exigency when the employee's spouse, child or parent is on active duty or is notified of an impending call or order to active duty in the Armed Forces (including the Reserves and National Guard) in support of a "contingency operation." This does not apply to employees who have family members in the regular Armed Forces (their job).
6. A period of 26 workweeks to care for a spouse, child, parent or next of kin who is a service member undergoing medical treatment, recuperation or therapy, is on out-patient status, or is on the temporary disabled retired list for a serious injury or illness.

The injury or illness must have been incurred by the member in the line of duty while on active duty in the Armed Forces that renders the member medically unfit to perform the duties of his or her office, grade, rank or rating.

Written certification from a qualified health care provider is required and must explain the family member's medical condition and include a statement that the employee is unable to perform the functions of the job as outlined in the approved position description.

***Twelve (12) month period*** is defined as the twelve (12) month period measured forward or backward from the first day of approved FMLA leave.

Any leave requested under the Family and Medical Leave Act must be authorized by the College either prior to or during the leave. The College may request progress reports from the employee during the authorized leave concerning either the medical condition or the potential date of the employee's return to duty.

#### Eligibility

To be eligible, an employee must have been employed at the College for at least twelve (12) months and must have worked a minimum of 1,250 hours at the College during the twelve calendar months preceding the leave.

If a husband and wife are both employed at the College, FMLA leave for the birth or placement of a child or to care for a sick parent is limited to no more than a

combined total of twelve (12) weeks during the twelve month period.

#### Advance Notice

A written notice at least thirty (30) days in advance is recommended for foreseeable leaves for birth, adoption, or planned medical treatment. When advance notice is not possible, verbal notice must be given to the supervisor in the same manner as sick leave notification.

#### Medical Certification

Written medical certification is required as explained in #3, #4 and #6 above. The certification must be provided within fifteen (15) days of the employee's request to use leave under FMLA. The College may require an employee to obtain a second medical opinion from a health care provider designated by the College at the expense of the College.

If the opinions of the first and second health care providers differ, the College may require the employee to obtain certification from a third health care provider at the expense of the College. The third medical opinion shall be final and binding. The third health care provider shall be designated or approved jointly by the employee and the College. If the employee does not attempt in good faith to reach agreement on the third health care provider designation, the employee shall be bound by the second medical certification.

Also, written medical certification of fitness for duty is required to return to work when leave is due to personal injury or illness.

#### Taking the Leave

All available leave must be used concurrent with FMLA Leave Without Pay will only be granted once ALL available leave has been exhausted. The immediate supervisor and the employee shall schedule an appointment with appropriate Human Resources Department staff for eligibility determination.

For the birth or placement of a child, the leave must be taken all at one time unless otherwise approved by the College. For #3, #4 and #6, the leave may be taken intermittently or on a reduced time basis if necessary for medical reasons. "Reduced time basis" means an appropriate reduction in the scheduled number of work hours for the employee per work week or work day. Planned medical treatment or leave taken on an intermittent basis or by a reduced schedule must be scheduled in such a way as to create minimum disruption to the College.

### Health Insurance

The College shall continue to provide health insurance for the employee who is using FMLA even if the employee is in leave-without-pay status for an entire pay period. The employee shall continue to pay any part of the health insurance premium on the same basis as if the employee were actively at work. If the employee fails to make timely premium payments (within thirty days after the due date), the College may discontinue that portion of the health coverage.

If the employee fails to return to work at the end of the leave due to reasons other than health conditions or other circumstances beyond the control of the employee, the College will charge the employee retroactively for the cost of College-paid health insurance for any pay period the employee is in leave-without-pay status for the entire month.

### Qualified Health Care Providers

Qualified health care providers are limited to doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners, nurse-midwives, and Christian Science practitioners. The College may require a second or third opinion from health care providers other than Christian Science practitioners.

Although the required medical certification must come from a qualified health care provider, the employee may elect to receive medical care from a health professional who is not qualified under FMLA.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> Leave During Investigation/Discipline	<b><u>NUMBER:</u></b> 6Hx27:04-41
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b> 6Hx27:04-27 6Hx27:04-35 6Hx27:06-15
<b><u>DATE ADOPTED:</u></b> December 1, 1997  <b>REPEALED MOVED TO PROCEDURE AND INCLUDED IN 04-33</b>	<b><u>PAGE:</u></b> 1 of 1

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**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Volunteers	<b><u>NUMBER:</u></b> 6Hx27:04-42
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 3/15/99; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

A volunteer is defined as either an individual who is not an employee of the College who receives no compensation for services rendered or an individual who is an employee of the College who performs services that are not the same type of services for which the individual is paid a salary or wages to perform as an employee and the individual receives no compensation for the services rendered.

The use of a volunteer who is not an College employee incurs a liability of \$100,000 to the College in the case of the death of the volunteer while on duty and a liability of the cost to provide lifetime benefits for a volunteer injured while on duty.

Discretion should be used in determining if services can be provided other than through the assistance of a volunteer; if possible, volunteers should not be used. However, if the services of a volunteer are necessary, the following provisions shall be followed to cover the volunteer for insurance purposes.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Administrative Leave for Mentoring/Community Service	<b><u>NUMBER:</u></b> 6Hx27:04-44
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> February 18, 2002  <b>REPEALED MOVED TO PM 04-33</b>	<b><u>PAGE:</u></b> 1 of 1

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**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Payroll	<b><u>NUMBER:</u></b> 6Hx27:04-45
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; administrative revision to comply with 1999-00 Salary Schedule as revised 11/30/99; rev 1/22/00; revised 11/26/01; revised July1, 2008	<b><u>PAGE:</u></b> 1 of 1

Six Day Reserve

New employees in executive/administrative, managerial/professional, and classified staff positions shall have six days of pay withheld from the first pay period until their employment at the College is concluded. The calculation of the six days shall be made by dividing the annual salary by the number of annualized work days specified in the Board-approved Salary Schedule and multiplying by six.

The six days of pay shall be paid in the employee's last paycheck and shall be calculated at the employee's daily rate of pay at the time of termination. However, if a classified staff employee terminates for any reason during the probationary period for original appointment, the six day reserve payment shall be paid to the employee at the rate it was withheld for the first pay period.

Advanced Payment

State law prohibits advanced payment to any employee; therefore, paychecks shall not be released to employees before the appropriate pay date.

[Link to Marked Up Policy](#)

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**POLICY**

<b><u>TITLE:</u></b> O.P.S. Employees	<b><u>NUMBER:</u></b> 6Hx27:04-46
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 5/15/00	<b><u>PAGE:</u></b> 1 of 1

Persons hired to fill temporary positions created to accomplish a specific task within a specific time shall be classed as O.P.S. (other personal services) employees. An O.P.S. employee works on an as-needed or funds-available basis only. An O.P.S. employee does not serve on a contractual basis, nor does the O.P.S. authorization form constitute a contract.

Compensation for O.P.S. employees shall be in accordance with the current Board-approved Salary Schedule.

[Link to Marked Up Policy](#)